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MEMORANDUM

Finance Department

To: Mayor Jackola and City Council

July 9, 2025

From: Brandon Neish, Finance Director

Subject: Authorized Bank Signers

I. INTRODUCTION

With multiple staff changes and a change in the Mayor, the City's authorized signers is out of date and an updated list must be reviewed and approved by the City Council to take effect.

II. CURRENT REPORT

The Lebanon City Charter, Section 23 states that the City Recorder "shall co-sign all orders on the treasury with the Mayor." Section 22 also states that "in the absence of the City Recorder, the City Administrator shall have the power to co-sign all orders on the treasury with the Mayor, the acting Mayor or other authorized representative of the Council." The included letter to KeyBank establishes the Mayor, City Recorder and the City Manager as authorized signers on the KeyBank accounts.

The letter also assigns "Officers" who will have access to the accounts for the purposes of obtaining statements and monitoring the accounts. The Finance Director has been added to this list of Officers as the individual responsible for all recording all financial transactions and annual audits.

III. RECOMMENDATION

Staff recommends the City Council approve the attached letter to KeyBank.