

CITY OF SPOKANE
EXECUTIVE ORDER

EO 2026-0006
LGL 2026-0008

TITLE: **DELEGATION OF SIGNATURE AUTHORITY FOR MINOR CONTRACTS**

EFFECTIVE DATE: September 12, 2026

REVISION EFFECTIVE DATE: This order supersedes Executive Order 2024-0001

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 many 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 the City’s division directors and department heads 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:

- I. For this Executive Order, signature authority as *Division Director* shall be the directors of the administrative divisions listed in Spokane Municipal Code 03.01B.010.
- II. For this Executive Order, the following positions shall also have the signature authority of *Division Director*:
 - Chief Information and Technology Officer
 - City Attorney and Assistant City Attorney in the absence of the City Attorney
 - Deputy City Administrator
 - Director of Human Resources

- Spokane Fire Chief and Assistant Fire Chief in the absence of the Fire Chief
- Director of Spokane United 911 Network

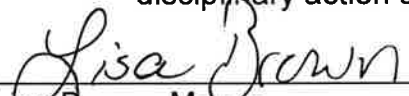
- III. For this Executive Order, signature authority as *Department Head* shall be the administrative heads of each administrative department listed in Spokane Municipal Code 03.01B.011.
- IV. For this Executive Order, the person in charge of the Office of Performance Management shall have the signature authority of *Department Head*.
- V. For this Executive Order, the Director of Grants Management is responsible for approving all grant acceptances and minor contracts involving grant funds.
- VI. The Signature Authority for minor contracts is as follows:

DESCRIPTION	SIGNATURE AUTHORITY
Real Estate Documents – Leases, Use Agreements, and Covenants	Division Director
Real Estate Documents – Deeds and Easements	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

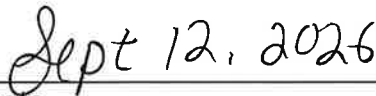
Software / Hardware Maintenance Contracts to \$10,000	Purchase Order
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VII. Except as provided above, this signature delegation authority may not be subdelegated. In the absence of the appropriate department head, the appropriate Division Director or City Administrator may execute contracts to expedite document processing. In the absence of the appropriate Division Director, the City Administrator may execute contracts to expedite document processing.

VIII. Failure to comply with the signature authority requirements provided under this order may result in signature delegation authority being withdrawn or disciplinary action as appropriate.



Lisa Brown, Mayor



Date

Attest:



Spokane City Clerk

