



REPORT TO COUNCIL

City of Sacramento

915 I Street, Sacramento, CA 95814-2604³
www.CityofSacramento.org

CONSENT
April 1, 2010

**Honorable Mayor and
Members of the City Council**

Title: Signature Authority for Contracts/Agreements

Location/Council District: Citywide

Recommendation: Receive and file.

Contact: Eileen Teichert, City Attorney (916) 808-5346; Jorge Oseguera, City Auditor (916) 808-7270; Shirley Concolino, City Clerk, (916- 808-5442; Gus Vina, Interim City Manager (916) 808-5704; and Russ Fehr, City Treasurer (916) 808-5168.

Department: City Clerk

Division: NA

Organization No: 0700

Description/Analysis

Issue: It is necessary to have a current and historical record of the contract signature authority as delegated to ensure best practice and procedures for transparent accountability.

Policy Considerations: This process is in accordance with the City's policy to provide transparent business practices and meets the Administrative Policy Instruction (API) No. 2001 directive.

Environmental Considerations: None.

Commission/Committee Action: None.

Rationale for Recommendation: Sacramento City Charter, Sacramento City Code and other law allow the delegation of signing authority by the Mayor/Council, City Manager and Charter Officers to assistant city managers, department directors and other staff in specific situations.

In order to provide the Mayor/Council, department staff and the public with a current record of authorized contract signators it is necessary to periodically update the signing authority documentation on file with the City Clerk.

Annually the Charter Officers, City Auditor and Independent Budget Analyst provides an update to Mayor/Council advising them of City staff with valid contract signing authority for the upcoming year. Any additions, deletions or modification made during the previous fiscal year are included.

The City Clerk maintains the current and historical record of contract signing authority documentation including verification of signatures and annual authorization by Charter Officers, City Auditor, and Independent Budget Analyst. The signing authority documentation is available for viewing on the City's Intranet.

Financial Considerations: None.

Emerging Small Business Development (ESBD): None.Approved:

Eileen Teichert, City Attorney

Jorge Oseguera, City Auditor



Shirley Concolino, City Clerk



Gus Vina, Interim City Manager

Russel Fehr, City Treasurer

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Background

The City Clerk or Assistant City Clerk attests to the signatures of those authorized to sign contracts so it is crucial that the City Clerk maintain an accurate database of authorized signatures and the current and historical authorizing documents.

As noted in API 22 (revised: 1-29-09) the City Clerk maintains the documentation of authorized signators as well as the historic record of delegated authority.

The City Clerk prepares the report to update Mayor/Council annually of the delegated contract signing authority for the Charter Officers, City Auditor and Independent Budget Analyst. Any additions, deletions or modification made between updates is included.

This year the Administrative Policy for signing authority is revised in accordance with the current Policy format and numbering configuration (AP-2001)

The City Clerk maintains the current and historical record of signing authority documentation which is accessible to Mayor/Council and City staff on the City's Intranet.

Prior to January 2009, the City Manager and Assistant City Managers delegated contract signing authority to Department Directors and other City staff and was managed in the City Manager's office.

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Signing Authority

FULL POLICY/GUIDELINE CONTENTS

Policy/Guideline Statement
Reason for Policy/Guideline
Procedures
Forms/Instructions
Contacts

Policy Number: **AP-2001**

Document Type: **Policy**

Version: **2.0.**

Effective: *March 2010*

Last Updated: *January 2009*

ADDITIONAL DETAILS

Definitions
Appendices
FAQ
Related Information
History

Responsible Department/Division:
*Offices of the City Attorney, City Auditor,
City Clerk, City Manager, City Treasurer,
Independent Budget Analyst*

Policy/Guideline Statement:

Each fiscal year the Charter Officers, City Auditor, and Independent Budget Analyst will update Mayor/Council with the delegated signing authority for the upcoming fiscal year incorporating any revisions since the previous document was submitted.

The City Clerk will maintain the current and historical record of signing authority documentation including verification of signature forms and annual authorizations.

City of Sacramento Declared Emergency Status

The signing authority during a declared emergency shall be the Mayor/City Council, City Manager, City Treasurer, City Attorney, City Clerk and appointed Assistant City Managers ONLY.

In Emergency Status mode signing authority begins with the City Manager. If the City Manager is not available, Assistant City Managers are authorized; if Assistant City Managers are not available, Charter Officers are authorized; and if Charter Officers are not available Mayor/Council will sign City Contract/Agreements. This information will be forwarded to the Continuity of Operations Planning (COOP) and Continuity of Government (COG) and will be updated as necessary.

Purpose:

Sacramento City Charter, Sacramento City Code and various California Government Codes may allow the delegation of contract signing authority by the Mayor/Council, City Manager, Charter Officers, Auditor, and Independent Budget Analyst to Assistant City Managers, Department Directors and other staff in specific situations.

In order to provide the Mayor/Council, department staff and the public with a current record of authorized signatories it is necessary to capture the signing authority documentation on file with the City Clerk by way of this policy.

Procedures that apply:

- Procedure # PR 2001-01 Signature Authorization Modification Request

Forms/Instructions that apply:

- Form #FM 2001-01 Signature Authorization Modification Request
- Form #FM 2001-02 Verification of Signature on File

Responsible Department:

*Offices of the City Attorney, City Auditor, City Clerk, City Manager, City Treasurer, Independent Budget Analyst
(Managed by the Office of the City Clerk)*

Definitions:

None

Appendices:

- (A) City Attorney Signing Authority Delegation
- (B) City Auditor Signing Authority Delegation
- (C) City Clerk Signing Authority Delegation
- (D) City Manager Signing Authority Delegation
- (E) City Treasurer Signing Authority Delegation
- (F) Independent Budget Analyst Signing Authority Delegation
- (G) Chart-Signing Authority for Non Emergency Status
- (H) Chart-Signing Authority for Emergency Status

Frequently Asked Questions:

How often is the signing authority policy updated?

The signing authority policy is updated annually and whenever major organizational changes occur. Revisions/modifications are on file with the City Clerk in between updates.

If the person with delegated authority is unavailable, who has authority to sign?

The signing authority is elevated to the next highest level position. In the absence of the Department Director, the Assistant City Manager would have signing authority NOT the acting Department Director unless the City Manager so delegates through the modification process.

How is a signing authority delegated, discontinued or rescinded in between signing authority updates?

Follow procedure # PR 2001-01 "Signature Authority Modification Request."

When a signing authority is discontinued or rescinded, is the signature verification information deleted from the City's records?

All signature verification forms remain on file permanently.

Who should I contact if I have a question regarding the signing authority for a type of document that is not specifically referenced in the policy?

Contact your City Attorney if you have any questions regarding signing authority that is not specifically addressed in this policy.

Reference Information:

- **Sacramento City Charter and City Codes**
<http://www.cityofsacramento.org/clerk/General/codes.htm>
- **Ordinance 1999-024**
An Ordinance amending titles 57, 58, and 59 of the Sacramento City code relating to City Manager contracting authority.
- **2.08.020 Exercise of power by assistants and deputies.**
Whenever a power is granted or a duty is imposed upon a city officer by this code or any other ordinance of the city, the power may be exercised or duty performed by an assistant or deputy of the officer or a person authorized pursuant to law by the officer, unless this code expressly provides otherwise. (Prior code § 2.03.200)
- **Chapter 3.04 Fiscal Provisions Generally**
- **Chapter 3.56 Purchasing of Supplies and Services**
- **Chapter 3.60 Contracts for Public Projects**
- **Chapter 3.64 Contracts for Professional Services**
- **Chapter 3.68 Leases of City-Owned Real Property**
- **California Constitution** <http://www.leginfo.ca.gov/const.html>
Article XII Section D-4; Subsection b
"All Assessments shall be supported by a detailed engineer's report prepared by a registered professional engineer certified by the State of California"

- **California Government Codes** <http://www.leginfo.ca.gov/calaw.html>
Streets and Highway Code—Generally
Streets and Highway Code Section 3114
Government Code Section 66470
Government Code Section 27281
Government Code Section 66469

Document History:

Supersedes: API# 22 – Signing Authority
Effective: January 2009

Keywords:

signing authority, contracting authority, delegate, delegating, signature, signing

Apendix A

City Attorney-Eileen Teichert

City Attorney may delegate contract signing authority to Assistant City Attorneys pursuant to City Code 2.08.020 (Exercise of power by assistants and deputies) and Assistant City Attorney Job Specifications.

Authorized Assistant City Attorneys

Sandra Talbott

Apendix B

City Auditor-Jorge Oseguera

No Delegation

Apendix C

City Clerk-Shirley Concolino

City Clerk may delegate contract signing authority to Assistant City Clerks pursuant to City Code 2.08.020 (Exercise of power by assistants and deputies) and Assistant City Clerk Job Specifications.

Authorized Assistant City Clerks

Dawn Bullwinkel

Stephanie Mizuno

Appendix D

Interim City Manager- Gus Vina

City Manager may delegate contract signing authority to Assistant City Managers, Department Directors and specified City department staff pursuant to Ordinance 99-024, City Codes: 3.04, 3.56, 3.60, and 3.64, 3.68.

Assistant City Managers for all Contracts (typically equal to or greater than \$100,000) pursuant to City Code 2.08.020 (Exercise of power by assistants and deputies), Ordinance 99-024, City Codes: 3.04, 3.56, 3.60, 3.6, 3.68.

Assistant City Manager Signator

John Dangberg
Cassandra Jennings
Patti Bisharat (Interim)

Department Directors for Contract less than \$100,000

Ordinance 99-024, City Codes: 3.56, 3.60, 3.64 (Not 3.68)

Departments

Code Enforcement
Convention, Culture & Leisure
Community Development Department
Economic Development
Finance
Fire
General Services
Human Resources
Information Technology
Labor Relations
Neighborhood Services
Office of Emergency Services
Parks and Recreation
Police
Transportation
Utilities

Authorized Signator

Max Fernandez
Barbara Bonebrake
David Kwong
Jim Rinehart
Leyne Milstein
Ray Jones
Reina Schwartz
Geri Hamby
Cassandra Jennings
Dee Contreras
Vincene Rogers Jones
Rick Martinez
Jim Combs
Rick Braziel
Jerry Way
Marty Hanneman

**Delegation of specific contract signing authority by Interim City Manager to
Convention, Culture and Leisure Department**

Business Line	Description and Authorization	Authorized Signator
Operations	Sacramento Convention Center License Agreement	Judy Voreyer Matthew Voreyer
Operations	Application for Berth Marina Berth License Agreement	Bud Camper

**Delegation of specific contract signing authority by Interim City Manager to
General Services Department**

Business Line	Description and Authorization	Authorized Signator
Contract Services	On-Call Master Professional Services Contracts and Renewals as listed in Resoluton 2006-895 (over \$100K)	Reina Schwartz
Contract Services	On-Call Master Contractor Services Contracts and Renewals as listed in Resoluton 2008-746 (over \$100K)	Reina Schwartz

**Delegation of specific contract signing authority by Interim City Manager to
Department of Parks and Recreation Staff**

Business Line	Description and Authorization	Authorized Signator
Operations	Contracts/Agreements up to \$15,000 The contract boilerplate was approved by the City Attorney's Office and Risk Management and was to be used only where the total payment was less than \$15,000	Dave Mitchell

**Delegation of specific contract signing authority by Interim City Manager to
Police Department Staff**

Business Line	Description and Authorization	Authorized Signator
Enforcement	Supplemental Law Enforcement Service Agreements <i>Ordinance 99-024, City Codes: 3.56, 3.60, 3.64</i>	David Peletta Marc Coopwood
Enforcement	Reserve Officer Traffic Control Agreements <i>Ordinance 99-024, City Codes: 3.56, 3.60, 3.64</i>	David Peletta Marc Coopwood

**Delegation of specific contract signing authority by Interim City Manager to
Department of Transportation Staff**

Business Line	Description and Authorization	Authorized Signator
Public Improvement Financing (Special Districts)	Public Improvement Financing Engineering Reports <i>California Constitution Article XIID Section 4 Subsection b Streets & Highway Code</i>	Tim Mar Jon Blank
Public Improvement Financing (Special Districts)	Assessment Diagrams <i>Streets & Highway Code 3114</i>	Tim Mar Jon Blank
Public Improvement Financing	Bond Segregation Documents/Memorandum of Reassessment and Reports/Amended Assessment <i>Streets & Highway Code</i>	Mark Griffin (Planning Department)
Subdivision Mapping	Final Maps <i>City Code Section 16.28.100</i>	Roy J Heavenston Jon Blank
Subdivision Mapping	Master Parcel Maps <i>City Code Section 16.32.160</i>	Roy J Heavenston Jon Blank
Subdivision Mapping	Amending Map <i>Government Code Section 66470</i>	Roy J Heavenston Jon Blank
Subdivision Mapping	Certificate of Compliance <i>City Code Section 16.16.010</i>	Roy J Heavenston Jon Blank
Subdivision Mapping	Lot Line Adjustment <i>City Code Section 16.08.040</i>	Roy J Heavenston Jon Blank
Subdivision Mapping	Merger of Parcels <i>City Code Section 16.20.020</i>	Roy J Heavenston Jon Blank

Delegation of specific contract signing authority by Interim City Manager to Department of Transportation Staff (Continued)

Business Line	Description and Authorization	Authorized Signator
Subdivision Mapping	Agreement for Conveyance of Easement <i>City Code Section 16.28.100, 3.04.010</i>	Ronald S Fong Marc Lee
Subdivision Mapping	Agreement for Disclosure of Information Related to Real Property <i>City Code Section 16.28.100</i>	Ronald S Fong Marc Lee
Subdivision Mapping	Acceptance of Dedications <i>Government Code Section 27281, City Code Section 3.04.010</i>	Roy J Heavenston Jon Blank
Subdivision Mapping	Notice of Violation <i>Government Code Section 66499.36</i>	Roy J Heavenston Jon Blank
Subdivision Mapping	Acceptance of Irrevocable Offer of Dedication <i>City Resolution 84-537</i>	Roy J Heavenston Jon Blank
Subdivision Mapping	Certificate of Correction <i>Government Code Section 66469</i>	Roy J Heavenston Jon Blank
Abandonments	Relinquishment of Unused Public Service Easements <i>City Code Section 13.20.030</i>	Juan Montanez
Subdivision Mapping	Subdivision Improvement Agreement <i>City Code Section 16.48.030</i>	Ronald S Fong Marc Lee
Public Improvements	Acceptance of Public Improvement Plans <i>City Code Section 16.48.020</i>	Ronald S Fong Marc Lee
Public Improvements	Public Improvement Agreement <i>City Code Section 16.48.130, 16.48.140</i>	Ronald S Fong Marc Lee
Public Improvements	Driveway Permit Variance <i>City Code Section 18.08.080</i>	Ronald S Fong Marc Lee
Public Improvements	Grading Agreement <i>City Code Section 15.88.091</i>	Ronald S Fong Marc Lee

Apendix E

City Treasurer-Russell Fehr

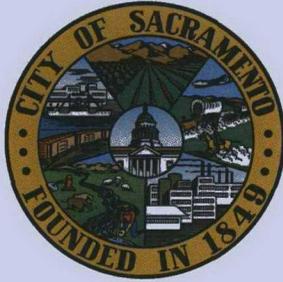
City Treasurer may delegate contract signing authority to Assistant City Treasurer pursuant to City Code 2.08.020 (Exercise of power by assistants and deputies) and Assistant City Treasurer Job Specifications.

No Delegation

Apendix F

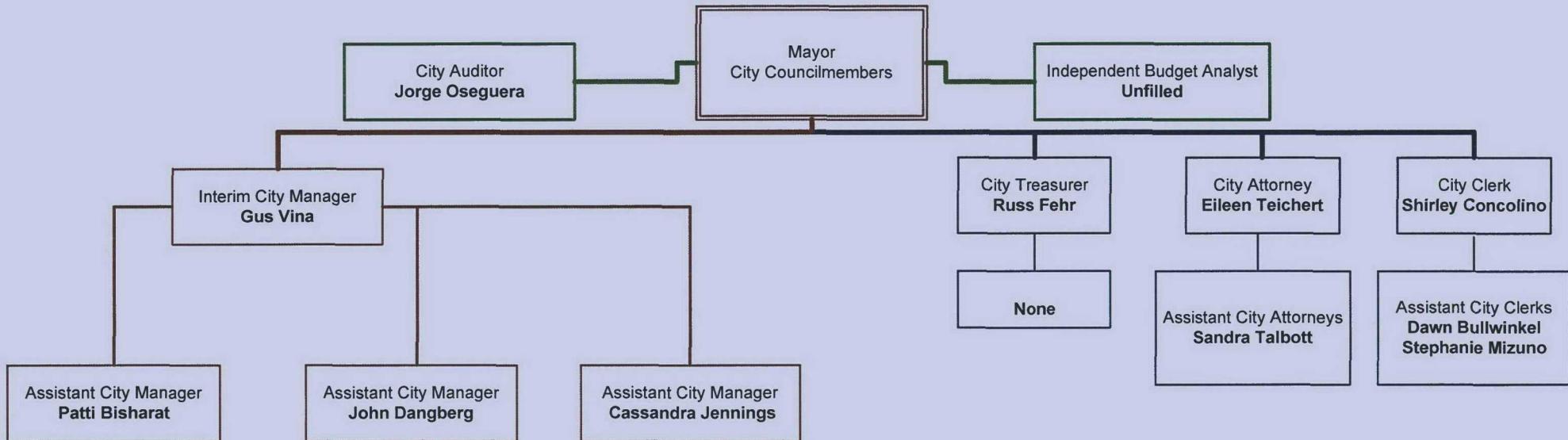
Independent Budget Analyst-Unfilled

No Delegation



City of Sacramento Delegation of Contract Signing Authority for Non-Emergency Status

See City Charter, City Code, Government Code, City Job Descriptions and APIs for Authorization Details



Finance

Leyne Milstein

General Services

Reina Schwartz

Human Resources

Geri Hamby

Information Technology

Unfilled

Labor Relations

Dee Contreas

Legislative Affairs

Unfilled

Code Enforcement

Max Fernandez

Community Development Department

David Kwong

Economic Development

Jim Rhinehart

Transportation

Jerry Way

Utilities

Marty Hanneman

Convention, Culture and Leisure

Barbara Bonebrake

Fire

Ray Jones

Neighborhood Services

Vincene Jones

Parks & Recreation

Jim Combs

Police

Rick Brazil

Office of Youth Development

Lyn Corbett

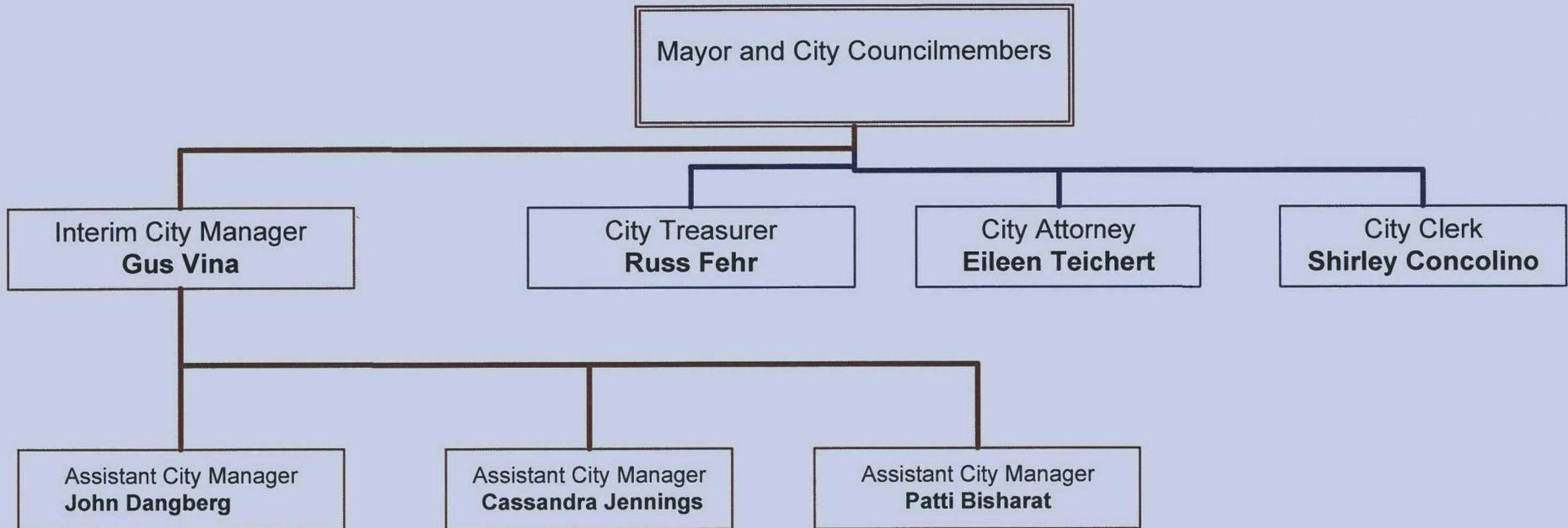
JPA-Library, Seta, SHRA

Also Specific Authorization for Department Staff allowed by various City and Government Code



City of Sacramento EMERGENCY STATUS Delegation of Contract Signing Authority

As Requested by:
Continuity of Operations Planning (COOP)
Continuity of Government (COG)



In Emergency Status Mode signing authority begins with the City Manager. If City Manager is not available, Assistant City Managers are authorized; if Assistant City Managers are not available, Charter Officers are authorized; and if Charter Officers are not available Mayor/Council will sign City Contract/Agreements. This information will be forwarded to the Continuity of Operations Planning (COOP) and Continuity of Government (COG) and will be updated as necessary.

No Signature Authorization BELOW Assistant City Manager Level

See City Charter, City Code,
Government Code, City Job
Descriptions and APIs for
Authorization Details