



**KEVIN L. FAULCONER
MAYOR**

M E M O R A N D U M

DATE: March 6, 2014
TO: Department Directors
FROM: Mayor Kevin L. Faulconer
SUBJECT: Designation of Authority

In accordance with San Diego City Charter Section 260, “all executive authority, power and responsibilities conferred upon the City Manager in Article V, Article VII and Article IX shall be transferred to, assumed and are to be carried out by the Mayor.” Pursuant to San Diego City Charter, Section 28, the Mayor has the duty to supervise the administrative affairs of the City, including the duty to execute all contracts for the departments under his/her control. Section 28 further provides that the Mayor may designate persons for the purpose of carrying out these duties.

Pursuant to San Diego Charter Sections 28 and 260, the persons holding the positions identified in Attachment I are hereby designated the authority to request and authorize all contracts and other related documents which are the designated responsibility of the Mayor for the City of San Diego. Positions listed in Category I and II have the authority to execute (sign and award) contracts. The persons holding the positions in the Purchasing and Contracting and Public Works Departments identified in Attachment II are also authorized to execute (sign and award) contracts and other documents specified for the City of San Diego at the levels identified. Listed in the following page is a chart describing authority categories and related documents.

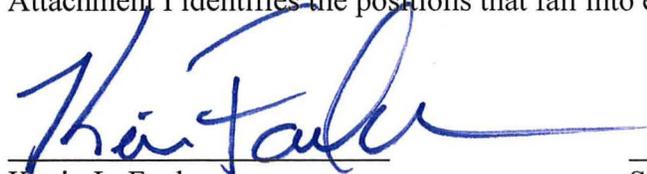
As used in this memorandum, the authority to “request and authorize” means the authority to initiate and negotiate a contract, lease, or other document or amendment thereto. “Request and authorize” does not include authority to sign or award the document on behalf of the City or otherwise bind the City to any obligation. No contract, lease, or other document is effective or enforceable unless it is executed by the Council President, or the Mayor or his/her designee as set forth in this memorandum. Defects in authority to “request and authorize” shall not render a contract, lease, or other document void or unenforceable provided that the Council President, or the Mayor or his/her designee executes the document in accordance with this memorandum.

All designations of authority shall vest in the position, not the person holding the position, should the appointment to the position change pursuant to Charter Section 29. Attachment III provides the names and signatures of the individuals currently holding these positions. Attachment IV provides a summary of these authorizing contract limits. This memorandum supersedes all prior designation of authority memos with the exception of the following attachments, which will remain in effect: Designation of Authority to Sign Settlement Agreements, dated October 13, 2010 (Attachment A); Signature Authority-Authorization to Sign Leases, dated May 20, 2009 (Attachment B); Signature Authority-Sale of approved City Real Estate Assets, dated May 20, 2009 (Attachment C); Designation of Authority to Sign Grant Applications and Associated Documents, dated August 28, 2009 (Attachment D); designation of Authority to Sign Change Orders and Escrow Agreements for all Construction Public Works Contracts, dated May 24, 2012 (Attachment E); and Letter addressed to Erwin Gojuangco-Caltrans Assistant Engineer, dated April 20, 2012 (Attachment F).

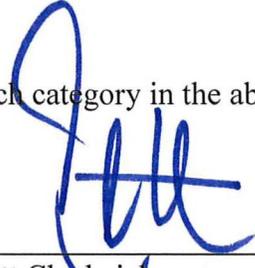
Category I	<ul style="list-style-type: none"> a) Authority to request, authorize and execute any contract, lease, or other document or amendment thereto, subject to any required Council approval. The Purchasing Department Director/Purchasing Agent and Public Works Department Director authority is limited to up to \$4,000,000 in value. b) Public Works Director up to \$30 million for Public Works contracts. c) Any authority delegated to all Categories.
Category II	<ul style="list-style-type: none"> a) Authority to request and authorize contracts, leases, and other documents and amendments thereto up to \$15 million for Public Works Contracts in value, subject to any required Council approval. b) Any authority delegated to Categories III, IV, V.
Category III	<ul style="list-style-type: none"> a) Authority to request and authorize contracts, leases, and other documents and amendments thereto up to \$250,000 in value, subject to any required Council approval. b) Authority to execute all right of entry permits involving no expenditure of City funds. c) Authority to execute Park and Recreation Special Use Permits involving no expenditure of City funds. d) Any authority delegated to Categories V, VI.
Category IV	<ul style="list-style-type: none"> a) Authority to request, authorize, and execute any change order or contract amendment to public works construction contracts up to \$500,000 in value, subject to any required Council approval. b) Authority to execute all escrow agreements requested by the Prime Contractor under Section 22300 of the California Public Contract Code for all construction public works contracts.
Category V	<ul style="list-style-type: none"> a) Authority to request and authorize contracts, leases, and other documents and amendments thereto up to \$100,000 in value, subject to any required Council approval. b) Authority to execute Special Event Permits involving no expenditure of City funds. c) Authority to execute Qualcomm Stadium Use Permits involving no expenditure of City funds. d) Any authority delegated to Category VI.
Category VI	<p>Authority to request and authorize contracts, leases, and other documents and amendments thereto up to \$50,000 in value, subject to any required Council approval.</p>

The dollar limits set forth in the above table apply to both the expenditure of City funds and to revenue generated for the City. Amendments and change orders are not considered cumulative, and each may be executed separately within these limits provided the cumulative value is within the amount authorized by City Council and the San Diego Municipal Code. Intentionally subdividing a contract, lease, amendment or change order into two or more documents to bring it within the authority of a particular category is prohibited.

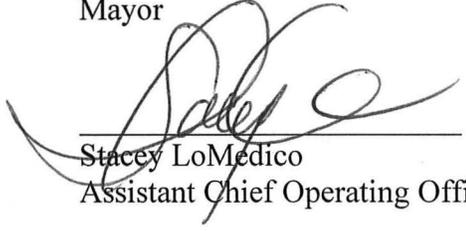
Attachment I identifies the positions that fall into each category in the above table.



Kevin L. Faulconer
Mayor



Scott Chadwick
Chief Operating Officer



Stacey LoMedico
Assistant Chief Operating Officer

- Attachments:
- I - Signature Authority Positions
 - II - Execution and Award Authority, Purchasing & Contracting Department
 - III - Signature Samples (forthcoming)
 - IV - Contract Authorization Table
 - A - Designation of Authority to Sign Settlement Agreements, dated October 13, 2010
 - B - Signature Authority - Authorization to Sign Leases, dated May 20, 2009
 - C - Signature Authority - Sale of Approved City Real Estate Assets, dated May 20, 2009
 - D - Designation of Authority to Sign Grant Applications and Associated Documents, dated August 28, 2009
 - E - Designation of Authority to Sign Change Orders and Escrow Agreements for All Construction Public Works Contracts, dated May 24, 2012.
 - F - Letter addressed to Erwin Gojuangco - Caltrans Assistant Engineer dated April 20, 2012

cc: Elizabeth Maland, City Clerk
Jan Goldsmith, City Attorney

Signature Authority
Positions

Category I

Mayor
Chief Operating Officer
Assistant Chief Operating Officer
Chief Financial Officer
Deputy Chief Operating Officer
Purchasing & Contracting Director
Public Works Director

Category II

Assistant Public Works Director/City Engineer

Category III

Assistant Director
Assistant Fire Chief
Chief Deputy Director
Chief Information Officer
City Comptroller
City Treasurer
Department Director
Fire Chief
Police Chief

Category IV

Deputy Director, Field Engineering

Category V

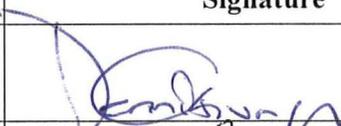
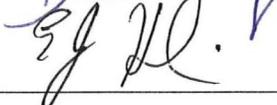
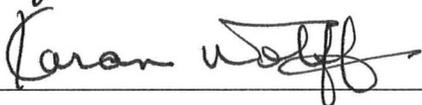
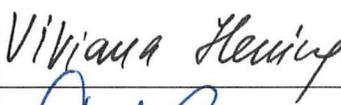
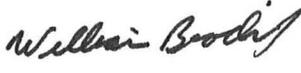
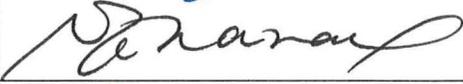
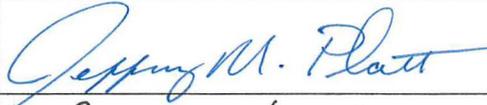
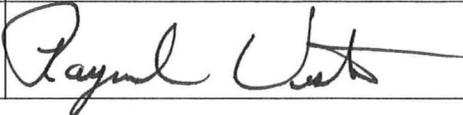
Chief of Police Executive Assistant
Deputy Director
Executive Director, Arts and Culture
Executive Director, Corporate Partnerships
Executive Director, Special Events
Stadium Manager

Category VI

Assistant Deputy Director
Assistant to the Director
Chief of Environmental Protection
Executive Director
Program Manager

Execution and Award Authority

Purchasing & Contracting Department

<i>Purchasing</i>			
Amount	Position	Name	Signature
	Director	Dennis Gakunga	
	Deputy Director	EJ Harbin	
\$1,000,000.00	Principal Procurement Specialist	Karan Wolff	
\$1,000,000.00	Principal Procurement Specialist	Viviana Hening	
\$500,000.00	Senior Procurement Specialist	Beverly Asbill-Gumbs	
\$200,000.00	Procurement Specialist	William Broderick	
\$200,000.00	Procurement Specialist	William Eames	
\$200,000.00	Procurement Specialist	Pam Glover	(ON LEAVE)
\$200,000.00	Procurement Specialist	Lisa Hoffmann	
\$200,000.00	Procurement Specialist	Maureen Medvedyev	(ON LEAVE)
\$200,000.00	Procurement Specialist	Darlene Montijo	
\$200,000.00	Procurement Specialist	Raffy Navarro	
\$200,000.00	Procurement Specialist	Jeffrey Platt	
\$200,000.00	Procurement Specialist	Leslie Valdez	
\$200,000.00	Procurement Specialist	Raymond Vestri	

City of San Diego

Executive and Director Authority Signature Samples

Category I Executive and Director Positions

Department Title	Job Classification	Last	First	Signature
Chief Operating Officer	Chief Operating Officer	Chadwick	Scott	
Assistant Chief Operating Officer	Assistant Chief Operating Officer	LoMedico	Stacey	
Office of the Chief Financial Officer	Chief Financial Officer	Lewis	Mary	
Infrastructure/Public Works	Deputy Chief Operating Officer	Heinrichs	Charles	
Neighborhood Services	Deputy Chief Operating Officer	Villa	Ronald	
Internal Operations	Deputy Chief Operating Officer	Sturak	Jeffrey	
Purchasing & Contracting	Department Director	Gakunga	Dennis	
Public Works	Department Director	Nagelvoort	James	

Category III Director Positions

City Comptroller	(Interim) Comptroller	Charvel	Rolando	
City Treasurer	Treasurer	Granewich	Gail	
Debt Management	Department Director	Kommi	Lakshmi	
Information Technology	(Interim) Department Director	Sierra	Mario	
Development Services	Development Services Director	Vacchi	Robert	
Environmental Services	Environmental Services Director	Gonaver	Chris	
Financial Management	Department Director	McCraner	Tracy	
Fire-Rescue	Fire Chief	Mainar	Javier	
Human Resources	Department Director	von Kalinowski	Judy	
Library	City Librarian	Barrow	Deborah	
Park & Recreation	(Interim) Park and Recreation Director	Field	Andrew	
Planning & Neighborhood Restoration	Planning Director	Fulton	William	
Police	Police Chief	Zimmerman	Shelley	
Public Utilities	Public Utilities Director	Razak	Halla	
Real Estate Assets	Real Estate Assets Director	Barwick	James	
Risk Management	Risk Management Director	Bych	Gregory	
Transportation & Storm Water	Department Director			

As of March 3, 2014

Category V Director Positions

Department Title	Job Classification	Last	First	Signature
Arts and Culture	(Interim) Executive Director	Springs	Dana	
Corporate Partnerships	Executive Director	Collura	Natasha	
Special Events	Executive Director	Wormser	Carolyn	

Category VI Director Positions

Gang Prevention and Intervention	Executive Director	Sharpe-Underwood	Lynn	
Human Relations/Citizens' Review Board	Executive Director	Scarborough	Danell	

CONTRACT AUTHORIZATION¹***Contract Action Limits***

<u>REQUEST/AUTHORIZE</u>	<u>EXECUTE, SIGN, AWARD</u>
<u>Unlimited / Category I</u> Mayor	<u>Unlimited</u> Mayor Chief Operating Officer Assistant Chief Operating Officer Chief Financial Officer Deputy Chief Operating Officer
<u>Up to \$1,000,000 / Category I</u> Chief Operating Officer Assistant Chief Operating Officer Chief Financial Officer Deputy Chief Operating Officer Purchasing & Contracting Director Public Works Director	<u>Up to \$30,000,000 Public Works Construction Contracts</u> Public Works Director
<u>Up to \$500,000 / Category II</u> Assistant Public Works Director/City Engineer	<u>Up to \$15,000,000 Public Works Construction Contracts</u> Assistant Public Works Director / City Engineer – Public Works Construction Contracts
<u>Up to \$250,000 / Category III</u> Assistant Director Assistant Fire Chief Chief Deputy Director Chief Information Officer City Comptroller City Treasurer Department Director Deputy Director – Construction and Architecture Deputy Director – Park & Recreation (Right of Way and Special Use Permits) Fire Chief Police Chief Program Manager – Purchasing & Contracting	<u>Up to \$10,000,000 Public Works Construction Contracts</u> Program Manager – Public Works Contracting
<u>Up to \$500,000 / Category IV</u> Deputy Director, Field Engineering	<u>Up to \$5,000,000 Public Works Construction Contracts</u> Principal Contract Specialist – Public Works Construction Contracts
<u>Up to \$100,000 / Category V</u> Chief of Police Executive Assistant Deputy Director Executive Director, Arts and Culture Executive Director, Corporate Partnerships Executive Director, Special Events Stadium Manager	<u>Up to \$4,000,000²</u> Purchasing Agent Public Works Director
<u>Up to \$50,000 / Category VI</u> Assistant Deputy Director Assistant to the Director Chief of Environmental Protection Executive Director Program Manager	<u>Up to \$2,000,000</u> Senior Contract Specialist – Public Works Program Manager
	<u>Up to \$1,000,000</u> Principal Procurement/Contract Specialist
	<u>Up to \$500,000</u> Senior Procurement/Contract Specialist Deputy Director – Field Engineering
	<u>Up to \$200,000</u> Procurement/Contract Specialist
	<u>Up to \$50,000</u> Buyer's Aide II

¹ City Council approval may also be required.

² Purchasing Agent/Public Works Director signature required on Request for Mayor (1544) and/or Council Action (1472) valued at \$1,000,000 and above and as otherwise required.

ATTACHMENT A



THE CITY OF SAN DIEGO
MAYOR JERRY SANDERS

M E M O R A N D U M

DATE: October 13, 2010
TO: Department Heads
FROM: Mayor Jerry Sanders
SUBJECT: Designation of Authority to Sign Settlement Agreements

Effective February 1, 2006, in accordance with San Diego City Charter section 260(b), all executive authority, power and responsibilities conferred on the City Manager in Article V, Article VII and Article IX of the San Diego City Charter have been transferred to, assumed and are to be carried out by the Mayor. Pursuant to San Diego City Charter, Article V, section 28, the Mayor has the duty to supervise the administrative affairs of the City, including the duty to execute all contracts for the departments under his control. Section 28 further provides that the Mayor may designate persons for the purpose of carrying out these duties. In accordance with San Diego City Charter 260 (b) and section 28, effective July 18, 2006, The Chief Financial Officer shall have the authority to sign legal settlement agreements on my behalf after approval at the appropriate level, as set forth in Council Policy 000-09.


Jerry Sanders
Mayor

cc City Clerk



THE CITY OF SAN DIEGO

M E M O R A N D U M

DATE: May 20, 2009
TO: James F. Barwick, Director, Real Estate Assets
FROM: Mayor Jerry Sanders
SUBJECT: Signature Authority - Authorization to Sign Leases

To facilitate timely signing of leases where the City is the lessor or the lessee, I am delegating signature authority to the Director of Real Estate Assets, James F. Barwick.

This authority includes leases and all documents relating to the administration of the lease when the City is the lessor, as well as leases, when the City is the lessee, and all documents required to acquire and maintain the City's tenancy in the leased space.

The signature authority includes the above documentation however, is not limited to the examples used herein. The purpose of delegating signature authority is to streamline the process giving authority to individuals who have real estate experience facilitating timely signing of City leases.

The above documents will be approved as to form by the City Attorney's Office.


JERRY SANDERS

cc: Jay Goldstone, Chief Operating Officer
David Jarrell, Deputy Chief, Public Works



THE CITY OF SAN DIEGO

M E M O R A N D U M

DATE: May 20, 2009
TO: James F. Barwick, Director, Real Estate Assets
FROM: Mayor Jerry Sanders
SUBJECT: Signature Authority - Sale of Approved City Real Estate Assets

City Council has authorized the Mayor or his designee to sell certain specific excess City property. To facilitate the sale of approved City property and timely close of escrow, I am delegating signature authority for all documents relating to the sale transactions of City owned properties that have been approved for sale by the City Council to the Director of Real Estate Assets. These documents will include but are not limited to:

1. Listing Agreements to hire Commercial/Residential Brokers to market City real estate approved for sale.
2. Offer/counter offers and Letters of Intent (LOI's) to negotiate sale of approved City real estate.
3. Purchase and Sale Agreements/Escrow Instructions used to facilitate close of Escrow and sale of Approved City real estate.
4. Grant Deeds for the approved properties/

The above documentation is industry standard to sell real property. The signature authority includes the above documentation however; is not limited to the examples used herein. The purpose of delegating signature authority is to streamline the process giving authority to individuals who have real estate experience facilitating timely sale of excess City real estate.

The above documents will be approved as to form by the City Attorney's Office.


JERRY SANDERS

cc: Jay Goldstone, Chief Operating Officer
David Jarrell, Deputy Chief, Public Works



ATTACHMENT D

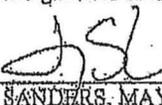
THE CITY OF SAN DIEGO

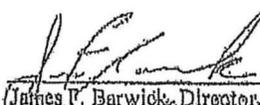
MEMORANDUM

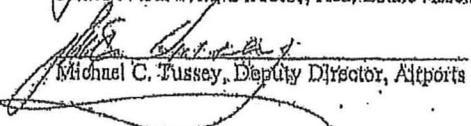
DATE: August 28, 2009
TO: Department Directors
FROM: Mayor Jerry Sanders
SUBJECT: Designation of Authority to Sign Grant Applications and Associated Documents

Effective February 1, 2006, in accordance with San Diego City Charter Section 260(b), all executive authority, power and responsibilities conferred on the City Manager in Article V, Article VII and Article IX of the San Diego City Charter have been transferred to, assumed and to be carried out by the Mayor. Pursuant to San Diego City Charter, Article V Section 28, the Mayor has the duty to supervise the administrative affairs of the City, including the duty to execute all contracts for the departments under his control. Section 28 further provides that the Mayor may designate person(s) for the purpose of carrying out these duties.

Pursuant to San Diego Charter Section 28 and 260(b), effective September 1, 2009 and City of San Diego Resolution Number 304749, I hereby designate the authority to sign grant applications, agreements and payment requests to the following individuals for the purpose of securing and expending funds offered by the Federal Aviation Authority and the California Integrated Waste Management Board and its successor: James F. Barwick, Director, Real Estate Assets Department and Michael C. Tussey, Airports Deputy Director. This designation of authority shall be effective until December 31, 2012. For verification purposes, please see the respective signatures of the undersigned.


JERRY SANDERS, MAYOR


James F. Barwick, Director, Real Estate Assets


Michael C. Tussey, Deputy Director, Airports

cc: David Jarrell, Deputy Chief Operating Officer, Public Works
Elizabeth Maland, City Clerk
Debra J. Bivler, Deputy City Attorney



THE CITY OF SAN DIEGO

M E M O R A N D U M

DATE: May 24, 2012

TO: Department Directors

FROM: Mayor Jerry Sanders

SUBJECT: Designation of Authority to Sign Change Orders and Escrow Agreements for all Construction Public Works Contracts

Effective February 1, 2006, in accordance with San Diego City Charter Section 260(b), all executive authority, power and responsibilities conferred on the City Manager in Article V, Article VII and Article IX of the San Diego City Charter have been transferred to, assumed and to be carried out by the Mayor. Pursuant to San Diego City Charter, Article V Section 28, the Mayor has the duty to supervise the administrative affairs of the City, including the duty to execute all contracts for the departments under his control. Section 28 further provides that the Mayor may designate a person for the purpose of carrying out these duties.

Pursuant to San Diego Section 28 and 260(b), effective February 23, 2009 the Deputy Director of the Field Engineering Division of the City's Public Works Department (Deputy Director) is hereby designated the authority to execute change orders and amendments to all public works construction contracts involving a net expenditure of City funds of \$500,000 or less under Section 98 of the City Charter and Section 22.3036 of the San Diego Municipal Code. The Deputy Director is also designated the authority to execute all escrow agreements requested by the Prime Contractor under section 22300 of the California Public Contract Code for all public works construction projects. Should the Deputy Director be unavailable the Public Works Assistant Director and Director respectively shall be the designated authority to execute change orders and escrow agreements. The delegation in this memorandum is in addition to the delegation set forth in the delegation of Authority Memorandum dated February 23, 2009.


JERRY SANDERS
MAYOR

cc: Chief Operating Officer City Clerk
Assistant Chief Operating Officer City Attorney



JERRY SANDERS
MAYOR

April 20, 2012

Mr. Erwin Gojuangco, District 11 Local Assistance Engineer
Department of Transportation
4050 Taylor Street, MS 132
San Diego, CA 92110

Dear Mr. Gojuangco:

Effective January 1, 2006, in accordance with San Diego City Charter section 260(b), all executive authority, power, and responsibilities conferred on the City Manager in Article V, Article VII, and Article IX of the San Diego City Charter have been transferred to, assumed, and are to be carried out by the Mayor. Pursuant to San Diego City Charter Article V, section 28, the Mayor has the duty to supervise the administrative affairs of the City, including the duty to execute all contracts for the departments under his control. Section 28 further provides that the Mayor may designate a person for the purpose of carrying out these duties.

This letter of delegation supersedes the prior letters for authorization of signatures as of this date. This letter designates certain City staff members the authority to authorize documents between the City of San Diego and other public agencies on my behalf. These documents include but are not limited to: Master Agreements, Program Supplemental Agreements, Fund Exchange Agreements, Fund Transfer Agreements, Cooperative Work Agreement (CWA), Cooperative Agreements, Contribution Agreements, Memorandum of Understanding, Right-of-Way Agreements, and Freeway Agreements.

Such authorization is contingent upon the following conditions:

1. That the documents be between the City of San Diego and another public agency(ies), including but not limited to the California Department of Transportation (Caltrans), the San Diego Association of Governments (SANDAG), the County of San Diego, other cities within San Diego County, the Metropolitan Transit System (MTS), the North County Transit District (NCTD), and the Centre City Development Corporation (CCDC), and Southeast Development Corporation (SEDC);
2. That the City Council and Mayor are on record as approving the documents; and

3. That the documents do not involve the transfer of money between the City and any private entity or the engagement of services from any private entity.

Subject to these conditions, the person(s) identified below are hereby designated the authority to authorize said documents on behalf of the Mayor:


Tony Heinrichs, P.E.
Director, Public Works


Garth K. Sturdevan
Director, Transportation and Storm Water


James Nagelvoort, P.E.
Assistant Director, Public Works
and City Engineer

Sincerely,


JERRY SANDERS
Mayor

JS:sml