



City of Apache Junction

300 East Superstition Boulevard • Apache Junction, Arizona 85119 • www.ajcity.net

December 20, 2022

MEMORANDUM TO: HONORABLE MAYOR AND CITY COUNCILMEMBERS

THROUGH: BRYANT POWELL, CITY MANAGER

FROM: JENNIFER PENA, CITY CLERK

SUBJECT: DESIGNATION OF CITY COUNCIL CHECK SIGNATORIES

In accordance with the recommendation of our auditors and the requirements of the banks that handle city bank accounts, city staff is requesting that formal action be taken by council to ratify those elected officials who will be authorized to sign city checks. This action is appropriate at this time since technically this is a “new” council with new term expiration dates.

City checks require two signatures including one from a member of the city council in addition to the signature of the city clerk as ex officio city treasurer. Traditionally, a minimum of two designated signers have been chosen from among our elected officials including the mayor, and/or vice mayor or a council member. I recommend that you use the elected title of the nomination in your motion.

As an example: I move that Mayor _____ and Councilmember (even if this is the Vice Mayor) _____ be designated as city check signers in addition to the city clerk.

Please contact me if you have any questions.