



# Baldwin County Commission

## Legislation Text

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**File #:** 21-0089, **Version:** 1

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**Meeting Type:** BCC Regular Meeting  
**Meeting Date:** 11/3/2020  
**Item Status:** New  
**From:** Adria Cian Harrison, Clerk/Treasurer  
**Submitted by:** Makayla Shiver, Jr. Staff Accountant

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### **ITEM TITLE**

Resolution #2021-012 - Authorization for Chairman and Clerk/Treasurer to Sign Bank Documents for Fiscal Year 2021

### **STAFF RECOMMENDATION**

Adopt Resolution #2021-012, authorizing Chairman Joseph Lee Davis III and Clerk/Treasurer, Adria Cian Harrison, to sign all necessary bank documents such as the bank signature cards, bank resolutions, bank night depository agreements and any other necessary supporting documents that must be updated.

### **BACKGROUND INFORMATION**

**Previous Commission action/date:** 11/4/2019

**Background:** On November 4, 2019, the Commission adopted Resolution #2020-019, authorizing Chairman, Billie Jo Underwood, 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.

For Fiscal Year 2021, various bank documents need to be updated with the new Chairman's information. This action authorizes the new 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:** N/A

**Individual(s) responsible for follow up:**

1. Administration will get the Chairman to sign Resolution #2021-012.
2. Finance and Accounting 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