

TO: Budget & Finance Committee
FROM: Lisa Parks, City Administrator
DATE: May 23, 2025
SUBJECT: Ordinance No. O2025-006-S1 Amending TMC 2.14 Execution of Contracts and Legal Documents

1) Recommended Action:

Place Ordinance No. O2025-006-S1 Amending TMC 2.14 Execution of Contracts and Other Legal Documents on the June 3, 2025, City Council consideration calendar with a recommendation to adopt.

2) Background:

This is a continuation of the discussion at the March 28, 2025 and April 25, 2025 Budget and Finance Committee meetings. There are two attachments to this staff report:

- Attachment A - "*Ordinance O2025-006-S1 Amending TMC 2.14 - delegation of authority 5.1.25*": an updated draft ordinance incorporating changes that have been made to the original proposal to reflect the discussions that have occurred at the two committee meetings; and,
- Attachment B - "*O2025-006-S1 changes 5.1.25*": which is a document that identifies the changes that have been proposed to the initial draft of this ordinance, based on discussions at these two committee meetings.

Pursuant to RCW 35A.12.190 and RW 35A.11.010, the City, by and through its legislative body, may contract and be contracted with and may purchase, lease, receive or otherwise acquire real and personal property. The City Council may delegate such authority to the Mayor, City Administrator, or other department heads. In 1996, the City Council passed provisions and procedures for approval and execution of City contracts and other documents including delegation for execution of minor contracts. In 2009, the City Council passed Ordinance No. O2009-006, further defining and delegating authority for executing contracts and other legal documents. The City has more than doubled in size since the contracting provisions were reviewed and revised, and the corresponding workload and number of contracts and legal documents has increased. The proposed amendments to the thresholds for contracting and delegation of authority attached as Attachment A would allow for more timely and efficient government operations.

3) Policy Support:

Revising our contracting and delegation of authority thresholds will increase efficiency and help to refine and sustain a great organization.

4) Alternatives:

Direct staff to further revise the proposed ordinance to address committee members' concerns.

5) Fiscal Notes:

N/A – this does not change the City’s budget. It revises contracting and delegation of authority thresholds.

6) Attachments:

A – Ordinance O2025-006-S1 Amending TMC 2.14 - delegation of authority 5.1.25

B - O2025-006-S1 changes 5.1.25