

TO: City Council  
FROM: Lisa Parks, City Administrator  
DATE: June 3, 2025  
SUBJECT: Ordinance No. O2025-006-S1 Amending TMC 2.14 Execution of Contracts and Legal Documents

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1) Recommended Action:

Adopt Ordinance No. O2025-006-S1 Amending TMC 2.14 Execution of Contracts and Other Legal Documents, as recommended by the Budget and Finance Committee at their May 23, 2025 meeting.

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2) Background:

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.

This draft ordinance amendment was reviewed and amended by the Budget and Finance Committee during several meetings including March 28, 2025; April 25, 2025; and May 23, 2025. The attached Ordinance includes all changes requested by the Budget and Finance Committee.

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3) Policy Support:

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

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4) Alternatives:

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

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5) Fiscal Notes:

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

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6) Attachments:

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