



LAWRENCEVILLE

GEORGIA

AGENDA REPORT

MEETING: REGULAR MEETING, FEBRUARY 26, 2024

AGENDA CATEGORY: CONSENT AGENDA

Item:	Signing Authority Policy
Department:	City Manager
Date of Meeting:	Monday, February 26, 2024
Fiscal Impact:	N/A
Presented By:	Michael Fischer – Assistant City Manager - Operations
Action Requested:	Approve Signing Authority Policy as presented

Summary: The purpose of this policy is to identify the Officials and Signing Officers of the Mayor and Council and the City and their respective responsibilities regarding the execution of documents, contracts, and instruments in writing.

Background: A new policy to define the signing authority of the Mayor, Council, Executive Team Members, and certain City Staff for workflows related to the future use of electronic signatures and electronic records.

Concurrences: City Manager, City Clerk, Finance Department (Purchasing) and the City Attorney

Attachments/Exhibits:
Signing Authority Policy