



Medford City Council Meeting

Special Agenda

November 30, 2017

5:45 p.m.

Medford City Hall, Medford Room
411 West 8th Street, Medford, Oregon

10. Roll Call

20. Ordinances and resolutions

20.1 COUNCIL BILL 2017-137 A resolution authorizing the signing of checks, check-warrants and warrants of the City of Medford by Donna Holtz, as Interim Finance Director, and Karen Spoons, as City Recorder, or by facsimiles of said signatures, at banking depositories of the City of Medford.

30. Adjournment

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CITY OF MEDFORD AGENDA ITEM COMMENTARY

Item No: 20.1

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DEPARTMENT: City Manager's Office
PHONE: (541) 774-2000
STAFF CONTACT: Brian Sjothun, City Manager

AGENDA SECTION: Ordinances and Resolutions
MEETING DATE: November 30, 2017

COUNCIL BILL 2017-137

A resolution authorizing the signing of checks, check-warrants and warrants of the City of Medford by Donna Holtz, as Interim Finance Director, and Karen Spoons, as City Recorder, or by facsimiles of said signatures, at banking depositories of the City of Medford.

SUMMARY AND BACKGROUND

The current Finance Director, Alison Chan, resigned her position and will end employment with the City on December 6, 2017. To ensure the continued operations of the finance department and to perform our fiduciary responsibilities to the City of Medford, an interim Finance Director, Donna Holtz, has been appointed per Municipal Code 2.126, 2.155 and 2.126. In order to transfer signature authority with our banking institutions, the banks require a Council resolution authorizing the signing of checks, check-warrants and warrants of the City of Medford.

PREVIOUS COUNCIL ACTIONS

On September 8, 1998 Council approved Resolution 1998-209 authorizing the signing of checks, check-warrants and warrants of the City of Medford by Jonathan J. Jalali, as Finance Director, and Beverly Sandblast, as City Recorder, or by facsimiles of said signatures, at banking depositories of the City of Medford due to the death of the City Recorder on August 28, 1998.

ANALYSIS

Municipal Code 2.126 The city manager shall appoint a finance director who shall be the custodian of city funds. In the finance director's absence, the city manager may appoint another to act in his stead.

Municipal Code 2.155 The finance director and recorder may sign warrants and check warrants by use of a mechanical device containing plates bearing the facsimile signatures of the officers. The signatures of these officers upon warrants and check-warrants, when affixed with the use of this device, shall be considered to be the signatures of these officers with like effect as if signed by their autographed signatures.

Municipal Code 2.160 The finance director and recorder shall have the joint control and supervision of the mechanical check writing device. The device shall be used only under the joint supervision and control of these officers and shall be used for the purpose of signing checks and check-warrants.

FINANCIAL AND/OR RESOURCE CONSIDERATIONS

There will be minimal charges under \$1,000 to accommodate changes to the ACOM Solutions software and check printer.

TIMING ISSUES

The bank and software vendors will need new signatures in place immediately following Alison's departure on December 6, 2017.

COUNCIL OPTIONS

Approve the resolution.
Modify the resolution as presented.
Deny the resolution and provide direction to staff.

STAFF RECOMMENDATION

Staff recommends approval of the resolution.



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SUGGESTED MOTION

I move to approve the resolution authorizing the signing of checks, check-warrants and warrants of the City of Medford by Donna Holtz and Karen Spoons.

EXHIBITS

Resolution

RESOLUTION NO. 2017-137

A RESOLUTION authorizing the signing of checks, check-warrants and warrants of the City of Medford by Donna Holtz, as Interim Finance Director, and Karen Spoons, as City Recorder, or by facsimiles of said signatures, at banking depositories of the City of Medford.

WHEREAS, with the resignation of Alison Chan as Finance Director on December 6, 2017, and the appointment of Donna Holtz as Interim Finance Director, it is necessary to have new authorization for check signing; now, therefore,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MEDFORD, OREGON:

Effective December 7, 2017, checks, check-warrants and warrants of the City of Medford may thereafter be signed by Donna Holtz, as Interim Finance Director, and Karen Spoons as City Recorder, or by facsimiles of said signatures, at banking depositories of the City of Medford.

PASSED by the Council and signed by me in authentication of its passage this ____ day of _____, 2017.

ATTEST: _____
City Recorder

Mayor