



## City Council Finance & Personnel Committee Meeting Minutes March 20, 2025

*The Finance & Personnel Committee meeting is held using a hybrid model. The public is welcome to attend the meeting in person at City Hall (Second Floor Conference Room) or virtually by using the meeting access link and additional information located on the City's website and on the meeting agenda.*

**Members Present:** Barbara Bitetto, Carla Bowman, Pat Cole (Chair)

**Others Present:** Two in-person attendees, one virtual attendee.

**Staff Present:** City Administrator (CA) Jason Wilson, Deputy City Administrator (DCA) Jeff Steffens, Chief Financial Officer (CFO) Kassandra Raymond

The meeting convened at 4:00 p.m.

### **Committee Business**

**Ordinance No. 2923 Amending Sumner Municipal Code Chapter 2.112:** CA Wilson reviewed the proposed Ordinance and amendments to SMC 2.112 regarding contracting authority. Both CA Wilson and CFO Raymond responded to Committee questions and discussion. Note: Due to a software issue, the agenda materials for this item were not included in the committee packet; hard copies were distributed at the meeting and are attached to these minutes. *Do Pass (Regular Business, April 7, 2025)*

**Motion to Approve Surplus:** DCA Steffens reviewed the proposed surplus and disposal of the following items:

| Item                         | Unit | Est Value  | Reason |
|------------------------------|------|------------|--------|
| Mixed lot of auto body parts | n/a  | \$1,000.00 | Scrap  |

The Committee reviewed and authorized the surplus. *Do Pass for Committee approval.*

**Motion: City Hall Access Control Contract Amendment:** DCA Steffens reviewed the proposed contract amendment, and answered Committee questions. Due to the amendment amount (>5% of the original contract), this purchase requires City Council approval. *Do Pass (Consent Agenda, April 7, 2025)*

**Resolution No. 1716 Donation Acceptance (Ryan House):** CA Wilson reviewed the proposed resolution and donation acceptance memorandum of understanding (MOU) for the Ryan House Level II Historic American Building Survey (HABS) report. *Do Pass (to be scheduled pending acceptance of MOU from the Save the Ryan House community group)*

### **Recruitment and Negotiations Update:**

Recruitment: ASD Steffens provided a verbal update:

- Current open recruitments.
  - Police Officer x2
  - WWTF Operator x2

- WWTF Superintendent
- Pretreatment Technician
- Seasonal Laborers x5
- Interns x4
- Upcoming Recruitments
  - Operations Superintendent
  - Finance Technician
- Negotiations:
  - Staff is currently in negotiations with the Teamsters Union. The Teamsters contract expires at the end of 2024. The negotiation is anticipated to complete in the first quarter 2025.

*Note: All community members left the meeting prior to the sales tax report.*

**Sales Tax Reporting:** CFO Raymond reviewed staff's monthly sales tax analysis. This is a regular reporting item. *No further Committee action required at this time.*

**Other Items:** CFO Raymond gave a brief update on activities pertaining to the Public Works Operations Facility debt issuance process.

With no further items, the meeting adjourned at 5:11 p.m.

Prepared by Chief Financial Officer Cassandra Raymond

**Attachments:**

- Agenda Bill Ordinance 2923 Amending Sumner Municipal Code Chapter 2.112
- Ordinance 2923 Amending Sumner Municipal Code Chapter 2.112



**FINANCE & PERSONNEL COMMITTEE MEETING**

**DATE: March 20, 2025**

**AGENDA BILL: 25-132**

---

**SUBJECT:** Ordinance No. 2923 Amending Sumner Municipal Code Chapter 2.112

**CATEGORY:** Ordinance

---

**BUDGET IMPACT:**

Expenditure Required: None

Within Budget Allocation: N/A

---

**ATTACHMENTS:**

1. Ordinance No. 2923 Contract Code Amendment

---

**STAFF CONTACT:**

---

**SUMMARY BACKGROUND:**

The City needs to update our municipal code related to contract approval authorization. The proposed amendments bring our municipal code in alignment with State Law regarding public works contracting. Additional changes have been made to increase contract approval limits, and provide clarity on which positions are allowed to sign contracts on behalf of the city.

As a reminder, this code authority is granted only if the contract is consistent with the approved biennial budget for the city, and the city's liability under the contract does not exceed available fund balances. All other contracts would still require council approval.

---

**COUNCIL COMMITTEE/STUDY SESSION:** Finance & Personnel Committee

**MEETING/STUDY SESSION DATE:** 3/20/2025

**COMMITTEE RECOMMENDATION:**

**STAFF RECOMMENDATIONS/MOTION:**

Approve Ordinance No. 2923 Amending Sumner Municipal Code Chapter 2.112

**ORDINANCE NO. 2923  
CITY OF SUMNER, WASHINGTON**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SUMNER,  
WASHINGTON, AMENDING SUMNER MUNICIPAL CODE CHAPTER 2.112  
RELATED TO CONTRACT APPROVAL AUTHORIZATION.**

**WHEREAS**, the Sumner City Council determines that the practical needs of the City require that the Administration enter into certain contracts without prior individual approval by the City Council in order to allow the City to function in an orderly manner, and

**WHEREAS**, the municipal code needs updated to reflect current business processes, best practices, and changes to State law.

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF SUMNER,  
WASHINGTON, DO ORDAIN AS FOLLOWS:**

**Section 1.** Sumner Municipal Code Chapter 2.112 shall be amended as follows:

**2.112.010 Contract approval authorization.**

A. The city council authorizes the mayor, city administrator and department directors to enter into and execute on behalf of the city certain types of contracts without individual approval of each contract by the city council. This authority is granted only if the contract is consistent with the approved biennial budget for the city, and the city's liability under the contract does not exceed available fund balances. The contract types authorized by the council include:

| <b>Contract Type</b>       | <b>Maximum<br/>Annual<br/>Contract<br/>Amount*</b> | <b>Mayor/<br/>City<br/>Adminis<br/>trator—<br/>Jointly</b> | <b>Department Director</b> |
|----------------------------|----------------------------------------------------|------------------------------------------------------------|----------------------------|
| Settlement (claims/suits)  | \$15,000                                           | Yes                                                        | No                         |
| Severance agreement        | \$15,000                                           | Yes                                                        | No                         |
| Capital equipment purchase | \$300,000                                          | Yes                                                        | No                         |
| Real property acquisition  | \$15,000                                           | Yes                                                        | No                         |
| Routine agreements         | \$100,000                                          | Yes                                                        | Yes—Up to \$30,000         |

| <b>Contract Type</b>                                                                                                                                                | <b>Maximum Annual Contract Amount*</b>                                                | <b>Mayor/ City Administrator—Jointly</b> | <b>Department Director</b>                                                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|------------------------------------------|----------------------------------------------------------------------------------------|
| <del>Public works contracts</del>                                                                                                                                   | <del>\$350,000**</del>                                                                | <del>Yes</del>                           | <del>Yes—Up to \$75,500 (single craft)<br/><br/>Up to \$116,155 (multiple craft)</del> |
| <del>Goods, services, supplies, materials or equipment</del>                                                                                                        | <del>\$100,000</del>                                                                  | <del>Yes</del>                           | <del>Yes—Up to \$15,000</del>                                                          |
| <del>Professional service agreements</del>                                                                                                                          | <del>\$100,000</del>                                                                  | <del>Yes</del>                           | <del>Yes—Up to \$30,000</del>                                                          |
| <del>Lease agreements for materials, supplies or equipment</del>                                                                                                    | <del>\$15,000</del>                                                                   | <del>Yes</del>                           | <del>Yes</del>                                                                         |
| <del>Contracts which carry out or implement a provision of this code or established city policy, e.g., maintenance or performance bonds for plat improvements</del> | <del>—</del>                                                                          | <del>Yes</del>                           | <del>No</del>                                                                          |
| <del>Amendments***—Service contracts</del>                                                                                                                          | <del>Total contract value after cumulative amendments does not exceed \$100,000</del> | <del>Yes</del>                           | <del>Total contract value after cumulative amendments does not exceed \$30,000</del>   |
| <del>Amendments***—Public works contracts</del>                                                                                                                     | <del>Total contract value after cumulative amendments does not exceed \$350,000</del> | <del>Yes</del>                           | <del>Total contract value after cumulative amendments does not exceed \$50,000</del>   |

| <u>Contract Type</u>                                                                                                                                            | <u>Maximum Annual Contract Amount*</u> | <u>Required / Authorized Signatory</u> |                           |              |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|----------------------------------------|---------------------------|--------------|
|                                                                                                                                                                 |                                        | <u>Department Director</u>             | <u>City Administrator</u> | <u>Mavor</u> |
| <u>Settlement (claims/suits)</u>                                                                                                                                | <u>\$50,000</u>                        |                                        | <u>X</u>                  | <u>X</u>     |
| <u>Severance agreement</u>                                                                                                                                      | <u>\$25,000</u>                        |                                        | <u>X</u>                  |              |
|                                                                                                                                                                 | <u>\$50,000</u>                        |                                        | <u>X</u>                  | <u>X</u>     |
| <u>Capital equipment purchase</u>                                                                                                                               | <u>\$50,000</u>                        | <u>X</u>                               |                           |              |
|                                                                                                                                                                 | <u>\$150,000</u>                       |                                        | <u>X</u>                  |              |
|                                                                                                                                                                 | <u>\$300,000</u>                       |                                        | <u>X</u>                  | <u>X</u>     |
| <u>Real property acquisition</u>                                                                                                                                | <u>\$50,000</u>                        |                                        | <u>X</u>                  | <u>X</u>     |
| <u>Routine agreements</u>                                                                                                                                       | <u>\$50,000</u>                        | <u>X</u>                               |                           |              |
|                                                                                                                                                                 | <u>\$100,000</u>                       |                                        | <u>X</u>                  |              |
|                                                                                                                                                                 | <u>\$150,000</u>                       |                                        | <u>X</u>                  | <u>X</u>     |
| <u>Public works contracts</u>                                                                                                                                   |                                        |                                        |                           |              |
| <u>Single craft</u>                                                                                                                                             | <u>\$150,000</u>                       | <u>X</u>                               |                           |              |
| <u>Multiple craft</u>                                                                                                                                           | <u>\$350,000</u>                       |                                        | <u>X</u>                  |              |
| <u>Goods, supplies, materials or equipment</u>                                                                                                                  | <u>\$50,000</u>                        | <u>X</u>                               |                           |              |
|                                                                                                                                                                 | <u>\$100,000</u>                       |                                        | <u>X</u>                  |              |
|                                                                                                                                                                 | <u>\$150,000</u>                       |                                        | <u>X</u>                  | <u>X</u>     |
| <u>Professional service agreements</u>                                                                                                                          | <u>\$50,000</u>                        | <u>X</u>                               |                           |              |
|                                                                                                                                                                 | <u>\$100,000</u>                       |                                        | <u>X</u>                  |              |
|                                                                                                                                                                 | <u>\$150,000</u>                       |                                        | <u>X</u>                  | <u>X</u>     |
| <u>Lease agreements for materials, supplies or equipment</u>                                                                                                    | <u>\$25,000</u>                        |                                        | <u>X</u>                  |              |
|                                                                                                                                                                 | <u>\$50,000</u>                        |                                        | <u>X</u>                  | <u>X</u>     |
| <u>Contracts which carry out or implement a provision of this code or established city policy, e.g., maintenance or performance bonds for plat improvements</u> |                                        |                                        | <u>X</u>                  | <u>X</u>     |
| <u>Amendments</u>                                                                                                                                               |                                        |                                        |                           |              |
| <u>Professional Service Contracts***</u>                                                                                                                        | <u>\$50,000</u>                        | <u>X</u>                               |                           |              |
|                                                                                                                                                                 | <u>\$100,000</u>                       |                                        | <u>X</u>                  |              |
|                                                                                                                                                                 | <u>\$150,000</u>                       |                                        | <u>X</u>                  | <u>X</u>     |
| <u>Total contract value after cumulative amendments does not exceed:</u>                                                                                        |                                        |                                        | <u>X</u>                  | <u>X</u>     |
| <u>Public works contracts***</u>                                                                                                                                | <u>\$150,000</u>                       | <u>X</u>                               |                           |              |
| <u>Total contract value after cumulative amendments does not exceed:</u>                                                                                        | <u>\$350,000</u>                       |                                        | <u>X</u>                  |              |

\* Including sales or use tax – if applicable.

\*\* May extend over a multi-year period.

\*\*\* The amount of a contract includes all amendments.

1. ~~The City Council shall approve all~~ contracts ~~that are~~ not consistent with the above table, or ~~that~~ are to be paid with unappropriated funds, ~~must be preapproved by the city council.~~

2. ~~It shall be prohibited to~~ ~~The break splitting down of~~ any purchase or contract into units or phases for the purpose of avoiding the maximum dollar amounts ~~outlined herein is prohibited.~~

B. All contracts presented for signature by the mayor and city administrator shall be ~~signed~~ approved by the city attorney as to form and legality.

C. The mayor or city administrator in ~~his or her~~ their discretion may present any contract to the city council for prior approval, even if the contract is allowed to be approved without prior city council approval.

D. Interlocal agreements shall be adopted by resolution and presented to the city council for prior approval, and shall be jointly signed by the mayor and city administrator.

E. Other than the mayor, or their duly authorized designee, no elected or appointed official has the authority to purchase or enter into contracts on behalf of the city. For the purposes of this section, a purchase does not include approved travel, training or per diem reimbursements consistent with the personnel policies.

F. For the purpose of this chapter, “contract” means any agreement creating a legal relationship between the city and another person or entity, or any amendment thereto. (Ord. 2807 § 1, 2022; Ord. 2630 § 1 (part), 2018; Ord. 2559 § 1 (part), 2016)

## **2.112.015** ~~Limited public works process contracts.~~ Small Works Roster Public Works Projects

A. For projects under \$~~50,000~~ 150,000, ~~RCW 39.04.155(3) 39.04.152(4)(b) 39.04.151. and 39.04.152. shall govern~~ allows a limited process of soliciting bids from at least three contractors on the roster; relevant provisions of RCW 39.04 as currently adopted or hereafter amended shall govern.

~~B. Bid guarantees are optional. The contract must be awarded to the lowest responsible bidder.~~

~~C. Retainage and performance and payment bonds may be waived, but limited public works projects are still subject to normal prevailing wage requirements. (Ord. 2807 § 1, 2022; Ord. 2630 § 1 (part), 2018; Ord. 2597 § 1, 2017)~~

## **2.112.020** Emergency contracts.

A. The city council authorizes the mayor or designee to enter into emergency contracts for purchase of materials, supplies, equipment or services using unappropriated funds in emergency situations.

B. “Emergency” means a set of unforeseen circumstances that either:

1. Presents a real, immediate threat to the proper performance of essential functions; or

2. May result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken;

3. For public works projects, may result in a substantial loss to the city if the contract is not immediately entered into.

C. Emergency procurements shall be made with such competition as is practical under the circumstances.

D. A written determination of the basis for the emergency and for the selection of the particular contractor/vendor shall be included in the contract file.

E. A record of each emergency procurement shall be made and shall set forth the contract's name, the amount and type of the contract, and listing of the item(s) procured under the contract, which shall be reported to the council at the next subsequent meeting.

F. If a contract is awarded without competitive bidding due to a declared emergency, the city council must adopt a resolution certifying the emergency situation existed no later than two weeks following the award of the contract. (Ord. 2807 § 1, 2022; Ord. 2630 § 1 (part), 2018; Ord. 2559 § 1 (part), 2016)

#### **2.112.030 Purchasing policy.**

The mayor and city administrator are authorized to develop internal purchasing policies that are consistent with this chapter and state competitive bidding laws. (Ord. 2807 § 1, 2022; Ord. 2630 § 1 (part), 2018; Ord. 2559 § 1 (part), 2016)

#### **2.112.040 Acceptance of public works projects.**

For public works projects under ~~\$75,500~~\$150,000 (single craft) or ~~\$116,155~~\$350,000 (multiple craft), the acceptance date shall be the completion date (as set forth by the APWA Standard Specifications). For public works projects with a total project cost over ~~\$75,500~~\$150,000 (single craft) or ~~\$116,155~~\$350,000 (multiple craft), the city administrator is authorized to accept as complete the public works and improvements performed under any contract awarded hereunder after determining that such work has been satisfactorily completed in accordance with the contract terms thereof. (Ord. 2807 § 1, 2022; Ord. 2630 § 1 (part), 2018)

**Section 2.**     **Severability.** If a section, subsection, paragraph, sentence, clause, or phrase of this ordinance is declared unconstitutional or invalid for any reason by any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance. If the provisions of this ordinance are found to be inconsistent with other provisions of the Sumner Municipal Code, this ordinance is deemed to control.

**Section 3.**     **Effective date.** This ordinance shall take effect five (5) days from the date of publication in the City's official newspaper.

**Section 4.**     **Corrections by City Clerk or Code Reviser.** Upon approval of the city attorney, the city clerk and the code reviser are authorized to make necessary corrections to this ordinance,

including the correction of clerical errors; ordinance, section, or subsection numbering; or references to other local, state, or federal laws, codes, rules, or regulations.

Passed by the City Council and approved by the Mayor of the City of Sumner, Washington, at a regular meeting thereof this 7<sup>th</sup> day of April, 2025.

---

Mayor Kathy Hayden

**ATTEST:**

**APPROVED AS TO FORM:**

---

City Clerk Michelle Converse, CMC

---

Andrea Marquez, City Attorney

*First Reading:*

*Date Adopted:*

*Date of Publication:*

*Effective Date:*