



# City of Sacramento City Council

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**Meeting Date:** 9/6/2011

**Report Type:** Consent

**Title:** API-2001 Signing Authority

**Report ID:** 2011-00772

**Location:** Citywide

**Recommendation:** Receive and file.

**Contact:** Shirley Concolino, City Clerk, (916) 808-5442; Dawn Bullwinkel, Assistant City Clerk, (916) 808-7267, Office of the City Clerk

**Presenter:** None.

**Department:** City Clerk

**Division:** City Clerk

**Dept ID:** 04001011

## **Attachments:**

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- 1-Description/Analysis
- 2-API 2001
- 3-API 2001 Delegations

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### **City Attorney Review**

Approved as to Form  
Lan Wang  
8/30/2011 4:46:13 PM

### **City Treasurer Review**

Prior Council Financial Policy Approval or  
Outside City Treasurer Scope  
Russell Fehr  
8/30/2011 10:10:41 AM

### **Approvals/Acknowledgements**

Department Director or Designee: Dawn Bullwinkel - 8/30/2011 4:24:27 PM



## **Description/Analysis**

**Issue:** It is necessary to have a current and historical record of the delegation of contract signature authority authorized 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. Council approval is not required.

**Environmental Considerations:** None.

**Sustainability:** 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.

Each year the Charter Officers provide an update to Mayor/Council advising them of City staff with valid contract signing authority for the upcoming fiscal year. Any additions, deletions or modification made during the previous fiscal year are also identified.

The City Clerk maintains the original current and historical record of contract signing authority documentation including verification of signatures and authorization by Charter Officers.

**Financial Considerations:** None.

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



# Signing Authority

## FULL POLICY CONTENTS

Policy Statement  
Reason for Policy  
Procedures  
Forms/Instructions  
Contacts

Policy Number: **AP-2001**

Document Type: **Policy**

Version: 2.0.

## ADDITIONAL DETAILS

Definitions  
Appendices  
FAQ  
Related Information  
History

Effective: *September 2011*

Last Updated: March 2010

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

## Policy 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, and City Clerk ONLY.

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. 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 signators 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

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## Forms/Instructions that apply: (Obtained from the Office of the City Clerk)

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

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## 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)*

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## Definitions:

None

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## 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 City Manager would have the 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 Authorization 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.

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## Reference Information:

- **Sacramento City Charter and City Codes**  
<http://www.cityofsacramento.org/clerk/General/codes.htm>
- **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

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## Document History:

**Supersedes:** API# 22 – Signing Authority  
**Effective:** March 2010

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## Keywords:

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



# Appendix 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

# Appendix B

## City Auditor-Jorge Oseguera

No Delegation

# Appendix 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

Wendy Klock-Johnson

# Appendix D

## City Manager- John F. Shirey

City Manager may delegate contract signing authority to, Department Directors and specified City department staff pursuant to *City Codes: 3.04, 3.56, 3.60, and 3.64, 3.68.*

1. **All Contracts (typically equal to or greater than \$100,000) approved by City Council** and pursuant to, *City Codes: 3.04, 3.56, 3.60, 3.6, 3.68.*

Betty Masuoka, Deputy City Manager  
John Dangberg, Assistant City Manager

2. **Department Directors for ALL Contracts related to their departmental work; in addition, contracts over \$99,000 require Council Approval. This authority may not be delegated further except by the City Manager.**  
*City Codes: 3.56, 3.60, 3.64 (Not 3.68)*

### Departments

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

### Authorized Signator

Barbara Bonebrake  
Max Fernandez  
Jim Rinehart  
Leyne Milstein  
Ray Jones  
Reina J. Schwartz  
Geri Hamby  
Gary S Cook  
Rick Martinez  
Jim Combs  
Rick Braziel  
Jerry Way  
Dave Brent

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

<b>Business Line</b>	<b>Description and Authorization</b>	<b>Authorized Signator</b>
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 City Manager to  
Community Development Department**

<b>Business Line</b>	<b>Description and Authorization</b>	<b>Authorized Signator</b>
Inspections	City Code Title 8 Health and Safety Code	Ron O'Connor

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

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

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

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

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

<b>Business Line</b>	<b>Description and Authorization</b>	<b>Authorized Signator</b>
Public Improvement Financing (Special Districts)	Public Improvement Financing Engineering Reports <i>California Constitution Article XIID Section 4 Subsection b Streets &amp; Highway Code</i>	Tim Mar Jon Blank
Public Improvement Financing (Special Districts)	Assessment Diagrams <i>Streets &amp; Highway Code 3114</i>	Tim Mar Jon Blank
Public Improvement Financing	Bond Segregation Documents/ Memorandum of Reassessment and Reports/Amended Assessment <i>Streets &amp; 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
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

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

(Continued)

<b>Business Line</b>	<b>Description and Authorization</b>	<b>Authorized Signator</b>
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
Railyard Project	Agreements including Real Property Documents <i>City Code 2.08.020 Exercise of power by assistants and deputies</i>	Fran Halbakken

# Appendix 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

# Appendix F

## Independent Budget Analyst-Unfilled

No Delegation