

**CITY OF WINCHESTER**

**RESOLUTION NO. \_\_\_\_\_**

A RESOLUTION DESIGNATING THE CITY ADMINISTRATOR TO COUNTER SIGN CHECKS IN THE ABSENCE OR DISABILITY OF THE MAYOR OR CITY CLERK

WHEREAS, The Winchester City Charter at Section 4.19 requires the signature of the Mayor and City Clerk for all checks; and

WHEREAS, the Charter authorizes the City Council by resolution to designate other officials to counter sign checks in the absence or disability of the Mayor or City Clerk; and

WHEREAS, the Mayor has other daily duties and responsibilities and is often absent from city hall during the day; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Winchester that the City Administrator is hereby authorized to counter sign checks in the absence or disability of the Mayor or City Clerk; and

BE IT FURTHER RESOLVED that for purposes of this resolution, the Mayor or City Clerk shall be considered absent when not at city hall.

Passed this the \_\_\_\_\_ day of \_\_\_\_\_, the public welfare requiring it.

\_\_\_\_\_  
Mayor

Attest: \_\_\_\_\_  
City Recorder