





MEMORANDUM

Date: June 8, 2023

To: Honorable Mayor and Commissioners

Via: Albert P. Childress 
City Manager

From: Christina Bervaldi 
Finance Director

Subject: Designating City Personnel for Withdrawal of City Funds from First State Bank and Other Authorized Depositories

Introduction

The City Manager's Office requests the approval of the designation of City Manager Albert Childress, City Clerk Cheryl Smith, and Finance Director Christina Bervaldi as the City of Key West authorized signatories for the withdrawal of funds from First State Bank and other authorized depositories. The City Manager's Office also requests the removal of Patti McLauchlin as designated signor.

Background

City of Key West Resolution 22-030 currently authorizes the combination of two of the signatures of City Manager Patti McLauchlin, City Clerk Cheryl Smith, and Finance Director Christina Bervaldi, to withdraw funds, including wire transfers, of City of Key West funds from First State Bank and other authorized depositories.

Upon the announcement of City Manager Patti McLauchlin's retirement, the City of Key West conducted a search for a new City Manager. On April 3, 2023, Albert Childress was hired as the City of Key West's City Manager. This change in staffing requires the City to amend the signatories for the withdrawal of funds from our banking institutions.

Procurement

None.

Recommendation

The City Manager's Office recommends the Mayor and Commission approve the resolution authorizing the designation of City Manager Albert Childress, City Clerk Cheryl Smith, and Finance Director Christina Bervaldi as the City of Key West's designated signatories for the withdrawal of funds from First State Bank and other authorized depositories of City funds.

Exhibits:

Exhibit A – Resolution 22-030