



CITY OF FILLMORE  
CENTRAL PARK PLAZA  
250 Central Avenue  
Fillmore, California 93015-1907  
(805) 524-3701 • FAX (805) 524-5707

AGENDA ITEM # 6A

August 5, 2009

**TO:** Mayor and Members of the City Council;  
**FROM:** Leonore Young, Interim Finance Director  
**SUBJECT:** Approving Additional Signature on General Fund Bank Signature Card

**RECOMMENDATION:**

The Interim Finance Director recommends the City Council appoint either a city employee or councilmember to the general fund bank signature card.

**BACKGROUND:**

The City of Fillmore's general fund checking account requires Mayor Walker's stamp and two live signatures in order to process a check. Currently the City has three elected officials, Councilmember Gayle Washburn, City Clerk Clay Westling, and City Treasurer Norma Gutierrez as check signers. During the time period of August 14<sup>th</sup> through August 22<sup>nd</sup>, Councilmember Washburn and City Clerk Clay Westling will not be available to sign checks. This will only leave Mayor Walker's stamp and City Treasurer Norma Gutierrez to sign the checks.

**ANALYSIS:**

In order to pay the City bills and to process payroll, which is due August 20<sup>th</sup> another signer is needed on the signature card in the event two of the "live" signers are not available.

**FISCAL IMPACT:**

None

**CONCUR:**

  
Larry Pennell, Transitional City Manager