



Staff Report

For Special City Council Meeting - 4/12/2021

Subject - New Business - Update Columbia Bank Account Signers

Synopsis: The City of Gearhart can have a total of (4) signers on the bank account. Historically, the City Administrator, the Treasurer, the Mayor, and the Council President are given the authority to sign checks. Columbia Bank has requested a copy of Council meeting minutes specifically stating changes to account signers. In order to meet their requirements with changes in staff, the following script should be read aloud and approved:

"I move, effective May 1st, 2021, new City of Gearhart Treasurer Justine Hill be added as signatory to the City of Gearhart Columbia Bank account(s), and previous Treasurer Gail Como be removed. Current City Recorder Gail Como is in attendance to record this motion."

Council Options:

- 1) Council makes a motion per the script above;
- 2) Take other action desired by the Council.

Recommendation: Staff recommends the Council move to add and remove account signers per the script above.

Legal Analysis: As per Columbia Bank procedures.

Financial Analysis: N/A

Respectfully submitted,

A handwritten signature in black ink, appearing to be the name "Chad", written in a cursive style.

Chad