

TO: MAYOR AND CITY COUNCIL
FROM: LANELL ENDRES, FINANCE DIRECTOR/ASST CITY ADMINISTRATOR
SUBJECT: TEMPORARILY ADDING DAVE MARONEY TO BANK SIGNATURE CARDS
DATE: MAY 16, 2017

BACKGROUND

It has been past practice that the mayor, city administrator, and finance director/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. I am planning to be on medical leave for approximately six weeks. In my absence, I am requesting that Dave Maroney be added as an authorized signature until my return. This will allow additional flexibility in the signing of checks.

STAFF RECOMMENDATION

Staff respectfully recommends the Council authorize temporarily adding Dave Maroney to the bank signature cards until the return of the finance director/assistant city administrator.

REQUESTED COUNCIL ACTION

Staff requests a motion to authorize temporarily adding Dave Maroney to the bank signature card until the return of the finance director/assistant city administrator at which time his name would be removed.

Attachment(s):

None