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**FINANCE & RECORDS**

To: Carol Webb, City Administrator

From: Nancy A. Lueck, Finance Director

Date: August 28, 2020

Re: Resolutions for Change of Authorized Signers for City Bank Accounts

**Introduction and Background**

The City has checking, money market and savings accounts with First National Bank, CBI Bank and Trust, and Community Bank. The authorized signers for the City's checking accounts are the Mayor and City Administrator. For investments and bank transfers the authorized individuals are the Finance Director, the Accounting Supervisor, and the City Administrator.

**Recommendation**

With the appointment of Carol Webb as City Administrator, new corporate resolutions are required with each bank to update the authorized individuals on the respective bank accounts. Please include this request to approve the banking resolutions on the agenda for the September 3, 2020 meeting. Please note that the actual resolutions include protected information (bank account numbers, social security numbers, etc.), so the resolutions will not be attachments to the Council agenda.

Please contact me if you have any questions or need additional information.