



RECEIVED  
CITY CLERKS OFFICE  
CITY OF SACRAMENTO

OCT 7 11 01 AM '99

JACK CRIST  
DEPUTY CITY MANAGER

NEIGHBORHOODS,  
PLANNING AND DEVELOPMENT  
SERVICES DEPARTMENT

CITY OF SACRAMENTO  
CALIFORNIA

1231 I STREET  
ROOM 302  
SACRAMENTO, CA  
95814-2904

ADMINISTRATION  
916-264-7598  
FAX 916-264-8329

October 6, 1999

**MEMORANDUM**

TO: Robert Thomas, City Manager  
Valerie Burrowes, City Clerk

FROM: Jack Crist, Deputy City Manager

SUBJECT: Demolition Contracts and Repair Agreements

This is a letter of authorization for Max Fernandez, Josh Pino, Robert Rose, and Ron O'Connor to approve demolition contracts and repair agreements that have been brought forth as a result of action(s) by the Code Enforcement Division. Currently there are two to three contracts and/or agreements per week requiring such authorization. This would streamline the process for signature authorization and make the demolition and repair processes more expedient with an in-house approval policy.

cc: Max Fernandez



*building better neighborhoods block by block*  
[www.sacto.org/npsd/](http://www.sacto.org/npsd/)



FYI  
RECEIVED  
CITY CLERK'S OFFICE  
CITY OF SACRAMENTO

APR 8 8 14 AM '99

THOMAS V. LEE  
DEPUTY CITY MANAGER  
DOWNTOWN DEPARTMENT


CITY OF SACRAMENTO  
CALIFORNIA

1030 15<sup>TH</sup> STREET  
SUITE 250  
SACRAMENTO, CA  
95814-4009

PH 916-264-8109  
FAX 916-264-7279

April 6, 1999

To: Robert P. Thomas, City Manager  
✓ Valerie Burrowes, City Clerk

From: Thomas V. Lee, Deputy City Manager 

Subject: Delegation of Contract Signature Authority

The City of Sacramento Code establishes administrative guidelines for the execution of contracts that do not require City Council approval. Under Chapters 57.01.201, 59.01.103 and 59.02.201 of the Code, professional service, non-professional service and supply contracts under \$100,000 may be approved by the City Manager, Deputy City Manager, or their designee.

Pursuant to this authority, I delegate signature authority for professional services agreements up to \$30,000 to the following Downtown and Regional Enterprise Department division managers for their respective operations:

Barbara Bonebrake, Arts Consortium Manager  
Mark Miller, Off-Street Parking Manager  
Kristan Otto, Downtown Development Manager  
Michael Ross, Convention Center Manager  
Wendy Saunders, Downtown Development Manager

cc: Barbara Bonebrake, Mark Miller, Kristan Otto, Michael Ross, Wendy Saunders

**DELEGATION OF AUTHORITY - Effective July 19, 1997**

<b>CONTRACT, AGREEMENT, CHANGE ORDER &amp; SUPPLEMENTAL AGREEMENT LIMITS</b>	<b>AUTHORITY</b>	<b>AUTHORIZED POSITION</b>	<b>CITY MANAGER DESIGNEE</b>
Short-term real property leases	City Code Chapter 12.02.076 & 12.08.180	Director of Public Works	Director of Public Works
Public Projects, including required supplies or materials <u>less than</u> \$100,000	City Code Chapter 58.02.201 58.06.602	City Manager*	Director of Public Works Director of Utilities Area Directors
Request to advertise and receive bids for Public Projects which exceed \$100,000	City Code Chapter 58.03.301	City Manager*	Director of Public Works Director of Utilities Area Directors
All Consultant and Professional Service Agreements pertaining to computer equipment, automation or software <u>less than</u> \$100,000	City Code Chapter 59.01.103 59.02.201	City Manager*	Director of Administrative Services
Professional Service, Nonprofessional Service and Supply Contracts <u>not</u> addressed above for <u>less than</u> \$100,000	City Code Chapter 57.02.201 59.01.103 59.02.201	City Manager*	All Department Heads Area Directors Public Safety Chiefs

**REQUIREMENTS**

1. The above authority is pursuant to Sacramento City Code Titles 57, 58 & 59 and includes all City Manager change order and supplemental agreement authority. In addition, City Code §§58.06.602 & 59.02.201 impose lower dollar limits upon City Manager/designee authority to approve change orders or supplemental agreements for contracts originally awarded for specific amounts (see code sections).
2. All contracts and agreements developed within the above authority shall be approved as to form by the City Attorney prior to signature by the City Manager or his designees.
3. Contracts that require the City Manager's signature will be submitted to the City Manager for review and final distribution to the City Clerk for assignment of a city contract number. The City Clerk will retain a copy for the city's official records and return the other copy to the originating department for distribution.
4. Contracts that do not require the City Manager's signature are to be submitted to the City Manager designee for review and signature. The City Manager's designee will then submit the contract to the City Clerk for assignment of a city contract number. The City Clerk will retain a copy for the city's official records and return the other copy to the originating department for distribution.
5. All bid packages should be drafted in conjunction with the city's current MBE/WBE program and city contracting policy committee guidelines.

\*City Manager includes Deputy City Managers