



<b>City of Meridian</b>
<b>Standard Operating Procedure</b>
<b>Number 9.15</b>

## **Authorized Signatures**

### **I. Purpose:**

To set forth the City's procedures for review, approval, signature, and retention of all agreements and legal documents entered into on behalf of the City. This policy does not apply to the issuance of permits, licenses, or utilities services. This SOP contains all information regarding signature authority.

### **II. Definitions:**

- A. "Agreement" is defined as any document memorializing obligations of the City to another party and/or obligations of another party to the City, including terms and conditions related to the purchase or sale of goods, services, equipment, software, or subscriptions. Synonymous terms include: contract, memorandum of agreement, memorandum of understanding, professional services agreement, purchase order, change order, and task order.
- B. "Director" is defined as any of the following: Police Chief; City Attorney, Chief Financial Officer / Treasurer, Fire Chief; Chief Information Officer / IT Department Director, Community Development Department Director, Human Resources Department Director, Parks and Recreation Department Director, and Public Works Department Director.

### **III. Procedure and Related Information:**

#### **A. Agreements Requiring City Council Approval and Mayor's Signature**

City Council shall approve, and the mayor shall sign, the following types of agreements:

- 1. Agreements for goods or services, including professional services agreements, valued at greater than two hundred and fifty thousand dollars (\$250,000) (I.C. § 67-2806);
- 2. All real property purchase or sale agreements (I.C. § 50-1401) (resolution required);
- 3. Easements;
- 4. Leases (I.C. §§ 50-1407 and 50-1409);
- 5. Joint powers agreements (I.C. § 67-2326);
- 6. Interagency agreements (I.C. § 67-2332);
- 7. Large-scale special event agreements (Meridian City Code § 3-4-5(F)(3)(b));
- 8. Agreements implicating the City's authority or responsibilities under the Idaho Constitution or other laws;
- 9. Utility services agreements;
- 10. Development agreements; and
- 11. Any agreement required by law or other City policy or procedure to be approved by City Council.

**B. City staff signature authority**

1. Generally, under Idaho Code section 50-607, the mayor is authorized to sign all contracts on behalf of the City. Mayor delegates this signature authority as follows:

<b>Document</b>	<b>Signature Authority</b>
<b>Agreements Issued by Purchasing</b>	
\$0 - \$15,000 Value Change Order	Department Director
\$15,000 - \$100,000 Value Solicitation Issued by Purchasing - Agreement (I.C. § 67-2803)	Chief Financial Officer or Procurement Manager
\$15,000 - \$100,000 Change Order Issued by Purchasing	Chief Financial Officer or Procurement Manager
Greater than \$100,000 Change Order Issued by Purchasing	Chief Financial Officer, Procurement Manager with Mayor's approval
\$100,000 to \$250,000 Value Solicitation Issued by Purchasing - Agreement (I.C. § 67-2806)	Chief Financial Officer or Procurement Manager
\$100,000 to \$250,000 Public Works or Construction Agreement (I.C. § 67-2805)	Chief Financial Officer or Procurement Manager, with Mayor's Approval

<b>Agreements Not Issued by Purchasing</b>	
\$0 - \$15,000 Value Agreement or Professional Services Agreement	Department Director
\$15,000 - \$100,000 Value Agreement Not Issued by Purchasing (I.C. § 67-2803)	Department Director or Mayor per Department Director's Discretion
\$15,000 - \$100,000 Professional Services Agreement	Department Director with Mayor's Approval
\$100,000 to \$250,000 Professional Services Agreement	Mayor
All Agreements relating to software licenses and subscriptions; computer hardware and peripherals; network equipment; cloud services; IT consulting or implementation services; or cybersecurity tools.	Chief Information Officer

2. A Department Director may sub-delegate signature authority of an Agreement to an employee that reports to the Department Director.

3. A Department Director's sub-delegation of authority must: (a) be conveyed via City email with cc to the City Attorney; and (b) specify the nature of the sub-delegation by Agreement type.
4. A Department Director may revoke a sub-delegation of signature authority via City email, with cc to the City Attorney.
5. Any sub-delegation of signature authority is specific to the individual to whom it is delegated, and not to the position, and is revoked upon the delegee's separation from City employment.
6. Department Directors and sub-delegees may always request the Mayor or City Council to sign.

**IV. Signature Authority Obligations**

Every individual exercising signature authority, whether through state statute, delegation, or sub-delegation, is responsible for ensuring the following as to each agreement that the individual signs before signing it:

- A. The individual has read and understands the nature of the agreement and the obligations and risks inuring to the City under such agreement.
- B. The agreement complies with all applicable laws, including City Code, and City policies and procedures.
- C. The agreement is consistent with sound business and legal practices.
- D. Appropriate consultation has taken place with any other departments and divisions within the City that will be impacted by the agreement.
- E. The individual has no conflict of interest or other ethical impediment, as defined by the Idaho Ethics in Government Act or Meridian City Code, that prohibits the negotiation and execution of the agreement.
- F. Budgeted funds are available and the department has spending authority to meet any obligations contained in the agreement.
- G. The individual is properly vested with appropriate signature authority.
- H. The individual has obtained review of the agreement by the City Attorney's Office.

**V. Grant Award Signatures**

See Policy and Procedure 9.08.

**VI. Document Retention**

Fully executed agreements (i.e., signed by both parties) shall be retained as set forth below:

Agreement category	Retention location	Staff responsible for archiving agreement
Agreements Approved by City Council and Signed by Mayor	Laserfiche	City Clerk's Office

Agreements Signed by Mayor, Director, or Sub-Designee (not requiring specific City Council approval)	Contract Management Database	Department staff
Agreements Signed by Chief Financial Officer or Purchasing Manager	Contract Management Database	Procurement Manager
Real Property Purchase and Sale; Easements	Recorded at Ada County Recorder's Office and uploaded to Laserfiche	City Clerk's Office
Agreements Signed by the Police Department	M: Drive	Executive Assistant to the Chief of Police