

RECEIVED

JAN 11 2024

CITY OF SPOKANE EXECUTIVE ORDER	CITY CLERK'S OFFICE	EO 2024-0001
TITLE: <b>DELEGATION OF SIGNATURE AUTHORITY FOR MINOR CONTRACTS</b>		
EFFECTIVE DATE: January <u>1</u> , 2024		
REVISION DATE IF APPLICABLE: N/A		

WHEREAS, under section 38 of the City of Spokane Charter, "all written contracts, bonds and instruments of every kind and description to which the city shall be a party shall be executed in the name of the city by the mayor or the council president under the direction of the city council, and attested by the clerk, and when necessary, shall be acknowledged"; and

WHEREAS, section 1.02.130 of the Spokane Municipal Code states: "Except to the extent that state law may require certain municipal code enforcement or other personnel to be specially qualified, every function, authority and responsibility vested by this code in a particular officer is delegable, subject to the City's personnel system. Any act performed by a person or body without actual authority at the time may be ratified"; and:

WHEREAS, the City enters into a number of contracts that are not required to be individually approved by the city council due to the type of contract or its dollar amount; pursuant to section 7.06.260 of the Spokane Municipal Code; and

WHEREAS, the number of minor contracts which are of a routine nature has grown exponentially in recent years, creating lengthy delays in their processing and inefficient use of the City Administrator's time in their execution; and

WHEREAS, it would be more efficient for City division directors, department heads and assistant department heads of large departments to be given signature authority for certain documents; --

NOW, THEREFORE, I, LISA BROWN, Mayor, do hereby order and direct: that I hereby delegate my signature authority for minor contracts as follows:

For purposes of this Executive Order only, Division Directors are:

- City Attorney (Chief Assistant City Attorney in the absence of the City Attorney)
- Director of Neighborhood, Housing and Human Services
- Director of Finance, Treasury and Administration – Chief Financial Officer
- Fire Chief (Assistant Chief in the absence of the Fire Chief)
- Director of Parks and Recreation
- Police Chief (Deputy Chief in the absence of the Police Chief)
- Director of Public Works
- Director of Human Resources
- Director of Innovation and Technology Services
- Director of Community and Economic Development

The Director of Accounting and Grants shall approve all grant acceptances and contracts involving grant funds.

Department head positions of those departments identified as such in chapter 3.01A of the Spokane Municipal Code and which additionally include the position in charge of:

**Office of Performance Management**

DESCRIPTION	SIGNATURE AUTHORITY
Real Estate Documents - Leases, Use Agreements, Covenants, etc.	Division Director
Real Estate Documents - Deeds, Easements, etc.	City Administrator
U.S. Department of Housing and Urban Development documents	City Administrator
Contracts \$0 - \$3,000	Voucher
Contracts \$3,001 - \$10,000	Department Head
Contracts \$10,001 - Minor Contract Threshold	Division Director
Extensions - No Cost	Department Head
Amendments / Change Orders / Addenda up to 10% of the original contract amount not to exceed \$100,000 (associated with agenda sheet)	Division Director
Amendments / Change Orders / Addenda (\$ changes) not to exceed Minor Contract Threshold	Division Director
Public Works / Public Works Maintenance \$5,001 - \$10,000	Department Head
Public Works / Public Works Maintenance \$10,001 - Minor Contract Threshold	Division Director
Public Works Division Change Orders covered by City Policy 5200-08-01	No Change
Amendments - No Cost	Department Head
Assignments	Department Head
Final Acceptances	Division Director
Software / Hardware Maintenance Contracts to \$10,000	Purchase Order

Except as provided above, this signature delegation authority may not be sub- delegated by any division director or department head. I encourage staff in the absence of a department head to have the appropriate division director or the City Administrator execute their contracts to expedite document processing. In the absence of the appropriate division director, the City Administrator may execute the contracts to expedite document processing.

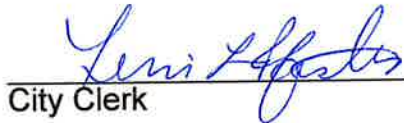
I direct the Chief Financial Officer and City Attorney to develop audit overview procedures for the signature delegation authority I am giving. Failure to comply with those procedures could result in signature delegation authority being withdrawn and/or disciplinary action as appropriate.



\_\_\_\_\_  
Mayor Lisa Brown

Date: January 11, 2024

Attest:



\_\_\_\_\_  
City Clerk

