



Agenda Item No. 8e.

Staff Report

Date: October 12, 2023

To: Mayor Brekhus and Councilmembers

From: Christa Johnson, Town Manager

Subject: Confirmation of Key Executives and Signature Authority for the Town of Ross Checking Account and Re-confirmation of Administrators for Town of Ross Wells Fargo Credit Card Accounts

Recommendation

It is recommended that the Town Council approve a letter to Wells Fargo confirming Key Executives and Signature Authority for the Town of Ross' Wells Fargo checking account and re-confirm appointing the Town Manager and Town Clerk/Administrative Manager as Administrators for the Town of Ross Wells Fargo credit card accounts.

Background and discussion

Wells Fargo provides the Town of Ross with banking services. A recent review by Town staff determined that the Wells Fargo maintained list of the individuals identified as "Key Executives", "Signature Authority", and "Administrators" for the Town's Wells Fargo account requires updating. It was also requested by Wells Fargo that the Town re-confirm who would serve as administrators for the Town of Ross credit card accounts to make needed changes from time to time. The Town received instructions on how to remedy this situation and at the September 14, 2023 Council Meeting, Resolution 2332 appointing the Town Manager and Town Clerk/Administrative Manager as administrators for the Town of Ross credit card accounts was approved unanimously. For the reasons stated above, an additional letter listing Key Executives, Signature Authority and reconfirming Administrators was requested by Wells Fargo.

Fiscal, resource and timeline impacts

None.

Alternative actions

No alternative actions are suggested.

Attachments

- Letter to Wells Fargo
- Letter to Wells Fargo dated August 24, 2023



October 12, 2023

Wells Fargo Credit Card Services
Anthony Vucich
Anthony.J.Vucich@wellsfargo.com

Subject: Town of Ross Wells Fargo bank account and credit card accounts

Dear Anthony,

As directed in your email of September 20, 2023, this letter confirms, with the signature of two current Town Council members, who should be removed as owners and who are the owners of the Town of Ross Wells Fargo Bank account, who should be removed as the signatories and who are the signatories of the Wells Fargo Bank checking account and who are the administrators of the Wells Fargo credit card account.

- 1) Who should be removed as owner of the Wells Fargo Bank account:
 - a. Jeanne A. Barr
 - b. Gary Broad
 - c. Thomas F. Byrnes
 - d. Diane Shinta Durst
 - e. Robert Scot Hunter
 - f. Richard Strauss

- 2) Who should be listed as owner of the Wells Fargo Bank account:
 - a. Christa L. Johnson
 - b. Gordon Kelley Reid

- 3) Who should be removed as signatory of the Wells Fargo Bank checking account:
 - a. All who were listed in the email, should remain signatories (see list below).

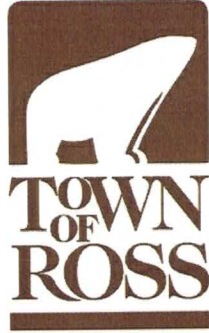
- 4) Who should be listed as signatories of the Wells Fargo Bank checking account:
 - a. Christa L. Johnson - Signer
 - b. Gordon Kelley Reid - Signer
 - c. Elizabeth Brekhus - Limited Signer
 - d. Charles William Kircher, Jr - Limited Signer
 - e. P Beach Kuhl - Limited Signer
 - f. Julie McMillan - Limited Signer
 - g. Elizabeth Robbins - Limited Signer

- 5) Restatement of the Administrators for the Wells Fargo credit card account:
 - a. Christa L. Johnson – Town Manager
 - b. Cyndie Martel – Town Clerk/Administrative Manager

Sincerely,

Elizabeth Brekhus
Mayor

Charles William Kircher, Jr
Mayor Pro Tempore



August 24, 2023

Wells Fargo Credit Card Services
Anthony Vucich
Anthony.J.Vucich@wellsfargo.com

Subject: Administrator appointment for Town of Ross Wells Fargo credit card accounts

Dear Anthony,

As directed in your email of July 17, 2023, this letter accompanies Resolution 2332 unanimously passed by the Town Council of the Town of Ross, which approves that the Town Manager and the Town Clerk/Administrative Manager, who are currently Christa Johnson and Cyndie Martel, respectively, will serve as the Administrators for the Town of Ross credit card accounts with Wells Fargo.

Please supply them with the access they need to monitor and make changes to the town's credit card accounts.

Should you have questions, please reach out to me at 415.453.1453, ext 105.

Sincerely,

A handwritten signature in blue ink that reads "Cyndie Martel". The signature is fluid and cursive, with the first name being more prominent.

Cyndie Martel
Town Clerk/Administrative Manager

TOWN OF ROSS
RESOLUTION NO. 2332

**A RESOLUTION OF THE TOWN OF ROSS TOWN COUNCIL TO APPOINT
THE TOWN MANAGER AND TOWN CLERK/ADMINISTRATIVE MANAGER AS
ADMINISTRATORS ON THE WELLS FARGO CREDIT CARD ACCOUNTS**

WHEREAS, the Council of the Town of Ross established the positions of Town Manager and Town Clerk/Administrative Manager to perform administrative duties on behalf of the Town, and

WHEREAS, the Town Manager and Town Clerk/Administrative Manager are charged with numerous administrative and financial duties, including monitoring the Town's credit cards, and

WHEREAS, Wells Fargo credit card company requires the Council of the Town of Ross to appoint administrators to the Town's credit card accounts.

NOW, THEREFORE BE IT RESOLVED, that the Ross Town Council does hereby authorize the Town Manager and Town Clerk/Administrative Manager to serve as administrators to the Town's Wells Fargo Credit Card Accounts and make changes as needed.

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Ross held on the 24th day of August 2024, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:



Elizabeth Brekhus, Mayor

ATTEST:



Cyndie Martel, Town Clerk