




## MEMORANDUM

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Date: July 13, 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

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### **Introduction**

The City Manager's Office requests the approval of the designation of City Manager Albert Childress, City Clerk Keri O'Brien, 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 Cheryl Smith as designated signor.

### **Background**

City of Key West Resolution 23-167 currently authorizes the combination of two of the signatures of City Manager Albert Childress, 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.

On Thursday, June 8<sup>th</sup>, the City Commission selected Keri O'Brien as the new City Clerk. 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 Keri O'Brien, 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 23-167