

## **RESOLUTION 2023-07**

### **A RESOLUTION DESIGNATING SIGNING AUTHORITY WITH KEY BANK AND OREGON TREASURY LOCAL GOVERNMENT POOL ACCOUNTS**

**WHEREAS**, the City of Coburg has accounts bank accounts with Key Bank and Oregon Treasury Local Government Pool Accounts;

**WHEREAS**, at the Oregon General Election held November 8, 2022 a new Mayor was elected;

**WHEREAS**, there has been turn over in staffing at the City of Coburg; and

**WHEREAS**, the City Council hereby designates and authorizes the individuals in the following positions to conduct financial transactions and/or endorse City of Coburg checks;

1. Mayor
2. City Administrator
3. City Recorder
4. Accountant/Finance Director
5. Utility Billing Specialist

#### **THE CITY COBURG RESOLVES AS FOLLOWS:**

1. The Mayor, City Administrator, and City Recorder are the authorized individuals to conduct financial transactions and endorse checks with Key Bank and Oregon Treasury Local Government Pool Accounts.
2. The Accountant and/or Finance Director, and the Utility Billing specialists are authorized to have access to bank accounts and to conduct financial transactions, but do not have signature authority for check endorsement.
3. All accounts should be updated to remove all other individuals who were previously granted permissions.
4. The City Recorder is directed to deliver a certified copy of this resolution to Key Bank AND Oregon Treasury Local Government Pool Accounts.
5. Any other resolutions in conflict herewith, are hereby repealed.
6. The resolution will be effective immediately upon its passage by the City Council.

**Adopted** by the **City Council** of the **City of Coburg**, Oregon, by a vote of \_\_\_\_\_for and \_\_\_\_\_  
against, this 9<sup>th</sup> day of June, 2023.

\_\_\_\_\_  
Nancy Bell, Mayor

ATTEST: \_\_\_\_\_  
Sammy L. Egbert, City Recorder