

**SCHEDULE OF AUTHORIZATIONS TO
SIGN CITY CONTRACTS AND AGREEMENTS**

<u>Type of Contract or Agreement</u>	<u>\$0.01 to \$60,000.00*</u>	<u>\$60,000.01 to \$250,000.00*</u>	<u>Greater than \$250,000.01*</u>	<u>No Funds</u>
1. Construction or Improvement of Public Buildings, Works, etc. (Charter Section 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. Acquisition of Real Property	See Council Policy H-1 for property acquisition: CM has authority to enter into agreements for applicable relocation benefits required by City policy or State or Federal law	See Council Policy H-1 for property acquisition: CM has authority to enter into agreements for applicable relocation benefits required by City policy or State or Federal law	See Council Policy H-1 for property acquisition: CM has authority to enter into agreements for applicable relocation benefits required by City policy or State or Federal law	See Council Policy H-1 for property acquisition: CM has authority to enter into agreements for applicable relocation benefits required by City policy or State or Federal law
5. Leases of City Real Property to and from Others (value based on annual rent)	CM/PWD	CM	CM up to \$500,000; CC greater than \$500,000.01	CM

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6. Acceptance of Deeds, Deeds of Reconveyance, Termination and Release of Deeds of Trust, Easements, Dedications, or Other Conveyances to City	CM	CM	CC	CM
7. All other Real Property transactions, including Deeds, Easements, Licenses, Escrow Instructions, etc.	CM Informal Bid	CM Informal Bid	CC Formal Bid	CM
8. Professional or Specialized Services	DH	CM	CC	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
12. Other Intergovernmental Agreements Not Included in Nos. 10 or 11 Above	CM	CM	CC	CM
13. Sponsorship Agreements	DH	CM	CC	-
14. Liability Claims	See Council Policy B-5	See Council Policy B-5	See Council Policy B-5	See Council Policy B-5
15. Establish Litigation Budget	See Council Policy B-5	See Council Policy B-5	See Council Policy B-5	See Council Policy B-5
16. Professional, Specialized, or Legal Services required for legal representation [‡]	CA or DH	CA or CM	CC	CA or DH

KEY: CC = CITY COUNCIL (Council approval constitutes authorization for the City Manager to sign on behalf of the City.)
CM = CITY MANAGER or representative designated in writing.
CA = CITY ATTORNEY or representative designated in writing.
DH = DEPARTMENT HEAD or representative designated in writing. DH includes the City Attorney and City Clerk when they procure goods or services in their capacity as department heads.
PWD = PUBLIC WORKS DIRECTOR
PA = PURCHASING AGENT

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, including purchases and services for technology hardware and software not included in Categories 6 and 9, whether by purchase or lease.
- Category 4: Acquisition of Real Property. This category includes the City's acquisition of any interest in real property and is also governed by Council Policy H-1, Acquisition of Real Property.
- Category 5: 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 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. Deeds of Reconveyance/Termination and Release of Deeds of Trust: FASD shall include an amortization and payment schedule reflecting that no obligations exist at the time of signature.
- Category 7: All Other Real Property Transactions, Including Deeds, Easements, Licenses, Escrow Instructions, etc. 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. Informal and formal bidding is applicable to the sale of real property in accordance with Mountain View City Code Sections 2.207 and 2.208.
- Category 8: 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 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 include agreements required in order to satisfy conditions

imposed as part of subdivision approvals, development review 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 Categories 10 or 11 Above. This category includes other agreements not included in Categories 10 or 11 above. Examples may be maintenance agreements, mutual indemnity or release of indemnity 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: Liability Claims. This category includes liability claims paid by the City governed by Council Policy B-5, Claims and Litigation.

Category 15: Establish Litigation Budget. Refer to Council Policy B-5, Claims and Litigation.

Category 16: Professional or Specialized Services for Legal Representation. This category involves professional or specialized services that, in the judgment of the City Attorney, are required to preserve the City's legal interests. This category of agreements is tracked by department and not by vendor.

* This amount shall increase annually at the beginning of each fiscal year by the April Consumer Price Index for Urban Consumers (CPI-U) for San Francisco-Oakland-San Jose (or its successor index) as published by the U.S. Department of Labor or its successor agency, rounded to the nearest thousand; but in no event shall the amount decrease.

† The Public Works Director may also have authority to execute construction contracts under City Code Section 2.200 exceeding Council Policy A-10 limits.

‡ Total vendor amounts to be tracked by department and not Citywide.