

Signing Authority

Scope: CITYWIDE

Policy Contact

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Effective: 11/17/2017

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

City Manager

City Attorney

City Clerk

City Treasurer

1. 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.

All City business shall be conducted electronically whenever practicable to allow for transparent management and auditing of signings made on behalf of the City. This includes the use of City approved digital signature applications and citywide workflow approvals.

All City approved digital signature applications shall be on file with the Office of the City Clerk.

2. Process Evaluation and Digital Signature Application

Each department director shall assign one person as the department's digital signature coordinator (Coordinator) to manage digital signings that are not automated or triggered in a City managed workflow.

Every effort shall be made by all City workgroups to migrate manual processes reliant on paper documents and wet signature/approval to City approved electronic/digital processes whenever practicable.

Before the use of digital signature application is implemented, as part of a non-digital process, the digital signature for manual process form shall be submitted and an evaluation of that existing process shall be completed by the *Electronic/Digital Process Committee*.

3. Electronic/Digital Process Committee for Digital Signature Application

The Electronic/Digital Process Committee (Committee) is responsible for ensuring effective use of the City approved digital signature application in conjunction with execution of City business internally and externally.

The Committee shall meet at least quarterly, and more often if necessary, to evaluate submitted requests for use of the digital signature application for manual processes.

The Committee shall, at a minimum, include appointees from:

- Information Technology
- Office of the City Clerk
- City Attorney
- City Manager-Three Operational Departments

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.

In order to provide the Mayor/Council, department staff and the public with a record of authorized signatories, the delegation information shall be included in the Signing Authority Policy and available on the City's website.

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 persons 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 persons are delegated authority to sign ALL City Council-approved contracts when the City Council has authorized signature by a City Manager designee.

- Leyne Milstein, Assistant City Manager
- Arturo Sanchez, Assistant City Manager
- Fran Halbakken, Assistant City Manager
- John Dangberg, Staff Aide

B. Other Charter Offices

The following persons 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**
 - Matt Ruyak-Interim City Attorney
 - Sandra Talbott-Assistant City Attorney
- **City Clerk-Charter Office**
 - Mindy Cuppy-City Clerk
 - Wendy Klock-Johnson-Assistant City Clerk
 - Stephanie Mizuno-Operations Manager for Mayor & Council
 - Dawn Bullwinkel- Compliance Officer
- **City Treasurer-Charter Office**
 - John Colville, City Treasurer

¹ NOTE: This policy covers only the city manager’s delegation of authority for specific categories of contracts. Under the Charter and the 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.

C. Other City Offices

The following persons 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.

- **Office of the City Auditor**
 - Jorge Oseguera, City Auditor

- **Office of Public Safety Accountability**
 - Francine Tournour, Public Safety Accountability Officer

- **Office of the Independent Budget Analyst**
 Vacant

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 persons 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	Jody Ulich, Director
Community Development	Ryan DeVore, Director
Community Services – Water Forum	Tom Gohring, Executive Director
Economic Development	Vacant
Finance	Leyne Milstein, Assistant City Manager
Fire	Walter White, Fire Chief
Human Resources/Labor Relations	Shelley Banks, Interim Director (Effective 09-21-2017)
Information Technology	Maria MacGunigal, Chief Information Officer
Parks and Recreation	Chris Conlin, Director
Police	Daniel Hahn, Police Chief
Public Works	Hector Barron, Director
Utilities	Bill Busath, Director

E. Specific Contract Signing Authority

Delegation of specific contract signing authority by City Manager to:

City Manager

Community Development Department

Business Line	Description	Authorized Signatory
Development	Agreement for Deferring Payment of City fees (City Code 18.52)	Ryan Devore Winfred Deleon

Convention and Cultural Services

Business Line	Description	Authorized Signatory
Operations	Sacramento Convention Center License Agreement	Matthew Voreyer

Economic Development

Business Line	Description	Authorized Signatory
Economic Development		Vacant

Finance Department

Business Line	Description	Authorized Signatory
Public Improvement Financing	Bond Segregation Documents/ Memorandum of Reassessment and Reports/Amended Assessments	Sheri Smith

Department of Parks and Recreation

Business Line	Description	Authorized Signatory
Operations	Contracts/Agreements less than \$15,000	Chris Conlin

Police Department

Business Line	Description	Authorized Signatory
Enforcement	Supplemental Law Enforcement Service Agreements	Arnel Aquino Brian Ellis Justin Risley
Enforcement	Reserve Officer Traffic Control Agreements	Arnel Aquino Brian Ellis Justin Risley

Public Works Department

Business Line	Description	Authorized Signatory
Operations	All Documents related to Clean Energy Sacramento Program	Jennifer Venema
Operations	Consultant Agreement-Budget Task Reallocations (\$0)	Nicholas Theocharides
Operations	Master Services Agreements- Addenda	<u>Ryan Moore</u> <u>Nicholas Theocharides</u> <u>Jose Ledesma</u>
Subdivision Mapping	Final Maps/Parcel Maps <i>City Code 17.832.080</i>	<u>Jimmy Byrum</u> <u>David Veasey</u>
Subdivision Mapping	Master Parcel Maps <i>City Code 07-836.010</i>	<u>Jimmy Byrum</u> <u>David Veasey</u>
Subdivision Mapping	Amending Map/Certificate of Correction <i>Government Code 66471</i>	<u>Jimmy Byrum</u> <u>David Veasey</u>
Subdivision Mapping	Certificate of Compliance <i>City Code 17.112.020</i>	<u>Jimmy Byrum</u> <u>David Veasey</u>
Subdivision Mapping	Lot Line Adjustment <i>City Code 117.820.040</i>	<u>Jimmy Byrum</u> <u>David Veasey</u>
Subdivision Mapping	Merger of Parcels <i>City Code 17.824.020</i>	<u>Jimmy Byrum</u> <u>David Veasey</u>
Engineering	Agreement for Conveyance of Easement <i>City Resolution 2015-0145</i>	<u>Jennifer L Johnson</u> <u>Matthew Johns</u> <u>Nicholas Theocharides</u>
Engineering	Acceptance of Dedications <i>Government Code 17.502.050</i>	<u>Jennifer L Johnson</u> <u>Matthew Johns</u> <u>Nicholas Theocharides</u>
Engineering	Acceptance of Irrevocable Offer of Dedication <i>City Resolution 2015-0145</i>	<u>Jennifer Johnson</u> <u>Matthew Johns</u> <u>Nicholas Theocharides</u>
Engineering	Notice of Violation <i>Government Code 66499.36</i>	<u>Jennifer Johnson</u> <u>Matthew Johns</u> <u>Nicholas Theocharides</u>
Engineering	Special Districts-Assessment Diagrams <i>California Streets & Highway Code</i>	<u>Nicholas Theocharides</u> <u>Philip Vulliet</u>
Engineering	Special Districts-Public Improvement Financing Engineering Reports <i>California Constitution Article XIID Section 4(b) and Streets & Highway Code</i>	<u>Nicholas Theocharides</u> <u>Philip Vulliet</u>

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 – dbullwinkel@cityofsacramento.org .	Designator or Designee
5. Add Designee to Digital Signing Application	Clerk or Designee
6. Acquire “signature on file” from delegated signor	Clerk or Designee

2. Digital Signature Process Approvals

Workgroup process approvals take place throughout the City daily and may not require a legally binding signature but rather an affirmation that one has the authority to approve and has responsibility for those approvals.

Digital automated workflows use an approval directory which is incorporated into the workflow itself and is documented by a digital audit trail within the application.

Please use the following procedure to request the use of the Digital Signature Application for City processes.

Task	Performer
1. Complete the Digital Signature Process Request Form Be sure to include the Type of Request <ul style="list-style-type: none"> • Digital Process: Does not involve paper documents • Digital Process-Automated: A digital application is used and the request is for integration with digital signature application • Manual Process: Process is not digital or automated but can benefit from the use of the digital signature application 	Designator or Designee
2. Interview Requestor for more detailed information	Digital Signature Project Manager
3. Present request to the Electronic/Digital Process Committee	Digital Signature Project Manager and the Requestor (if appropriate)
4. Review and approve/deny request	Electronic/Digital Process Committee
5. Notify requestor and appropriate stakeholders	Digital Signature Project Manager

Signing Authority Quick View

Org/Dept	Document	Mayor and/or Council	Charter Officers Attorney, Clerk, Treasurer	Assistant City Manager	City Auditor, Independent Budget Analyst, Public Safety Accountability	City Manager	Assistant City Manager	Director	Special Circumstance	Specific Signing Authority Designee
Emergency	Emergency Status	Yes (3)	Yes (2)	No	No	Yes (1)	No	No	Yes	Acceptance of FEMA Funds-Leyne Milstein, Russ Robertson, Janet Riley, Gary Clark, Osvaldo Lopez
Citywide	1-Generally Contracts => \$100 K	No	Yes	Yes	Yes	Yes	Yes	Yes	No	
Citywide	2-Generally Contracts => \$25 K	No	Yes	Yes	Yes	Yes	Yes	Yes	No	
Citywide	Contracts Related to Departmental Work	No	Yes	Yes	Yes	Yes	Yes	Yes	No	
Citywide	Contracts Without Dollar Amount-Non- Departmental Business	No	No	No	No	Yes	Yes	No	No	
Citywide	Development Agreements (by Ordinance) City Code 18.16.120	Yes	No	No	No	No	No	No	No	
Citywide	Real Property Agreements under \$100,000	No	No	No	No	Yes	Yes	Yes	No	
Citywide	Redevelopment Agency Successor Agency	No	No	No	No	Yes	No	No	No	
Community Development	Agreement for Deferring Payment of City fees (City Code 18.52)	No	No	No	NO	Yes	Yes	Yes	Yes	Winfred DeLeon Ryan DeVore
Convention	Convention Center License Agreements	No	No	No	No	Yes	Yes	Yes	Yes	Matthew Voreyer
Finance	Bond Segregation/Memo of Reassessment/Reports/Amended Assessments	No	No	No	No	Yes	Yes	Yes	Yes	Sheri Smith
Parks and Rec	3-Generally Contracts => \$15 K	No	No	No	No	Yes	Yes	Yes	Yes	None
Police	Reserve Officer Traffic Control	No	No	No	No	Yes	Yes	Yes	Yes	Arnel Aquino, Brian Ellis, Justin Risley
Public Works	Acceptance of Dedications	No	No	No	No	No	No	No	Yes	Jennifer Johnson, Matthew Johns, Nicholas Theocharides
Public Works	Amending Map	No	No	No	No	No	No	No	Yes	Jimmy Byrum
Public Works	Certificate of Compliance	No	No	No	No	No	No	No	Yes	Jimmy Byrum
Public Works	Certificate of Correction	No	No	No	No	No	No	No	Yes	Jimmy Byrum
Public Works	Clean Energy Program	No	No	No	No	Yes	Yes	Yes	Yes	Jennifer Venema
Public Works	Consultant Agreement-Budget Task Reallocation \$0	No	No	No	No	Yes	Yes	Yes	Yes	Nicholas Theocharides, Jose Ledesma
Public Works	Conveyance of Easement	No	No	No	No	No	No	No	Yes	Jennifer Johnson, Nicholas Theocharides
Public Works	Final Maps/Parcel Maps	No	No	No	No	No	No	No	Yes	Jon Blank, Jimmy Byrum
Public Works	Irrevocable Offer of Dedication	No	No	No	No	No	No	No	Yes	Jennifer L Johnson, Matthew Johns, Nicholas Theocharides
Public Works	Lot Line Adjustment	No	No	No	No	No	No	No	Yes	Jimmy Byrum
Public Works	Master Parcel Maps	No	No	No	No	No	No	No	Yes	Jimmy Byrum
Public Works	Master Services Agreement-Addenda	No	No	No	No	Yes	Yes	Yes	Yes	Ryan Moore, Nicholas Theocharides, Jose Ledesma
Public Works	Merger of Parcels	No	No	No	No	No	No	No	Yes	Jimmy Byrum
Public Works	Notice of Violation	No	No	No	No	No	No	No	Yes	Jennifer L Johnson, Matthew Johns, Nicholas Theocharides
Public Works	Special Districts-Assessment Diagrams	No	No	No	No	Yes	No	No	Yes	Nicholas Theocharides, Philip Vulliet
Public Works	Special Districts-Public Improvement Financing Engineering Reports	No	No	No	No	Yes	No	No	Yes	Nicholas Theocharides, Philip Vulliet
Police	Supplemental Law Enforcement	No	No	No	No	Yes	Yes	Yes	Yes	Arnel Aquino, Brian Ellis, Justin Risley



Signature Authority Modification

I authorize contract signature authority to:

Department: [Select Department](#)

Name:

Title:

Signature Authority Pursuant to: (Please check at least one box below)

[Select or Type Authority](#)

Authorized by:

Submit to the Office of the City Clerk. This modification will be in force until the Signing Authority Policy is updated.

Clear Form



Signature "On File"

This signature is to remain on file with the City Clerk.

Please see the "Signing Authority for Charter Officers" policy and procedures to determine those that are currently authorized to sign City documents.

Please sign in BLUE ink WITHIN the box.

A large, empty rectangular box with a double black border, intended for a signature in blue ink.

Printed Name:

For Committee Approval



Reset Form

Digital Signature Process Request

Date:

Department:

Division:

**Contact Person
Name:**

Title:

Phone:

eMail:

Request for Use of Digital Signature Application
General Information/Description

Type: Digital Process
Select One

Fact Gathering/Comments: (completed by the digital signature project manager and presented to the Electronic/Digital Process Committee)