

TO: Budget & Finance Committee
FROM: Lisa Parks, City Administrator
DATE: April 25, 2025
SUBJECT: Ordinance No. O2025-006 Amending TMC 2.14 Execution of Contracts and Other Legal Documents

1) Recommended Action:

Place Ordinance No. O2025-006 Amending TMC 2.14 Execution of Contracts and Other Legal Documents on the May 6, 2025, City Council consent calendar with a recommendation to adopt.

2) Background:

This is a continuation of the discussion at the March 28, 2025 Budget and Finance Committee meeting. Staff will have additional information at this meeting to demonstrate which types of agreements and actions would be affected by this policy.

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 Exhibit 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 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 No. O2025-006