

CITY OF FLAGSTAFF STAFF SUMMARY REPORT

To: The Honorable Mayor and Council
From: Barbara Goodrich, (928)913-3201
Management Services, Finance & Budget
Date: July 12, 2008
Meeting Date: August 5, 2008



TITLE: CONSIDERATION OF RESOLUTION NO. 2008-34 AUTHORIZING SIGNATURES FOR CHECKS AND PAYMENT VOUCHERS

RECOMMENDED ACTION:

READ RESOLUTION No. 2008-34 by title only
ADOPT RESOLUTION No. 2008-34

ACTION SUMMARY:

As both the Mayor and Vice-Mayor positions have changed, new bank signatory cards must be authorized for completion. In addition, through reorganization at the Court, an additional signer has been added. This resolution gives appropriate authority for Wells Fargo to process revised signatory cards.

DISCUSSION:

Background/History:

The Mayor, Vice-Mayor, City Manager, Deputy City Managers, and the Management Services Director are the authorized signatories for the City of Flagstaff. Any one member of these designated positions is authorized to sign checks up to \$100,000, and any check over \$100,000 requires two signatures.

For the Court, the Presiding Magistrate has the authority to sign and appoint additional signers. Historically this has included the Magistrates, the Court Administrator, and the Deputy Court Administrators. Any one member of these designated positions is authorized to sign checks up to \$10,000, and two signatures are needed for checks over \$10,000. The Court's authority is to issue bond refund checks.

Key Considerations:

Authority for signing checks must be placed with those in the organization that have the depth of understanding needed to understand the payment being processed, however they are far enough removed from the accounts payable/purchasing process to maintain adequate internal control.

Community Benefits and Considerations:

The community is best served through the application of internal controls that dictate the separation of the duties to minimize the appearance and/or occurrence of any fund misappropriation.

Community Involvement:

N/A

Financial Implications:

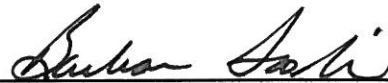
There is no cost to implement new signatories.

Options and Alternatives:

As long as internal control concerns were not compromised, the Council could change, expand, or further limit the number of authorized signatories. The Council could also choose to raise or lower the dollar limit on those checks requiring two signatures. The \$100,000 limit was established by the auditors as all items in excess of \$50,000 are approved by Council and other routine items are typically under some form of contract.

Attachments/Exhibits:

Resolution No. 2008-34.



Department Head *(Acknowledgment that all reviews have been completed and required approvals initialed below.)*

| INITIALS | RESPONSIBILITY | DATE | INITIALS | RESPONSIBILITY | DATE |
|----------|----------------|-------|----------|----------------|-------|
| _____ | BIDS/PURCHASES | _____ | _____ | FINANCE/BUDGET | _____ |
| _____ | GRANTS | _____ | _____ | CONTRACTS | _____ |
| _____ | LEGAL | _____ | _____ | IGAS | _____ |
| _____ | | _____ | _____ | | _____ |

DATE OF COUNCIL APPROVAL: _____

RESOLUTION NO. 2008-34

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FLAGSTAFF
AUTHORIZING SIGNATURES FOR CHECKS AND PAYMENT VOUCHERS.**

WHEREAS, the Wells Fargo Bank (Flagstaff Branch) has been designated the depository for the City of Flagstaff; and

WHEREAS, the bank requires a corporate resolution naming those persons authorized by the municipal corporation to sign checks drawn upon the account as may be used by the City of Flagstaff;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FLAGSTAFF AS FOLLOWS:

SECTION 1. That Sara Presler, Al White, Kevin Burke, James S. Wine, and Mary Jo Jenkins each be hereby authorized to sign checks drawn upon the general and payroll accounts of the above named bank for amounts up to \$100,000 and that any combination of two of the authorized signatures be required for checks in excess of \$100,000.

SECTION 2. That Thomas Chotena, Michael Araujo, Charlotte Beyal, Donald Jacobson, Peggy Lee, Jessica Cortes, and Cathy Harrison each be hereby authorized to sign checks drawn upon the Court account of the above mentioned bank for amounts up to \$10,000 and that any combination of two of the authorized signatures be required for checks in excess of \$10,000.

SECTION 3. That the City Clerk of the City of Flagstaff is hereby authorized to certify the signatures of the above named individuals.

PASSED AND ADOPTED by the City Council and approved by the Mayor of the City of Flagstaff this _____ day of _____, 2008.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

Michelle D'Andrea
CITY ATTORNEY

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