



TO: City Council
FROM: Angie Comstock, Deputy City Clerk
SUBJECT: Visa Card/ City Charge Accounts-Maintenance Department
DATE: December 12, 2023

Background:

The former Maintenance Department Supervisor held the VISA card for the maintenance department and had his name listed on the City charge accounts for various vendors. The former supervisor resigned as of 11/27/23.

Action Requested:

Motion to remove Allen Anderson from the maintenance department VISA card and City charge accounts for various vendors. There may be a need to keep a VISA card for use by the maintenance department, Council could consider changing the card to the Maintenance worker's name if they see fit.