

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
<u>4. Acquisition of Real Property</u>		<u>110 percent of the appraised value for an authorized project</u>		
<u>54. Leases of City Real Property to and from Others (cumulative value of lease term, not cumulative value of leased term to the annual rent annual value)</u>	CM -	CM -	CC <u>*CM \$100,000 to \$500,000</u>	CM
<u>65. Transfer of Real Property, Including Deeds, Easements, Escrow Instructions, etc.</u>	CM Informal Bid	CM Informal Bid	CC Formal Bid	CM
<u>76. Acceptance of Deeds, Easements, Dedications or Other Conveyances to City</u>	CM	CM	CC	CM
<u>87. Professional or Specialized Services</u>	DH	CM	CC	DH
<u>98. Recreation Program Contracts</u>	DH	CM	CM	DH
<u>109. Contracts Required as a Condition of a City Approval</u>	DH	CM	CM	DH

Type of Contract or Agreement	<u>Up to \$20,000*</u>	<u>Over \$20,000 to \$100,000*</u>	<u>Over \$100,000*</u>	<u>No Funds</u>
119. Intergovernmental Agencies				
Procurement of Goods and Services	PA	PA	CM	PA
Contract for Professional or Specialized Services	DH	CM	CC	DH
124. Joint Powers Agreements	CC	CC	CC	CC
132. Other Intergovernmental Agreements Not Included in	CM	CM	CC	CM
Nos. 101 or 142 Above				
143. Sponsorship Agreements	DH	CM	CC	-
154. Increase to Appropriations for Grants and Donations not Previously Budgeted	DH**	CM	CC	-
165. Increase to Appropriations for Reimbursed Expenditures not Previously Budgeted	DH**	CM	CC	-

(Note: Items will be further renumbered after a related policy update on this Council Agenda is included (Liability Claims and Developer Deposits Received are included in this policy)).

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

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: 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 54: 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 65: 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 76: 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 87: 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 98: 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 109: 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 110: 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 124: Joint Powers Agreements. This category includes all joint powers agreements.

Category ~~13~~2: Other Intergovernmental Agreements Not Included in Nos. ~~10~~1 or ~~1~~2 Above. This category includes other agreements not included in Nos. ~~10~~1 or ~~1~~2 above. Examples may be maintenance agreements or intergovernmental joint projects whereby agencies are jointly contracting with an outside party for services.

Category ~~14~~3: Sponsorship Agreements. This category includes all sponsorship agreements.

Category ~~15~~4: Grants and Donations. This category includes all grants and donations received by the City.

Category ~~16~~5: 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.

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