

RESOLUTION NO. 15-277

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, DESIGNATING THE SIGNATURES OF CERTAIN CITY PERSONNEL FOR THE WITHDRAWAL OF CITY FUNDS FROM FIRST STATE BANK AND OTHER AUTHORIZED DEPOSITORIES OF CITY FUNDS; PROVIDING FOR AN EFFECTIVE DATE

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, AS FOLLOWS:

Section 1: That any combination of two signatures of the following personnel of the City of Key West are hereby designated for the withdrawal, including wire transfers, of City of Key West funds from First State Bank and other authorized depositories of City funds: Assistant City Manager Sarah Spurlock, City Clerk Cheryl Smith, and Finance Director Mark Z. Finigan.

Section 2: That all previous Resolutions authorizing signatures and countersignatures inconsistent with this Resolution shall hereby be replaced.

Section 3: That the City Clerk is hereby authorized to transmit a certified copy of this Resolution to First State Bank, and other authorized depositories of City funds.



Section 4: That this Resolution shall go into effect immediately upon its passage and adoption and authentication by the signature of the presiding officer and the Clerk of the Commission.

Passed and adopted by the City Commission at a meeting held this 15 day of September, 2015.

Authenticated by the presiding officer and Clerk of the Commission on September 16, 2015.

Filed with the Clerk September 16, 2015.

Mayor Craig Cates	<u>Yes</u>
Vice Mayor Mark Rossi	<u>Absent</u>
Commissioner Teri Johnston	<u>Yes</u>
Commissioner Clayton Lopez	<u>Yes</u>
Commissioner Billy Wardlow	<u>Yes</u>
Commissioner Jimmy Weekley	<u>Yes</u>
Commissioner Tony Yaniz	<u>Yes</u>

  
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CRAIG CATES, MAYOR

ATTEST:

  
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CHERYL SMITH, CITY CLERK






THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3700

MEMORANDUM

**To:** Jim Scholl, City Manager

**From:** Mark Z. Finigan, Finance Director 

**CC:** Sarah-Hannah-Spurlock, Assistant City Manager  
Cheryl Smith, City Clerk  
Mark Finigan, Finance Director

**Date:** September 3, 2015

**Subject:** Designating certain City personnel for withdrawal of City funds from First State Bank and other authorized depositories

**Action:** Request that Mark Finigan, Finance Director be added to the list of designated signatures for the withdrawal of funds from First State Bank and other authorized depositories of City funds. Additionally request that Nancy Kielman be removed.

**Background:** Resolution 14-185 currently designates any combination of two signatures to the following personnel: Sarah Hannah-Spurlock, Assistant City Manager Cheryl Smith, City Clerk and Nancy Kielman.

**Options:**

1. The Commission can approve the resolution as recommended by staff.
2. The Commission can disapprove the resolution and direct staff to change the designated personnel names.

**Recommendation:**  
Approve.



RESOLUTION NO. 14-185

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, DESIGNATING THE SIGNATURES OF CERTAIN CITY PERSONNEL FOR THE WITHDRAWAL OF CITY FUNDS FROM FIRST STATE BANK AND OTHER AUTHORIZED DEPOSITORIES OF CITY FUNDS; PROVIDING FOR AN EFFECTIVE DATE

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, AS FOLLOWS:

Section 1: That any combination of two signatures of the following personnel of the City of Key West are hereby designated for the withdrawal, including wire transfers, of City of Key West funds from First State Bank and other authorized depositories of City funds: Assistant City Manager Sarah Spurlock, City Clerk Cheryl Smith, and Finance Director Nancy S. Kielman.

Section 2: That all previous Resolutions authorizing signatures and countersignatures inconsistent with this Resolution shall hereby be replaced.

Section 3: That the City Clerk is hereby authorized to transmit a certified copy of this Resolution to First State Bank, and other authorized depositories of City funds.



Section 4: That this Resolution shall go into effect immediately upon its passage and adoption and authentication by the signature of the presiding officer and the Clerk of the Commission.

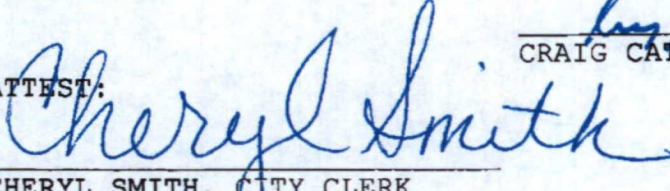
Passed and adopted by the City Commission at a meeting held this 1st day of July, 2014.

Authenticated by the presiding officer and Clerk of the Commission on July 2, 2014.

Filed with the Clerk July 2, 2014.

Mayor Craig Cates	<u>Yes</u>
Vice Mayor Mark Rossi	<u>Yes</u>
Commissioner Teri Johnston	<u>Yes</u>
Commissioner Clayton Lopez	<u>Yes</u>
Commissioner Billy Wardlow	<u>Yes</u>
Commissioner Jimmy Weekley	<u>Yes</u>
Commissioner Tony Yaniz	<u>Absent</u>

ATTEST:

  
CHERYL SMITH, CITY CLERK

  
CRAIG CATES, MAYOR



# Executive Summary



**To:** Shawn Smith, Interim City Manager

**CC:** Sarah Hannah-Spurlock, Assistant City Manager

**From:** Nancy S. Kielman, Finance Director

**Date:** June 30, 2014

**RE:** Designating certain City personnel for withdrawal of City funds from First State Bank and other authorized depositories

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## **Action:**

Request that any combination of two signatures, of the following, be designated for the withdrawal of funds from First State Bank and other authorized depositories of City funds: Assistant City Manager – Sarah Hannah-Spurlock, City Clerk - Cheryl Smith, and Finance Director - Nancy S. Kielman.

## **Background:**

Resolution 14-133 currently designates any combination of two signatures to the following personnel: City Manager - Bogdan Vitas, City Clerk - Cheryl Smith, and Finance Director – Nancy S. Kielman.

Mr. Vitas is no longer City Manager and therefore needs to be removed from the list of authorized personnel.

Assistant City Manager Sarah Hannah-Spurlock will be added as a 3<sup>rd</sup> name to the list.

The City generally has 3 to 4 people on the authorized list in order to ensure adequate authority is available to perform financial City business at all times.

## **Options:**

1. The Commission can approve the resolution as recommended by staff.
2. The Commission can disapprove the resolution and direct staff to change the designated personnel names.

## **Recommendation:**

Approve.