

JANUARY 2, 2019

MEMORANDUM TO: HONORABLE MAYOR AND COUNCIL  
MEMBERS/COUNCIL MEMBER-ELECT SCHROEDER

THROUGH: BRYANT POWELL, CITY MANAGER

FROM: KATHLEEN CONNELLY, CITY CLERK

SUBJECT: AGENDA ITEM FOR JANUARY 15, 2019  
(DESIGNATION OF CITY COUNCIL CHECK  
SIGNATORIES)

In accordance with the recommendation of our auditors and the requirements of the banks that handle city bank accounts, city staff is requesting that formal action be taken by council to ratify those elected officials who will be authorized to sign city checks. This action is appropriate at this time since technically this is a "new" council with new term expiration dates.

City checks require two signatures to include one from a member of the city council in addition to the signature of the city clerk as ex officio city treasurer. The current council check signers are Mayor Serdy and Vice Mayor Wilson. Traditionally, a minimum of two designated signers have been chosen from among our elected officials to include the mayor, and/or vice mayor or a council member. Since all "council members" are elected under that specific title, I recommend that you use the word "councilmember" as the title in your motion. As an example: I move that Mayor \_\_\_\_\_ and Councilmember \_\_\_\_\_ be designated as city check signers in addition to the city clerk.

Please contact me if you have any questions.