



## CITY COUNCIL AGENDA ITEM

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**SUBJECT:** Banking Signatory Authority & Operational Continuity

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**AGENDA SECTION:** *(check all that apply)*

☐ **PRESENTATION**    ☐ **PUBLIC HEARING**    ☐ **CONSENT AGENDA**    ☐ **OLD BUSINESS**  
☒ **NEW BUSINESS**    ☐ **OTHER, PLEASE STATE:** Click or tap here to enter text.

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**CATEGORY:** *(check all that apply)*

☐ **ORDINANCE** ☒ **RESOLUTION**    ☐ **CONTRACT**    ☐ **POLICY**    ☐ **STATUS REPORT**  
☐ **OTHER, PLEASE STATE:** Click or tap here to enter text.

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**ACTION REQUESTED:** ☒ **DECISION**    ☐ **DISCUSSION**,    ☐ **REVIEW**, or    ☐ **UPDATE ONLY**

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**Previously Heard Date(s):** Click or tap to enter a date. & Click or tap to enter a date.

**Current Work Session:** Click or tap to enter a date.

**Current Council Meeting:** Friday, January 2, 2026

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**SUBMITTED BY:** Michael McCoy, Deputy City Manager

**PRESENTER:** George Turner, Mayor Pro Tem

**PURPOSE:** Current absences has created potential risk of delay or interruption in critical financial operations that require executive authorization, including payables, payments, payroll, reimbursements, and banking transactions. Establishing signatory authority **by position** provides redundancy, safeguards continuity of government operations, and reflects best-practice financial controls used in municipal organizations. This action also clarifies roles for emergency and temporary authorization situations, while maintaining appropriate internal controls and accountability.

**FACTS:** Click or tap here to enter text.

**OPTIONS:** Approve, Deny, Defer Approve authorization to designate banking and financial signatory authority **by position** and approve the positions listed below as authorized signatories on all City banking, payroll, payment, and financial accounts and instruments: Mayor, Mayor Pro Tem, City Manager, Interim City Manager (when applicable), Finance Director. This authorization is intended to ensure operational continuity and prevent disruption to financial processing during leadership transitions or periods of absence.



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**RECOMMENDED ACTION:** Approve Approve the requested authorization and direct the Finance Department to work with the City's banking institutions to update account documentation accordingly, and to provide verification of the updated signatory records to the City Clerk for retention.

### ATTACHMENTS:

- (1) Attachment 1 -
- (2) Attachment 2 - Click or tap here to enter text.
- (3) Attachment 3 - Click or tap here to enter text.
- (4) Attachment 4 - Click or tap here to enter text.
- (5) Attachment 5 - Click or tap here to enter text.