

# Executive Summary



**To:** Bob Vitas, City Manager

**CC:** Mark Z. Finigan, Assistant City Manager

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

**Date:** July 17, 2013

**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: City Manager Bogdan Vitas, City Clerk Cheryl Smith, Assistant City Manager Mark Z. Finigan and Acting Finance Director Nancy S. Kielman.

## **Background:**

Resolution 12-232 currently designates any combination of two signatures to the following personnel: City Manager Bogdan Vitas, City Clerk Cheryl Smith and Finance Director Roger D. Wittenberg.

Roger Wittenberg retired and therefore needs to be removed from the list of authorized personnel.

## **Advantages/Disadvantages:**

### **Advantages:**

1. Adding an additional name assures adequate authority is available to perform financial City business at all times.

### **Disadvantages:**

1. None

## **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.