



CITY OF ISSAQUAH

ADMINISTRATIVE MANUAL

Code#	302-01
Index:	FINANCIAL SERVICES

Title: COMMITMENT AUTHORITY (FINANCIAL CONTROL POLICY)				
Effective Date:	Supersedes:	Mayor's Approval	Page	Of
2-22-90	1-4-88	<i>[Signature]</i>	1	2

302-01-01 PURPOSE:

To define the City's financial control requirements, and the appropriate levels of authority.

302-01-02 GROUPS AFFECTED:

All departments and divisions.

302-01-03 REFERENCES:

City Council Minutes of 1-4-88.

302-01-04 POLICY:

See Attachment A--Commitment Authority (Revised 2-2-90)

COMMITMENT AUTHORITY
(Financial Control Policy)



CAPITAL EXPENDITURES ⁽¹⁾

AUTHORITY	BUDGETED ITEMS							NON-BUDGETED ITEMS ⁽⁵⁾		
	EQUIPMENT				CONSTRUCTION PROJECTS ⁽⁴⁾			UNDER \$5,000	OVER \$5,000	LAND PURCHASE Sale or Exchange
	UNDER \$5,000	\$5,000 - \$7,500	\$7,500 - \$15,000 ⁽²⁾	OVER \$15,000 ⁽³⁾	UNDER \$10,000	\$10,000 - \$20,000	OVER \$30,000 ⁽³⁾			
City Council				X			X		X	X
Mayor			X				X	X	X	
City Admin		X				X				
Dept Head	X				X					

- (1) Cost greater than \$500 and useful life expectancy greater than one year.
- (2) Telephone or written quotations required.
- (3) Sealed bids/formal bid award required for materials/equipment over \$15,000; and for public works projects over \$30,000 (single craft) or \$45,000 (multiple crafts), unless Small Works Roster is used for contracts up to \$200,000. Only Mayor's approval required for any small works roster projects over \$30,000 utilizing the small works roster. Federally funded projects must follow Federal guidelines.
- (4) Commitment of contingencies within an approved project budget are at the discretion of the department manager up to 10% of the contingency or \$5,000 (whichever is greater) for a single commitment.
- (5) "Non-budgeted items" includes overage of budgeted line items.

OPERATING EXPENDITURES ⁽⁶⁾

AUTHORITY	BUDGETED ITEMS				NON-BUDGETED ITEMS ⁽⁵⁾		
	UNDER \$5,000	\$5,000 - \$7,500	\$7,500 - \$15,000 ⁽²⁾	OVER \$15,000 ⁽³⁾	UNDER \$1,000	\$1,000 - \$5,000	OVER \$5,000
City Council				X			X
Mayor			X			X	
City Admin		X			X		
Dept Head	X ⁽⁷⁾						

- (6) Expenditures directly related to the primary service activities of the department, excluding Capital Expenditures.
- (7) Authority for commitment to purchase operating supplies and services may be delegated by Department Heads to personnel within their departments, but responsibility resides with Department Head.

CONTRACTS AND AGREEMENTS

AUTHORITY	BUDGETED ITEMS						NON-BUDGETED ITEMS ⁽⁵⁾		
	WITH GOVERNMENTAL AGENCIES ⁽⁸⁾	WITH COMPANIES			WITH CONSULTANTS ⁽⁹⁾	GRANTS ⁽¹⁰⁾	GRANTS ⁽¹⁰⁾ - (MATCHING \$ AND/OR IN-KIND SERVICES)	UNDER \$5,000	OVER \$5,000
		UNDER \$5,000	\$5,000 - \$7,500	OVER \$7,500					
City Council	X					X		X	
Mayor	X			X	X	X	X	X	
City Admin			X						
Dept Head		X							

- (8) Initial contracts and agreements require Council approval; annual renewal or extension of existing contracts and agreements require Mayor's approval.
- (9) Negotiated contracts for architectural and engineering services required (RCW 39.80).
- (10) Approval required at time of application for grant.

PERSONNEL (HIRING)

AUTHORITY	BUDGETED POSITIONS ⁽¹¹⁾			
	(Non-exempt Employees)			(Exempt) ⁽¹²⁾ FULL- OR PART-TIME
	NEW	REPLACEMENT	PART-TIME & TEMPORARY	
Mayor				X
City Admin	X	X	X	
Dept Head ⁽¹³⁾				

- (11) Creating of budgeted position requires Council approval.
- (12) Certain positions require confirmation by City Council (see IMC Chapter 2.08).
- (13) Provides recommendation to City Administrator, following City's selection process/interviews.