

**TOWN OF BARTONVILLE, TEXAS
RESOLUTION NO. 2026-03**

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF BARTONVILLE, TEXAS, AMENDING RESOLUTION NO. 2025-03; ACKNOWLEDGING THE VOLUNTARY DECISION OF KIRK RIGGS TO STEP DOWN FROM THE POSITION OF CHIEF OF POLICE WITH THE SUPPORT OF THE MAYOR AND TOWN COUNCIL; AFFIRMING THE CONTINUED APPOINTMENT OF KIRK RIGGS AS TOWN ADMINISTRATOR; REQUIRING A SURETY BOND IN THE AMOUNT OF \$50,000.00; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, on April 15, 2025, desiring to appoint a qualified and capable individual to serve as Town Administrator in accordance with the Town's policies and ordinances, the Town Council of the Town of Bartonville, Texas ("Town Council"), adopted Resolution No. 2025-03 appointing Kirk Riggs to serve in the dual role of Town Administrator and Chief of Police (collectively, "Town Administrator/Chief of Police"); and

WHEREAS, at the time of adoption of Resolution No. 2025-03, Kirk Riggs had been serving as Chief of Police since March 1, 2024, and was serving as Acting Town Administrator; and

WHEREAS, since the adoption of Resolution No. 2025-03, Kirk Riggs has continued to demonstrate the leadership, qualifications, and professional experience necessary to fulfill the responsibilities of the Town Administrator/Chief of Police position; and

WHEREAS, to support the continued advancement of the Town's administrative priorities and long-term strategic initiatives, Mr. Riggs has voluntarily elected to step down from the position of Chief of Police with the full support of the Mayor and Town Council.; and

WHEREAS, the Town Council recognizes and appreciates the leadership and service provided by Kirk Riggs during his tenure as Chief of Police and supports his decision to focus his efforts on the responsibilities of Town Administrator; and

WHEREAS, the Town Council has appointed a person to serve in the position of Chief of Police pursuant to Article 9.05, "Police Department," of the Code of Ordinances, and Mr. Riggs will continue to maintain his commission as a peace officer for the Town; and

WHEREAS, having appointed a person to serve as Chief of Police, the Town Council hereby affirms the continuation of the appointment of Kirk Riggs as the Town Administrator; and

WHEREAS, the terms of compensation and employment for the Town Administrator shall be as established pursuant to personnel policies and the adopted Town budget consistent with the offer letter presented to and accepted by Kirk Riggs; and

WHEREAS, the Town Council finds and determines that the continued appointment of Kirk Riggs as Town Administrator is authorized by Town policy, ordinance, and Texas law, and is necessary to ensure the efficient operation of the Town without interruption of services, thereby serving the health, safety, and welfare of the residents of the Town and the general public; and

WHEREAS, pursuant to applicable laws and regulations, a surety bond is required for the Town Administrator in the amount of \$50,000.00 to ensure the faithful performance of duties.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF BARTONVILLE, TEXAS:

SECTION 1. That the recitals above are true and correct and are incorporated into this resolution as if fully set forth herein.

SECTION 2. That the voluntary decision of Kirk Riggs to step down from the position of Chief of Police is hereby acknowledged and supported by the Mayor and Town Council.

SECTION 3. That the appointment of Kirk Riggs to serve as the Town Administrator shall continue without interruption, effective immediately upon passage of this resolution.

SECTION 4. That Town Administrator Kirk Riggs shall continue to serve pursuant to and consistent with Division 2, "Town Administrator," of Article 9.04, "Officers and Employees," of the Code of Ordinances and the adopted personnel policies of the Town, with compensation approved by the Town Council pursuant to the adopted Town Budget, and shall also continue as a licensed peace officer for the Town of Bartonville Police Department.

SECTION 5. That Kirk Riggs shall be bonded in the amount of \$50,000.00 as a surety for the faithful performance of duties pursuant to Section 9.04.033, with the cost of the bond to be paid by the Town.

PASSED AND APPROVED by the Town Council of the Town of Bartonville, Texas, on this the 17th day of March 2026.

APPROVED:

Jaclyn Carrington, Mayor

ATTEST:

Shannon Montgomery, TRMC, Town Secretary