



CITY OF ANGELS
COMMUNITY DEVELOPMENT

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DATE: September 1, 2026

TO: City of Angels City Council

FROM: Amy Augustine, AICP – City Planner

RE: Public Hearing: Re-Introduce, Waive the Second Reading by Substitution of Title, Hold a Public Hearing and Consider Ordinance 558 to add a New Section 2.08.065 of the City of Angels Municipal Code Addressing the City Administrator's Authority to Sign Documents

RECOMMENDATION:

Re-Introduce, waive the first reading by substitution of title, hold a public hearing and adopt Ordinance 558.

BACKGROUND:

California Government Code 40602 states:

The mayor shall sign:

- (a) All warrants drawn on the city treasurer.*
- (b) All written contracts and conveyances made or entered into by the city.*
- (c) All instruments requiring the city seal.*

The legislative body may provide by ordinance that the instruments described in (a), (b) and (c) be signed by an officer other than the mayor.

Based on this law, numerous state funding agencies, especially the California Department of Housing and Community Development (HCD), require the City to have specific language in the City's municipal code delegating signing authority to the City Administrator to execute grant contracts or other grant documents. In the absence of that language, the mayor must sign. Funding sources subject to these requirements include but are not limited to: Permanent Local Housing Allocation (PLHA) funds and Community Development Block Grants (CDBG). These funds have been used in the past to assist with upgrades to Utica Park (Kitchen, generator), assisting in the construction of housing units for Habitat for Humanity, numerous code updates, upgrading water and wastewater facilities, façade improvements in the historic district, and related projects.

Proposed Ordinance 558 grants the City Administrator signing authority as provided in Government Code 40602 *when authorized by motion, resolution, minute order, or other appropriate action of the City Council*, to: sign warrants drawn by the city treasurer (i.e.,

Finance Director), written contracts and conveyances made or entered by the City, or instruments requiring the City seal.

In practice, prior to applying for or accepting grant funding, the City Administrator forwards grant applications to the City Council for approval before submittal and brings the item to Council a second time to accept grant funding, if awarded. With the change proposed in Chapter 2.08, the City Administrator would then be able to sign grant implementation documents as authorized by the City Council. This, in turn, expedites agency approvals of contracts and release of grant funds.

In preparing this revision, Angels Municipal Code Chapter 3.30.140 was determined to be out-of-date. Currently the City Administrator may sign contracts valued up to \$50,000 per the *City's Purchasing Policy and Procedures Manual* adopted by City Council Resolution. For internal policy consistency and to avoid time consuming code amendments, the AMC is being updated to tie City Administrator contracting limits to the City's *Purchasing Policy and Procedures Manual*.

DISCUSSION:

Pursuant to Angels Municipal Code Section 17.90.040, decisions pertaining to code amendments shall be made upon the following findings of fact:

- A. The proposed change or amendment is consistent with the City of Angels Municipal Code; and
- B. The proposed change or amendment is consistent with the City of Angels General Plan; and
- C. The proposed change or amendment will not be substantially detrimental to the health, safety, or general welfare of the city.

Finding A – Consistency with the Angels Camp Municipal Code

The proposed code changes are administrative and procedural. Upon adoption by the City Council, the addition to the municipal code will be consistent with the Angels Municipal Code and Finding A can be made.

Finding B – Consistency with the General Plan

The City of Angels General Plan 2020 does not address administrative contracting procedures. However, General Plan 2020 does cite the Community Development Block Grant (CDBG) program and other state funding sources as primary funding sources for many of the City's Housing and infrastructure (water and wastewater) capacity programs, health and safety programs, including, but not limited to:

2.A.a Housing Coordinator (establish)

2.A.b Encourage establishment of small, affordable housing units distributed throughout the City/Map infill parcels

2.A.d Vacation Rentals/2nd Home Properties/Underused sites to be used for housing

2.A.e Facilitate/Promote Moderate wage job training efforts

2.A.h Encourage establishment of single-room occupancy housing

2.B.e Complete improvement to increase the city's water treatment plant capacity to ensure capacity to meet the city's affordable housing objectives

2.B.g Complete improvements to the city's wastewater delivery system

2.C.f Prepare a funding program to assist in the provision of Affordable Housing and fund infrastructure improvements

2.C.h Pursue funding to support a Housing Rehabilitation and/or Rehabilitation Loan Program

2.C.j Establish a Self-help Rehabilitation/Fix Up Program

2.C.k Update the 2009 Housing Conditions Survey/Pursue Funds for Improving the Existing Housing Stock and Accessibility to Housing

2.D.b Facilitate the provision of Special Needs Housing

6.B.i Pursue funds to prepare a hydrological study

Ordinance 558 will assist in procuring CDBG funds in support of these programs. Therefore, Finding B can be made.

Finding C - The proposed change or amendment will not be substantially detrimental to the health, safety, or general welfare of the city.

The proposed code change addresses who is authorized to sign specified contracts—the mayor or the City Administrator. This does not result in a physical change to the environment and therefore, Finding C can be made.

FINANCIAL IMPACT:

Passage of the ordinance would facilitate executing grant contracts and receiving grant funds, a potentially positive impact on the general fund.

ENVIRONMENTAL FINDING:

The proposed amendment is exempt from further environmental review pursuant Section 15061(b)(3) of the *California Environmental Quality Act (CEQA) Guidelines*, the common sense exemption, which states that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. The proposed ordinance addresses who will sign documents and, therefore, cannot have a significant effect on the environment.

ATTACHMENTS:

- 1) Ordinance 558 with proposed code changes

Ordinance 558

**CITY OF ANGELS
CITY COUNCIL
ORDINANCE No. 558**

**ADDING A NEW SECTION 2.08.065 OF THE CITY OF ANGELS MUNICIPAL CODE
ADDRESSING THE CITY ADMINISTRATOR'S AUTHORITY TO SIGN DOCUMENTS**

WHEREAS, California Government Code 40602 restricts the signing authority of the City Administrator for certain documents; and

WHEREAS, the City desires to facilitate the execution of certain documents by allowing the City Administrator to sign those documents; and

WHEREAS, the City Administrator would only be able to execute the specified documents when authorized by motion, resolution, minute order ,or other appropriate action of the City Council; and

WHEREAS, the proposed code amendments and supporting documents are consistent with the City of Angels General Plan; and

WHEREAS, The proposed code amendments and supporting documents are consistent with the City of Angels Municipal Code; and

WHEREAS, the proposed code amendments and supporting documents will not be substantially detrimental to the health, safety, or general welfare of the city; and

WHEREAS, the project is exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3) of the *California Environmental Quality Act (CEQA) Guidelines*, the common sense exemption, which states that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA; and

WHEREAS, the proposed code amendments are included herein in **Attachment A** to this ordinance; and

WHEREAS, the City Council introduced the ordinance at its meeting of August 18, 2026, and September 1, 2026, for a second reading.

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Angels does hereby approve adding a new Section 2.08.065 of the City of Angels Municipal Code addressing the City Administrator's authority to sign documents.

PASSED AND ADOPTED this 1st day of September 2026, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Caroline Schirato, Mayor

Haley Bugarin, City Clerk

Attachment A to Ordinance 558

Add a New Section 2.08.065 as follows:

2.08.065 Authority to Sign Documents.

A. The City Administrator is hereby authorized to sign any of the following documents, as provided in California Government Code Section **40602**, when authorized by motion, resolution, minute order or other appropriate action of the City Council:

- (1) Warrants drawn by the City Finance Director;
- (2) Written contracts and conveyances made or entered by the City; or
- (3) Instruments requiring the City seal.

All contracts shall be in writing. No oral contract shall become an obligation of the City. For the purposes of this section, the term "contract" shall refer to any agreement, contract, lease, promise, or other obligation to which the City is, or is alleged to be, a party and shall include, but not be limited to, any contract for equipment, supplies, services, grants, or public works.

B. The City Administrator or his/her designee is also authorized to sign contracts on behalf of the City that do not require prior City Council approval as provided in Angels Municipal Code Section 3.30.140.

Amend Section 3.30.140 as follows:

§ 3.30.140 City administrator authorization.

The city administrator shall be authorized to approve and enter into contracts for consultant services described in Section **3.30.130** subject to the following limitations and restrictions:

A. The contract is for a sum not to exceed ~~fifteen thousand dollars to be paid by the city~~ the amount established in the City's Purchasing Policy and Procedures Manual, as adopted by City Council Resolution.

B. The contract shall not result in, or potentially require the city to be liable for, a significant loss of money or other thing of value beyond the contract price to the city.

C. The funds required for the payment of the contract shall be included in the city's approved and current budget for that purpose.

D. The contract has the prior approval of or shall be subject to ratification by the council. Ratification may be in the form of approval of the budgeted demand for payment or partial payment thereof.

E. The contract shall not have, may not result in, nor be the result of, a significant policy decision necessitating prior council review and approval.

F. The contract shall not be for legal services or legal consultation.

(Ord. 313 (part), 1991. Formerly 3.30.150; Ord. 438 (part), 2009)