



# CITY OF SACRAMENTO

## DEPARTMENT OF PARKS AND COMMUNITY SERVICES

ROBERT P. THOMAS  
Director

G. ERLING LINGGI  
Assistant Director

CROCKER ART MUSEUM DIVISION  
GOLF DIVISION  
METROPOLITAN ARTS DIVISION  
MUSEUM AND HISTORY DIVISION  
RECREATION DIVISION  
PARKS DIVISION  
ZOO DIVISION

September 4, 1986

### MEMORANDUM

TO: Division Chiefs

FROM: Robert L. Rouse, Jr.  
Administrative Services Officer

SUBJECT: Authority for Execution of Contracts

### POLICY

The City Manager has designated the Director of Parks and Community Services the authority for execution of contracts or agreements which do not require City Council approval and are for "Professional Services for less than \$10,000."

### AUTHORITY AND GUIDELINES

1. City Charter - Section 61(H).
2. Sacramento City Code - Chapters 58 and 59.
3. City Manager's Memorandum, "Authority for Execution of Contracts," dated July 1, 1986.
4. General Services Policy Directive dated July 1, 1986.
5. Assistant City Manager's Memorandum, "Coordinating City Structural Improvement Activities," dated November 4, 1985.
6. Procurement Work Plan (Minority and Women Owned Businesses) Resolution No. 85-328, dated April 30, 1985, and attachments.

### DEFINITION

The term "Professional Services" shall mean services such as, but not limited to, the services of attorneys, physicians, architects, engineers, accountants, and other consultants or individuals or organizations possessing a high degree of technical skill. The term "Professional Services," "Consultant Services," and "Contractor" may be used interchangeably.

MINORITY AND WOMEN OWNED BUSINESSES:

The City Purchasing Office is responsible for compliance on any items where they select the vendor; however, each division is responsible for compliance for any items initiated by them such as contracts for professional services, confirming requisitions, requisitions for which you recommend the vendor, etc. For these you must attach a completed "Bidder's List Application" and/or a "Minority and Women's Business Enterprise Self-Certification Questionnaire" if the vendor is not now listed in the City Bidder's List.

The City Purchasing Office maintains a master bidder's list of vendors which also indicates if they are a qualified minority or women's business enterprise.

PROCEDURE BY REQUESTING ACTIVITY:

1. Prepare the appropriate contract.
2. Submit to Facility Management Division prior to finalization if related to a municipal structural improvement.
3. Submit contracts to City Attorney to be approved as to form.
4. Have contracts signed by the Consultant.
5. Have contracts signed by the Director.

DISTRIBUTION

1. Original to City Clerk (with blue sheet backer folded over top of agreement).
2. Copy to Consultant.
3. Copy to requesting activity.
4. Copy to Rouse for Departmental Contract File.
5. Copy for Purchase Order or Payment Voucher
6. Copy to City Risk Management and Insurance Division.
7. Copy to Facility Management Division (if related to a municipal structural improvement).

RLR: jm