Signing Authority

Policy Scope: Citywide
Version: 6.0
Effective Date: April 10, 2020

Policy Contact
Office of the City Clerk
(916) 808-7200
clerk@cityofsacramento.org

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California Streets & Highway Code

Policy History
Policy Originally Created: API #22 1/2003

Policy Review
Review Cycle: 2 year
Next Scheduled Review Date: 1/2021
All policies are updated as needed and on a set review cycle.
I. Policy Statement

The City of Sacramento (City) is committed to effective, efficient and transparent management of City business and processes. Only City officers and employees with appropriate approval authority and accountability shall approve financial transactions and sign legally binding contracts to ensure responsible stewardship of City’s resources.

II. Statutory Background

Sacramento City Charter section 200 provides that the “city manager, or his designated representatives, shall purchase, or contract for the purchase of, goods, equipment, materials, supplies, services, or for the undertaking of any public project in the manner prescribed by ordinance enacted by the city council,” except as otherwise provided in the Charter. The council has enacted various ordinances to prescribe the manner for such contracts.

III. Signing Authority Delegation for City of Sacramento -- General Status

The Sacramento City Charter allows the delegation of contract signing authority by the City Manager to other Charter Officers, City Officers, and other city employees.

A delegation of financial signing authority assigns the authority and responsibility to:
- Approve financial transactions;
- Facilitate efficient decision-making and ensure that actions and decisions are taken by appropriate approval levels;
- Ensure that transactions are executed as intended and in accordance with applicable law, regulations and City policies; and
- Provide fiscal integrity and an auditable internal control environment.

A delegation of signing authority for various business process approvals assigns the authority and responsibility to:
- Facilitate efficient decision-making and ensure that actions and decisions are taken by appropriate approval levels;
- Ensure that processes are executed as intended and in accordance with applicable law, regulations and City policies; and
- Provide process integrity and an auditable internal control environment.

The authority delegated under this Signing Authority Policy may not be delegated further, except by the City Manager.

City Manager’s Office

The following positions are authorized to sign all contracts that the City Manager may sign under City Code sections 3.04.010, 3.56.010, 3.60.010, and 3.64.010. (see City Code 2.08.020.)

Additionally, the following positions are delegated authority to sign all City Council-approved
contracts when the City Council has authorized signature by a City Manager designee.

- Assistant City Manager(s)

Other Charter Offices
The following positions are authorized by the City Manager to sign all contracts that the City Manager may sign under City Code sections 3.04.010, 3.56.010, 3.60.010, and 3.64.010, for contracts that fall under their offices’ oversight and work, up to $100,000.

- City Attorney-Charter Office
  - City Attorney
  - Assistant City Attorney
- City Auditor
  - City Auditor
- City Clerk-Charter Office
  - City Clerk
  - Assistant City Clerk
  - Operations Manager for Mayor & Council
- City Treasurer-Charter Office
  - City Treasurer

Other City Offices
The following positions are authorized by the City Manager to sign all contracts that the City Manager may sign under City Code sections 3.04.010, 3.56.010, 3.60.010, and 3.64.010, for contracts that fall under their offices’ oversight and work up to $100,000.

- Office of Public Safety Accountability
  - Director of the Office of Public Safety Accountability

City Departments Under The City Manager
The following Department Directors are delegated authority to sign all contracts that the City Manager may sign under City Code sections 3.04.010, 3.56.010, 3.60.010, and 3.64.010, for contracts related to their departmental work up to $100,000.

Additionally, the following positions are delegated authority to sign all City Council-approved contracts related to their departmental work when the City Council has authorized signature by a City Manager designee. Delegation of signing authority to a position includes all employees holding that position including those in an interim or acting role.

<table>
<thead>
<tr>
<th>Departments</th>
<th>Authorized Signatory</th>
</tr>
</thead>
<tbody>
<tr>
<td>Convention &amp; Cultural Services</td>
<td>Director of Convention &amp; Cultural Services</td>
</tr>
<tr>
<td>Community Development</td>
<td>Director of Community Development</td>
</tr>
<tr>
<td>Community Services – Water Forum</td>
<td>Executive Director of Community Services – Water Forum</td>
</tr>
<tr>
<td>Economic Development</td>
<td>Director of Economic Development</td>
</tr>
<tr>
<td>Finance</td>
<td>Director of Finance</td>
</tr>
<tr>
<td>Fire</td>
<td>Fire Chief</td>
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</tbody>
</table>
### Specific Contract Signing Authority

Delegation of specific contract signing authority by City Manager to:

<table>
<thead>
<tr>
<th>Business Line</th>
<th>Description</th>
<th>Authorized Signatory</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>City Manager Office</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operations</td>
<td>Contracts/Agreements related to Homeless Services</td>
<td>Homeless Services Coordinator</td>
</tr>
<tr>
<td><strong>Community Development Department</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Development</td>
<td>Agreement for Deferring Payment of City Fees</td>
<td>Director of Community Development, and Chief Building Official</td>
</tr>
<tr>
<td></td>
<td>City Code 18.52</td>
<td></td>
</tr>
<tr>
<td>Neighborhood</td>
<td>Adverse Impacts of Cannabis Cultivation on Surrounding Areas</td>
<td>Director of Community Development</td>
</tr>
<tr>
<td>Responsibility</td>
<td>City Code 17.228.127</td>
<td></td>
</tr>
<tr>
<td>Agreements</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Convention and Cultural Services</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operations</td>
<td>Sacramento Convention Center License Agreement</td>
<td>Convention Center General Manager, and Deputy Convention Center General</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Center for Sacramento History</td>
<td>Deeds of Gift and Collection Loan Agreements</td>
<td>City Historian</td>
</tr>
<tr>
<td><strong>Finance Department</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public Improvement Financing</td>
<td>Bond Segregation Documents, Memorandum of Reassessment, and Reports/Amended Assessments</td>
<td>Finance Special Districts Manager</td>
</tr>
<tr>
<td>SCERS System</td>
<td>Retirement Systems Manager - Director of Finance City Charter XVII, Section 391</td>
<td>Director of Finance</td>
</tr>
</tbody>
</table>
POLICY: Signing Authority Delegation

Department of Youth, Parks and Community Enrichment

<table>
<thead>
<tr>
<th>Business Line</th>
<th>Description</th>
<th>Authorized Signatory</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operations</td>
<td>Contracts/Agreements less than $15,000</td>
<td>Youth, Parks, and Community Enrichment Operations Manager</td>
</tr>
</tbody>
</table>

Police Department

<table>
<thead>
<tr>
<th>Business Line</th>
<th>Description</th>
<th>Authorized Signatory</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enforcement</td>
<td>Supplemental Law Enforcement Service Agreements</td>
<td>Supplemental Employment Sergeant, Metro Lieutenant, and Metro Captain</td>
</tr>
<tr>
<td>Enforcement</td>
<td>Reserve Officer Traffic Control Agreements</td>
<td>Supplemental Employment Sergeant, Metro Lieutenant, and Metro Captain</td>
</tr>
</tbody>
</table>

Public Works Department

<table>
<thead>
<tr>
<th>Business Line</th>
<th>Description</th>
<th>Authorized Signatory</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operations</td>
<td>All Documents Related to Clean Energy Sacramento Program</td>
<td>Public Works Sustainability Manager</td>
</tr>
<tr>
<td>Operations</td>
<td>Consultant Agreement-Budget Task Reallocations ($0)</td>
<td>Public Works Engineering Manager</td>
</tr>
</tbody>
</table>
| Engineering   | • Agreement for Conveyance of Easement City Resolution 2015-0145  
                • Acceptance of Dedications Government Code 17.502.050  
                • Acceptance of Irrevocable Offer of Dedication City Resolution 2015-0145  
                • Notice of Violation Government Code 66499.36 | Supervising Engineer, Development Engineering Senior Engineer, and Development Engineering Public Works Engineering Manager |
| Engineering   | • Special Districts-Assessment Diagrams California Streets & Highway Code  
                • Special Districts-Public Improvement Financing Engineering Reports California Constitution Article XIIIID Section 4(b) and Streets & Highway Code | Public Works Engineering Manager, and Design Senior Engineer |
| Subdivision Mapping | • Final Maps/Parcel Maps  
City Code 17.832.080  
• Master Parcel Maps  
City Code 17.836.010  
• Amending Map/Certificate of Correction  
Government Code 66471  
• Certificate of Compliance  
City Code 17.112.020  
• Lot Line Adjustment  
City Code 117.820.040  
• Merger of Parcels  
City Code 17.824.020 | City Surveyor  
Survey Party Chief (Licensed) |

IV. Signing Authority Delegation for City of Sacramento -- City of Sacramento Declared Emergency Status

The financial signing authority during a declared emergency shall be limited to the Mayor/City Council, City Manager, City Treasurer, City Attorney, City Clerk, and City Auditor.

In Emergency Status mode signing authority begins with the City Manager. If the City Manager is not available, Charter Officers are authorized; and if Charter Officers are not available Mayor/Council will sign City Contract/Agreements.

Resolution 2003-0139: "Designation of Applicant's Agent Resolution" authorizes the following representatives to receive FEMA funds on behalf of the City:

- Director of Finance
- Accounting Manager
- Principal Accountant

V. Transparency

The City shall, no less than quarterly, publish to the official website a complete list of all contracts signed by the City Manager or designee, not requiring approval of the City Council, that have a total amount between $100,000 and $250,000.

VI. Records Management

The City Clerk shall maintain the current and historical record of signing authority policy and related documentation including verification of signature forms and City Manager directed authorizations. These records shall be maintained in the City's approved electronic records repository in accordance with the City's record retention schedule.
Charter Officer Review and Acknowledgement

City Attorney

[Signature]
Susana Alcala Wood (Apr 28, 2020)

City Auditor

[Signature]
Jorge Oseguera (Apr 28, 2020)

City Clerk

[Signature]
Mindy Gropp

City Manager

[Signature]
Howard Chan (Apr 16, 2020)

City Treasurer

[Signature]
John P. Colville Jr (Apr 28, 2020)