

City of Morgantown

Finance Department

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MEMO

DATE: 2/20/2013

TO: Jeff Mikorski
Interim City Manager

FROM: Joseph R. Sabatelli, CPA 
Finance Director

RE: Authorized Signors

Please find attached a resolution authorizing certain individuals of the City of Morgantown to transact business with the City's banking institutions. I am requesting this resolution be forwarded to City Council for approval at the next regular City Council meeting due to the resignation of former City Manager Terrence Moore and your subsequent appointment as Interim City Manager for the next six months. This resolution is required by banking institutions to remove Mr. Moore as an authorized signor on our accounts since he is no longer with the City. While all checks and other withdrawal mechanisms require two authorized signatures, it is an important security procedure to have only employees and officials of the City as authorized individuals. The Department of Finance is also asking for authorization as part of this resolution to allow Budget and Accounting Manager Lori Livengood authority to transfer funds internally within our operating bank. I have provided Mrs. Livengood access to make these transfers in the event Mrs. Karen Everly or I are unavailable and in case of emergencies, but feel it is important to receive full authorization from City Council. Electronic transfers within the bank currently required two approvals before the transfer may be made and Mrs. Everly or I provide a retroactive approval of any transactions Mrs. Livengood is a part of.

RESOLUTION

WHEREAS, the City of Morgantown utilizes various banking facilities as depositories for City funds;

WHEREAS, City Council is of the opinion that a record should be made of the specific individuals authorized as agents of the City.

BE IT HEREBY RESOLVED that the following are authorized agents of the City of Morgantown for the transacting of funds in the designated banking and financial institutions:

- 1. Jeff Mikorski, Interim City Manager**
- 2. Joseph R. Sabatelli, Finance Director**
- 3. Karen L. Everly, Treasury Manager**

BE IT FURTHER RESOLVED that the following is an authorized agent of the City of Morgantown for the electronic transfers of funds within the City's operating banking and financial institution:

- 1. Lori Livengood, Budget and Accounting Manger**

This Resolution shall be effective from this _____ day of _____, 2013.

MAYOR

CITY CLERK