

# Signing Authority

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

## Policy Contact

Office of the City Clerk  
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## Policy History

Policy Originally Created: API #22 1/2003  
Major Revision Dates: AP2001 9/2011, 2/2015, 8/2017, 4/2018, 1/2019

## 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.

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	Director of Human Resources
Information Technology	Chief Information Officer
Youth, Parks and Community Enrichment	Director of Youth, Parks and Community
Police	Police Chief
Public Works	Director of Public Works
Utilities	Director of Utilities

**Specific Contract Signing Authority**

Delegation of specific contract signing authority by City Manager to:

City Manager Office

Business Line	Description	Authorized Signatory
Operations	Contracts/Agreements related to Homeless Services	Homeless Services Coordinator

Community Development Department

Business Line	Description	Authorized Signatory
Development	Agreement for Deferring Payment of City Fees City Code 18.52	Director of Community Development, and Chief Building Official
Neighborhood Responsibility Agreements	Adverse Impacts of Cannabis Cultivation on Surrounding Areas City Code 17.228.127	Director of Community Development

Convention and Cultural Services

Business Line	Description	Authorized Signatory
Operations	Sacramento Convention Center License Agreement	Convention Center General Manager, and Deputy Convention Center General
Center for Sacramento History	Deeds of Gift and Collection Loan Agreements	City Historian

Finance Department

Business Line	Description	Authorized Signatory
Public Improvement Financing	Bond Segregation Documents, Memorandum of Reassessment, and Reports/Amended Assessments	Finance Special Districts Manager
SCERS System	Retirement Systems Manager - Director of Finance City Charter XVII, Section 391	Director of Finance

Department of Youth, Parks and Community Enrichment

Business Line	Description	Authorized Signatory
Operations	Contracts/Agreements less than \$15,000	Youth, Parks, and Community Enrichment Operations Manager

Police Department

Business Line	Description	Authorized Signatory
Enforcement	Supplemental Law Enforcement Service Agreements	Supplemental Employment Sergeant, Metro Lieutenant, and Metro Captain
Enforcement	Reserve Officer Traffic Control Agreements	Supplemental Employment Sergeant, Metro Lieutenant, and Metro Captain

Public Works Department

Business Line	Description	Authorized Signatory
Operations	All Documents Related to Clean Energy Sacramento Program	Public Works Sustainability Manager
Operations	Consultant Agreement-Budget Task Reallocations (\$0)	Public Works Engineering Manager
Operations	Master Services Agreements-Addenda	Public Works Engineering Manager, Public Works Traffic Engineering Manager, Public Works Contract & Compliance Specialist
Engineering	<ul style="list-style-type: none"> <li>Agreement for Conveyance of Easement City Resolution 2015-0145</li> <li>Acceptance of Dedications Government Code 17.502.050</li> <li>Acceptance of Irrevocable Offer of Dedication City Resolution 2015-0145</li> <li>Notice of Violation Government Code 66499.36</li> </ul>	Supervising Engineer, Development Engineering Senior Engineer, and Development Engineering Public Works Engineering Manager
Engineering	<ul style="list-style-type: none"> <li>Special Districts-Assessment Diagrams California Streets &amp; Highway Code</li> <li>Special Districts-Public Improvement Financing Engineering Reports California Constitution Article XIII D Section 4(b) and Streets &amp; Highway Code</li> </ul>	Public Works Engineering Manager, and Design Senior Engineer

Subdivision Mapping	<ul style="list-style-type: none"> <li>• Final Maps/Parcel Maps City Code 17.832.080</li> <li>• Master Parcel Maps City Code 17.836.010</li> <li>• Amending Map/Certificate of Correction Government Code 66471</li> <li>• Certificate of Compliance City Code 17.112.020</li> <li>• Lot Line Adjustment City Code 117.820.040</li> <li>• Merger of Parcels City Code 17.824.020</li> </ul>	City Surveyor Survey Party Chief (Licensed)
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**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

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City Attorney

  
Susana Alcala Wood (Apr 28, 2020)

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City Auditor

  
Jorge Oseguera (Apr 28, 2020)

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City Clerk



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City Manager

  
Howard Chan (Apr 16, 2020)

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City Treasurer

  
John P. Colville Jr (Apr 28, 2020)

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