

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

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 3rd 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.