

TO: MAYOR AND CITY COUNCIL

FROM: LANELL ENDRES, INTERIM CITY ADMINISTRATOR

SUBJECT: AUTHORIZE RON JOHNSON TO BE PLACED ON BANK SIGNATURE CARDS

DATE: MARCH 6, 2014

BACKGROUND

As you may recall, it has been past practice that the mayor, city administrator, and assistant city administrator have 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 appointment of the new administrator and his starting date of March 10, 2014, it would be appropriate to add his signature to the bank signature cards. While the City Administrator position was vacant, the Council had temporarily approved that Dave Maroney was added to the bank signature cards and his name should now be removed.

STAFF RECOMMENDATION

I recommend the Council authorize updating the bank signature cards by removing Dave Maroney and adding Ron Johnson.

REQUESTED COUNCIL ACTION

I respectfully request a motion to authorize updating the bank signature cards by removing Dave Maroney and adding Ron Johnson.