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FINANCE & RECORDS

To: Greg Jenkins, Interim City Administrator
From: Nancy A. Lueck, Finance Director
Date: January 31, 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 Greg Jenkins as Interim 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 February 6, 2020 meeting. Please contact me if you have any questions or need additional information.