



# Baldwin County Commission

## Legislation Text

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**File #:** 19-2161, **Version:** 1

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**Meeting Type:** BCC Work Session  
**Meeting Date:** 10/8/2019  
**Item Status:** New  
**From:** Donna G. Bryars, Interim Clerk/Treasurer  
**Submitted by:** Makayla Shiver, Jr. Staff Accountant

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### ITEM TITLE

Resolution #2020-012 - Authorization for Chairman and Clerk/Treasurer to Sign Bank Documents

### STAFF RECOMMENDATION

Adopt Resolution #2020-012, authorizing Chairman, Charles Gruber, and Adria Cian Harrison, Clerk/Treasurer, to sign all necessary bank documents such as bank signature cards, bank resolutions, bank night depository agreements, etc. that must be updated.

### BACKGROUND INFORMATION

**Previous Commission action/date:** N/A

**Background:** Various bank documents must be updated with the Chairman's information and the Clerk/Treasurer's information. The above action authorizes the Chairman and Clerk/Treasurer to sign all such documents.

### FINANCIAL IMPACT

**Total cost of recommendation:** N/A

**Budget line item(s) to be used:** N/A

**If this is not a budgeted expenditure, does the recommendation create a need for funding?** N/A

### LEGAL IMPACT

**Is legal review necessary for this staff recommendation and related documents?**

N/A

**Reviewed/approved by:** N/A

Additional comments: N/A

**ADVERTISING REQUIREMENTS**

Is advertising required for this recommendation? N/A

If the proof of publication affidavit is not attached, list the reason: N/A

**FOLLOW UP IMPLEMENTATION**

For time-sensitive follow up, select deadline date for follow up: Yes

Individual(s) responsible for follow up:

1. Department and Individual responsible for follow up activities on recommendation:  
Administration and Finance Department
2. Specific action/actions required as follow up: Administration will get the Chairman to sign Resolution #2020-012 and required bank documents. The Finance Department will get the Chairman to sign bank documents and deliver them to the banks.

Action required (list contact persons/addresses if documents are to be mailed or emailed): N/A

Additional instructions/notes: N/A