

STAFF REPORT

TO: Fort Jones Town Council

FROM: Town Administrator

DATE: 9/23/2026

SUBJECT: Special Meeting

RECOMMENDATION

Staff recommends that the Town Council:

1. Approve resolution 1158 as presented.

BACKGROUND

Due to bank policies, the current general bank account cannot be closed or a new account opened without maintaining the other accounts. This means removing old signers and correcting the spelling of current signers' names. The current accounts are checking accounts, and should be savings accounts for reserved monies. Additionally, the account currently used for fire department savings is actually a CDBG account that was incorrectly altered into a fire account without Town Council approval.

PROPOSED MOTION

- A. Move to approve resolution 1158 as presented.

RESOLUTION NO. 1158

A RESOLUTION OF THE TOWN COUNCIL AUTHORIZING THE OPENING OF A NEW BANK ACCOUNT AND DESIGNATING AUTHORIZED SIGNATORIES

WHEREAS, the Town Council deems it necessary and in the best interest of the Town to establish a new bank accounts for the deposit and management of municipal public funds; and

WHEREAS, the chosen financial institution requires an official resolution of the governing body to establish the accounts and designate the individuals authorized to conduct financial transactions on behalf of the Town;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL AS FOLLOWS:

1. **Checking Account Establishment:** The Town is authorized to close all current bank accounts and open a municipal bank checking account at **Mechanics Bank** for the purpose of maintaining a **General Operating Fund**.
2. **Savings Account Establishment:** The Town is authorized to open municipal bank money market accounts at **Mechanics Bank** for the purpose of maintaining Enterprise Reserves, Fire Reserves, and CDBG reserves.
3. **Authorized Signatories:** The following town officials or their successors in office are hereby designated as authorized signatories on said accounts, with authority to conduct standard banking transactions on behalf of the Town:
 - o **Mayor, Madeleine DeAndreis**
 - o **Town Administrator, George Brenard**
 - o **Treasurer, Mercedes Garcia**
 - o **Mayor Pro Tem, Michelle DeCausmaker**
4. **Transaction Requirements:** All checks, drafts, electronic transfers, or withdrawal orders issued against this account shall require **two (2) joint signatures** from any of the authorized signatories listed above.
5. **Effective Date:** This Resolution shall take effect immediately upon its adoption.

PASSED, APPROVED, AND ADOPTED this 23rd day of September, 2026.

Madeleine DeAndreis, Mayor

[Name], Town Clerk / Secretary

ATTEST _____

ATTEST _____