

**CITY OF ALBION
ORDINANCE #2014-04**

AN ORDINANCE TO ADD ORDINANCE 2-353, FINANCE SIGNATURE
AUTHORIZATION

Purpose and Finding:

Currently the Albion City Charter provides in Article 9, Section 9.5(b) that " The council shall prescribe the method for the disbursement of city funds. Unless otherwise provided by ordinance, all checks of the city shall be signed by the mayor and the clerk." Given that the Mayor and/or Clerk may be absent from the City from time to time, there is an obvious need to have additional persons authorized to disburse funds and sign checks. Furthermore, given that employees and elected officials may have a familial relationship, it is additionally recommended that such persons not authorize the disbursement of funds together.

THE CITY OF ALBION ORDAINS:

Sec. 2-353. FINANCE SIGNATURE AUTHORIZATION

1. The following elected officials and administrative employees are authorized to sign checks on behalf of the City:
 - a. Mayor;
 - b. City Manager;
 - c. Finance Director;
 - d. City Clerk;
2. All City checks must be signed by at least two (2) of the individuals listed in Sub-Section One (1) of this Ordinance;
3. Should any of the individuals listed in Sub-Section (1) of this Ordinance share a familial relationship, those individuals are precluded from signing the same check;
4. In the event of the absence of the Mayor from the City, the Mayor Pro Tem is authorized to sign checks in the Mayor's place;
5. In the event of the absence of the City Manager from the City, the designated Acting City Manager is authorized to sign checks in the Manager's absence.

This Ordinance shall take effect on December 3, 2014.

First Reading:

October 20, 2014

Ayes 7
Nays 0
Absent 0



Jill Domingo,
Clerk

Second Reading & Adoption:

November 3, 2014

Ayes 7
Nays 0
Absent 0



Joseph V. Domingo,
Mayor.