

**TO: MAYOR AND CITY COUNCIL**

**FROM: LANELL ENDRES, INTERIM CITY ADMIN/FINANCE DIRECTOR**

**SUBJECT: AUTHORIZE JOHN ALTHOFF TO BE PLACED ON BANK SIGNATURE CARDS**

**MEETING DATE: JANUARY 2, 2019**

**BACKGROUND**

It has been past practice that the Mayor, City Administrator and Finance Director/Assist City Administrator have authorization to sign bank documents with their signatures being placed on the bank cards. Most recently the City has authorized the signature of the Community Development Director to be added as well due to the vacancy of the City Administrator position. 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 election of a new Mayor, it is necessary to update the bank signature cards. The current signers will be Mayor Althoff, Community Development Director Dave Maroney and Interim City Administrator/Finance Director Lanell Endres. The only change will be removing former Mayor Robinson's signature and replacing it with Mayor Althoff.

**STAFF RECOMMENDATION**

Staff recommends the Council authorize updating the bank signature cards.

**REQUESTED COUNCIL ACTION**

Staff respectfully requests a motion to authorize the updating of the bank signature cards.

Attachment(s):

None