

CITY OF MOUNTAIN VIEW
RESOLUTION NO.
SERIES 2025

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MOUNTAIN VIEW
AMENDING EXHIBIT A, SCHEDULE OF AUTHORIZATIONS TO SIGN CITY CONTRACTS AND
AGREEMENTS, TO COUNCIL POLICY A-10, AUTHORIZATION TO EXECUTE
CITY CONTRACTS AND AGREEMENTS

WHEREAS, various amendments have previously been made to certain sections of Council Policy A-10 (Policy) and the Policy's Exhibit A, and the last substantive revision was made on March 19, 2024; and

WHEREAS, minor modifications to Exhibit A are necessary to reconcile informal and formal bidding process dollar thresholds with Mountain View City Code Sections 2.200, 2.207, and 2.208 and to provide for other minor cleanup; now, therefore, be it

RESOLVED: that the City Council of the City of Mountain View amends Exhibit A, Schedule of Authorizations to Sign City Contracts and Agreements, to City Council Policy A-10, Authorization to Execute City Contracts and Agreements, as set forth in Exhibit A to this Resolution; and be it

FURTHER RESOLVED: that pursuant to Section B(3) of City Council Policy A-10, the City Manager or designee shall publish an annual revision to Exhibit A at the beginning of each fiscal year showing the contract limits in effect for that fiscal year; and be it

FURTHER RESOLVED: that this Policy shall be effective on June 24, 2025.

LL/4/RESO
979-05-27-25r

Exhibit: A. Exhibit A to Council Policy A-10

Council Policy A-10

EXHIBIT A

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

Type of Contract or <u>Agreement</u>	<u>\$.01 to</u> <u>\$60,000.00*</u>	<u>\$60,000.01</u> to <u>\$250,000.00*</u>	<u>Greater than</u> <u>\$250,000.00*</u>	<u>No Funds</u>
1. Construction or Improvement of Public Buildings, Works, etc. (Charter Sec. 1107) ^X	DH <u>Informal Bid</u>	CM Informal Bid ^{xx}	CC Formal Bid	DH
2. Other Construction or Improvement of City Facilities	PA Informal Bid	PA Informal Bid ^{xx}	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 ^{xx}	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)	PWD	CM	CM up to \$500,000; CC Greater than \$500,000	CM
6. Acceptance of Deeds, Deeds of Reconveyance, Termination, and Release of Deeds of Trust, Easements, Dedications, or Other Conveyances to the City	CM	CM	CC	CM
7. All other Real Property transactions, including Deeds, Easements, Licenses, Escrow Instructions, etc.	CM Informal Bid	CM Informal Bid ^{xx}	CC Formal Bid	CM

Type of Contract or <u>Agreement</u>	<u>\$.01 to \$60,000.00*</u>	<u>\$60,000.01 to \$250,000.00*</u>	<u>Greater than \$250,000.00*</u>	<u>No Funds</u>
8. Professional or Specialized Services	DH	CM	CC	DH
9. Recreation Program Contracts	DH	CM	CM	DH
10. Contracts Required as a Condition of a City Approval	DH	CM	CM	DH
11. Intergovernmental Agencies Procurement of Goods and Services	PA	PA	CM	PA
Contract for Professional or Specialized Services	DH	CM	CC	DH
12. Joint Powers Agreements	CC	CC	CC	CC
13. Other Intergovernmental Agreements Not Included in Categories 11 or 12 Above	CM	CM	CC	CM
14. Sponsorship Agreements	DH	CM	CC	
15. Liability Claims	See Council Policy B-5	See Council Policy B-5	See Council Policy B-5	See Council Policy B-5
16. Establish Litigation Budget	See Council Policy B-5	See Council Policy B-5	See Council Policy B-5	See Council Policy B-5
17. Professional, Specialized, or Legal Services required for legal representation	CA or DH	CA or CM	CC	CA or DH
18. Pass-Through Agreements (Non-City Funds)	DH	CM	CM	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 City Attorney and City Clerk when they procure goods or services in their capacity as department heads.
PA = PURCHASING AGENT

DEFINITIONS

- Category 1: Construction orf 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 work subject to the formal bidding process and the provisions of City Code Section 2.200 must be followed for ~~such~~-work subject to the informal bidding process.
- 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 and process for bidding for such construction or improvement is covered by Sections 2.~~20779~~ and 2.~~20880~~ 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 of and services for technology and hardware not included in Categories 6 and 10, whether by purchase or lease. The necessity and process for bidding for such purchases is covered by Sections 2.207 and 2.208 of the City Code.
- 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, Deeds of Reconveyance, Termination, and Release of Deeds of Trust, 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. For Deeds of Reconveyance or 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 ~~T~~ransactions, including Deeds, Easements, Licenses, Escrow Instructions, etc. This category 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. This category does not include professional or specialized services for legal representation, which are included in Category 17.
- Category 9: 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 10: 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, zoning/ planning permits, building permits, and encroachment/ excavation permits.

- Category 11: 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 12: Joint Powers Agreements. This category includes all joint powers agreements.
- Category 13: Other Intergovernmental Agreements Not Included in Categories 11 or 12 Above. This category includes other agreements not included in Categories 11 or 12 above. Examples include 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 14: Sponsorship Agreements. This category includes all sponsorship agreements.
- Category 15: Liability Claims. This category includes liability claims paid by the City governed by Council Policy B-5: Claims and Litigation.
- Category 16: Establish Litigation Budget. This category includes the establishment of a litigation budget, governed by Council Policy B-5: Claims and Litigation.
- Category 17: Professional, Specialized, or Legal Services required for legal representation. This category involves professional, special, or legal services that, in the judgment of the City Attorney, are required to preserve the City's legal interests.
- Category 18: Pass-Through Agreements (Non-City Funds). This category involves agreements between (a) the City and a third-party; and (b) the City and a consultant for professional or specialized services for the benefit of the third-party. The third-party will have advanced funds to the City in accordance with the then adopted Master Fee Schedule, and those funds are to be used by the City for professional or specialized services for the benefit of the third-party. No City funds are utilized in this category.

- * The dollar amount values shall increase annually at the beginning of each fiscal year, commencing with July 1, 2025, 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), and rounded up to the nearest thousand, but in no event shall the amount decrease.
- x The Public Works Director may also have authority to execute construction contracts under City Code Section 2.200 exceeding Council Policy A-10 limits.

xx Consistent with City Charter Section 1107 and City Code Sections 2.200, 2.207, and 2.208, the contract dollar value for using the alternate or informal bidding process for Categories 1, 2, 3, and 7 shall be no higher than the designated limit in Sections 22032(b) and 22034 of the California Public Contract Code (PCC). In 2025, the PCC limit for the informal bid process is \$220,000.