

CITY OF SPOKANE PARKS AND RECREATION DIVISION DIVISION POLICY AND PROCEDURE	DEPT 1400-17-04 LGL 2012-0051
TITLE: <b>MINOR CONTRACT AUTHORIZATION</b> EFFECTIVE DATE: April 12, 2012 REVISION EFFECTIVE DATE: April 1, 2017	

1.0 GENERAL

1.1 The Spokane Parks and Recreation Division enters into many routine minor contracts. The city charter gives the Director of Parks and Recreation contract signature authority for park fund expenditures. The Park Board has given authority to the Director to execute minor contracts without individual approval of each contract by the Park Board.

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2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy shall apply to all departments of the Parks and Recreation Division.

3.0 REFERENCES

City Charter - Section 48, Park Board – Powers  
Park Board Rules – Section 14. General Operating Policies and Procedures,  
Ruling and Appeals

4.0 DEFINITIONS

4.1 “Division” means the Spokane Parks and Recreation Division and the departments reporting to it.

- 4.2 "Director" means the Director of Parks and Recreation.
- 4.3 "Minor Contract" involves a net revenue or expense (excluding sales tax and state filing fees) of \$49,000 (for the 2017 calendar year) or less within a twelve (12)-month period; and is of a routine nature; provided the total expense (excluding sales tax and filing fees) does not exceed a total of \$128,200 (for the 2017 calendar year) over the term of the contract (not including renewals). NOTE: The dollar threshold is adjusted each January 1 based on a CPI index.

For example, a three year contract with \$49,000 compensation each year would need to be approved by the Park Board since the total expense of \$145,200 over the term of the contract exceeds the threshold of \$128,200.

## 5.0 POLICY

- 5.1 It is the policy of the City of Spokane Parks and Recreation Division to process and execute contracts in an expeditious and efficient manner.
- 5.2 The Park Board authorizes the Director of Parks and Recreation signature authority for minor contracts.
- 5.3 The Director of Parks and Recreation delegates signature authority to the Parks Executive Officer for all matters and to the department managers (or equivalent) for specific minor contracts as shown in section 5.9. In the absence of a department manager, the Director or Parks Executive Officer shall sign the document. Department managers may not delegate their signature authority.
- 5.4 In the absence of the Director and the Parks Executive Officer, the Chair of the Park Board may sign the document.
- 5.5 The following contracts may be processed by the minor contract summary process:
- a. contracts of \$49,000 or less (\$128,200 for term of contract)
  - b. renewal contracts of \$49,000 or less (\$128,200 for term of contract)
  - c. extensions of contracts
    - contract including extension is \$49,000 or less (\$128,200 for term of contract)

- extension cost is within ten percent (10%) of original contract amount if contract is greater than \$49,000
  - no cost extensions
- d. name changes
  - e. assignments
  - f. change in payee address
  - g. increase in encumbrance for unit price contracts up to \$49,000
  - h. minor amendments in wording
  - i. contracts of \$49,000 or less - increase in contract price up to \$49,000
  - j. contracts greater than \$49,000 increase in contract price up to ten percent (10%) of original contract amount (max of \$100,000)

#### 5.6 Housekeeping Changes / Clarifications

5.6.1 Examples of housekeeping changes/clarifications include, but are not limited to: no cost extensions, changes in remittance address for payments, change in contractor's name (tax ID number remaining the same), and increased encumbrances (where revised contract total remains within the current minor contract dollar limit and the contract did not specify a specific maximum dollar amount).

5.6.2 Housekeeping changes/clarifications may be made on the minor contract summary form without need for an attached signed contract document.

5.7 Certain contracts have templates that have been pre-approved by the City Attorney's Office. These forms are located on the City's internal Share-Point website and do not require further legal review unless changes are desired by the division or contractor.

5.8 Grant acceptance, subrecipient agreements and contracts with firms providing goods, services and public works involving grant funds need the prior approval of the City's Director of Grants Management and Fiscal Assistance.

5.9 A matrix summary of the signature delegation authority for minor contracts follows:

## CONTRACT MATRIX

IF	AND	USE FORM	AUTHORIZING LEVEL		
			DEPT MGR	DIRECTOR OR EXECUTIVE OFFICER	LEGAL
PERSONAL SERVICE CONSULTANT SERVICE ARCHITECT & ENGINEER	Up to \$3,000	Purchase Order			
	\$3,001 - \$10,000	Minor Contract Summary SharePoint Template		X	
		Minor Contract Summary to Legal		X	X
	\$10,001 - \$49,000	Minor Contract Summary to Legal		X	X
AMENDMENT	An alteration or change to an existing contract. It is normally used for wording changes.	Minor Contract Summary SharePoint Template		X	X
		Minor Contract Summary to Legal		X	X
ADDENDUM	Additional work to an existing contract.	Minor Contract Summary SharePoint Template		X	
		Minor Contract Summary to Legal		X	X
ASSIGNMENT	The transfer of rights, duties, and interest in a contract from one company to another.	Minor Contract Summary SharePoint Template		X	X
		Minor Contract Summary to Legal		X	X
CONTRACT EXTENSION WITH COST	Continues an existing contract for an additional time period. It has the same terms and conditions except will have price changes.	Minor Contract Summary SharePoint Template		X	
		Minor Contract Summary to Legal		X	X
CONTRACT EXTENSION NO COST	Continues an existing contract for an additional time period. It does not provide for additional compensation. It has the same terms and conditions.	Minor Contract Summary SharePoint Template		X	X
		Minor Contract Summary to Legal		X	X
SPONSORSHIPS	\$0 - \$3,000	Pre-approved Template	X		
		Minor Contract Summary to Legal	X		X
	\$3,001 - \$49,000	Minor Contract Summary Pre-approved Template		X	
		Minor Contract Summary to Legal		X	X
PERFORMANCE / SERVICES	\$0 - \$3,000	Pre-approved Template	X		
	\$3,001 - \$10,000	Minor Contract Summary Pre-approved Template		X	X
		Minor Contract Summary to Legal		X	X
	\$10,001 - \$49,000	Minor Contract Summary to Legal		X	X
FIREWORKS DISPLAY	\$0 - \$49,000	Minor Contract Summary to Legal		X	X

FACILITY USE	\$0 - \$3,000	Pre-approved Template	X		
		Minor Contract Summary to Legal	X		X
	\$3,001 - \$49,000	Minor Contract Summary to Legal		X	X
ATHLETIC FIELD USE	\$0 - \$3,000	Pre-approved Template	X		
		Minor Contract Summary to Legal	X		X
	\$3,001 - \$49,000	Pre-approved Template		X	X
		Minor Contract Summary to Legal		X	X
JOE ALBI STADIUM	\$0 - \$49,000	Minor Contract Summary to Legal	X		X
RECREATION ACTIVITIES	\$0 - \$3,000	Minor Contract Summary to Legal	X		X
	\$3,001 - \$49,000	Minor Contract Summary to Legal		X	X
INSTRUCTORS (RECREATION CLASSES)	\$0 - \$3,000	Pre-approved Template	X		
	\$3,001 - \$49,000	Minor Contract Summary to Legal		X	X
OTHER CONTRACTS	\$3,001 - \$49,000	Minor Contract Summary To Legal		X	X
PUBLIC WORKS	\$0 - \$5,000	Purchase Order			
	\$5,001- \$49,000	Quote & Minor Contract Summary to Legal		X	X
CHANGE ORDER	A written order to the contractor, issued after execution of the construction contract, which authorizes a change in the construction work, contract time and/or amount.	Minor Contract Summary SharePoint Template Change orders on contracts of \$49,000 or less up to \$49,000 OR on contracts greater than \$49,000– increase in contract price up to ten percent (10%) of original contract amount (max of \$100,000)		X	
		Minor Contract Summary To Legal		X	X
FINAL ACCEPTANCE	Used to document its acceptance of a completed public works project. It begins the bond and retainage claim period.	SharePoint Template		X	
SOFTWARE/HARDWARE MAINTENANCE	\$0 - \$10,000	Department Order (DO)			
	\$10,001 - \$49,000	Minor Contract Summary To Legal		X	X
REAL ESTATE RELATED DOCUMENTS	\$0 - \$49,000	Minor Contract Summary To Legal		X	X

(\* 2017 dollar value – determined annually)

## 6.0 PROCEDURE

### 6.1 Minor Contract Authorization Summary Form Preparation

6.1.1 Access the Parks and Recreation "Minor Contract Summary Form" on the City's internal SharePoint website. The form is sometimes called the "green sheet."

6.1.2 Follow preparation instructions for the Minor Contract Summary.

6.1.3 The preparer signs the form as requestor and verifies on the form that all documentation has been completed. The department manager indicates his/her approval on the form. The form is submitted to Park – Accounting staff who will verify that funds are available, encumber the funds and obtain other signatures, including the Director's or Park Executive Officer's.

### 6.2 Contract Preparation / Administration

#### 6.3.1 Department staff shall:

- Obtain quotes per Division policy (ADMIN 1400-14-01).
- Negotiate the best possible cost and contract terms, when not a quote or bid.
- Obtain approval as to form by Office of the City Attorney.
- Have an authorized person from the company / contractor sign the contract, making sure to include its insurance certificate, and business license number and expiration date.
- Follow appropriate department signature authorization levels per section 5.9. Obtain department manager approval before signature by Director or Park Executive Officer.

6.3.2 Park Accounting staff will submit the contract and Minor Contract Summary to the City Clerk.

## 7.0 RESPONSIBILITIES

The Director of Parks and Recreation shall administer this policy.


8.0 APPENDICES

Parks and Recreation Minor Contract Summary Form  
Minor Contract Summary Form Instructions

APPROVED BY:

  
\_\_\_\_\_  
Director of Parks and Recreation

4/19/17  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Assistant City Attorney

4/17/17  
\_\_\_\_\_  
Date





# Minor Contract Summary

OPR # \_\_\_\_\_  
 Cross Ref \_\_\_\_\_  
 Destruct Date \_\_\_\_\_  
 Date \_\_\_\_\_

**Incomplete submissions will be returned to the Requester until all requirements are met.**  
 (Summary to be printed on green paper)

Department:  Finance  Operations  Recreation/Golf  Riverfront  Urban Forestry

**Note:** A new contractor **requires** a W-9, Business License, ACH Forms and an Insurance Certificate attached to the contract.

Type of Contract:

New Contract  Renewal  Amendment  Extension  Public Works  Other

Contractor/  
 Consultant/  
 Vendor

Name:  
 Address:  
 City, State, Zip:  
 Remittance Address:  
 City, State, Zip  
 Phone:  
 E-Mail:

Summary of  
 Services:

Amount:  Check if tax is included

Budget Code(s):

Funding Source if not Dept. Budget (e.g. CD, Dept. of Justice, Federal, etc.):

Beginning Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Open-Ended:

- Quotes (per Purchasing Policy)
- Contractor is on the City's A & E Roster
- Contractor's Business License Exp Date
- W-9 (for **new** contractors/consultants/vendors)
- ACH Forms (for **new** contractors/consultants/vendors)
- Insurance Certificate (min \$1.5 million)
- Grant Related (Grants Mgmt. Dept. must sign below)

Department Verification Statement: My signature below verifies above documentation has been included with this document, and if a public works contract, vendor has been notified of State Law requirements.

Requester \_\_\_\_\_

Division Manager \_\_\_\_\_  
 Type Name

Initials \_\_\_\_\_

Director of Parks and Recreation Leroy Eadie

Initials \_\_\_\_\_

Funds are available in the appropriate budget account:

Accountant Megan Qureshi  
 Type Name

Grants Management Department \_\_\_\_\_  
 Type Name

Initials \_\_\_\_\_

Initials \_\_\_\_\_

Parks and Recreation:	Additional Dept.
Park Accounting: PARKS ACCOUNTING	Additional Dept.
	Contractor:
	E-mail:

**Parks and Recreation Division**

<b>Minor Contract Summary Form Instructions FORM FIELD</b>	<b>INSTRUCTIONS</b>
OPR #	If new contract, leave blank to be completed later by City Clerk. If an extension, assignment, change order, etc., to an existing contract, enter the current contract number.
Cross Ref	OPR # of previous contract for renewal, resolution #, etc.
Destruct Date	To be completed by City Clerk
CR #	New contract requisition number encumbering current funds
Date	Date minor contract summary created
<b>Contractor/Consultant Information</b>	
Name	Name of contractor / consultant
Address	Address of contractor / consultant
City, State, Zip	City / State / Zip code of contractor / consultant
Remittance Address	Remittance address if different
City, State, Zip	City / State / Zip code if different
Phone:	Phone number of contact person
Email	Email address of contact person
Summary of Services	Brief summary of services to be provided
Amount	Total amount of the contract or if this a multi-year contract the yearly encumbrance can be shown on separate lines along with the year, such as: 2017 \$5000      2018 \$5000
Budget Code	Budget codes used for encumbering current funds. If more than one budget code, make sure that the dollar amount lines up on the minor contract summary with the appropriate budget line.
Funding Source	Source(s) of funding for contract
Beginning Date	Beginning date of contract
Expiration Date	Ending date of contract
Open-Ended	Check box if no expiration date
Quotes	Check box to indicate compliance with department quote policy. Quote/sole source justification/emergency justification documents are to be kept on file in the department.
Contractor's business license	Check box and fill in the contractor's business license expiration date.
W-9	Check box if new contractor / consultant. Attach W-9 form
Insurance Certificate	Check box – Make sure to attach insurance certificate to contract. If no certificate, contact firm unless contract does not require certificate.
Grants related?	Check box to indicate if the contract is grant related. If so, the Grants Management Department must sign off on the form. Please include Sally Stopher on the distribution list, as well.
ACH	Check box to confirm if contractor is already set up for ACH payments. If not, the Accounts Payable Vendor ACH Enrollment Form must be submitted to Accounting. Do not attach ACH form to the contract.
Requestor / Verifier / Contact	Signature of person verifying that above information is correct
Division Manager	Check box. Type in name. Obtain initials
Director	Check box. Obtain initials
Accountant	Signature / Date
<b>Distribution List</b>	
Park and Recreation	Insert e-mail addresses of department staff to obtain final copy
Park Accounting	Insert e-mail address of appropriate park accounting staff
Additional Dept.	Insert e-mail address of additional department staff to obtain final copy
Contractor E-mail	E-mail address of contractor/consultant
Blank Boxes	Additional departments, persons to receive final copy. Insert Grants Man-

agement if a grant is involved.