

TO: MAYOR AND CITY COUNCIL

FROM: LANELL ENDRES, ASSISTANT CITY ADMINISTRATOR

SUBJECT: AUTHORIZE CHANGES TO BANK SIGNATURE CARDS

DATE: JANUARY 21, 2014

BACKGROUND

It has been past practice that the mayor, city administrator, and assistant city administrator have had authorization to sign bank documents with their signatures being placed on bank signature cards. The City's policy is to require two signatures on all city checks, one of which is allowed to be a stamped signature. With the vacancy of the city administrator's position, I am requesting that Dave Maroney is added as an authorized signature until a new city administrator starts. This would allow some flexibility in case I am unavailable.

STAFF RECOMMENDATION

I recommend the Council authorize deleting Aaron Reeves name from the bank signature cards and temporarily adding Dave Maroney.

REQUESTED COUNCIL ACTION

A motion to authorize deleting Aaron Reeves name from the bank signature cards and temporarily adding Dave Maroney.