



TOWN COUNCIL COMMUNICATION

DATE: October 13, 2026

FROM: Kirk Riggs, Town Administrator

AGENDA ITEM: Discuss and consider authorizing Staff to update both the General Fund Operating and Reserve Account signers to Mayor Carrington, Mayor Pro Tem Arens, Town Administrator Riggs and Town Secretary Montgomery and remove all other signers.

SUMMARY:

The Town's current General Fund Operating Account and RESERVE Account contains authorized signers that no longer reflect the Town's current elected officials and administrative staff. To ensure appropriate internal controls, improve operational efficiency, and maintain accurate banking records, staff recommends updating the account signature authorization.

The proposed action would designate the following individuals as authorized signers on the Town's General Fund Operating Account and RESERVE Account:

- Mayor Jaclyn Carrington
- Mayor Pro Tem Margie Arens
- Town Administrator Kirk Riggs
- Town Secretary Shannon Montgomery

All other existing authorized signers would be removed from the account.

Updating the authorized signers will ensure that individuals with current governance and financial administration responsibilities have the authority necessary to conduct banking transactions on behalf of the Town while maintaining appropriate oversight and segregation of duties.

FISCAL INFORMATION: N/A

RECOMMENDED MOTION OR ACTION:

Motion to designate Mayor Carrington, Mayor Pro Tem Arens, Town Administrator Riggs, and Town Secretary Montgomery as authorized signers for the General Fund Operating and RESERVE Accounts and remove all other signers.

ATTACHMENTS: N/A