



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Meeting Date: October 28, 2025	Department: Admin	Presented By: Michelle Guelker
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AGENDA ITEM

Discussion/Action: Authorization to update signatories on all City accounts held with financial institutions, including the removal and addition of designated individuals.

BACKGROUND:

Due to recent changes in the City Council and administrative management, it is necessary to update the list of individuals authorized to sign checks and conduct financial transactions on behalf of the City.

Currently, the authorized signatories include Bryan Grimes and Lea Young, as well as Mayor Teresa Palmer, Eric Contreras, Michelle Guelker and Andrea Saylor.

Staff is recommending removing Lea Young and Bryan Grimes as authorized signatories on all city accounts held with financial institutions.

Staff recommends that following names are authorized by Council for all city accounts held at financial institutions: Teresa Palmer, Nathan Crummel, Eric Contreras, Andrea Saylor, and Michelle Guelker

STAFF/BOARD/COMMISSION RECOMMENDATION:

Suggested Motion: I move to remove Bryan Grimes and Lea Young as authorized signatories on all city accounts held with financial institutions and that the following names will be the authorized signatories on all city accounts held with financial institutions: Teresa Palmer, Nathan Crummel, Eric Contreras, Andrea Saylor, and Michelle Guelker.