

Council Business Meeting

October 20, 2020

Agenda Item	Resolution authorizing signatures	
From	Melanie Purcell	Finance Director
Contact	melanie.purcell@ashland.or.us	

SUMMARY

In order to conduct the business of the City it is necessary to update authorized bank signatures on the accounts for the City of Ashland. This resolution updates the list of authorizing signatures for all banking needs of the City. With the change in form of government to a Council-Manager administration per action of the electorate, updated authorized signature authority is needed. Due to the timeline for implementation of such changes including in procedural processing, staff is requesting City Council to take appropriate action in advance of the required deadline.

POLICIES, PLANS & GOALS SUPPORTED

Administrative/Governance goal:

“To ensure on-going fiscal ability to provide desired and required services at an acceptable level”

PREVIOUS COUNCIL ACTION

Council adopted Resolution 2020-05 which established the list of authorizing signatures.

BACKGROUND AND ADDITIONAL INFORMATION

As organizational changes have happened over the past year, it is necessary to update the list of authorized signatures. The current authorized Resolution 2020-05 will be outdated based on current staff and structure.

FISCAL IMPACTS

N/A

STAFF RECOMMENDATION

That Council adopt the attached resolution.

ACTIONS, OPTIONS & POTENTIAL MOTIONS

I move to adopt the resolution titled, “A resolution authorizing signatures, including facsimile signatures, for banking services on behalf of City of Ashland”

REFERENCES & ATTACHMENTS

Attachment 1: Draft resolution, authorizing bank signatories

1 **RESOLUTION NO. 2020-XX**

2 A RESOLUTION AUTHORIZING SIGNATURES, INCLUDING FACSIMILLE
3 SIGNATURES, FOR BANKING SERVICES ON BEHALF OF THE CITY OF ASHLAND
4 **THE CITY COUNCIL OF THE CITY OF ASHLAND, OREGON, RESOLVES AS**
5 **FOLLOWS:**

6 SECTION 1. The following persons are authorized to sign on behalf of the city, orders for
7 payment or withdrawal of money, through December 31, 2020:

- 8 John Stromberg – Mayor
- 9 Mike Gardiner – Parks Commission Chair
- 10 Melissa Huhtala – City Recorder
- 11 Melanie Purcell – Finance Director
- 12 Tina Gray – Human Resource Director
- 13 Bryn Morrison – Financial Systems Manager

14 All prior authorizations are superseded.

15 SECTION 2. In compliance with the adoption of the Council-Manager form of government
16 effective January 1, 2021, the following persons are authorized to sign on behalf of the city,
17 orders for payment or withdrawal of money:

- 18 Adam Hanks – Interim City Administrator (City Manager Pro Tem)
- 19 Michael Black – Ashland Parks & Recreation Commission Director
- 20 Melissa Huhtala – City Recorder
- 21 Melanie Purcell – Finance Director
- 22 Tina Gray – Human Resource Director
- 23 Bryn Morrison – Financial Systems Manager

24 All prior authorizations are superseded.

25 SECTION 3. Any designated depository (“Bank”) of the City of Ashland is authorized and
26 directed to honor and pay any checks, drafts, or other orders for payment of money withdrawing
27 funds from any account of the city when bearing or purporting to bear the facsimile signatures of
28 the person listed in Section One of this resolution whether such facsimile signatures are made by
29 stamp, machine, or other mechanical device. The Bank is authorized and directed to honor and
30 to charge the city for such checks, drafts or other orders for the payment of money, regardless of

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how or by whom such actual or purported facsimile signatures were made, provided they resemble the facsimile signatures duly certified to and filed with the Bank by the City.

SECTION 4. This resolution was duly PASSED and ADOPTED this 20th day of October 2020 and takes effect upon signing by the Mayor.

ADOPTED by the City Council this _____ day of _____, 2019.

ATTEST:

Melissa Huhtala, City Recorder

SIGNED and APPROVED this _____ day of _____, 2019.

John Stromberg, Mayor

Reviewed as to form:

David H. Lohman, City Attorney