May 8, 2012
Item: I-6

TO: MAYOR AND CITY COMMISSION

FROM: STEPHANIE A. RICHARDSON, FINANCE DIRECTOR

SUBJECT: AUTHORIZING SIGNATURES ON ALL BANK ACCOUNTS OWNED BY THE CITY OF COFFEYVILLE AS EITHER DEPOSITORY OR TO FACILITATE CASH MANAGEMENT OF THE CITY'S CASH RESOURCES.

RECOMMENDATION: APPROVE RESOLUTION NO. R-12-51

DISCUSSION:

As a result of our City Manager's resignation, we need to officially remove his name from the city's bank accounts and authorize new signatures on the each of the bank accounts until a full-time City Manager can be employed. This resolution specifies who is authorized on each of our various accounts to draw and sign warrant checks, transfer funds between accounts and execute cash management agreements.

Staff will answer any questions that you might have regarding this matter.

Stephanie A. Richardson
Finance Director

RESOLUTION NO. R-12-51

A RESOLUTION AUTHORIZING CERTAIN SIGNATURES ON ALL ACCOUNTS OWNED BY THE CITY OF COFFEYVILLE AS EITHER DEPOSITORY OR TO FACILITATE CASH MANAGEMENT OF THE CITY'S CASH RESOURCES WITH CONDON STATE BANK & TRUST-COFFEYVILLE, KS AND COMMUNITY STATE BANK-COFFEYVILLE, KS OR OTHER FINANCIAL INSTITUTIONS, AND REPEALING RESOLUTIONS R-00-25 AND R-08-94.

BE IT RESOLVED BY THE GOVERNING BOARD OF THE CITY OF COFFEYVILLE, KS:

SECTION 1. That the Finance Director, Public Works Director or Utility Revenue Supervisor, be and are hereby authorized to draw and sign proper and legal warrant checks and that the Finance Director, Public Works Director and Utility Revenue Supervisor, be and are hereby authorized to execute and deliver on behalf of the City all cash management agreements or exhibits to such agreements or any other certificates or documents which may be required in connection with such agreements upon and against the City's funds on deposit in Condon Bank & Trust-Coffeyville, KS, or Community State Bank-Coffeyville, KS, or other financial institutions, including without limitation the following designated accounts and agreements:

- 121398 – City of Coffeyville Treasurer's Account
- 121400 – City of Coffeyville Payroll Account
- 340099 – City of Coffeyville Grant Account
- 522201 – City of Coffeyville Perpetual Care Account
- 522236 – City of Coffeyville Water & Light Checking Account
- 4003748 – City of Coffeyville Water & Light Money Market Account
- 4004817 – City of Coffeyville Money Market Account
- 4004892 – City of Coffeyville Escrow Account
- Fund Transfer Agreement
- ACH Services Agreement
- Balance Reporting
- Controlled Disbursements Services Agreements
- Lockbox Services
- Zero Balance Accounts
- Payable Through Drafts
- Cash Management Accounts
- Purchase of Government Securities Through Federal Reserve

Any two of the above authorized signatures shall be sufficient for the purpose of drawing and signing checks against the above mentioned accounts and when said warrant checks or cash management agreements are properly drawn, the said depository financial institutions shall honor said checks or agreements according to law.

SECTION 2. That the Clerk of the Municipal Court, be and is hereby authorized to draw and sign proper legal checks upon and against the City's Municipal Court Bond Account (Account #522163) on deposit in Community State Bank-Coffeyville, KS, and when checks are properly drawn and countersigned by the Finance Director, Public Works Director or Utility Revenue Supervisor, the depository bank shall honor said checks according to law.

SECTION 3. That the City Clerk, be and is hereby authorized to draw and sign proper and legal checks upon and against the City's Petty Cash Account (Account #522228) on deposit at Community State Bank-Coffeyville, KS, in addition to the Finance Director, Public Works Director or Utility Revenue Supervisor, and that any one of the above signature shall be sufficient for the purpose of drawing and signing checks against said City's Petty Cash Account, and when properly drawn the depository bank shall honor said checks according to law.

SECTION 4. That the Finance Director, Public Works Director or Utility Revenue Supervisor, be and is hereby authorized to draw and sign proper and legal checks upon and against the City's Employee Benefit Account (Account #121419) on deposit at Condon Bank & Trust-Coffeyville, KS, in addition to two authorized representatives from Blue Cross Blue Shield of Kansas, and that any two of the above signatures shall be sufficient for the purpose of drawing and signing checks and executing transfers against said City's Employee Benefit Account, and when properly drawn the depository bank shall honor said checks according to law.

SECTION 5. That the Finance Director, Public Works Director or Utility Revenue Supervisor, be and is hereby authorized to draw and sign proper and legal checks upon and against the City's Health Insurance Flex Plan Account (Account #123107) on deposit at Condon Bank & Trust-Coffeyville, KS, in addition to two authorized representatives from AFLAC, and that any two of the above signatures shall be sufficient for the purpose of drawing and signing checks and executing transfers against said City's Health Insurance Flex Plan Account, and when properly drawn the depository bank shall honor said checks according to law.

SECTION 6. That the Hillcrest Golf Course Pro Shop Manager, be and hereby authorized to draw and sign proper and legal checks upon and against the City's Hillcrest Golf Course Petty Cash Account (Account #531418) on deposit at Community State Bank-Coffeyville, KS, in addition to the Finance Director, Public Works Director or Utility Revenue Supervisor, and that any one of the above signature shall be sufficient for the purpose of drawing and signing checks against said City's Hillcrest Golf Course Petty Cash Account, and when properly drawn the depository bank shall honor said checks according to law.

SECTION 7. That the Finance Director, Public Works Director or Utility Revenue Supervisor, be and are hereby authorized to sign for and execute transfers between the City Treasurer Account (Account #121398) and the City Payroll Account (Account #121400) both on deposit at Condon Bank & Trust-Coffeyville, KS, and that any one of the above authorized signatures shall be sufficient for the purpose of executing such transfers between the above accounts.

SECTION 8. That the Finance Director, Public Works Director or Utility Revenue Supervisor, be and are hereby authorized to sign for and execute transfers between the City Treasurer Account (Account #121398) and the City Employee Benefit Account (Account #121419) both on deposit at Condon Bank & Trust-Coffeyville, KS, and that any one of the above authorized signatures shall be sufficient for the purpose of executing such transfers between the above accounts.

SECTION 9. That the Finance Director, Public Works Director or Utility Revenue Supervisor, be and are hereby authorized to sign for and execute transfers between the City's Water & Light Money Market Investment Account (Account #4003748) and the City's Water & Light Checking Account (Account #522236) both on deposit at Community State Bank-Coffeyville, KS, and that any two of the above authorized signatures shall be sufficient for the purpose of executing such transfers between the above accounts.

SECTION 10. That this Resolution shall take effect beginning May 8th, 2012.

Adopted this 8th day of May 2012.

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David George, Mayor

ATTEST:

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Cindy Price, City Clerk

APPROVED AS TO FORM AND LEGALITY:

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Paul Kritz, City Attorney