


## MEMORANDUM

**DATE:** September 14, 2022

**TO:** Mayor Lankford & City Council

**VIA:** Mercy Rushing, City Manager

**FROM:** Cindy Karch, City Secretary 

**SUBJECT:** Consider approval of a Resolution changing Authorized Representatives with Texas Local government Investment Pool (TexPool/TexPool Prime).  
**Council Meeting Agenda Item for September 19, 2022**

### **Background Information:**

Current approved users for TexPool are Mercy Rushing, Cindy Karch, David Madsen, Lynn Kitchens and Kevin White. We are asking to remove Lynn Kitchens and Kevin White and add Jayne Lankford. Each user has the ability to login to the account and view statements, and initiate deposit or withdrawal transactions.

TexPool does not have dual control capability to initiate transfers. However, a single user cannot update banking information. Wiring Instructions can only be changed by completing a Banking Information Change Sheet which has to be signed by two users before TexPool will update the account.

### **Recommendation:**

It is recommended that council approve the resolution.

### **Final Disposition:**



# Resolution Amending Authorized Representatives

Please complete this form to amend or designate Authorized Representatives. *This document supersedes all prior Authorized Representative forms.*

**\* Required Fields**

## 1. Resolution

**WHEREAS,**

City of Mineola

Participant Name\*

7 9 7 1 7

Location Number\*

("Participant") is a local government of the State of Texas and is empowered to delegate to a public funds investment pool the authority to invest funds and to act as custodian of investments purchased with local investment funds; and

**WHEREAS,** it is in the best interest of the Participant to invest local funds in investments that provide for the preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act; and

**WHEREAS,** the Texas Local Government Investment Pool ("TexPool / Texpool Prime"), a public funds investment pool, were created on behalf of entities whose investment objective in order of priority are preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act.

**NOW THEREFORE,** be it resolved as follows:

- A. That the individuals, whose signatures appear in this Resolution, are Authorized Representatives of the Participant and are each hereby authorized to transmit funds for investment in TexPool / TexPool Prime and are each further authorized to withdraw funds from time to time, to issue letters of instruction, and to take all other actions deemed necessary or appropriate for the investment of local funds.
- B. That an Authorized Representative of the Participant may be deleted by a written instrument signed by two remaining Authorized Representatives provided that the deleted Authorized Representative (1) is assigned job duties that no longer require access to the Participant's TexPool / TexPool Prime account or (2) is no longer employed by the Participant; and
- C. That the Participant may by Amending Resolution signed by the Participant add an Authorized Representative provided the additional Authorized Representative is an officer, employee, or agent of the Participant;

List the Authorized Representative(s) of the Participant. Any new individuals will be issued personal identification numbers to transact business with TexPool Participant Services.

1. Mercy Rushing City Manager

Name

Title

9 0 3 5 6 9 6 1 8 3

Phone

9 0 3 5 6 9 6 5 5 1

Fax

mrushing@mineola.com

Email

Signature

2. Cindy Karch City Secretary

Name

Title

9 0 3 5 6 9 6 1 8 3

Phone

9 0 3 5 6 9 6 5 5 1

Fax

ckarch@mineola.com

Email

Signature

3. Jayne Lankford Mayor

Name

Title

9 0 3 5 6 9 6 1 8 3

Phone

9 0 3 5 6 9 6 5 5 1

Fax

mayor@mineola.com

Email

Signature

**1. Resolution (continued)**

4.    
 Name Title  
    
 Phone Fax Email  
  
 Signature

List the name of the Authorized Representative listed above that will have primary responsibility for performing transactions and receiving confirmations and monthly statements under the Participation Agreement.

Name

In addition and at the option of the Participant, one additional Authorized Representative can be designated to perform only inquiry of selected information. *This limited representative cannot perform transactions.* If the Participant desires to designate a representative with inquiry rights only, complete the following information.

Name Title  
    
 Phone Fax Email

D. That this Resolution and its authorization shall continue in full force and effect until amended or revoked by the Participant, and until TexPool Participant Services receives a copy of any such amendment or revocation. This Resolution is hereby introduced and adopted by the Participant at its regular/special meeting held on the  day of , .

**Note: Document is to be signed by your Board President, Mayor or County Judge and attested by your Board Secretary, City Secretary or County Clerk.**

Name of Participant\*

**SIGNED**  
  
 Signature\*  
  
 Printed Name\*  
  
 Title\*

**ATTEST**  
  
 Signature\*  
  
 Printed Name\*  
  
 Title\*

**2. Delivery Instructions**

Please return this document to **TexPool Participant Services:**  
**Email:** texpool@dstsystems.com  
**Fax:** 866-839-3291



# Authorized Representative Deletion/Update Form



Please complete this form to delete Authorized Representative(s) of the Participant.

**\*Required Fields**

## 1. Participant Information

City of Mineola	7 9 7 1 7	0 9 1 4 2 0 2 2
Participant Name*	Location Number*	Effective Date*

## 2. Deletions

Please print the name(s) of the individual(s) to be deleted:

<b>As Authorized Representative(s):</b>	<b>As Inquiry Only Representative(s):</b>
1. Lynn Kitchens	1.
2. Kevin White	2.
3.	3.

## 3. Primary Contact

If the person being deleted is the Primary Contact, please complete all fields in this section for the TexPool Authorized Representative that will be the new Primary Contact. *The Primary Contact is the individual who will receive the daily transaction confirmations, monthly statements, monthly newsletter, TexPool Updates, and other TexPool mailings.*

Cindy Karch	City Secretary	
Name	Title	
9 0 3 5 6 9 6 1 8 3	9 0 3 5 6 9 6 5 5 1	ckarch@mineola.com
Telephone Number	Fax Number	Email Address

## 4. Inquiry Only

If the person being deleted is an Inquiry Only Representative, please complete all fields in this section if you wish to add another individual in this capacity. **Note:** *Inquiry Only Representatives cannot perform transactions.*

Name	Title	
Telephone Number	Fax Number	Email Address

## 5. Approvals

Please enter the name of two individuals who are currently Authorized Representatives and who authorize the deletion(s) of the individual(s) above.

**Note:** This authorization must be executed by a current Authorized Representative of the Participant as set forth in the duly enacted Resolution of the Participant, which is on file with TexPool.

Authorized Representative Signature\*

Printed Name\*

Title\*

Authorized Representative Signature\*

Printed Name\*

Title\*

Date\*

Telephone Number

Date\*

Telephone Number

## 6. Delivery Instructions

Please return this document to **TexPool Participant Services:**

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**Fax:** 866-839-3291