



REPORT TO COUNCIL

City of Sacramento

915 I Street, Sacramento, CA 95814-2604
www. CityofSacramento.org

Consent
February 10, 2009

Honorable Mayor and
Members of the City Council

Title: Signature Authority for Contracts/Agreements

Location/Council District: Citywide

Recommendation: Receive and file.

Contact: Ray Kerridge, City Manager (916) 808-5704; Eileen Teichert, City Attorney (916) 808-5346; Russ Fehr, City Treasurer (916) 808-5168; Shirley Concolino, City Clerk (916) 808-5442.

Department: City Clerk

Division: NA

Organization No: 0700

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. 22 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.

Each fiscal 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 annual authorization by Charter Officers. The signing authority documentation is available for viewing on the City's Intranet.

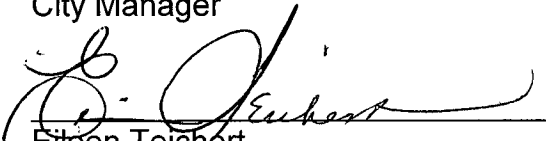
Financial Considerations: None.

Emerging Small Business Development (ESBD): None.

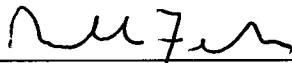
Approved:



Ray Kerridge
City Manager



Eileen Teichert
City Attorney



Russ Fehr
City Treasurer



Shirley Concolino
City Clerk

Table of Contents:

	Report	pg. 1	
Attachments			
1	Background	pg. 4	
2	Delegation of Authority- Separate Booklet		
	Emergency	Booklet page	2
	City Manager	Booklet page	3
	Specific Authorities		
	Convention, Culture, Leisure	Booklet page	4
	Parks and Recreation	Booklet page	5
	Police	Booklet page	6
	Transportation	Booklet page	7
	City Clerk	Booklet page	9
	City Attorney	Booklet page	10
	City Treasurer	Booklet page	11
	Appendix A –City Charter/Code Reference	Booklet page	12
	Appendix B –California Constitution and Government Code Reference	Booklet page	13

Background

Prior to January 2009, the City Manager and Assistant City Managers have delegated contract signing authority to Department Directors and other City staff. This function has previously been managed by the City Manager's office with copies of authorizing documents forwarded to the City Clerk.

The City Clerk or the Assistant City Clerk attests to the signatures of those authorized to sign contracts on the City Manager's behalf 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 will maintain the originals and documentation of authorized signators as well as the historic record of delegated authority.

The City Clerk prepares the update to Mayor/Council each fiscal year of the Charter Officers delegated contract signing authority. Any additions, deletions or modification made during the previous fiscal year is also identified.

The City Clerk maintains the current and historical record of signing authority documentation and makes it available to Mayor/Council and City staff on the City's Intranet.



Contract Signing Authority

As Required by API 22
Effective January 28, 2009

City Manager

Ray Kerridge

Handwritten signature of Ray Kerridge in black ink, written over a horizontal line.

City Treasurer

Russ Fehr

Handwritten signature of Russ Fehr in black ink, written over a horizontal line.

City Attorney

Eileen Teichert

Handwritten signature of Eileen Teichert in black ink, written over a horizontal line.

City Clerk

Shirley Concolino

Handwritten signature of Shirley Concolino in black ink, written over a horizontal line.

Signing Authority for Contracts

Sacramento City Charter, Sacramento City Code and various California Government Codes allow the delegation of contract 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 signators it is necessary to periodically update the signing authority documentation on file with the City Clerk.

Each fiscal year the Charter Officers update Mayor/Council with the delegated valid signing authority for the upcoming fiscal year. Any additions, deletions or modification made during the previous fiscal year is also identified.

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

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.

City Contract Authority

The contract signing authority for Contract/Agreements may be delegated by the Mayor/Council, the City Manager, City Treasurer, City Clerk, and the City Attorney as noted in this document and in accordance with City Charter, City Code and other law.

City Manager

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, 3.64, and 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, 3.64, 3.68.

Assistant City Manager Signator

John Dangberg
Marty Hanneman
Cassandra Jennings
Gus Vina

Department Directors for Contract less than \$100,000
Ordinance 99-024, City Codes: 3.56, 3.60, 3.64, 3.68

Departments

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

Authorized Signator

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

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

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 City Manager to
Department of Parks and Recreation**

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 Alan Tomiyama Sylvia Fort Murray Levison

Delegation of specific contract signing authority by 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, 3.68</i>	David Peletta Marc Coopwood
Enforcement	Reserve Officer Traffic Control Agreements <i>Ordinance 99-024, City Codes: 3.56, 3.60, 3.64, 3.68</i>	David Peletta Marc Coopwood

**Delegation of specific contract signing authority by 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
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)

Business Line	Description and Authorization	Authorized Signator
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

City Clerk

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

City Attorney

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

Richard Archibald

Sandra Talbott

City Treasurer

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

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

Appendix B

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