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WHEREAS, the City Manager is the Chief Administrative Officer of the City and, responsible for the financial administration of all city funds, and is the purchasing agent of the City with the responsibility of authorizing all expenditures of city monies; and

WHEREAS, the City Council determined it is in the best interest of the citizens of Belle Isle to require at least two signatures from authorized individuals on each check prepared and issued by the City at the direction of the City Manager or Finance Director; and

WHEREAS, the City desires to add Daniel Otterbacher as a signatory for all bank accounts;

Section 1. Recitals. That the findings and premises contained in the above preamble are hereby deemed to be true and correct.

Section 2. Authorized Signatories. The City Council hereby authorizes the following individuals as authorized signatories on the City checking accounts while such persons hold their respective term of office on the City Council:

Resolution 25-04 Bank Signatories - 1 OF 3

1 If and when an individual member of the City Council listed above is no longer on the City Council, such
2 member shall no longer be an authorized signatory for City checks. The City Manager and Finance
3 Director shall not accept such former member's signature on any City check.

4 Section 3. Check Preparation. The City Manager, Finance Director, or their respective City
5 employee designee is responsible for preparing or directing the preparation of all checks to be issued by
6 the City for signature by at least two of the authorized signatories set forth in Section 2 of this
7 Resolution. Without requirement upon the City's bank(s) to verify both signatures, each check issued by
8 the City must bear the signature of at least two authorized signatories as confirmed by the City Manager,
9 Finance Director, or their respective City employee designee. No individual listed in Section 2 of this
10 Resolution: (i) shall draft or direct the drafting or issuance of any City check, or (ii) has the authority to
11 draft or issue a counter check from any City bank account.

12 Section 4. Effective Date. This Resolution shall take effect upon its adoption.

13 Section 5. Conflicts. This Resolution shall supersede and replace any conflicting resolutions to the
14 extent of the conflict.

15 Adopted by the City Council on this 6th day of May 2025.

16
17 _____
18 JASON CARSON, MAYOR
19

20 Attest: _____

21 Yolanda Quiceno, CMC-City Clerk
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23 _____
24 Approved as to form and legality

25 City Attorney

1 STATE OF FLORIDA

2 COUNTY OF ORANGE

3 I, YOLANDA QUICENO, CITY CLERK OF BELLE ISLE, FLORIDA, do hereby certify that the above and foregoing
4 Resolution 25-04 was duly and legally passed and adopted by the Belle Isle City Council in session
5 assembled. At this session, a quorum of its members was present on the _____ day of _____
6 2025.

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8 _____
9 Yolanda Quiceno, CMC-City Clerk
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