

RESOLUTION NO. _____

A RESOLUTION establishing written guidelines for the delegation of signing of certifications required by federal, state and other government agencies

WHEREAS,

A. The City of Everett has many contracts and other arrangements with federal, state, and other government agencies. In connection with this, many times the City is required by other agencies to sign certain certifications. This is especially true in the context of grant agreements, in which the City is receiving funds. These certifications usually state that, among other things, the City is in compliance with applicable laws and in compliance with the grant agreement.

B. Over time, the number of certifications required of the City has significantly increased. They have also become more detailed and complex. For example, in some grant agreements, certifications are now required to accompany every City request to draw grant funds and must be signed by persons with authority to legally bind the City.

C. By City of Everett Charter, the Mayor must sign these certifications. In particular, Charter provision 4.14 states:

All written contracts, bonds and instruments of every kind and description to which the City shall be a party shall be approved as to form and legality by the City Attorney, and executed in the name of the City by the Mayor or, in accordance with written guidelines approved by Council, by his or her Chief Administrative Assistant or designated department head(s), and attested by the Clerk and when necessary, shall be acknowledged by such officers.

D. Because of the increasing number of required certifications from the City and the fact that the Mayor generally does not have personal knowledge regarding the specifics of the certifications, this is becoming more impractical. The purpose of this resolution is to establish written guidelines in accordance with the Charter for the Mayor to delegate the signing of certifications to the Chief Administrative Assistant or designated department heads.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EVERETT that:

SECTION 1. The City Council establishes the following written guidelines for the signing by the City of certifications required by federal, state and other government agencies:

A. The Mayor may delegate the signing of certifications required by federal, state or other government agencies to (1) the Chief Administrative Assistant; (2) the department

head of the department most closely connected to the need for the certification, such as, for example, the department head of the department receiving the grant funding requiring the certification; or (3) the department head most knowledgeable regarding the subject matter of the certification. The specific procedures for how such delegation will administratively occur will be issued by the Mayor.

B. These guidelines only apply to certifications required by federal, state or other government agencies. They do not apply to contracts or bonds or any other instruments with such agencies, all which shall be signed by the Mayor in accordance with existing City processes.

Councilperson Introducing Resolution

PASSED and APPROVED this ____ day of _____, 2016.

Council President
