



**STAFF REPORT**  
**City of Dripping Springs**  
**PO Box 384**  
**511 Mercer Street**  
**Dripping Springs, TX 78602**

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**Submitted By:** Michelle Fischer, City Administrator

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**Council Meeting Date:** January 19, 2021

**Agenda Item Wording:** Approval of Resolution Designating the Mayor, Mayor Pro Tem, and Certain City Staff as Authorized Signatories regarding Financial and Budgetary Procedures. *Sponsor: Mayor Foulds, Jr.*

**Agenda Item Requestor:** Michelle Fischer, City Administrator

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**Summary/Background:** The City's Check Signing Policy needs to be updated to authorize Mayor Bill Foulds, Jr., Mayor Pro Tem Taline Manassian, and Finance Director Shawn Cox to sign checks, wires, and electronic transfers of funds in any amount. City Treasurer Gina Gillis, City Administrator Michelle Fischer, and Deputy City Administrator are already authorized to do so. When Gina Gillis retires, the policy will be revised again to remove her as an authorized signer. Checks, wires, and electronic funds transfers require two signatures of authorized signers.

**Commission Recommendations:** N/A

**Recommended Council Actions:** Recommend approval of the policy.

**Attachments:** Resolution Giving the Mayor, Mayor Pro Tem, and Certain City Staff to Sign Documents Regarding Financial and Budgetary Procedures

**Next Steps/Schedule:** Provide a copy of the resolution to Pioneer Bank and revise bank signature cards.