



MEDINA, WASHINGTON

AGENDA BILL

October 27, 2025

Subject: Small Works Roster Policy Update

Category: City Business

Staff Contact: Ryan Osada, Public Works Director

Summary

The City utilizes the MRSC Small Works Roster for soliciting bids and awarding public works contracts under RCW 39.04.155. Periodic updates to the City's Small Works Roster Policy ensure compliance with state law and maintain clear, consistent internal procedure.

State law was updated in 2023 with the passage of SSSB 5268 which enacted changes to increase both equity and efficiency in public works procurement, including streamlining the delivery of small public works projects, and setting forth requirements for utilization of small businesses and businesses owned by women and minorities, and allowing for direct contracting with small businesses, which became effective July 1, 2024. In updating the smalls work roster process, it is recommended that this be removed from the code and adopted by resolution which makes the policy and procedures more manageable. Therefore, there are two pieces of legislation for this change:

1. **Ordinance No. 1038** – This repeals Chapter 2.52 from the Medina Municipal Code; and
2. **Resolution No. 452** – This adopts updated small works roster procedures that are consistent with State law.

Together, these proposed updates clarify direct contracting thresholds and use of limited public works processes as well as establishing a rotation policy for selecting contractors from the roster to promote fairness and transparency and updates references to MRSC Rosters and electronic records practices.

This update meets and supports Council's priorities 1 & 3:

1. **Financial Stability and Accountability**
2. Quality Infrastructure
3. **Efficient and Effective Government**
4. Public Safety and Health
5. Neighborhood Character

Attachment(s)

Ordinance No. 1038

Resolution No. 452

Budget/Fiscal Impact: N/A

Recommendation: Staff recommends that the City Council approve the updated Small Works Roster Policy to align with current RCWs, MRSC roster procedures, and the City's contracting practices and that Ch. 2.52 be repealed from the Medina Municipal Code as these policies will now be in a resolution.

City Manager Approval:



Proposed Council Motions:

MOTION 1: Ordinance No. 1038:

"I move adoption of Ordinance No. 1038 relating to public works contracting, repealing Chapter 2.52 of the Medina Municipal Code; providing for severability and corrections, and establishing an effective date."

MOTION 2: Resolution No. 452:

"I move adoption of Resolution No. 452 approving the updated Small Works Roster Policy as presented, establishing procedures for contractor selection, rotation, and documentation consistent with state law."

Time Estimate: 10 minutes