

**CITY OF MADRAS  
Request for Council Action**

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**Date Submitted:** January 14, 2010  
**Agenda Date Requested:** January 19, 2010  
**To:** Madras Redevelopment Commission  
**Cc:** Mike Morgan, City Administrator  
Tanya Luken, Interim Finance Director  
Karen Coleman, City Recorder  
Tammy McHaney, Community Development Specialist  
**From:** Nicholas Snead, Community Development Director  
**Subject:** Signature cards for MRC checking account

**TYPE OF ACTION REQUESTED: (Check One)**

- |   |                                    |
|---|------------------------------------|
| <input type="checkbox"/> Resolution                             | <input type="checkbox"/> Ordinance |
| <input checked="" type="checkbox"/> <b>Formal Action/Motion</b> | <input type="checkbox"/> Other     |
| <input type="checkbox"/> No Action - Report Only                |                                    |

**STAFF ANALYSIS:**

Home Federal Bank requires Madras Redevelopment Commission (MRC) action to change signatures on the signature cards. Two signatures are required on each City check, one from the MRC and one from City staff. The two authorized signatures for the MRC are Chair Patty Woll and Commissioner Doeshia Jacobs. The two City staff members authorized to sign MRC checks is the City Administrator and Finance Director. Because Brenda Black has retired and is no longer Finance Director, we need to officially record in the MRC Minutes the removal of Brenda Black as an authorized signature and retaining the remaining three signatures. The MRC has one account with Home Federal Bank which is a checking account. New cards will have to be signed by Chair Patty Woll, Doeshia Jacobs and the City Administrator.

**SUMMARY:**

- A. **Fiscal Impact:** none.
- B. **Funding Source:** none
- D. **Supporting Documentation:** none.

**RECOMMENDATION:** A motion authorizing Home Federal Bank to remove Brenda Black as an authorized signature and reaffirming as authorized signatures Patty Woll, Doeshia Jacobs and City Administrator Mike Morgan for the general checking account at Home Federal Bank.