



# LAWRENCEVILLE

## GEORGIA

### AGENDA REPORT

MEETING: SPECIAL CALL, WORK SESSION, FEBRUARY 7, 2024

AGENDA CATEGORY: COUNCIL BUSINESS

<b>Item:</b>	Signing Authority Policy
<b>Department:</b>	City Manager
<b>Date of Meeting:</b>	Wednesday, February 7, 2024
<b>Fiscal Impact:</b>	N/A
<b>Presented By:</b>	Michael Fischer – Assistant City Manager - Operations
<b>Action Requested:</b>	Approve Signing Authority Policy as presented

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**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