

Signing Authority

Scope: CITYWIDE

Policy Contact

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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.

Effective: 05/30/2019

City of
SACRAMENTO

**Charter Officer Review and Acknowledgement
Signing Authority Policy**



City Manager



City Attorney



City Clerk



City Treasurer

I. Policy

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.

Delegation of signing authority to a position includes all employees holding that position including those in an interim or acting role.

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.

II. Delegation in a 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, and City Clerk.

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

III. Delegation for City of Sacramento -- General Status

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.¹

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

A. City Manager-Charter 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 section 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

B. 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.

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

C. 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.

¹ NOTE: This policy covers only the city manager's delegation of authority for specific categories of contracts. Under the Charter and City Code there are other sources of contract authority. For example, additional or separate authority may be granted directly by City Council resolution or motion.

- **Office of the City Auditor**
 - City Auditor
- **Office of Public Safety Accountability**
 - Director of the Office of Public Safety Accountability
- **Office of the Independent Budget Analyst**
 - Director of the Office of the Independent Budget Analyst

D. City Departments

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.

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.

Departments	Authorized Signatory
Convention & Cultural Services	Director of Convention & Cultural Services
Community Development	Director of Community Development
Community Services – Water Forum	Executive Director of Community Services – Water Forum
Economic Development	Director of Economic Development
Finance	Director of Finance
Fire	Fire Chief
Human Resources/Labor Relations	Director of Human Resources
Information Technology	Chief Information Officer
Youth, Parks and Community Enrichment	Director of Youth, Parks and Community Enrichment
Police	Police Chief
Public Works	Director of Public Works
Utilities	Director of Utilities

E. Specific Contract Signing Authority

Delegation of specific contract signing authority by City Manager to:

City Manager

Business Line	Description	Authorized Signatory
Operations	Contracts/Agreements related to Homeless Services	<ul style="list-style-type: none"> • Homeless Services Coordinator

Community Development Department

Business Line	Description	Authorized Signatory
Development	Agreement for Deferring Payment of City Fees (City Code 18.52)	<ul style="list-style-type: none"> • Director of Community Development • Chief Building Official
Neighborhood Responsibility Agreements	Adverse Impacts of Cannabis Cultivation on Surrounding Areas- Sacramento City Code Section 17.228.127	<ul style="list-style-type: none"> • Director of Community Development

Convention and Cultural Services

Business Line	Description	Authorized Signatory
Operations	Sacramento Convention Center License Agreement	<ul style="list-style-type: none"> • Convention Center General Manager • Deputy Convention Center General Manager
Center for Sacramento History	Deeds of Gift and Collection Loan Agreements	<ul style="list-style-type: none"> • City Historian

Finance Department

Business Line	Description	Authorized Signatory
Public Improvement Financing	Bond Segregation Documents/ Memorandum of Reassessment and Reports/Amended Assessments	<ul style="list-style-type: none"> • Finance Special Districts Manager
SCERS System	Retirement Systems Manager -Director of Finance (City Charter XVII, Section 391)	<ul style="list-style-type: none"> • Director of Finance

Department of Youth, Parks and Community Enrichment

Business Line	Description	Authorized Signatory
Operations	Contracts/Agreements less than \$15,000	<ul style="list-style-type: none"> • Youth, Parks, and Community Enrichment Operations Manager

Police Department

Business Line	Description	Authorized Signatory
Enforcement	Supplemental Law Enforcement Service Agreements	<ul style="list-style-type: none"> • Supplemental Employment Sergeant • Metro Lieutenant • Metro Captain

Enforcement	Reserve Officer Traffic Control Agreements	<ul style="list-style-type: none"> • Supplemental Employment Sergeant • Metro Lieutenant • Metro Captain
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Public Works Department

Business Line	Description	Authorized Signatory
Operations	All Documents Related to Clean Energy Sacramento Program	<ul style="list-style-type: none"> • Public Works Sustainability Manager
Operations	Consultant Agreement-Budget Task Reallocations (\$0)	<ul style="list-style-type: none"> • Public Works Engineering Manager
Operations	Master Services Agreements- Addenda	<ul style="list-style-type: none"> • Public Works Engineering Manager • Public Works Traffic Engineering Manager • Public Works Contract & Compliance Specialist
Subdivision Mapping	Final Maps/Parcel Maps <i>City Code 17.832.080</i>	<ul style="list-style-type: none"> • City Surveyor • Survey Party Chief (Licensed)
Subdivision Mapping	Master Parcel Maps <i>City Code 07-836.010</i>	<ul style="list-style-type: none"> • City Surveyor • Survey Party Chief (Licensed)
Subdivision Mapping	Amending Map/Certificate of Correction <i>Government Code 66471</i>	<ul style="list-style-type: none"> • City Surveyor • Survey Party Chief (Licensed)
Subdivision Mapping	Certificate of Compliance <i>City Code 17.112.020</i>	<ul style="list-style-type: none"> • City Surveyor • Survey Party Chief (Licensed)
Subdivision Mapping	Lot Line Adjustment <i>City Code 117.820.040</i>	<ul style="list-style-type: none"> • City Surveyor • Survey Party Chief (Licensed)
Subdivision Mapping	Merger of Parcels <i>City Code 17.824.020</i>	<ul style="list-style-type: none"> • City Surveyor • Survey Party Chief (Licensed)
Engineering	Agreement for Conveyance of Easement <i>City Resolution 2015-0145</i>	<ul style="list-style-type: none"> • Supervising Engineer, Development Engineering

		<ul style="list-style-type: none"> • Senior Engineer, Development Engineering • Public Works Engineering Manager
Engineering	Acceptance of Dedications <i>Government Code 17.502.050</i>	<ul style="list-style-type: none"> • Supervising Engineer, Development Engineering • Senior Engineer, Development Engineering • Public Works Engineering Manager
Engineering	Acceptance of Irrevocable Offer of Dedication <i>City Resolution 2015-0145</i>	<ul style="list-style-type: none"> • Supervising Engineer, Development Engineering • Senior Engineer, Development Engineering • Public Works Engineering Manager
Engineering	Notice of Violation <i>Government Code 66499.36</i>	<ul style="list-style-type: none"> • Supervising Engineer, Development Engineering • Senior Engineer, Development Engineering • Public Works Engineering Manager
Engineering	Special Districts-Assessment Diagrams <i>California Streets & Highway Code</i>	<ul style="list-style-type: none"> • Public Works Engineering Manager • Senior Engineer, Design
Engineering	Special Districts-Public Improvement Financing Engineering Reports <i>California Constitution Article XIID Section 4(b) and Streets & Highway Code</i>	<ul style="list-style-type: none"> • Public Works Engineering Manager • Senior Engineer, Design

Signing Authority Assignments

I. Financial Transactions and Contract Signing

Signing Authority to approve financial transactions and contracts are identified in the Signing Authority Delegation Policy. Complete the following tasks to modify the Signing Authority delegation to request modification of current delegations.

Task	Performer
1. Identify the appropriate signatory by parameters stated in the Signing Authority policy and procedures.	Designator or Designee
2. Complete the Signing Authority Delegation Modification Form (PDF).	Designator or Designee
3. Sign the Signing Authority Delegation Modification Form using the “Digital Signature” feature in Adobe Acrobat.	Designator ONLY
4. Forward the Signing Authority Delegation Modification Form to the Office of the City Clerk – ecostan@cityofsacramento.org .	Designator or Designee
5. Acquire “signature on file” from delegated signor	Clerk or Designee