

STATE OF GEORGIA

February 14, 2011

CITY OF ROSWELL

A RESOLUTION REGARDING "SIGNING AUTHORITY" POLICY

WHEREAS, the City of Roswell, Georgia is a Georgia municipal corporation; and

WHEREAS, the Mayor and Council are the governing authority of the City; and

WHEREAS, Mayor and Council are charged with the protection of the health, safety and welfare of the citizens of Roswell; and

WHEREAS, Mayor and Council have reviewed the current policy for the authorization for executing documents which obligate the City in the normal course of doing business as a municipal corporation; and

WHEREAS, Mayor and Council recognize that certain reorganization within the City has resulted in an opportunity to review, update and clarify the policy which authorizes and delegates certain officers of the City to sign certain documents; and

WHEREAS, Mayor and Council have reviewed the attached policy regarding signing authority:

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Roswell, Georgia, and it is hereby resolved by the authority of same, that the Mayor and Council do hereby adopt the **Signing Authority Policy** attached hereto as **Exhibit "A"** and incorporated by reference.

The above resolution was read and approved by the Mayor and Council of the City of Roswell, Georgia on the 14th day of February, 2011.

Attest:

Marlee Press
Marlee Press, City Clerk
(Seal)

Jerry Orleans
Councilmember Jerry Orleans

Betty Price
Councilmember Betty Price

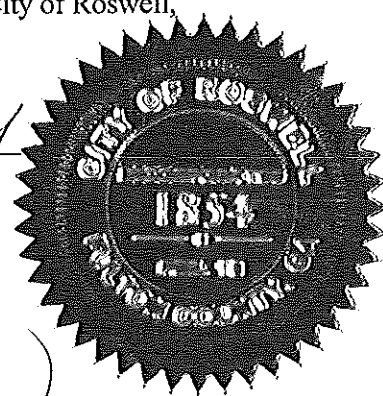
Kent Igleheart
Councilmember Kent Igleheart

Jere Wood
Jere Wood, Mayor

Rebecca Wynn
Councilmember Rebecca Wynn

Richard Dippolito
Councilmember Richard Dippolito

Nancy Diamond
Councilmember Nancy Diamond





A Policy to Provide for the Obligation of the City of Roswell Financially by the Elected Officials, Appointed Staff, Signing Officers, Signing Authorities Execution of Documents, and Further Delegation of such Authority

Effective Date: February 14, 2011

Dated: February 14, 2011

Signature/Position: Mayor, Governing Body

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SUBJECT

Elected Officials, Appointed Department Heads, Signing Officers, Signing Authorities Execution of Documents, and Further Delegation

GENERAL

The City of Roswell (City) established under a charter adopted in 1854 and revised on April 19, 2000 is governed by the Mayor and Council with a City Administrator. The Mayor and Council are empowered to create and amend, as appropriate, the by-laws necessary for the management and operation of the City.

PURPOSE

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.

POLICY

1. Officer of the Governing Body

"Officer of the Governing Body" shall mean any duly elected or appointed Officer, namely; the Mayor, the Mayor Pro Tem, and such other members as the Mayor and Council may so designate from time to time.

2. Officer of the City

"Officer of the City" shall mean the City Administrator, Deputy City Administrator, City Attorney, Assistant City Attorney, Director of Finance, Deputy Director of Finance, the Pension Committee Secretary, and such other Officers as may be designated from time to time by the Mayor and Council.

3. Signing Officer

"Signing Officer" shall mean any Officer of the Governing Body and any Officer of the City so designated by the Mayor and Council.

4. Signing Authority

"Signing Authority" shall mean any Officer of the City and any other person or persons so designated by the Governing Body

5. Execution of Documents

5.1. All legally reviewed and approved written contracts, documents or other written instruments on behalf of the Mayor and Council, shall be signed by either the Mayor or the Mayor Pro-Tem as provided in Charter Sections Ch.3.90(5) and Ch.3.100 and all such written contracts, documents or other written instruments so signed shall be binding on the Governing Body without further

authorization or formality. The Corporate seal of the City may, when required, be affixed to said signed written contracts, documents or written instruments.

5.2. All legally reviewed written contracts, documents or written instruments not requiring Mayor and Council approval on behalf of the City shall be signed by any Officer of the City so authorized by Mayor and Council, by the Mayor or the Mayor Pro-Tem as provided by Charter Sections Ch.3.90(5) and Ch.3.100, or by an officer of the Governing Body so approved by Mayor and Council, and all such written contracts, documents or written instruments so signed shall be binding on the Governing Body and the City without any further authorization or formality. The Corporate seal of the City may, when required, be affixed thereto.

5.3. For ease of administration within the many departments of the City, the Governing Body from time to time may authorize certain City officers, person or persons, to execute legally reviewed contracts, documents or written instruments generally or to execute a particular legally reviewed written contract, document or written instrument provided it is within legal authority provided by Mayor and Council. The Corporate seal of the City may, when required, be affixed thereto.

6. Checks, Drafts, Notes, Investment Security Purchases

All checks, drafts or orders for payment of money, and all notes and acceptances and bills of exchange received or issued and Investment Securities purchases by the City, shall be signed by such signing Officer or Officers or by such signing authority of the City in such manner as may be designated from time to time by the Mayor and Council.

7. City Signing Officers

7.1. The following Officers are appointed as signing Officers by the Governing Body.

Officers of the Governing Body

- Mayor
- Mayor Pro Tem

Officers of the City

- City Administrator
- Deputy City Administrator
- City Attorney (For legal proceedings and documents)
- Assistant City Attorney (For legal proceedings and documents)
- Director of Finance (For banking and investment purposes as provided herein)
- Deputy Director of Finance (For banking and investment purposes as provided herein)
- Pension Committee Secretary (For approved pension related documentation)

7.2. The Mayor or if necessary the Mayor Pro-Tem as provided by Charter Sections Ch.3.90(5) and Ch.3.100 with the City Administrator or if necessary the Deputy City Administrator are authorized for and on behalf of the City to make, sign, draw or transfer all or any checks, promissory notes, drafts, acceptances, and for letters of credit whether or not an overdraft is thereby created in any account of the City. The City Administrator, Deputy City Administrator, Director of Finance or Deputy Director of Finance are authorized to accept, endorse, negotiate, lodge, deposit, execute as approved by Mayor and Council any authority to any Officer of a Bank and/or Safekeeping Agent to accept and/or pay all or any drafts; also to execute receipts for and orders relating to any investments of the City held by or on behalf of a Bank and/or Safekeeping Agent; also to do all acts and things and execute all documents as approved by Mayor and Council requisite to give any security to a Bank and/or Safekeeping Agent and also to execute any approved agreement with or authority to the Bank and/or

Safekeeping Agent to the banking business of the City either generally or with regard to any particular transaction.

7.3. Any one (1) of the Officers above listed (para.7.1) except the City Attorney and Assistant City Attorney is hereby authorized for and on behalf of the City to negotiate or deposit with or transfer to the Bank and/or Safekeeping Agent (but for the credit of the City's account only) all or any checks, promissory notes, drafts, acceptances, bills of exchange and orders for payment of money, and for such purpose to draw, sign or endorse the same, or any of them, or to deliver the same, or any of them, to the Bank and/or Safekeeping Agent endorsed with the name of the City impressed thereon by a rubber stamp and other devices; also to receive all paid checks and other debit vouchers charged to any account of the City and to execute from time to time, the Bank's and/or Safekeeping Agent's form of receipt therefore.

7.4. Further delegation for the commitment of City operating funds allocated to City departments is limited to Requisitions, Request for Checks and Purchasing Card transactions as outlined in the Financial Procedures manual which includes the P-Card procedures. All credit applications must be handled by the Finance Department with approval by two Officers of the City, one of whom shall be the City Administrator. Departments shall not be authorized to establish credit limits with any vendor.