

**EXHIBIT A**  
**SCHEDULE OF AUTHORIZATIONS TO**  
**SIGN CITY CONTRACTS AND AGREEMENTS**  
**AND INCREASE APPROPRIATIONS FOR GRANTS, DONATIONS**  
**AND REIMBURSED EXPENDITURES**

<u>Type of Contract or Agreement</u>	<u>Up to \$20,000*</u>	<u>Over \$20,000 to \$100,000*</u>	<u>Over \$100,000*</u>	<u>No Funds</u>
1. Construction or Improvement of Public Buildings, Works, etc. (Charter Sec. 1107)	DH	CM Informal Bid	CC Formal Bid	DH
2. Other Construction or Improvement of City Facilities	PA Informal Bid	PA Informal Bid	CM Formal Bid	PA
3. Lease of Equipment or Purchase of Supplies, Equipment or Certain Services (cumulative value of lease term, not annual value)	PA Informal Bid	PA Informal Bid	CM Formal Bid	PA
4. Leases of City Real Property to and from Others (cumulative value of lease term, not annual value)	CM	CM	CC	CM
5. Transfer of Real Property, Including Deeds, Easements, Escrow Instructions, etc.	CM Informal Bid	CM Informal Bid	CC Formal Bid	CM
6. Acceptance of Deeds, Easements, Dedications or Other Conveyances to City	CM	CM	CC	CM
7. Professional or Specialized Services	DH	CM	CC	DH
8. Recreation Program Contracts	DH	CM	CM	DH
9. Contracts Required as a Condition of a City Approval	DH	CM	CM	DH
10. Intergovernmental Agencies				
Procurement of Goods and Services	PA	PA	CM	PA
Contract for Professional or Specialized Services	DH	CM	CC	DH
11. Joint Powers Agreements	CC	CC	CC	CC

<u>Type of Contract or Agreement</u>	<u>Up to \$20,000*</u>	<u>Over \$20,000 to \$100,000*</u>	<u>Over \$100,000*</u>	<u>No Funds</u>
12. Other Intergovernmental Agreements Not Included in No. 10 or 11 Above	CM	CM	CC	CM
13. Sponsorship Agreements	DH	CM	CC	-
14. Increase to Appropriations for Grants and Donations not Previously Budgeted	DH**	CM	CC	-
15. Increase to Appropriations for Reimbursed Expenditures not Previously Budgeted	DH**	CM	CC	-
<u>16. Liability Claims</u>	=	<u>CM and CA***</u>	<u>CC</u>	=
<u>17. Developer Deposits Received</u>	=	<u>CM</u>	<u>CC</u>	=

KEY: CC = CITY COUNCIL (Council approval constitutes authorization for the City Manager to sign on behalf of the City.)  
CM = CITY MANAGER or his/her ~~his~~ representative designated in writing.  
CA = CITY ATTORNEY or his/her representative designated in writing.  
DH = DEPARTMENT HEAD or his/her representative designated in writing.  
PA = PURCHASING AGENT

NOTE: Contracts and agreements or grants, donations or reimbursed expenditures not covered by the schedule are to be presented to the City Council for approval.

Amounts pertain to annual operating budgets with the exception of capital improvement projects which are on a project life basis.

\*Indexed to 2011 dollars.

\*\*Authority limited to Finance and Administrative Services Director

\*\*\* Authority limited to City Manager and City Attorney concurring authority

## DEFINITIONS

- Category 1: Construction of Improvements of Public Buildings, Works, etc. This category includes all Public Works construction listed in Section 1107 of the City Charter. The formal bid provisions of Section 1107 must be followed for such work.
- Category 2: Other Construction or Improvement of City Facilities. This category includes all construction or improvement of City facilities not covered by Section 1107 of the City Charter. The necessity for bidding for such construction or improvement is covered by Sections 2.79 and 2.80 of the City Code.
- Category 3: Lease of Equipment or Purchase of Supplies, Equipment or Certain Services. This category includes all acquisition of supplies or equipment and certain services not following Categories 7 and 10, whether by purchase or lease.
- Category 4: Leases of City Real Property to and from Others. This category includes all written leases in which the City is the lessor, landlord, lessee or tenant.
- Category 5: Transfers of Real Property. This includes deeds, easements and other conveyances, and escrow instructions and other documents relating to the transfers of real property. It does not include leases.
- Category 6: Acceptance of Deeds, Easements, Dedications and Other Conveyances to the City. This category is to satisfy the legal requirements that the City certify the acceptance of any deeds, easements, dedications or other grants or conveyances to the City prior to their recording.
- Category 7: Professional or Specialized Services. This category involves obtaining professional or specialized services, including, but not limited to, services of engineers, architects and specialized consultants.
- Category 8: Recreation Program Contracts. This category includes the routine contracts for the recreation program, including contracts to teach City recreation classes, referee athletic events, etc.
- Category 9: Contracts Required as a Condition of City Approval. This category includes all contracts and agreements required in order to satisfy a condition of a City approval. Examples would be agreements required in order to satisfy conditions imposed as part of subdivision approvals, SPAR approvals, PC permits, Conditional Use Permits, building permits and encroachment permits.
- Category 10: Other Intergovernmental Agencies. This category includes all agreements for the procurement of goods and services; and contracts for professional or specialized services with another governmental agency.
- Category 11: Joint Powers Agreements. This category includes all joint powers agreements.
- Category 12: Other Intergovernmental Agreements Not Included in No. 10 or 11 Above. This category includes other agreements not included in No. 10 or 11 above. Examples may be maintenance agreements or intergovernmental joint projects whereby agencies are jointly contracting with an outside party for services.

Category 13: Sponsorship Agreements. This category includes all sponsorship agreements.

Category 14: Grants and Donations. This category includes all grants and donations received by the City.

Category 15: Reimbursed Expenditures. This category includes all moneys received by an outside entity for the purpose of reimbursing the City for goods or services not budgeted.

Category 16: Liability Claims. This category includes liability claims paid by the City governed by Council Policy B-5: Liability Claims Procedure.

Category 17: Developer Deposit Received. This category includes advances provided by developers to pay for project-related services and requests to approve appropriations of the funding advances.

(Note: Items will be renumbered after a related policy update included on this Council Agenda for the Acquisition of Real Property is included in this policy).