



CITY OF SNOQUALMIE
CITY COUNCIL REGULAR HYBRID MEETING
Monday, June 26, 2023, at 7:00 PM
Snoqualmie City Hall, 38624 SE River Street & Zoom

MAYOR & COUNCIL MEMBERS

Mayor Katherine Ross

Councilmembers: Ethan Benson, Cara Christensen,
Bryan Holloway, Jo Johnson, James Mayhew,
Louis Washington, and Robert Wotton

This meeting will be conducted in person and remotely using teleconferencing technology provided by Zoom.

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Press *6 to mute and unmute.

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CALL TO ORDER & ROLL CALL

PLEDGE OF ALLEGIANCE

AGENDA APPROVAL

PUBLIC HEARINGS, PRESENTATIONS, PROCLAMATIONS, AND APPOINTMENTS

Appointments

1. **AB23-090:** Appointment to Economic Development Commission

Proposed Action: Move to confirm the Mayor's recommendation to appoint Nichole Pas to the Economic Development Commission.

2. **AB23-086:** Interim Fire Chief Appointment

Proposed Action: Move to appoint Michael Bailey as the City of Snoqualmie Interim Fire Chief effective July 1, 2023.

3. Fire Lieutenant Badge Pinning

Presentations

4. Sound Cities Association and Regional Involvement Presentation.

Public Hearings

5. **AB23-076:** Public Hearing on Six Year Transportation Improvement Program.

Proclamations

PUBLIC COMMENTS AND REQUESTS FOR ITEMS NOT ON THE AGENDA

CONSENT AGENDA

- [6.](#) Approve the City Council Meeting Minutes dated June 12, 2023.
- [7.](#) Approve the Claims Approval Report dated June 26, 2023.
- [8.](#) **AB23-077:** Riverwalk Property Acquisition
- [9.](#) **AB23-083:** Awarding RRJ Company a Contract for 2023 Urban Forestry Improvement
- [10.](#) **AB23-084:** Fire Department Strategic Plan Extension Resolution
- [11.](#) **AB23-085:** Madrona Law Group First Amended Agreement

ORDINANCES

COMMITTEE REPORTS

Public Safety Committee:

Community Development Committee:

Parks & Public Works Committee:

- [12.](#) **AB23-076:** Six Year Transportation Improvement Program for the period 2024-2029.

Proposed Action: Move to adopt Resolution No. 1656 Adopting a Six-Year Transportation Improvement Program for the period 2024 through 2029 and authorize the Mayor to sign.

- [13.](#) **AB23-078:** Awarding Prospect Construction Inc. a Contract for the WRF Phase 3 Improvements

Proposed Action: Move to adopt Resolution No. 1655 awarding the Water Reclamation Facility Phase 3 Improvements to Prospect Construction, Inc. and authorize the Mayor to sign.

- [14.](#) **AB23-088:** Awarding Contract for Installation and Site Preparation for Centennial Fields Inclusive Park

Proposed Action: Move to adopt Resolution No. 1657 awarding the site preparation and installation of Centennial Fields - Inclusive Park to NewX Construction and authorize the Mayor to sign.

- [15.](#) **AB23-089:** Awarding Contract for Planning Services for Parks, Recreation, Open Space and Trails Plan (PROST)

Proposed Action: Move to adopt Resolution No. 1658 awarding the contract to update and produce the 2024 Snoqualmie Parks, Recreation, Open Space, and Trails Plan (PROST) to Kimley-Horn and authorize the Mayor to sign.

Finance & Administration Committee:

Committee of the Whole:

REPORTS

16. Mayor's Report
17. Commission/Committee Liaison Reports
18. Councilmember Regional Liaison Updates

EXECUTIVE SESSION

ADJOURNMENT



BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB23-090
June 26, 2023
Appointment

AGENDA BILL INFORMATION

TITLE:	AB23-090: Appointment to the Economic Development Commission	<input type="checkbox"/> Discussion Only
RECOMMENDED ACTION:	Confirm the Mayor's recommendation to appoint Nichole Pas to the Economic Development Commission.	<input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

DEPARTMENT:	Mayor	
STAFF:	City Clerk	
COMMITTEE:	n/a	Meeting Date: n/a
COUNCIL LIAISON:	n/a	
EXHIBITS:	n/a	

SUMMARY

The purpose of this Agenda Bill is to confirm the Mayor's appointments of Nichole Pas to the Economic Development Commission.

Nichole Pas is the new Director of Public Relations & Marketing for Snoqualmie Valley Hospital. She has master's degrees in strategic communications and business administration and a passion for building stakeholder engagement and advancing business priorities. Her experience includes healthcare and non-profit including the Elma Chamber of Commerce.

BACKGROUND

The Economic Development Commission has one vacancy, Position No. 5, whose term expires December 31, 2024.

APPOINTMENT PROCESS

Commission and Committee members are appointed by the Mayor and subject to confirmation by the City Council as outlined in Title 2 of the Snoqualmie Municipal Code.

RECOMMENDED ACTION

Move to confirm the Mayor's recommendation to appoint Nichole Pas to the Economic Development Commission.



BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB23-086
June 26, 2023
Appointment

Item 2.

AGENDA BILL INFORMATION

TITLE:	AB23-086: Interim Fire Chief Appointment	<input type="checkbox"/> Discussion Only
PROPOSED ACTION:	Confirm Michael Bailey as the City of Snoqualmie Interim Fire Chief	<input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

REVIEW:	Department Director	Mike Chambless	6/14/2023
	Finance	n/a	Click or tap to enter a date.
	Legal	n/a	Click or tap to enter a date.
	City Administrator	Mike Chambless	Click or tap to enter a date.

DEPARTMENT:	Fire		
STAFF:	Mike Chambless, Interim City Administrator		
COMMITTEE:	n/a	COMMITTEE DATE: Click or tap to enter a date.	
MEMBERS:	n/a	n/a	n/a
EXHIBITS:			

AMOUNT OF EXPENDITURE	\$ n/a
AMOUNT BUDGETED	\$ n/a
APPROPRIATION REQUESTED	\$ n/a

SUMMARY

Fire Chief Mark Correia is resigning as Fire Chief of the City of Snoqualmie effective June 29, 2023, as he has taken a position in California as the Fire Chief for a Fire District near Santa Cruz. The Mayor has chosen Deputy Chief Mike Bailey to serve as the Interim Fire Chief until a plan to provide for a permanent replacement is made.

BACKGROUND

Deputy Chief Mike Bailey has been with the Snoqualmie Fire Department since January 1999. He has served as a Lieutenant from 2000 to 2014, Captain of Training and Health and Safety from 2014 to 2019, and Deputy Chief of Operations since 2019. He has been in an administrative role as the second in command in the fire department since 2014. Deputy Chief Bailey previously filled in as the Interim Fire Chief for approximately ten months in 2021, while Chief Correia served as the Interim City Administrator.

Deputy Chief Bailey has a Bachelor of Arts in Political Science with an emphasis in Public Administration. He has completed the Executive Fire Officer Program at the National Fire Academy and the Seattle Fire

Department Executive Leadership Academy. Deputy Chief Bailey has been the Accreditation Manager for the department since 2019, preparing quarterly and annual reports required for accreditation and helping to guide the department's reaccreditation in 2024. Over the years, he has represented the department with the County on numerous committees and projects. He currently serves as the chair of the King County Operations Chiefs and a Zone 1 Coordinator, responsible for directing firefighting resources and assets for all fire departments in the zone during working fire responses and other large-scale emergencies.

The Mayor and staff request confirmation of this position as the City's Interim Fire Chief.

PROPOSED ACTION

Move to appoint Michael Bailey as the City of Snoqualmie Interim Fire Chief effective July 1, 2023.



BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB23-076
June 26, 2023
Committee Report

Item 5.

AGENDA BILL INFORMATION

TITLE:	AB23-076: Six Year Transportation Improvement Program for the Period 2024 through 2029	<input type="checkbox"/> Discussion Only
PROPOSED ACTION:	Conduct a Public Hearing and Adopt Resolution No. 1656 Adopting a Six Year Transportation Improvement Program for the Period 2024 through 2029	<input checked="" type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input checked="" type="checkbox"/> Resolution

REVIEW:	Department Director	Jeff Hamlin	Click or tap to enter a date.
	Finance	n/a	Click or tap to enter a date.
	Legal	n/a	Click or tap to enter a date.
	City Administrator	Mike Chambless	Click or tap to enter a date.

DEPARTMENT:	Parks & Public Works		
STAFF:	Dylan Gamble, CIP Manager Jeff Hamlin, Interim Parks & Public Works Director		
COMMITTEE:	Parks & Public Works	COMMITTEE DATE: June 21, 2023	
MEMBERS:	Ethan Benson	Bryan Holloway	Jo Johnson
EXHIBITS:	1. Resolution No. 1656 and Exhibit A – 2024-2029 STIP 2. Six-Year Transportation Improvement Plan 3. Six-Year Transportation Improvement Plan Map 4. Public Hearing Notice		

AMOUNT OF EXPENDITURE	\$ n/a
AMOUNT BUDGETED	\$ n/a
APPROPRIATION REQUESTED	\$ n/a

SUMMARY

INTRODUCTION

This agenda bill presents the City's Six Year Transportation Improvement Plan (TIP) for the period 2024 through 2029. The six-year plan is updated annually. Following public hearing and Council approval, the TIP will be submitted to WSDOT on June 30, 2023.

LEGISLATIVE HISTORY

The 2024-2029 Six-Year Transportation Improvement Plan was discussed at the June 6 and June 20 Parks & Public Works Council Committee meetings. The June 26 Public Hearing was noticed in the Seattle Times on June 13 and June 20.

BACKGROUND

State law requires each city develop a local Six Year Transportation Improvement Plan (TIP) and it be updated annually ([RCW 35.77.010](#)). State law also requires projects be included in the TIP for cities to compete for transportation funding grants from most federal and state sources. Federal grant funded and regionally significant projects from the first three years of the City's TIP are included in the Regional TIP, which is assembled by the Puget Sound Regional Council for King, Kitsap, Pierce, and Snohomish Counties (PSRC). These regional TIPs from around Washington State are then used to inform the State TIP (STIP), which is approved by the Governor and then submitted to the Federal Highway Administration and Federal Transit Authority for their review and approval.

BUDGET IMPACTS

The TIP update is required by law and while it does provide planning estimates of federal, state and local costs for each project, there is neither a commitment nor a requirement that these be secured or obligated at this time. Consequently, there is no budget impact by approval of the TIP.

NEXT STEPS

Following Council approval, the TIP will be filed on the Secure Access Washington website and submitted to the Washington State Department of Transportation.

PROPOSED ACTION

- 1) Conduct a Public Hearing on the 2024-2029 Six Year Transportation Improvement Plan
- 2) Move to adopt Resolution No. 1656 Adopting a Six Year Transportation Improvement Program for the Period 2024 through 2029 and authorize the Mayor to sign.

RESOLUTION NO. 1656

A RESOLUTION OF THE CITY COUNCIL OF CITY OF SNOQUALMIE, WASHINGTON ADOPTING A SIX YEAR TRANSPORTATION IMPROVEMENT PROGRAM (TIP) FOR THE PERIOD 2024 THROUGH 2029

WHEREAS, the City of Snoqualmie is required by RCW 35.77.010 and RCW 36.81.121 to annually update its Transportation Improvement Program for a six year period and file a copy of the adopted program with the Secretary of Transportation; and

WHEREAS, a Public Hearing was held on June 26, 2023, for public input on the Plan.

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF SNOQUALMIE AS FOLLOWS:

That the Six Year Transportation Improvement Program for the Period 2024 through 2029, as set forth in Exhibit A attached hereto, is hereby approved and adopted.

Passed, by the City Council of the City of Snoqualmie, Washington, this 26th day of June 2023.

Katherine Ross, Mayor

Attest:

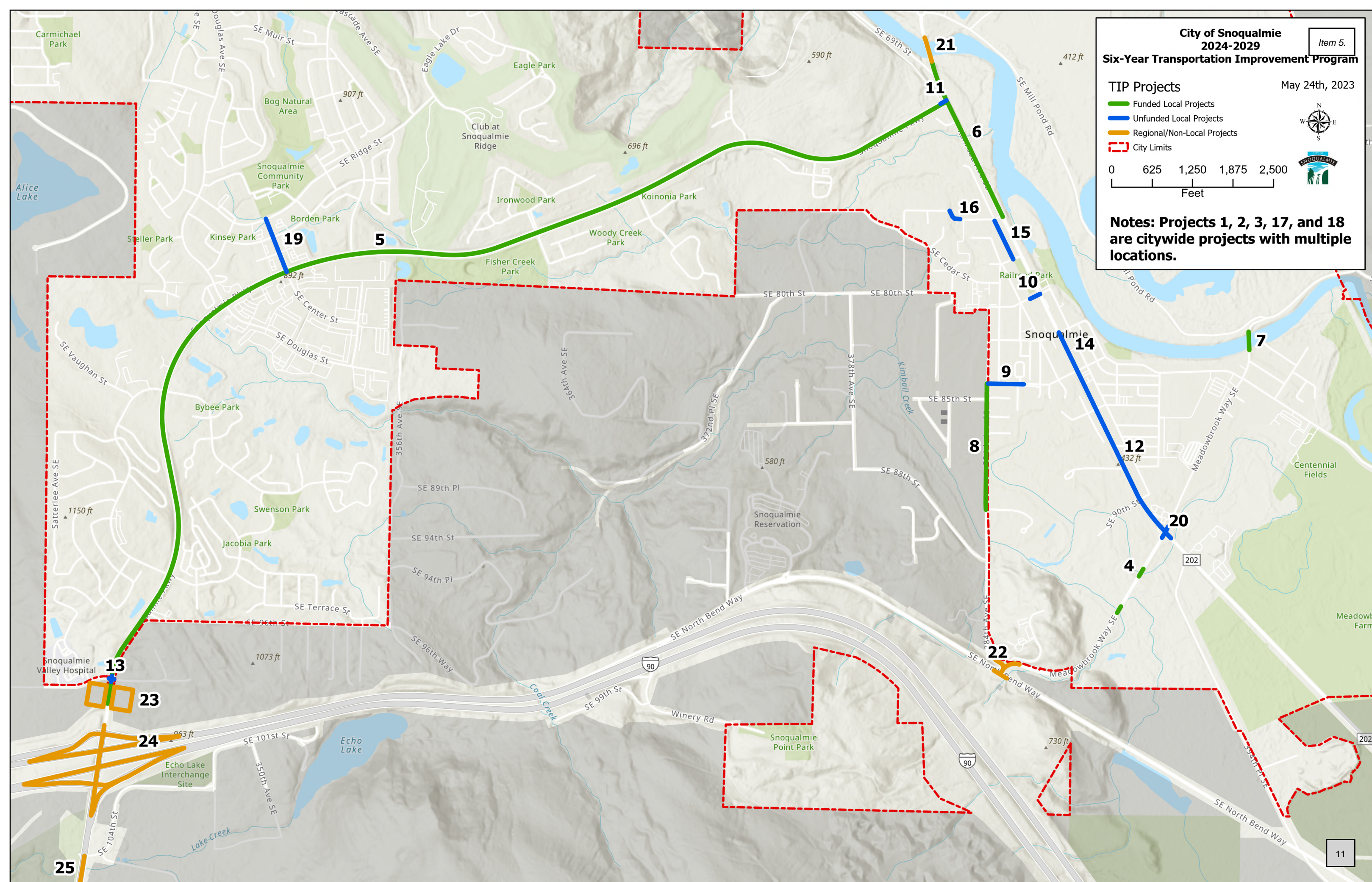
Deana Dean, City Clerk

Approved as to form:

David Linehan, Interim City Attorney

City of Snoqualmie 2024-2029 Six-Year Transportation Improvement Program										
						TIP Funding Range		Project Costs		
TIP #	CIP #	Priority	Project Type	Project or Program Name	Description	Starts	Finish	Local	Outside Funding	Total
Projects and programs currently fudneded and identified with the adopted 2023-2028 CIP										
1	TRN20001CIP	19	MPR	Street Resurfacing Program	Provide city wide street resurfacing based on pavement condition score. The goal of this program is to rehabilitate City streets and alleys in a comprehensive and systematic way before they require extensive reconstruction.	2024	2028	\$ 3,527,000.00	NA	\$ 3,527,000.00
2	TRN20002CIP	20	MPR	Sidewalk Replacement Program	This program will fund the community outreach, design and replacement of sidewalks in neighborhoods throughout the city.	2024	2028	\$ 1,367,000.00	NA	\$ 1,367,000.00
3	TRN21001CIP	21	PD	Americans with Disabilities Act (ADA) Program	This program will evaluate and provide for ADA accessibility on public properties within the City where necessary.	2024	2028	\$ 272,000.00	NA	\$ 272,000.00
4	TRN22001CIP	2	MPR	Kimball Creek Bridges 1413B & 1413C repair or replacement along SE Meadowbrook Way	Design and construction. This project will repair or replace the two structurally deficient bridge crossings on SE Meadowbrook Way (Kimball Creek Bridges 1413B and 1413C). The design provides an outline of services to assist the City with the full design, environmental permitting, engineering studies and reports, agency coordination, and grant applications associated with the box culvert design and installation components of the project. Staff continues to apply and present to PSRC for construction funding.	2023	2024	\$ 1,376,346.00	\$ 195,000.00	\$ 1,571,349.00
5	TRN23002CIP	1	MPR	Snoqualmie Parkway Pavement Rehabilitation	Grind and overlay with HMA from SR 202 (railroad Ave SE) to the city limits along Snoqualmie Parkway, including the intersections of, SE Center St, and SE Swenson St, update sidewalks and sidewalk ramps per ADA guidelines, replace traffic loops, update signing, and traffic control.	2023	2024	\$ 1,400,000.00	\$ 5,000,000.00	\$ 6,400,000.00
6	PUW20003CIP	4	PBI	Town Center Improvement Project - Phase 3	Design and construction. Town Center Phase 3 centers on SR202 (Railroad Avenue) between SE Northern Street and the Snoqualmie River Bridge. This project will provide an upgraded ADA compliant multi-use path, utility improvements, roadway and trail illumination, and add connections to local and regional trail systems providing mobility between existing and proposed population centers in and around Historic Snoqualmie and Snoqualmie Falls. The project includes a new trail bridge over Kimball Creek.	2021	2027	\$ 3,511,995.00	\$ 4,170,005.00	\$ 7,682,000.00
7	TBD	3	MPR	Meadowbrook Bridge Repair or Replacement	Design and construction. This project will provide ongoing maintenance of the Meadowbrook Bridge including structural welding and repairs, painting, and load rating update. Bridge replacement will be considered as part of design alternatives.	2023	2026	\$ 997,000.00	\$ 20,000,000.00	\$ 21,000,000.00
8	TBD	5	MPR	384th Sidewalk Improvements	384th ave between Newton and Kimball Creek Dr will be replaced as part of a sewer main replacement. Included with the roadway replacement the City will construct a sidewalk along East side of 384th.	2023	2024	TBD	\$ 500,000.00	TBD
Projects currently unfunded but identified as alternative or future projects/programs										
9	NA	6	ROAD	Newton Street connection	Design and construct the connection from the end of the Delta, Newton, Railroad Pl Project. This will finalize the "complete streets" construction along Newton from SR202 and 384th. Construction of the through street includes curb, gutter, ADA sidewalks and ramps, stormwater, water, and sanitary sewer improvements, and paving.	2023	2025	NA	NA	NA
10	NA	10	TOSP	King Street Rail Crossing Improvements	This project will widen this two-track railroad crossing to add a sidewalk for pedestrian access to the city park and improve safety for pedestrians and cyclists. Existing asphalt crossing surfaces will be replaced with concrete. At present, there is no safe or legal pedestrian access to the park because there is no sidewalk and no railroad crossing. Consequently, park users walk across the tracks.	2023	2024	\$ 37,000.00	\$ 746,000.00	\$ 783,000.00
11	TBD	9	TOSP	Snoqualmie Parkway Rail Crossing Improvements	This project will improve safety at this railroad crossing of the principal arterial roadway that receives significant northbound traffic from SR 18. This project will widen sidewalks on each end of the crossing and route pedestrian traffic behind the crossing gates so no one is trapped between a gate and a moving train. The sidewalk on east side of crossing will be widened from 4 feet to 8 feet to accommodate pedestrian surges from the adjacent Gateway Park use as summertime overflow parking for Snoqualmie Falls.	2023	2024	\$ 75,000.00	\$ 1,327,000.00	\$ 1,402,000.00
12	NA	13	ROAD	Town Center Improvement Project - Phase 4	Phase 4 improves Railroad Ave (SR 202) from Newton St to Meadowbrook Way, and completes the downtown corridor. Project would improve lane width and intersection channelization, upgrade utilities, provide a multi-use path, add parking access, street lighting, streetscape, traffic calming, conversion of and underground overhead utilities, and pavement rehabilitation.	TBD	TBD	TBD	NA	NA
13	NA	15	ROAD	Snoqualmie Parkway and SE 99 St Intersection Improvements	This project will provide design and construction of traffic and intersection improvements on the Snoqualmie Parkway at the SE 99th Street Intersection.	TBD	TBD	TBD	NA	NA
14	NA	14	TOSP	Town Center South Parking	The project would seek to replace and improve the parking arrangement along Railroad Ave/SR 202 south of River St. Improvements would include parking realignment, curbs, stormwatyer improvements, and street beatification. In addition, safety related structures such as improved sidewalk, ADA ramps, pedestrian signals, and striping will be included.	TBD	TBD	\$ 889,441.00	NA	\$ 889,441.00
15	NA	11	ROAD	Town Center North Improvement Project	This project would repave or reconstruct Railroad Pl. and the related parking lot between SE Fir St. and SE Northern St, adding a pedestrian activated signal and crosswalk on Railroad Ave(SR202). Improvements to gateway signage leading to Downtown, drainage improvements, landscaping, and traffic calming measures will also be included.	TBD	TBD	\$ 2,379,857.00	NA	\$ 2,379,857.00
16	NA	23	MPR	Northern St. Culvert Project	This project would evaluate replacement and upgrade potential for the culvert below Northen St. Replacement of the culvert will include replacement of the above roadway and any adjoining sidewalks.	TBD	TBD	\$ 4,597,450.00	NA	\$ 4,597,450.00
17	NA	22	PD	Roadway Culvert Inventory and repair	This project would produce an inventory of all City owned and maintain roadway culverts and condition.	TBD	TBD	NA	NA	NA
18	NA	12	PD	Complete Streets and Safety Improvements	This program will identify improvements to improve safety and support mobility for all users. Projects could include improvements to bicycle lanes, public transportation infastructure, crossing upgrades, pedestrian signals, curb extensions, modified vehicle travel lanes, streetscape, and landscape treatments.	TBD	TBD	NA	NA	NA
19	NA	24	ROAD	Ridge Marketplace Placemaking Project	This project would construct a gateway arch over Center Blvd. SE, suspend lights across the street, and add banners, pedestrian benches, and additional flowering baskets to the streetscape.	TBD	TBD	\$ 480,779.00	NA	\$ 480,779.00
20	NA	18	ROAD	Meadowbrook Way and SR 202 Intersection Improvements	Provide for the necessary loops, signal timing and striping to add to the left turn lanes at the intersection for improved safety	TBD	TBD	TBD	NA	NA
Other Regional or outside agency-led projects or programs the City may choose to participate in or support										
21	NA	16	MPR	SR 202 Snoqualmie River Bridge	Replace and widen the SR 202 Bridge	TBD	TBD	TBD	NA	NA
22	NA	25	ROAD	SE North Bend Way Roundabout Project	Replacement of the intersection arrangement of North Bend Way, Meadowbrook Ave, and 384th Ave SE with a roundabout.	TBD	TBD	TBD	NA	NA
23	NA	17	TOSP	Metro Park and Ride Facility	This project will fund a regional metro transit park and ride	TBD	TBD	TBD	NA	NA
24	NA	7	MPR	I-90 Interchange Replacement	Design and construction of new interchange	TBD	TBD	TBD	NA	NA
25	NA	8	MRP	SR 18 Widening	widening a 5-mile section of SR 18 between Issaquah-Hobart Road and Deep Creek	TBD	TBD	TBD	NA	NA

Legend		Color Legend
Category acronym	Category Names (Description)	Projects included and funded with the adopted 2024-2029 Capital Improvement Plan
		Projects currently unfunded but identified as alternative or future projects/programs
TOSP	Traffic Operations and Safety Projects	Other Regional or outside agency-led projects or programs the City may choose to participate in or support
MPR	Maintenance, Preservation, and Repair	
ROAD	streetscape and ROAD improvements	
PED	PEDestrian and bicycle improvements	
PD	Planning and Design	





CITY COUNCIL ROUNDTABLE MEETING MINUTES

CITY COUNCIL REGULAR MEETING MINUTES

June 12, 2023

ROUNDTABLE MEETING

CALL TO ORDER & ROLL CALL: Mayor Ross called the Roundtable Meeting to order at 6:00 pm.

City Council: Councilmembers Ethan Benson, Rob Wotton, Bryan Holloway, James Mayhew, Louis Washington, and Cara Christensen.

Mayor Ross was also present.

It was moved by CM Mayhew, seconded by CM Holloway to excuse CM Johnson's presence which was unanimously approved.

City Staff Present: Mike Chambless, Interim City Administrator; Deana Dean, City Clerk; Emily Arteche, Community Development Director; Jennifer Ferguson, Finance & HR Director; Drew Bouta, Budget Manager; Danna McCall, Communications Coordinator (remote); and Andy Latham, IT Support.

AGENDA APPROVAL

It was moved by CM Wotton, seconded by CM Holloway to:

Approve the agenda.

PASSED: 6-0 (Benson, Wotton, Holloway, Mayhew, Washington, Christensen)

SPECIAL BUSINESS

1. Housing Policy Strategy Discussion. Director Arteche led the discussion on housing policy strategies and managing growth expectations. Discussion followed.

CM Johnson appeared at 6:02 pm.

CM Holloway moved to adjourn the Roundtable Meeting, seconded by CM Johnson and unanimously approved.

Roundtable meeting ended at 6:35 pm.

REGULAR MEETING

CALL TO ORDER: Mayor Ross called the Regular Meeting to order 7:00 pm

City Council:

Mayor Katherine Ross, Councilmembers Ethan Benson, Rob Wotton, Bryan Holloway, James Mayhew, Louis Washington, Cara Christensen, and Jolyon Johnson were present.

City Staff:

Mike Chambless, Interim City Administrator; David Linehan, Interim City Attorney; Jen Ferguson, Finance and HR Director; Deana Dean, City Clerk; Jeff Hamlin, Interim Parks and Public Works Director (remote); Brian Lynch, Police Captain; Emily Arteche, Community Development Director; Drew Bouta, Budget Manager; Carson Hornsby, Management Analyst; Mike Bailey, Deputy Fire Chief; and Andy Latham, IT Support.

PLEDGE OF ALLEGIANCE**AGENDA APPROVAL**

It was moved by CM Holloway; seconded by CM Christensen to:

Approve the agenda as amended.

PASSED: 7-0 (Benson, Wotton, Holloway, Mayhew, Washington, Christensen, Johnson)

CM Holloway moved to remove the Sound Cities Association Presentation as the presenter is not available this evening and AB23-077 Riverwalk Property Acquisition to return to committee; seconded by CM Johnson which passed unanimously.

PUBLIC HEARINGS, PRESENTATIONS, PROCLAMATIONS, AND APPOINTMENTS**PUBLIC COMMENTS AND REQUESTS FOR ITEMS NOT ON THE AGENDA – None.****CONSENT AGENDA**

3. Approve the City Council Meeting Minutes dated May 22, 2023.
4. Approve the Claims Approval Report dated June 12, 2023.
5. **AB23-081:** Fireworks Stand Permit - J&M LLC
6. **AB23-082:** Fireworks Stand Permit - Impact Ministries

It was moved by CM Benson; seconded by CM Holloway to:

Approve the consent agenda.

PASSED: 7-0 (Benson, Wotton, Holloway, Mayhew, Washington, Christensen, Johnson)

ORDINANCES

8. **AB23-068:** 2023-2024 Biennial Budget Amendment, Second Reading of Ordinance 1277. Summary read into the record by CM Holloway.

It was moved by CM Holloway; seconded by CM Washington to:

Adopt Ordinance 1277 Amending the 2023-2024 Biennial Budget.

PASSED: 7-0 (Benson, Wotton, Holloway, Mayhew, Washington, Christensen, Johnson)

COMMITTEE REPORTS

Community Development Committee: No report.

Public Safety Committee: No report.

Parks & Public Works Committee: CM Benson commented on Riverview Park.

Finance & Administration Committee: No report.

Committee of the Whole: No report.

REPORTS

12. Mayor's Report:

- Grand re-opening ceremony for Riverview Park, which is an inclusively designed park with a train theme, was last Friday and attended by Councilmembers Benson and Christensen.
- The Mt Si High School senior graduation parade was Saturday evening. There were over 80 vehicles escorted by both Snoqualmie Police and Fire Departments with approximately 200 seniors participating and hundreds of friends of family came out to celebrate.
- She attended a meeting organized by King County Councilmember Perry's office with Snoqualmie Valley Mayors and representative from King County Metro. Metro will be implementing several programs that will have a positive impact on our residents, students, and commuters.
- There is an opportunity to provide input on King County sub-area plan that will outline a 20-year vision. You can go to the King County local services website and provide your input.
- Chief Mark Correia has accepted a position with a Fire Protection District in California. The Mayor noted the many great things Chief has done for Snoqualmie Fire and wishes him the best in this next step in his career. Deputy Chief Bailey will be appointed Interim Fire Chief at the June 26, 2023, Council meeting.

13. Commission/Committee Liaison Reports:

- CM Mayhew provided an update on the PRSC Economic Development District Board.
- CM Johnson provided an update on the Planning Commission and Additional Dwelling Units (ADU's).
- CM Christensen noted there is an SCA Lunch and Learn this Friday on overdose trends and response.
- CM Wotton commented on King County Dept of Local Services discussion on creating a Snoqualmie Valley Economic Alliance with all the cities. He also provided an update on the Snoqualmie Valley Housing Task Force.

14. Department Reports:

- May 2023 Department Reports were reviewed by Mike Chambless, Interim City Administrator.

EXECUTIVE SESSION

Executive Session pursuant to RCW 42.30.140(4)(b) for the planning or adoption of a strategy or position to be taken during the course of any collective bargaining proceedings, or reviewing the proposals made in the negotiations or proceedings lasting approximately 30 minutes.

and

Executive Session pursuant to RCW 42.30.110(1)(i) to discuss (i) Litigation that has been specifically threatened to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party; and/or (iii) Litigation or legal risks of a proposed action or current practice that the agency has identified when public discussion of the litigation or legal risks is likely to result in an adverse legal or financial consequence to the agency lasting approximately 10 minutes.

Mayor Ross stated possible action would occur following Executive Session which was expected to end at 8:10 pm.

Executive Session commenced at 7:30 pm.

At 8:07 pm, Executive Session was extended until 8:25 pm.

At 8:20 pm, Executive Session was extended until 8:35 pm.

At 8:31 pm, Council resumed open session.

It was moved by CM Johnson; seconded by CM Washington to:

Approve the settlement agreement between the cities of Snoqualmie and Duvall in the amount of \$40,026.19.

PASSED: 5-2 (Wotton, Holloway, Washington, Christensen, Johnson)

ADJOURNMENT

It was moved by CM Wotton; seconded by CM Washington to:

Adjourn the meeting.

PASSED: 7-0 (Benson, Wotton, Holloway, Mayhew, Washington, Christensen, Johnson)

Meeting was adjourned at 8:32 pm.

CITY OF SNOQUALMIE

Katherine Ross, Mayor

Attest:

Deana Dean, City Clerk



Finance & Human Resources Department

Item 7.

Jennifer Ferguson, Director
38624 SE River St. | PO Box 987
Snoqualmie, Washington 98065
(425) 888-1555 | jferguson@snoqualmiewa.gov

To: City Council
Finance & Administration Committee

From: Jerry Knutsen, Financial Services Manager

Date: June 26, 2023

Subject: CLAIMS REPORT
Approval of payments for the period: May 31, 2023 through June 8, 2023

BACKGROUND

Per RCW 42.24.080, all claims presented against the city by persons furnishing materials, rendering services, or performing labor must be certified by the appropriate official to ensure that the materials have been furnished, the services rendered, or the labor performed as described, and that the claims are just, due, and unpaid obligations against the city, before payment can be made. Expedited processing of the payment of claims when certain conditions have been met allows for the payment of claims before the legislative body has acted to approve the claims when: (1) the appropriate officers have furnished official bonds; (2) the legislative body has adopted policies that implement effective internal control; (3) the legislative body has provided for review of the documentation supporting the claims within a month of issuance; and (4) that if claims are disapproved, they shall be recognized as receivables and diligently pursued. The City of Snoqualmie meets all requirements of this state law.

Pursuant to Snoqualmie Municipal Code (SMC) Chapter 3.85, all Claims, Demands and Vouchers against the city, provides that the Finance Director or her designee will examine all claims prior to payment and provide periodic reporting of the payments to the City Council for final approval. Per SMC 3.85.040, to meet these requirements, the Finance Director schedules payment of claims and payroll for monthly Finance & Administration Committee review followed by full City Council approval on the consent agenda. Per SMC 3.85.050, documentation supporting claims paid and the Finance Director's written report are made available to all city council members at City Hall for 48 hours prior to the Finance & Administration Committee meeting. Following the 48-hour review period, the Finance & Administration Committee considers the claims as part of its regular agenda and recommends to the full city council whether to approve or disapprove the claims. Consistent with these requirements, this report seeks City Council approval of payment of claims and payroll batches summarized in the table below.

ANALYSIS

All payments made during these periods were found to be valid claims against the city. Details are available in documentation provided for City Council review prior to the Finance & Administration Committee meeting. The City's internal controls include certification of the validity of all expenditures by the appropriate department and an internal audit conducted by designated finance department staff who review all claims and payroll payments. Staff performs system validation and exception reviews to validate payroll records. The Finance Director performs a random sampling review of supporting documentation for claims payments to ensure validity, as well as regularly reviews its processes to ensure appropriate internal controls are in place.

The City issues disbursements for claims and payroll via the following methods:

- Warrant: paper negotiable instruments, very much like, although legally distinct from, checks
- Commercial Credit Card: as authorized by Financial Management Policy
- Electronic Funds Transfer (EFT). EFTs are electronic banking transactions (no paper instrument) of two basic

types: (1) Automated Clearing House (ACH) for Electronic Fund Transfer (EFT) and (2) Wire Transfers a direct transfer between bank accounts

The following table summarizes the claims and payments authorized by the Finance Director:
 The foregoing amounts were budgeted in the 2023-2024 biennial budget, and sufficient funds to cover these payments, as appropriate.

CITY OF SNOQUALMIE

Disbursements for Council Approval

Claims, Payroll and Miscellaneous

CLAIMS

Batch ID	Date	Warrants			ACH		CLAIMS TOTAL
		From #	Thru #	Amount	Qty	Amount	
26	6/1/2023	61467	61518	\$ 174,868.52	52	\$ 174,868.52	
27	6/1/2023	61447	61447	\$ 1,642.11	1	1,642.11	
28	6/8/2023	62622	62694	\$ 379,221.81	73	379,221.81	
						-	
						-	
						-	
Grand Total						555,732.44	

PAYROLL (including Payroll Benefits)

Batch ID	Date	Warrants			ACH		PAYROLL TOTAL
		From #	Thru #	Amount	Qty	Amount	
PVS-2023	5/31/2023	61434	61446	\$ 76,792.26	10	\$ 647,876.02	
						\$ 724,668.28	
						-	
						-	
						-	
						-	
Grand Total						724,668.28	

MISCELLANEOUS DISBURSEMENTS

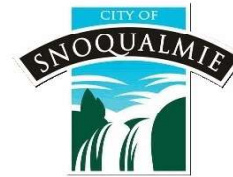
Date	Description	ACH Amount	Wire Amount	MISC TOTAL
6/1/2023	Merchant Card Fees - Bankcard	\$ 7,458.05		\$ 7,458.05
6/1/2023	2021 LTGO Refunding Bond Interest Payment	\$ 16,435.75		16,435.75
6/1/2023	2017 Utility Revenue Refunding Bond Interest Paym	\$ 20,475.73		20,475.73
6/1/2023	2018 Utility Revenue Bond Interest Payment	\$ 573,553.13		573,553.13
6/2/2023	Merchant Card Fees - Bluefin	\$ 320.25		320.25
6/2/2023	Merchant Card Fees - Merchant Transact	\$ 763.81		763.81
6/5/2023	Merchant Card Fees - American Express	\$ 978.72		978.72
6/6/2023	Navia - 2022 HRA Plan Reimbursements	\$ 233.82		233.82
6/6/2023	Navia - 2023 FSA Plan Reimbursements	\$ 609.52		609.52
6/6/2023	Navia - 2023 HRA Plan Reimbursements	\$ 3,204.35		3,204.35
				-
Grand Total				624,033.13

Total

1,904,433.85

Accounts Payable

Blanket Voucher Approval Document



#26

User: itreptow
 Printed: 06/01/2023 - 3:29PM
 Warrant Request Date: 6/1/2023
 DAC Fund:

Batch: 00001.06.2023 - 6-1-23 Check Run

City of Snoqualmie

Claims presented to the City to be paid in the amount of \$ 174,868.52
 for claims warrants numbered 61467 through 61518 & dated 6/1/2023.

Line	Claimant	Voucher No.	Amount
1	911 SUPPLY INC	000061467	385.89
2	A & H EMBROIDERY	000061468	603.47
3	AFTERMATH	000061469	875.00
4	AMAZON CAPITAL SERVICES	000061471	1,073.60
5	ALPINE PRODUCTS INC	000061470	70.90
6	AWC (COBRA) - Employee Benefit Trust	000061472	1,812.89
7	BRUCE DEES & ASSOCIATES	000061473	1,275.00
8	Buelna,Becky	000061474	35.44
9	CALLAWAY AUTO GLASS INC	000061475	1,720.89
10	CDW GOVT INC	000061476	2,703.04
11	Correctional Industries	000061482	90.00
12	Complete Office (Fin Acct)	000061479	47.18
13	CITY OF ISSAQUAH FINANCE DEPT	000061478	48,755.16
14	Complete Office (PD Acct)	000061480	103.44
15	Corporate Payment Systems	000061481	16,614.24
16	CENTRAL WELDING SUPPLY	000061477	54.83
17	ECMS	000061483	225.91
18	Evergreen Ford, Inc.	000061484	427.94
19	Grainger	000061485	2,997.58
20	The Grange Supply, Inc.	000061508	467.87
21	Home Depot	000061487	136.89
22	Issaquah Honda Kubota	000061488	596.52
23	Ren,Justin	000061503	519.72
24	KING COUNTY FIRE DIST 27	000061490	2,997.12
25	KING COUNTY RADIO COMM SVCS	000061491	3,969.72
26	KING COUNTY DIRECTORS ASSN PURCHASING CO	000061489	462.39
27	KING COUNTY RECORDERS OFFICE (UB)	000061492	78.00
28	KPG PSOMAS, INC	000061493	40,571.75
29	LN Curtis & Sons	000061494	523.44
30	Macdonald-Miller	000061495	4,335.74
31	Matzke Polygraph, LLC	000061496	450.00
32	Motorola Solutions, Inc.	000061497	5,673.34
33	North Bend Auto Parts, Inc. (Gen.)	000061498	24.22
34	Pre-Employ.com	000061499	29.80
35	Pride Electric Inc.	000061500	970.18
36	Puget Sound Energy	000061501	2,598.33
37	Puget Sound Regional Fire Authority	000061502	161.14
38	Robert Half	000061504	3,515.00
39	Seattle Automotive Distributing	000061505	507.10
40	The Seattle Times	000061509	1,471.80
41	Stericycle, Inc.	000061506	290.33

Page Total: \$150,222.80

Line	Claimant	Voucher No.	Amount	Item 7.
42	Summit Law Group	000061507	8,346.99	
43	Herc Rentals Inc.	000061486	2,776.95	
44	Turf Star, Inc.	000061511	189.43	
45	Uline	000061512	1,791.42	
46	Valley Defenders, PLLC	000061513	6,650.00	
47	Verizon (PD)	000061515	2,069.08	
48	Van Ness, Feldman, LLP	000061514	1,023.50	
49	Walker, Janna	000061516	797.24	
50	Washington Association of Public Records Officers	000061517	65.00	
51	Thomson Reuters - West Pymt. Center	000061510	868.59	
52	Westlake Ace Hardware	000061518	67.52	
			Page Total:	\$24,645.72
			Grand Total:	\$174,868.52

Accounts Payable

Check Detail

User: itreptow
Printed: 06/01/2023 - 3:34PM



Item 7.

Check Number	Check Date				Amount
911 supp - 911 SUPPLY INC Line Item Account					
61467	06/01/2023				
Inv	INV-2-29156				
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>			
05/17/2023	Belt keepers & training pants - B. Lynch	001-08-009-521-22-31-050			112.03
Inv INV-2-29156 Total					112.03
Inv	INV-2-29228				
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>			
05/18/2023	Long-sleeve shirt & Pants - B. Lynch	001-08-009-521-22-31-050			273.86
Inv INV-2-29228 Total					273.86
61467 Total:					385.89
911 supp - 911 SUPPLY INC Total:					385.89
a & h - A & H EMBROIDERY Line Item Account					
61468	06/01/2023				
Inv	17028				
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>			
05/17/2023	Yearly Clothing for Finance/HR employees	001-06-007-514-23-23-100			603.47
Inv 17028 Total					603.47
61468 Total:					603.47
a & h - A & H EMBROIDERY Total:					603.47
afmath - AFTERMATH Line Item Account					
61469	06/01/2023				
Inv	JC2023-1105				
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>			
05/11/2023	Biohazard cleaning of vehicle 105 23S-1884	001-08-009-521-22-41-000			475.00
Inv JC2023-1105 Total					475.00
Inv	JC2023-7414				
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>			

05/11/2023	Biohazard cleaning of holding cell related to 23S-1884	001-08-009-521-22-41-000	400.00
Inv JC2023-7414 Total			400.00
61469 Total:			875.00
afmath - AFTERMATH Total:			875.00
ap - ALPINE PRODUCTS INC Line Item Account			
61470	06/01/2023		
Inv	TM-216334		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/16/2023	Wheel Spikes	001-16-035-542-30-31-300	70.90
Inv TM-216334 Total			70.90
61470 Total:			70.90
ap - ALPINE PRODUCTS INC Total:			70.90
amazoncap - AMAZON CAPITAL SERVICES Line Item Account			
61471	06/01/2023		
Inv	1CKT-MGHR-9YWM		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/09/2023	Moulage, trash bag, stamp	001-09-014-522-20-31-910	324.41
Inv 1CKT-MGHR-9YWM Total			324.41
Inv	1F61-4JWG-H1YV		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/18/2023	Security cameras & recorders for City Hall	510-24-053-518-20-31-000	718.71
Inv 1F61-4JWG-H1YV Total			718.71
Inv	1LPM-1MMQ-VHRF		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/08/2023	Laminating sheets	001-09-014-522-10-31-000	30.48
Inv 1LPM-1MMQ-VHRF Total			30.48
61471 Total:			1,073.60
amazoncap - AMAZON CAPITAL SERVICES Total:			1,073.60
awccobra - AWC (COBRA) - Employee Benefit Trust Line Item Account 001-06-007-514-23-22-200			
61472	06/01/2023		

Inv MS Jun-23

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/22/2023	Cobra payment for Mike Sauerwein for June Coverage BSI #360037	001-01-001-513-10-22-200	1,812.89
Inv MS Jun-23 Total			1,812.89

61472 Total:

1,812.89

awccobra - AWC (COBRA) - Employee Benefit Trust Total:

1,812.89

bda - BRUCE DEES & ASSOCIATES Line Item Account

61473 06/01/2023

Inv 6606

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/05/2023	Design - Centennial fields inclusive park	310-12-609-594-76-41-060	1,275.00
Inv 6606 Total			1,275.00

61473 Total:

1,275.00

bda - BRUCE DEES & ASSOCIATES Total:

1,275.00

BUELNA B - Buelna, Becky Line Item Account

61474 06/01/2023

Inv REIMB B. BULENA

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/25/2023	Per diem and mileage for Significant changes to 2021 ICC IRC	001-15-034-558-50-43-000	35.44
Inv REIMB B. BULENA Total			35.44

61474 Total:

35.44

BUELNA B - Buelna, Becky Total:

35.44

callaway - CALLAWAY AUTO GLASS INC Line Item Account

61475 06/01/2023

Inv 13208

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/24/2023	Vehicle & equipment windsheild repair/replacment	501-23-051-548-68-48-000	54.45
Inv 13208 Total			54.45

Inv 13209

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/24/2023	Vehicle & equipment windsheild repair/replacment	501-23-051-548-68-48-000	54.45
Inv 13209 Total			54.45

Inv 13211

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/24/2023	Vehicle & equipment windsheild repair/replacment	501-23-051-548-68-48-000	442.67

Inv 13211 Total	442.67
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Inv 13212

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/24/2023	Vehicle & equipment windsheild repair/replacment	501-23-051-548-68-48-000	515.97

Inv 13212 Total	515.97
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Inv 13213

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/24/2023	Vehicle & equipment windsheild repair/replacment	501-23-051-548-68-48-000	653.35

Inv 13213 Total	653.35
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61475 Total:	1,720.89
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callaway - CALLAWAY AUTO GLASS INC Total:

1,720.89

cdwg - CDW GOVT INC Line Item Account

61476 06/01/2023

Inv GZ96454

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/25/2023	PW: Laptop	417-13-200-594-31-31-820	2,592.06

Inv GZ96454 Total	2,592.06
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Inv HB77179

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/25/2023	PW: Laptop Warranty	417-13-200-594-31-31-820	110.98

Inv HB77179 Total	110.98
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61476 Total:	2,703.04
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cdwg - CDW GOVT INC Total:

2,703.04

cws - CENTRAL WELDING SUPPLY Line Item Account 001-09-014-522-20-31-912

61477 06/01/2023

Inv RN04232275

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/30/2023	Oxygen	001-09-014-522-20-31-912	54.83

Inv RN04232275 Total	54.83
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61477 Total:

54.83

cws - CENTRAL WELDING SUPPLY Total:

54.83

coi - CITY OF ISSAQUAH FINANCE DEPT Line Item Account

61478 06/01/2023

Inv 23000200

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/02/2023	North Bend - APR 2023	014-08-012-521-22-41-511	19,502.07
05/02/2023	Snoqualmie - APR 2023	001-08-009-521-22-41-511	29,253.09

Inv 23000200 Total

48,755.16

61478 Total:

48,755.16

coi - CITY OF ISSAQUAH FINANCE DEPT Total:

48,755.16

co - Complete Office (Fin Acct) Line Item Account

61479 06/01/2023

Inv 2213683-0

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/19/2023	2nd floor coffee	001-06-007-514-23-31-000	23.74

Inv 2213683-0 Total

23.74

Inv 2213683-1

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/19/2023	Foot Rest - Becky Buelna	001-15-034-558-50-31-000	23.44

Inv 2213683-1 Total

23.44

61479 Total:

47.18

co - Complete Office (Fin Acct) Total:

47.18

comp pd - Complete Office (PD Acct) Line Item Account

61480 06/01/2023

Inv 2214115-0

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/19/2023	Chair mat for Chief Phipps office	001-08-009-521-22-31-000	103.44

Inv 2214115-0 Total

103.44

61480 Total:

103.44

comp pd - Complete Office (PD Acct) Total:

103.44

corppay - Corporate Payment Systems Line Item Account

61481 06/01/2023

Inv 5-23 BL

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/25/2023	Hotel for homicide conference - B. Lynch	001-08-009-521-40-43-000	565.44
05/25/2023	Hotel for homicide conference - B. Werre & D. Doucett & Fuel	014-08-012-521-40-43-000	1,195.88
Inv 5-23 BL Total			1,761.32

Inv 5-23 BS

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/25/2023	Anna - WSAMA spring conference lodging	001-04-004-515-31-43-000	351.94
Inv 5-23 BS Total			351.94

Inv 5-23 CD

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/25/2023	NORFMA Membership dues	001-14-031-558-60-49-200	150.00
05/25/2023	2021 ICC IRC	001-15-034-558-50-43-000	100.00
Inv 5-23 CD Total			250.00

Inv 5-23 DB

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/25/2023	2023 GFOA Conference registration - Drew Bouta & Sam Brumfield	001-06-007-514-23-43-000	1,070.00
Inv 5-23 DB Total			1,070.00

Inv 5-23 DD

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/24/2023	SCA registration fee - CM Wotton	001-02-002-511-60-43-000	55.00
05/24/2023	WW treatment plant outstanding performance award recog Luncheon	001-01-001-513-10-49-100	40.64
05/24/2023	Packaging supplies	001-05-005-514-20-31-000	51.20
05/24/2023	2023 WAPRO Spring conference	001-05-005-514-20-43-000	65.00
05/24/2023	SCA registration fee - CM Washington	001-02-002-511-60-43-000	55.00
05/24/2023	WW treatment plant outstanding performance award recog luncheon	001-01-001-513-10-49-100	148.66
Inv 5-23 DD Total			415.50

Inv 5-23 DH

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/24/2023	Big truck day handout items	501-23-019-548-61-49-100	185.90
05/24/2023	Tines for turf maintenance machine #N479	501-23-051-548-68-31-301	637.83
05/24/2023	Licensing & title work for replacement assets	501-23-052-594-48-64-000	145.07
Inv 5-23 DH Total			968.80

Inv 5-23 DM

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/25/2023	Two flash drives - mayor state of the city video	001-07-008-557-20-31-000	22.86
05/25/2023	Snoq valley historical museum membership (30 w/5 dollar credit)	001-07-008-557-20-49-200	25.00
05/25/2023	Minuteman press - 3 poster boards Comm. Ctr expansion & park ma	001-12-028-576-80-49-300	234.14

05/25/2023	Mailchimp monthly subscription	001-07-008-557-20-49-200	29.40
05/25/2023	NAtional etching -CM Washington photo frame plaque	001-07-008-557-20-41-000	27.53
05/25/2023	(2) 8x10 photo printing - CM washington headshot	001-07-008-557-20-41-000	8.69
Inv 5-23 DM Total			347.62

Inv 5-23 DP

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/25/2023	C. Smith Registration Fees & Hotel - M Black records training	014-08-012-521-40-43-000	1,038.15
05/25/2023	Monthly Fee - Officer search database	001-08-009-521-10-49-200	163.79
05/25/2023	Ferry & fuel for homicide conference, J. Aguirre Training	001-08-009-521-40-43-000	317.75
05/25/2023	Refund J. Aguirre Training	001-08-009-521-40-43-000	-140.00
05/25/2023	Duty boots - C. Smith	014-08-012-521-22-31-050	239.57
05/25/2023	Jumpsuit alteration - D. Vladis	001-08-009-521-22-41-000	43.51
Inv 5-23 DP Total			1,662.77

Inv 5-23 Info Tech

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/25/2023	Zoom Subscription	502-11-020-518-88-41-030	718.42
05/25/2023	GO Daddy Domain Renewal	502-11-020-518-88-41-030	99.13
05/25/2023	Web.com domain subscription	502-11-020-518-88-41-030	29.99
Inv 5-23 Info Tech Total			847.54

Inv 5-23 IT DEPT

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/23/2023	Paypal PayFlow	502-11-020-518-88-41-030	19.95
05/23/2023	PollEverywhere.com annual subscripton	502-11-020-518-88-41-030	130.68
05/23/2023	testgorilla.com annual subscripton	502-11-020-518-88-41-030	312.00
Inv 5-23 IT DEPT Total			462.63

Inv 5-23 JQ

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/24/2023	Refreshments for leadership meeting	001-12-019-576-80-49-100	28.14
05/24/2023	Refreshments for leadership meeting	402-20-019-535-10-49-100	28.13
05/24/2023	Soap dispensers - park restrooms	001-12-028-576-80-31-300	126.54
05/24/2023	Refreshments for leadership meeting	401-19-019-539-15-49-100	28.13
05/24/2023	Refreshments for leadership meeting	403-22-019-531-10-49-100	28.13
05/24/2023	Maxicom technocal training	401-19-019-539-15-43-000	1,745.00
Inv 5-23 JQ Total			1,984.07

Inv 5-23 KJ

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/23/2023	Per Diem Lunch	001-06-075-518-10-43-000	15.00
05/23/2023	Hotel - LRI conference Yakima	001-06-075-518-10-43-000	508.40
05/23/2023	Per Diem Dinner	001-06-075-518-10-43-000	25.00
Inv 5-23 KJ Total			548.40

Inv 5-23 M. Chamble

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/24/2023	Lodging fo Labor & Managment conference	401-18-019-534-10-43-000	202.42
05/24/2023	Car rental for Justin Ren Maxicom training	401-19-019-539-15-43-000	302.65
05/24/2023	Kyle Markwardt - ISA certification & memebership	403-22-030-531-90-49-200	624.49
05/24/2023	Parking for APWA conference	001-16-019-542-90-43-000	24.00
05/24/2023	Lodging fo Labor & Managment conference	402-20-019-535-10-43-000	202.42
05/24/2023	Lodging fo Labor & Managment conference	001-12-019-576-80-43-000	202.42

Inv 5-23 M. Chamble Total 1,558.40

Inv 5-23 MS

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/25/2023	Pop-up dog park supplies	001-12-028-576-80-31-300	1,904.96

Inv 5-23 MS Total 1,904.96

Inv 5-23 NW

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/25/2023	Chamber Luncheon - N. Wiebe	001-28-056-571-20-43-000	30.00
05/25/2023	Wing Luke Reception	012-13-115-573-20-49-100	50.04
05/25/2023	Egg hunt bunny suit dry clean & big truck day supplies	001-28-065-573-90-31-900	546.53
05/25/2023	Volunteer recognition event	001-01-001-513-10-49-100	157.56
05/25/2023	Chamber Luncheon -Mayor	001-01-001-513-10-49-100	30.00
05/25/2023	Poster printing - Hello Summer	110-26-112-557-30-49-300	79.93
05/25/2023	Arbor Day Volunteer Event	403-22-030-531-90-49-100	177.99

Inv 5-23 NW Total 1,072.05

Inv 5-23 PP

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/25/2023	Annual renewal of membership - P. Phipps	001-08-009-521-10-49-200	50.00
05/25/2023	Training registrations	001-08-009-521-40-43-000	1,358.24

Inv 5-23 PP Total 1,408.24

61481 Total: 16,614.24

corppay - Corporate Payment Systems Total:

16,614.24

ci - Correctional Industries Line Item Account

61482 06/01/2023

Inv SCC09662

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2023	Underpayment fro moriginal invoice SCC09662	001-08-009-521-50-35-210	90.00

Inv SCC09662 Total 90.00

61482 Total: 90.00

ci - Correctional Industries Total:

90.00

ECMS PPE - ECMS Line Item Account

61483 06/01/2023

Inv 700325

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/28/2023	Alteration to leg shell & line	001-09-014-522-20-31-050	225.91

Inv 700325 Total 225.91

61483 Total:

225.91

ECMS PPE - ECMS Total:

225.91

ef - Evergreen Ford, Inc. Line Item Account

61484 06/01/2023

Inv 5193150

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/24/2023	Police SUV brake pads	501-23-051-548-68-31-301	427.94

Inv 5193150 Total 427.94

61484 Total:

427.94

ef - Evergreen Ford, Inc. Total:

427.94

grainger - Grainger Line Item Account

61485 06/01/2023

Inv 9703474552

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/10/2023	Portable AC units for City hall	510-24-053-518-20-35-900	2,997.58

Inv 9703474552 Total 2,997.58

61485 Total:

2,997.58

grainger - Grainger Total:

2,997.58

thc - Herc Rentals Inc. Line Item Account

61486 06/01/2023

Inv 31174508-042

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/10/2023	Gen set rental lift station #1	501-23-051-548-68-45-100	2,776.95

Inv 31174508-042 Total 2,776.95

61486 Total: 2,776.95

thc - Herc Rentals Inc. Total: 2,776.95**hd - Home Depot Line Item Account**

61487 06/01/2023

Inv 5266572

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/18/2023	Portable A/C exhaust piping City Hall	510-24-053-518-20-31-300	136.89

Inv 5266572 Total 136.89

61487 Total: 136.89

hd - Home Depot Total: 136.89**ihk - Issaquah Honda Kubota Line Item Account**

61488 06/01/2023

Inv 664651

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/24/2023	Mower blades kubota tow behind	501-23-051-548-68-31-301	596.52

Inv 664651 Total 596.52

61488 Total: 596.52

ihk - Issaquah Honda Kubota Total: 596.52**kcda - KING COUNTY DIRECTORS ASSN PURCHASING COOP Line Item Account 511-25-054-518-50-31-000**

61489 06/01/2023

Inv 300708557

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/11/2023	Toilet paper and gloves	510-24-053-518-20-31-340	462.39

Inv 300708557 Total 462.39

61489 Total: 462.39

kcda - KING COUNTY DIRECTORS ASSN PURCHASING COOP Total: 462.39**kc #27 - KING COUNTY FIRE DIST 27 Line Item Account**

61490 06/01/2023

Inv S23-01

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/16/2023	Shared Staffing Noah Flemming 2/7/2023	001-09-014-522-20-41-000	1,498.56
03/16/2023	Shared Staffing Dane Brookshear	001-09-014-522-20-41-000	1,498.56

Inv S23-01 Total	2,997.12
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61490 Total:	2,997.12
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kc #27 - KING COUNTY FIRE DIST 27 Total:	2,997.12
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kc radio - KING COUNTY RADIO COMM SVCS Line Item Account 001-08-009-521-50-48-000

61491 06/01/2023

Inv 19638

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/29/2023	Officer portable radios - APR	014-08-012-521-50-42-100	1,466.09
05/29/2023	Officer portable radios - APR	001-08-009-521-50-42-100	1,466.09

Inv 19638 Total	2,932.18
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Inv 19639

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/29/2023	Radio System Access	001-08-009-521-50-42-100	1,037.54

Inv 19639 Total	1,037.54
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61491 Total:	3,969.72
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kc radio - KING COUNTY RADIO COMM SVCS Total:	3,969.72
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kcroub - KING COUNTY RECORDERS OFFICE (UB) Line Item Account 401-18-019-534-10-49-010

61492 06/01/2023

Inv 5-23 May Liens

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/19/2023	Claim of Lien - 39549 SE Adler St	401-18-019-534-10-49-010	39.00
05/19/2023	Claim of Lien - 39194 SE Park St	401-18-019-534-10-49-010	39.00

Inv 5-23 May Liens Total	78.00
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61492 Total:	78.00
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kcroub - KING COUNTY RECORDERS OFFICE (UB) Total:	78.00
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KPGPSOMA - KPG PSOMAS, INC Line Item Account

61493 06/01/2023

Inv 9SNO010100

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/12/2023	Professional services from Nov 25, 2022 to Dec 31, 2022	310-17-507-595-30-41-000	40,571.75

Inv 9SNO010100 Total	40,571.75
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61493 Total: 40,571.75

KPGPSOMA - KPG PSOMAS, INC Total: 40,571.75

Incs - LN Curtis & Sons Line Item Account 001-09-014-522-20-31-050

61494 06/01/2023

Inv INV699791

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/28/2023	Gas co detector	001-09-014-522-20-31-910	523.44

Inv INV699791 Total 523.44

61494 Total: 523.44

Incs - LN Curtis & Sons Total: 523.44

macdmill - Macdonald-Miller Line Item Account

61495 06/01/2023

Inv SVC261452

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/19/2023	Boiler controller replace fire station	510-24-053-518-20-48-000	4,335.74

Inv SVC261452 Total 4,335.74

61495 Total: 4,335.74

macdmill - Macdonald-Miller Total: 4,335.74

matzken - Matzke Polygraph, LLC Line Item Account

61496 06/01/2023

Inv 4423

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/04/2023	Polygraph - Sanchez	001-08-009-521-22-41-000	150.00

Inv 4423 Total 150.00

Inv 51723

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/17/2023	Polygraph - Schreiber & Morrison	001-08-009-521-22-41-000	300.00

Inv 51723 Total 300.00

61496 Total: 450.00

matzken - Matzke Polygraph, LLC Total: 450.00

motorola - Motorola Solutions, Inc. Line Item Account

61497 06/01/2023

Inv 8281610848

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/18/2023	Charger kit	001-09-014-522-50-31-300	5,673.34
Inv 8281610848 Total			5,673.34

61497 Total:	5,673.34
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motorola - Motorola Solutions, Inc. Total:

5,673.34

nb autog - North Bend Auto Parts, Inc. (Gen.) Line Item Account

61498 06/01/2023

Inv 990255

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/16/2023	vehicle cleaning supplies	001-08-009-521-22-31-910	24.22
Inv 990255 Total			24.22

61498 Total:	24.22
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nb autog - North Bend Auto Parts, Inc. (Gen.) Total:

24.22

pre-empl - Pre-Employ.com Line Item Account

61499 06/01/2023

Inv 364143

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/30/2023	Background fees	001-09-014-522-10-41-000	29.80
Inv 364143 Total			29.80

61499 Total:	29.80
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pre-empl - Pre-Employ.com Total:

29.80

prideele - Pride Electric Inc. Line Item Account

61500 06/01/2023

Inv 426679

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/15/2023	Repairing power issues at several site in city	001-12-028-576-80-48-000	610.00
Inv 426679 Total			610.00

Inv 430768

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/09/2023	Relocate server AC split power and breaker	510-24-053-518-20-48-000	360.18

Inv 430768 Total	360.18
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61500 Total:	970.18
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prideele - Pride Electric Inc. Total:	970.18
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pse - Puget Sound Energy Line Item Account 001-08-009-521-50-47-100

61501 06/01/2023

Inv 002083 APR 23

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/28/2023	PD Building - Electricity	510-24-053-518-20-47-100	2,574.05

Inv 002083 APR 23 Total	2,574.05
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Inv 943807 MAY 23

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/28/2023	Electricity-Street Lighting	001-16-035-542-63-47-100	24.28

Inv 943807 MAY 23 Total	24.28
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61501 Total:	2,598.33
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pse - Puget Sound Energy Total:	2,598.33
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psrfa - Puget Sound Regional Fire Authority Line Item Account 501-23-051-548-68-48-000

61502 06/01/2023

Inv 2986

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/01/2023	Fire apparatus repair and service	501-23-051-548-68-48-000	161.14

Inv 2986 Total	161.14
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61502 Total:	161.14
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psrfa - Puget Sound Regional Fire Authority Total:	161.14
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J.Ren - Ren, Justin Line Item Account

61503 06/01/2023

Inv REIMB J. Ren

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/22/2023	Hotel stay for Rain bird training in California	401-19-019-539-15-43-000	519.72

Inv REIMB J. Ren Total	519.72
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61503 Total:	519.72
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J.Ren - Ren, Justin Total:

519.72

roberth - Robert Half Line Item Account

61504 06/01/2023

Inv 62003007

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/16/2023	Contractor -MUNIS ERP finance week ending 5/12/23 (1.42 Hrs)	502-11-023-594-18-41-190	71.00
05/16/2023	Contractor -Gen finance week ending 5/12/23 (36.23Hrs)	001-06-007-514-23-41-190	1,811.50
Inv 62003007 Total			1,882.50

Inv 62036877

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/23/2023	Contractor - Muins ERP- week ending 5/19/23 (2.15 hrs)	502-11-023-594-18-41-190	107.50
05/23/2023	Contractor - Gen Finance week ending 5/19/23 (30.50 hrs)	001-06-007-514-23-41-190	1,525.00
Inv 62036877 Total			1,632.50

61504 Total:

3,515.00

roberth - Robert Half Total:

3,515.00

seaauto - Seattle Automotive Distributing Line Item Account 501-23-051-548-68-31-301

61505 06/01/2023

Inv S5-8110697

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/23/2023	Brake lining front and rear police SUV	501-23-051-548-68-31-301	507.10
Inv S5-8110697 Total			507.10

61505 Total:

507.10

seaauto - Seattle Automotive Distributing Total:

507.10

shredit - Stericycle, Inc. Line Item Account 511-25-054-518-50-41-000

61506 06/01/2023

Inv 8003809424

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/30/2023	Shredding services - City hall/Police/PW/FIRE	001-05-005-514-20-41-000	290.33
Inv 8003809424 Total			290.33

61506 Total:

290.33

shredit - Stericycle, Inc. Total:

290.33

Summlg - Summit Law Group Line Item Account 001-13-117-518-10-41-130

61507 06/01/2023

Inv 143503

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/15/2023	Employment Law - Director Training - Webinars	001-06-075-518-10-41-120	1,250.00

Inv 143503 Total			1,250.00
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Inv 14519

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/19/2023	Gutwein Arbitration	001-08-009-521-10-41-104	234.00

Inv 14519 Total			234.00
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Inv 1455310

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/19/2023	Outside lega services - HR legal advice	001-06-075-518-10-41-120	156.00

Inv 1455310 Total			156.00
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Inv 145532

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/19/2023	Outside legal services - HR legal advice	001-06-075-518-10-41-120	390.00

Inv 145532 Total			390.00
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Inv 145533

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/19/2023	Outside legal services - HR legal advice	001-06-075-518-10-41-120	6,316.99

Inv 145533 Total			6,316.99
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61507 Total:			8,346.99
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Summlg - Summit Law Group Total:			8,346.99
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gsi - The Grange Supply, Inc. Line Item Account

61508 06/01/2023

Inv 744946

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/19/2023	Ant & weed control products	510-24-053-518-20-31-300	467.87

Inv 744946 Total			467.87
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61508 Total:			467.87
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gsi - The Grange Supply, Inc. Total:			467.87
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seatimes - The Seattle Times Line Item Account

61509 06/01/2023

Inv 47431

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/10/2023	Publication for invitation to bid	417-13-499-594-34-41-060	557.50

Inv 47431 Total			557.50
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Inv 49253

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/07/2023	Publication for invitation to bid	510-24-053-518-20-41-000	428.16

Inv 49253 Total			428.16
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Inv 49255

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/07/2023	Publication for invitation to bid	310-13-701-594-18-41-060	486.14

Inv 49255 Total			486.14
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61509 Total:			1,471.80
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seatimes - The Seattle Times Total:

1,471.80

westpay - Thomson Reuters - West Pymt. Center Line Item Account

61510 06/01/2023

Inv 848226764

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/01/2023	Leagal- Mothly subscription west law	001-04-004-515-31-49-200	868.59

Inv 848226764 Total			868.59
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61510 Total:			868.59
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westpay - Thomson Reuters - West Pymt. Center Total:

868.59

turfstar - Turf Star, Inc. Line Item Account

61511 06/01/2023

Inv 7278080-01

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/17/2023	Steer tire toro #412 mower	501-23-051-548-68-31-400	189.43

Inv 7278080-01 Total			189.43
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61511 Total:			189.43
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turfstar - Turf Star, Inc. Total:

189.43

uline - Uline Line Item Account

61512 06/01/2023

Inv 163236453

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/04/2023	Soap & soap dispenser	001-12-028-576-80-31-300	509.67

Inv 163236453 Total			509.67
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Inv 163272438

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/05/2023	Trash liners & block	001-12-028-576-80-31-300	972.86

Inv 163272438 Total			972.86
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Inv 163374906

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/08/2023	Soap	001-12-028-576-80-31-300	308.89

Inv 163374906 Total			308.89
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61512 Total:			1,791.42
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uline - Uline Total:			1,791.42
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valleyd - Valley Defenders, PLLC Line Item Account 001-13-117-515-91-41-111

61513 06/01/2023

Inv APR 2023

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/08/2023	Snoqualmie public defender - April 2023 cases	001-13-117-515-91-41-111	6,650.00

Inv APR 2023 Total			6,650.00
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61513 Total:			6,650.00
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valleyd - Valley Defenders, PLLC Total:			6,650.00
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vfg - Van Ness, Feldman, LLP Line Item Account 130-14-032-558-60-41-100

61514 06/01/2023

Inv 439205

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/17/2023	City wastewater property rezone/lease	001-04-004-515-41-41-100	1,023.50

Inv 439205 Total			1,023.50
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61514 Total:			1,023.50
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vfg - Van Ness, Feldman, LLP Total:			1,023.50
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veriz 3 - Verizon (PD) Line Item Account 511-25-054-518-50-42-010

61515 06/01/2023

Inv 9932718911

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/16/2023	PD Cell phones - April	502-11-020-518-88-42-010	2,069.08
Inv 9932718911 Total			2,069.08

61515 Total:

2,069.08

veriz 3 - Verizon (PD) Total:

2,069.08

walkerj - Walker, Janna Line Item Account

61516 06/01/2023

Inv REIMB J. Walker

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/25/2023	FOA Annual conference per diem meal and parking	001-06-007-514-23-43-000	797.24
Inv REIMB J. Walker Total			797.24

61516 Total:

797.24

walkerj - Walker, Janna Total:

797.24

wapro - Washington Association of Public Records Officers Line Item Account

61517 06/01/2023

Inv 7195

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/19/2023	Spring WAPRO Conference - D. Patterson	001-08-009-521-40-43-000	65.00
Inv 7195 Total			65.00

61517 Total:

65.00

wapro - Washington Association of Public Records Officers Total:

65.00

wlace - Westlake Ace Hardware Line Item Account

61518 06/01/2023

Inv 15308949

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/17/2023	Facility parts and supplies	510-24-053-518-20-31-300	58.82
Inv 15308949 Total			58.82

Inv 15308962

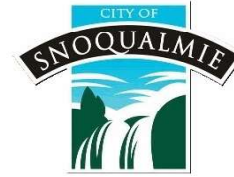
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/18/2023	Facility parts and supplies	510-24-053-518-20-31-300	8.70

Inv 15308962 Total	8.70
61518 Total:	67.52
wlace - Westlake Ace Hardware Total:	67.52
Total:	174,868.52

Accounts Payable

Blanket Voucher Approval Document

User: itreptow
 Printed: 06/01/2023 - 4:10PM
 Warrant Request Date: 6/1/2023
 DAC Fund:



#27

Batch: 00002.06.2023 - 6-1-23 UB Postage

City of Snoqualmie

Claims presented to the City to be paid in the amount of \$ 1,642.11,
 for claims warrants numbered 61447 through 61447 & dated 6/1/2023.

Line	Claimant	Voucher No.	Amount
1	US Postmaster	000061447	1,642.11
Page Total:			\$1,642.11
Grand Total:			\$1,642.11

Accounts Payable

Check Detail

User: itreptow
Printed: 06/01/2023 - 4:14PM



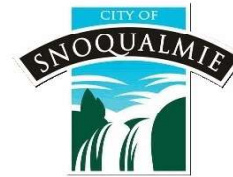
Item 7.

Check Number	Check Date				Amount
usp - US Postmaster Line Item Account					
61447	06/01/2023				
Inv	5-23 UB postage				
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>			
06/01/2023	Utility Billing Mailing - May (6-5-23)	402-20-040-535-80-42-300			547.37
06/01/2023	Utility Billing Mailing - May (6-5-23)	401-18-037-534-81-42-300			547.37
06/01/2023	Utility Billing Mailing - May (6-5-23)	403-22-050-531-30-42-300			547.37
Inv 5-23 UB postage Total					1,642.11
61447 Total:					1,642.11
usp - US Postmaster Total:					1,642.11
Total:					1,642.11

Accounts Payable

Blanket Voucher Approval Document

User: ITreptow
Printed: 06/08/2023 - 2:53PM
Warrant Request Date: 6/8/2023
DAC Fund:



#28

Item 7.

Batch: 00003.06.2023 - 6-8-23 Check Run

City of Snoqualmie

Claims presented to the City to be paid in the amount of \$ 379,221.81
for claims warrants numbered 62622 through 62694 & dated 6/8/2023.

Line	Claimant	Voucher No.	Amount
1	AM TEST INC	000062622	460.00
2	AMAZON CAPITAL SERVICES	000062623	663.53
3	APSCO LLC	000062624	19,033.79
4	Encompass	000062641	5,000.00
5	ASPECT CONSULTING LLC	000062625	6,875.75
6	AUTOMATED GATES & EQUIPMENT	000062626	3,265.98
7	BAINBRIDGE ASSOCIATES LLC	000062627	4,239.30
8	BERRY DUNN MCNEIL & PARKER LLC	000062628	3,040.00
9	Bouta, Andrew	000062629	601.18
10	CAD of Puget Sound	000062630	475.56
11	CDW GOVT INC	000062632	1,166.52
12	CINTAS	000062633	140.48
13	Comcast	000062635	421.18
14	CITY OF NORTH BEND	000062634	587.34
15	Core & Main	000062636	10.91
16	Corporate Payment Systems	000062637	3,145.50
17	CARMICHAELS TRUE VALUE HARDWARE	000062631	915.22
18	Daily Journal of Commerce	000062638	609.60
19	DEPARTMENT OF ECOLOGY	000062639	6,178.00
20	Dowl, LLC	000062640	11,985.00
21	Endress & Hauser, Inc.	000062642	3,644.51
22	Galls, LLC PD	000062643	1,131.84
23	GEN DIGITAL INC	000062644	376.42
24	Grainger	000062645	641.02
25	GRIMCO INC	000062646	558.12
26	Hach Company, Inc.	000062647	4,920.59
27	HD Fowler Co.	000062648	2,765.11
28	Issaquah Municipal Court	000062650	5,368.14
29	Johnson, Kim	000062651	25.00
30	KING COUNTY FIRE DIST 27	000062654	1,502.83
31	KING COUNTY Dept of Natural Resources	000062652	7,675.00
32	KING COUNTY FINANCE	000062653	1,023.00
33	Life Assist, Inc.	000062657	21.07
34	Lawson Products	000062656	471.65
35	Land Development Consultants, Inc.	000062655	6,406.25
36	LiftOff, LLC	000062658	200.00
37	Macdonald-Miller	000062659	13,136.82
38	McMaster-Carr	000062660	3,233.64
39	Minuteman Press	000062661	1,471.18
40	Navia Benefit Solutions	000062662	418.00
41	North Bend Auto Parts, Inc. (Fleet)	000062663	4,744.47

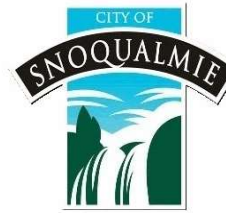
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Line	Claimant	Voucher No.	Amount	Item 7.
42	North Bend Auto Parts, Inc. (Gen.)	000062664	110.08	
43	North Coast Electric Co.	000062665	5,941.59	
44	Northwest Cascade	000062666	36,044.89	
45	Office Depot, Inc. (ODP)	000062667	392.02	
46	ORKIN	000062668	213.43	
47	Pace Material Handling, Inc.	000062669	5,604.00	
48	Parametrix	000062671	29,730.64	
49	PERTEET ENGINEERING INC	000062672	437.50	
50	Pacific Office Automation (OR)	000062670	1,973.94	
51	Polydyne Inc.	000062673	4,508.46	
52	Puget Sound Energy	000062675	3,188.04	
53	PSF MECHANICAL, INC	000062674	6,425.10	
54	RH2 Engineering, Inc.	000062676	65,123.48	
55	Robert Half	000062677	27,979.00	
56	SAFEWARE INC	000062678	4,029.30	
57	Seattle's Child	000062679	700.00	
58	The Seattle Times	000062683	1,857.96	
59	SHI International Corp	000062680	2,350.78	
60	Tenelco Inc.	000062682	4,780.11	
61	Herc Rentals Inc.	000062649	1,821.05	
62	Technical Systems, Inc.	000062681	32,611.47	
63	The Workwear Place	000062684	138.72	
64	Tyler Technologies, Inc.	000062685	10,257.94	
65	Unum Life Insurance	000062688	70.50	
66	Uline	000062686	213.15	
67	United Site Services	000062687	185.00	
68	USA Bluebook	000062689	576.25	
69	Utilities Underground Location Center	000062690	114.65	
70	WesSpur Tree Equipment, Inc.	000062692	2,616.67	
71	West,Matt	000062693	190.00	
72	Westlake Ace Hardware	000062694	432.59	
73	Water Management Laboratories, Inc.	000062691	54.00	
Page Total:			\$250,672.31	
Grand Total:			\$379,221.81	

Accounts Payable

Check Detail

User: ITreptow
Printed: 06/08/2023 - 3:11PM



Item 7.

Check Number	Check Date			Amount
am test - AM TEST INC Line Item Account 402-20-040-535-85-41-000				
62622	06/08/2023			
Inv	133318			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
04/30/2023	3rd party lab	402-20-040-535-85-41-000		460.00
Inv 133318 Total				460.00
62622 Total:				460.00
am test - AM TEST INC Total:				460.00
amazoncap - AMAZON CAPITAL SERVICES Line Item Account				
62623	06/08/2023			
Inv	13D7-RQCV-CK4J			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
05/23/2023	IT: Video Cables	502-11-021-518-88-31-820		216.65
Inv 13D7-RQCV-CK4J Total				216.65
Inv	16W1174GD6T3			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
05/26/2023	Radio holsters	001-09-014-522-20-31-910		99.08
Inv 16W1174GD6T3 Total				99.08
Inv	1CQD-RKNT-4GRT			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
05/22/2023	IT: Ethernet Cables	502-11-021-518-88-31-820		20.76
Inv 1CQD-RKNT-4GRT Total				20.76
Inv	1QGQ-YVCV-4R3Q			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
05/25/2023	door hanger stick paper for water notices	401-18-037-534-81-31-000		91.44
Inv 1QGQ-YVCV-4R3Q Total				91.44
Inv	1TFQYCD446D4			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
05/25/2023	Glow sticks and window breaker	001-09-014-522-20-31-910		235.60

Inv 1TFQYCD446D4 Total	235.60
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62623 Total:	663.53
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amazoncap - AMAZON CAPITAL SERVICES Total:	663.53
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apsco - APSCO LLC Line Item Account

62624 06/08/2023

Inv 23561

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/24/2023	Repair parts of pump station L	402-20-045-535-65-31-300	19,033.79

Inv 23561 Total	19,033.79
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62624 Total:	19,033.79
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apsco - APSCO LLC Total:	19,033.79
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aspect - ASPECT CONSULTING LLC Line Item Account

62625 06/08/2023

Inv 51332

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/09/2023	Professional services ending 4/28/23	417-13-423-594-34-41-070	6,875.75

Inv 51332 Total	6,875.75
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62625 Total:	6,875.75
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aspect - ASPECT CONSULTING LLC Total:	6,875.75
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autogate - AUTOMATED GATES & EQUIPMENT Line Item Account

62626 06/08/2023

Inv 235682

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/18/2023	Police station impound lot operator replace	510-24-053-518-20-48-000	3,265.98

Inv 235682 Total	3,265.98
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62626 Total:	3,265.98
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autogate - AUTOMATED GATES & EQUIPMENT Total:	3,265.98
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baina - BAINBRIDGE ASSOCIATES LLC Line Item Account

62627 06/08/2023

Inv 0112

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/15/2023	Calibration of probes	402-20-040-535-80-48-000	1,415.70

Inv 0112 Total			1,415.70
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Inv 1017

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/11/2023	Calibrate Sensors	402-20-040-535-80-48-000	1,410.50

Inv 1017 Total			1,410.50
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Inv 1019

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/11/2023	Calibration and cleaning of sensors	402-20-040-535-80-48-000	1,413.10

Inv 1019 Total			1,413.10
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62627 Total:			4,239.30
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baina - BAINBRIDGE ASSOCIATES LLC Total:			4,239.30
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berrdun - BERRY DUNN MCNEIL & PARKER LLC Line Item Account

62628 06/08/2023

Inv 426674

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/15/2023	Consulting	502-11-023-594-18-41-040	3,040.00

Inv 426674 Total			3,040.00
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62628 Total:			3,040.00
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berrdun - BERRY DUNN MCNEIL & PARKER LLC Total:			3,040.00
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BOUTAA - Bouta, Andrew Line Item Account

62629 06/08/2023

Inv REIMB D. Bouta

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/30/2023	GFOA Memebership, GFOA meals (D. Bouta, S. Brumfield, J. Walk	001-06-007-514-23-43-000	601.18

Inv REIMB D. Bouta Total			601.18
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62629 Total:			601.18
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BOUTAA - Bouta, Andrew Total:			601.18
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cadofps - CAD of Puget Sound Line Item Account

62630 06/08/2023

Inv 52949

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/18/2023	CAD truck to place sand for reuse	402-21-047-539-30-48-000	475.56

Inv 52949 Total	475.56
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62630 Total:	475.56
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cadofps - CAD of Puget Sound Total:	475.56
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ctv - CARMICHAELS TRUE VALUE HARDWARE Line Item Account

62631 06/08/2023

Inv 5-25-23

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/25/2023	Assorted tools, accessories & other maint/repair supplies	001-12-028-576-80-31-300	222.13

Inv 5-25-23 Total	222.13
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Inv 5-25-23 (1)

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/25/2023	Tape reducer & increaser, elbow	510-24-053-518-20-31-300	59.85
05/25/2023	lead paint testing kit - Building Division	001-15-034-558-50-31-000	13.06

Inv 5-25-23 (1) Total	72.91
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Inv 5-25-23 (2)

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/25/2023	Post level, key c-clip rings, gloves etc	403-22-050-531-35-31-300	93.18

Inv 5-25-23 (2) Total	93.18
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Inv 5-25-23 (3)

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/25/2023	Assorted supplies for repair & maint.	510-24-053-518-20-31-300	134.95
05/25/2023	Assorted supplies for repair & maint.	402-20-040-535-80-31-300	33.52
05/25/2023	Assorted supplies for repair & maint.	401-18-037-534-81-31-300	207.39
05/25/2023	Assorted supplies for repair & maint.	403-22-050-531-30-31-300	39.88
05/25/2023	Assorted supplies for repair & maint.	403-22-030-531-90-31-300	111.26

Inv 5-25-23 (3) Total	527.00
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62631 Total:	915.22
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ctv - CARMICHAELS TRUE VALUE HARDWARE Total:	915.22
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cdwg - CDW GOVT INC Line Item Account

62632 06/08/2023

Inv JP12511

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/12/2023	PW: Monitor Replacements	501-23-019-548-61-31-820	522.00

Inv JP12511 Total	522.00
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Inv JP12525

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/12/2023	FI: New monitors	001-06-007-514-23-31-820	348.00

Inv JP12525 Total	348.00
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Inv JP12536

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/12/2023	CD: Dock & Monitor	001-14-031-558-60-31-800	296.52

Inv JP12536 Total	296.52
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62632 Total:	1,166.52
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cdwg - CDW GOVT INC Total:

1,166.52

cintas - CINTAS Line Item Account 511-25-054-518-50-31-000

62633 06/08/2023

Inv 9221838474

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/01/2023	AED rental	402-20-040-535-80-45-200	140.48

Inv 9221838474 Total	140.48
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62633 Total:	140.48
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cintas - CINTAS Total:

140.48

conb - CITY OF NORTH BEND Line Item Account

62634 06/08/2023

Inv #5 -Water

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/31/2023	Ted Stonebridge - Staff time	401-18-037-534-81-41-000	587.34

Inv #5 -Water Total	587.34
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62634 Total:	587.34
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conb - CITY OF NORTH BEND Total:

587.34

comcast - Comcast Line Item Account 511-25-054-518-50-42-000

62635 06/08/2023

Inv 5-23

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/11/2023	IT: Secondary internet service	502-11-020-518-88-42-200	421.18
Inv 5-23 Total			421.18

62635 Total:

421.18

comcast - Comcast Total:

421.18

coremain - Core & Main Line Item Account

62636 06/08/2023

Inv S934732

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/31/2023	Gaskets	401-18-037-534-81-31-300	10.91
Inv S934732 Total			10.91

62636 Total:

10.91

coremain - Core & Main Total:

10.91

corppay - Corporate Payment Systems Line Item Account

62637 06/08/2023

Inv 5-23 FIN

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/23/2023	GFAO Lodging - S. Brumfield, D. Bouta, J. Walker	001-06-007-514-23-43-000	1,953.90
Inv 5-23 FIN Total			1,953.90

Inv 5-23 Mark C.

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/01/2023	Safeway - Cert volunteer lunch	001-09-014-522-10-49-100	78.76
06/01/2023	Trupanion Phoebe health insurance	001-10-017-525-60-41-000	61.45
06/01/2023	VFF Cotton Recognition	001-09-014-522-45-43-000	220.00
06/01/2023	Dominos - Cert volunteer lunch	001-09-014-522-10-49-100	147.00
Inv 5-23 Mark C. Total			507.21

Inv 5-23 MB

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/01/2023	Life Tek BLS completion card	001-09-014-522-10-49-100	130.44
06/01/2023	Smart Sign	001-09-014-522-20-31-910	214.10
06/01/2023	Clips for radios	001-09-014-522-20-31-912	73.93
06/01/2023	Costco Cake for Heath pinning	001-09-014-522-10-49-100	78.19
06/01/2023	Commendation bars	001-09-014-522-20-31-050	187.73
Inv 5-23 MB Total			684.39

62637 Total: 3,145.50

corppay - Corporate Payment Systems Total: 3,145.50

djc - Daily Journal of Commerce Line Item Account

62638 06/08/2023

Inv 3388913

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/12/2023	Bidding adevrtisement for 2023 Urban forestry improvements	417-13-471-594-31-41-390	609.60

Inv 3388913 Total 609.60

62638 Total: 609.60

djc - Daily Journal of Commerce Total: 609.60

DOE2 - DEPARTMENT OF ECOLOGY Line Item Account

62639 06/08/2023

Inv RS-000000707

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/30/2023	For SAM study 2023 special condition S8.A & S8.B	403-22-050-531-45-41-040	6,178.00

Inv RS-000000707 Total 6,178.00

62639 Total: 6,178.00

DOE2 - DEPARTMENT OF ECOLOGY Total: 6,178.00

dowl - Dowl, LLC Line Item Account

62640 06/08/2023

Inv 2022.13946.03-1

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/02/2023	Scoping meeting w/ City staff & prep of contract plans/details	417-13-471-594-31-48-155	7,755.00

Inv 2022.13946.03-1 Total 7,755.00

Inv 2022.13946.03-2

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/31/2023	Scoping meeting w/ City staff & prep of contract plans/details	417-13-471-594-31-48-155	4,230.00

Inv 2022.13946.03-2 Total 4,230.00

62640 Total: 11,985.00

dowl - Dowl, LLC Total: 11,985.00

AR-Enco - Encompass Line Item Account

62641 06/08/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/07/2023	AR Refund	001-00-000-213-10-00-000	5,000.00
Inv Total			5,000.00

62641 Total:

5,000.00

AR-Enco - Encompass Total:

5,000.00

e+h - Endress & Hauser, Inc. Line Item Account

62642 06/08/2023

Inv 6002446871

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/15/2023	Replace brokend level sensors	402-20-045-535-65-31-300	3,644.51
Inv 6002446871 Total			3,644.51

62642 Total:

3,644.51

e+h - Endress & Hauser, Inc. Total:

3,644.51

gallsllc - Galls, LLC PD Line Item Account

62643 06/08/2023

Inv BC1875505

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/02/2023	Jumpsuits - Dravelilng	001-08-009-521-22-31-050	1,131.84
Inv BC1875505 Total			1,131.84

62643 Total:

1,131.84

gallsllc - Galls, LLC PD Total:

1,131.84

GENDIGIT - GEN DIGITAL INC Line Item Account

62644 06/08/2023

Inv COS0016

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/15/2023	Norton Lifelock memberships 4/1/23 - 4/30/23	001-06-075-518-10-49-200	188.21
Inv COS0016 Total			188.21

Inv COS0017

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/15/2023	Norton Lifelock memberships 5/1/23 - 5/31/23	001-06-075-518-10-49-200	188.21

Inv COS0017 Total	188.21
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62644 Total:	376.42
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GENDIGIT - GEN DIGITAL INC Total:	376.42
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grainger - Grainger Line Item Account

62645 06/08/2023

Inv 9686440950

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/25/2023	Disinfectant wipes	402-20-040-535-80-31-340	93.04

Inv 9686440950 Total	93.04
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Inv 9686642175

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/25/2023	cleaner for custodian	402-20-040-535-80-31-340	388.73

Inv 9686642175 Total	388.73
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Inv 9689160035

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/27/2023	Toilet paper	402-20-040-535-80-31-340	159.25

Inv 9689160035 Total	159.25
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62645 Total:	641.02
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grainger - Grainger Total:	641.02
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GRIMINC - GRIMCO INC Line Item Account

62646 06/08/2023

Inv 30633700-01

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/24/2023	Supplies for making street signs	001-16-035-542-64-31-300	212.03

Inv 30633700-01 Total	212.03
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Inv 30633700-02

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/24/2023	Supplies for making street signs	001-16-035-542-64-31-300	346.09

Inv 30633700-02 Total	346.09
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62646 Total:	558.12
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GRIMINC - GRIMCO INC Total:	558.12
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hci - Hach Company, Inc. Line Item Account

62647 06/08/2023

Inv 13578828

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/11/2023	Testing reagents	402-20-040-535-85-31-510	4,920.59

Inv 13578828 Total	4,920.59
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62647 Total:	4,920.59
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hci - Hach Company, Inc. Total:

4,920.59

hdf - HD Fowler Co. Line Item Account

62648 06/08/2023

Inv I6389152

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/11/2023	Suction main for L pump station	402-20-045-535-65-31-300	2,765.11

Inv I6389152 Total	2,765.11
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62648 Total:	2,765.11
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hdf - HD Fowler Co. Total:

2,765.11

thc - Herc Rentals Inc. Line Item Account

62649 06/08/2023

Inv 33622470-001

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/04/2023	Rent lift for PLC project	402-20-040-535-80-45-200	1,821.05

Inv 33622470-001 Total	1,821.05
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62649 Total:	1,821.05
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thc - Herc Rentals Inc. Total:

1,821.05

imc - Issaquah Municipal Court Line Item Account 001-13-117-512-50-41-115

62650 06/08/2023

Inv SQL April 2023

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/02/2023	Snoqualmie Court Filing fees - April	001-13-117-512-50-41-115	5,368.14

Inv SQL April 2023 Total	5,368.14
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62650 Total:	5,368.14
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imc - Issaquah Municipal Court Total:

5,368.14

JOHN.K - Johnson, Kim Line Item Account

62651 06/08/2023

Inv REIMB K. JOHNSO

<u>Line Item Date</u>	<u>Line Item Description</u>
05/31/2023	Per Diem Dinner

<u>Line Item Account</u>	
001-06-075-518-10-43-000	25.00

Inv REIMB K. JOHNSO Total	25.00
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62651 Total:

25.00

JOHN.K - Johnson, Kim Total:

25.00

kcecc - KING COUNTY Dept of Natural Resources Line Item Account

62652 06/08/2023

Inv 121690

<u>Line Item Date</u>	<u>Line Item Description</u>
10/13/2022	KC Department of natural resources WRIA

<u>Line Item Account</u>	
001-13-114-553-16-44-800	7,675.00

Inv 121690 Total	7,675.00
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62652 Total:

7,675.00

kcecc - KING COUNTY Dept of Natural Resources Total:

7,675.00

kcf201 - KING COUNTY FINANCE Line Item Account

62653 06/08/2023

Inv 11013611

<u>Line Item Date</u>	<u>Line Item Description</u>
04/30/2023	IT: iNet Service

<u>Line Item Account</u>	
502-11-020-518-88-42-200	1,023.00

Inv 11013611 Total	1,023.00
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62653 Total:

1,023.00

kcf201 - KING COUNTY FINANCE Total:

1,023.00

kc #27 - KING COUNTY FIRE DIST 27 Line Item Account

62654 06/08/2023

Inv S23-02

<u>Line Item Date</u>	<u>Line Item Description</u>
04/21/2023	Shared Staffing

<u>Line Item Account</u>	
001-09-014-522-20-41-190	1,502.83

Inv S23-02 Total	1,502.83
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62654 Total:

1,502.83

kc #27 - KING COUNTY FIRE DIST 27 Total:

1,502.83

LDC - Land Development Consultants, Inc. Line Item Account

62655 06/08/2023

Inv 31351

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/17/2023	Snoqualmie comp plan update	001-14-031-558-60-41-000	1,156.25

Inv 31351 Total 1,156.25

Inv 31413

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/19/2023	Snoqualmie housing action plan	131-14-255-551-00-41-000	5,250.00

Inv 31413 Total 5,250.00

62655 Total:

6,406.25

LDC - Land Development Consultants, Inc. Total:

6,406.25

lawsonpr - Lawson Products Line Item Account

62656 06/08/2023

Inv 9310574725

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/02/2023	Saw blade	402-20-040-535-80-31-910	471.65

Inv 9310574725 Total 471.65

62656 Total:

471.65

lawsonpr - Lawson Products Total:

471.65

lai - Life Assist, Inc. Line Item Account 001-09-014-522-20-31-912

62657 06/08/2023

Inv 1327858

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/18/2023	Sodium chloride porous tape	001-09-014-522-20-31-912	21.07

Inv 1327858 Total 21.07

62657 Total:

21.07

lai - Life Assist, Inc. Total:

21.07

liftoff - LiftOff, LLC Line Item Account

62658 06/08/2023

Inv 7178ADD12

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/13/2023	IT: O365 G3 License Add on	502-11-022-594-18-64-000	200.00

Inv 7178ADD12 Total	200.00
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62658 Total:	200.00
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liftoff - LiftOff, LLC Total:

200.00

macdmill - Macdonald-Miller Line Item Account

62659 06/08/2023

Inv SVC261314

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/18/2023	City Hall replacment chiller AC compressor (installs)	510-24-053-518-20-48-000	13,136.82

Inv SVC261314 Total	13,136.82
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62659 Total:	13,136.82
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macdmill - Macdonald-Miller Total:

13,136.82

mcmaster - McMaster-Carr Line Item Account

62660 06/08/2023

Inv 98104306

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/18/2023	Bird blocking project	402-20-040-535-80-31-300	2,573.60

Inv 98104306 Total	2,573.60
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Inv 98378867

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/24/2023	Bird blocking project	402-20-040-535-80-31-300	613.55

Inv 98378867 Total	613.55
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Inv 98379281

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/24/2023	Bird blocking project	402-20-040-535-80-31-300	46.49

Inv 98379281 Total	46.49
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62660 Total:	3,233.64
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mcmaster - McMaster-Carr Total:

3,233.64

mp - Minuteman Press Line Item Account

62661 06/08/2023

Inv 90734

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/17/2023	Banner - Hello Summer LTAC	110-26-112-557-30-49-300	132.50
03/17/2023	Hello Summer signs LTAC	110-26-112-557-30-49-300	178.75
03/17/2023	Banner - Pop up dog park	001-28-065-573-90-49-300	132.50
03/17/2023	Hello Summer postcard printing LTAC	110-26-112-557-30-49-300	370.95
03/17/2023	Big truck day & pop up dog park signs	001-28-065-573-90-49-300	357.50
03/17/2023	Chalk the block signs	012-13-115-573-20-49-300	298.98

Inv 90734 Total 1,471.18

62661 Total: 1,471.18

mp - Minuteman Press Total:1,471.18**navia ap - Navia Benefit Solutions Line Item Account**

62662 06/08/2023

Inv 10709847

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/05/2023	FSA Admin Fees - May 2023	001-13-000-518-10-41-000	50.00

Inv 10709847 Total 50.00

Inv 10709848

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/05/2023	HRA Monthly Admin Fees - May 2023	502-11-020-518-88-22-300	24.00
06/05/2023	HRA Monthly Admin Fees - May 2023	001-28-056-571-20-22-300	2.80
06/05/2023	HRA Monthly Admin Fees - May 2023	001-06-007-514-23-22-300	32.80
06/05/2023	HRA Monthly Admin Fees - May 2023	001-07-008-557-20-22-300	8.00
06/05/2023	HRA Monthly Admin Fees - May 2023	014-08-012-521-10-22-300	4.96
06/05/2023	HRA Monthly Admin Fees - May 2023	401-19-039-539-35-22-300	6.00
06/05/2023	HRA Monthly Admin Fees - May 2023	001-01-001-513-10-22-300	12.00
06/05/2023	HRA Monthly Admin Fees - May 2023	001-15-034-558-50-22-300	10.00
06/05/2023	HRA Monthly Admin Fees - May 2023	001-10-017-525-60-22-300	2.00
06/05/2023	HRA Monthly Admin Fees - May 2023	417-13-200-594-34-22-300	5.20
06/05/2023	HRA Monthly Admin Fees - May 2023	001-08-009-521-22-22-300	39.60
06/05/2023	HRA Monthly Admin Fees - May 2023	401-19-019-539-15-22-300	0.60
06/05/2023	HRA Monthly Admin Fees - May 2023	001-06-075-518-10-22-300	7.20
06/05/2023	HRA Monthly Admin Fees - May 2023	001-08-009-521-31-22-300	4.00
06/05/2023	HRA Monthly Admin Fees - May 2023	001-09-014-522-20-22-300	0.40
06/05/2023	HRA Monthly Admin Fees - May 2023	402-20-040-535-80-22-300	20.00
06/05/2023	HRA Monthly Admin Fees - May 2023	001-12-019-576-80-22-300	0.80
06/05/2023	HRA Monthly Admin Fees - May 2023	510-24-019-518-20-22-300	0.10
06/05/2023	HRA Monthly Admin Fees - May 2023	001-16-035-542-30-22-300	6.00
06/05/2023	HRA Monthly Admin Fees - May 2023	510-24-053-518-20-22-300	6.10
06/05/2023	HRA Monthly Admin Fees - May 2023	001-08-009-521-21-22-300	4.00
06/05/2023	HRA Monthly Admin Fees - May 2023	403-22-050-531-30-22-300	4.00
06/05/2023	HRA Monthly Admin Fees - May 2023	310-13-200-594-18-22-300	2.12
06/05/2023	HRA Monthly Admin Fees - May 2023	001-14-031-558-60-22-300	23.20
06/05/2023	HRA Monthly Admin Fees - May 2023	001-05-005-514-20-22-300	4.00

06/05/2023	HRA Monthly Admin Fees - May 2023	501-23-019-548-61-22-300	0.40
06/05/2023	HRA Monthly Admin Fees - May 2023	402-20-019-535-10-22-300	1.60
06/05/2023	HRA Monthly Admin Fees - May 2023	403-22-019-531-10-22-300	1.20
06/05/2023	HRA Monthly Admin Fees - May 2023	001-12-028-576-80-22-300	20.00
06/05/2023	HRA Monthly Admin Fees - May 2023	417-13-200-594-35-22-300	5.20
06/05/2023	HRA Monthly Admin Fees - May 2023	001-09-014-522-10-22-300	2.00
06/05/2023	HRA Monthly Admin Fees - May 2023	403-22-030-531-90-22-300	8.00
06/05/2023	HRA Monthly Admin Fees - May 2023	310-13-200-594-76-22-300	2.96
06/05/2023	HRA Monthly Admin Fees - May 2023	001-04-004-515-31-22-300	12.00
06/05/2023	HRA Monthly Admin Fees - May 2023	001-08-009-521-10-22-300	15.04
06/05/2023	HRA Monthly Admin Fees - May 2023	417-13-200-594-31-22-300	2.60
06/05/2023	HRA Monthly Admin Fees - May 2023	310-13-200-595-90-22-300	2.92
06/05/2023	HRA Monthly Admin Fees - May 2023	014-08-012-521-22-22-300	44.00
06/05/2023	HRA Monthly Admin Fees - May 2023	001-16-019-542-90-22-300	2.80
06/05/2023	HRA Monthly Admin Fees - May 2023	401-18-037-534-81-22-300	10.00
06/05/2023	HRA Monthly Admin Fees - May 2023	401-18-019-534-10-22-300	1.40
06/05/2023	HRA Monthly Admin Fees - May 2023	501-23-051-548-68-22-300	6.00

Inv 10709848 Total 368.00

62662 Total: 418.00

navia ap - Navia Benefit Solutions Total: 418.00

nb autof - North Bend Auto Parts, Inc. (Fleet) Line Item Account 501-23-051-548-68-31-301

62663 06/08/2023

Inv 6400 5/25/23

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/25/2023	Fleet parts	501-23-051-548-68-31-301	4,744.47

Inv 6400 5/25/23 Total 4,744.47

62663 Total: 4,744.47

nb autof - North Bend Auto Parts, Inc. (Fleet) Total: 4,744.47

nb autog - North Bend Auto Parts, Inc. (Gen.) Line Item Account

62664 06/08/2023

Inv 981353

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/27/2023	Creepers for digester repair	402-20-040-535-55-31-300	110.08

Inv 981353 Total 110.08

62664 Total: 110.08

nb autog - North Bend Auto Parts, Inc. (Gen.) Total: 110.08

ncce - North Coast Electric Co. Line Item Account

62665 06/08/2023

Inv S012403903.001

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/09/2023	PLC replacment project	402-20-040-535-50-31-300	5,941.59

Inv S012403903.001 Total	5,941.59
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62665 Total:	5,941.59
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ncec - North Coast Electric Co. Total:

5,941.59

nwcascad - Northwest Cascade Line Item Account

62666 06/08/2023

Inv I0035095

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/10/2023	LS #1 force main improvments - Billing work completed - 4/1/2023	417-13-414-594-35-63-000	36,044.89

Inv I0035095 Total	36,044.89
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62666 Total:	36,044.89
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nwcascad - Northwest Cascade Total:

36,044.89

OD 32559 - Office Depot, Inc. (ODP) Line Item Account

62667 06/08/2023

Inv 308005412001

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/01/2023	RAM for SCADA HMI to prevent SOPHOS failure	402-20-040-535-50-31-300	392.02

Inv 308005412001 Total	392.02
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62667 Total:	392.02
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OD 32559 - Office Depot, Inc. (ODP) Total:

392.02

orkin - ORKIN Line Item Account

62668 06/08/2023

Inv 242506742

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/21/2023	Rodent control	402-20-040-535-80-48-200	213.43

Inv 242506742 Total	213.43
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62668 Total:	213.43
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orkin - ORKIN Total:

213.43

pace - Pace Material Handling, Inc. Line Item Account

62669 06/08/2023

Inv 305687

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/30/2022	Elevator servicet south well	401-18-037-534-82-48-000	2,542.82

Inv 305687 Total			2,542.82
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Inv 305715

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/05/2023	Elevator repair at south well	401-18-037-534-82-48-000	3,061.18

Inv 305715 Total			3,061.18
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62669 Total:			5,604.00
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pace - Pace Material Handling, Inc. Total:

5,604.00

poa-or - Pacific Office Automation (OR) Line Item Account

62670 06/08/2023

Inv 025614 1

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/27/2023	Plotter swap between CH & PW	502-11-020-518-88-45-200	490.05

Inv 025614 1 Total			490.05
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Inv CSQ-0423

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/18/2023	Copier Lease	502-11-020-518-88-45-200	1,483.89

Inv CSQ-0423 Total			1,483.89
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62670 Total:			1,973.94
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poa-or - Pacific Office Automation (OR) Total:

1,973.94

paramet - Parametrix Line Item Account

62671 06/08/2023

Inv 44956

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/17/2023	Professional services ending May 17, 2023	417-13-416-594-35-41-060	29,730.64

Inv 44956 Total			29,730.64
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62671 Total:			29,730.64
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paramet - Parametrix Total:

29,730.64**pei - PERTEET ENGINEERING INC Line Item Account**

62672 06/08/2023

Inv 00023042.0010-5

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/13/2023	For 2023 NPDES annual report assistance	403-22-050-531-45-41-040	437.50

Inv 00023042.0010-5 Total	437.50
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62672 Total:

437.50**pei - PERTEET ENGINEERING INC Total:**

437.50**poly - Polydyne Inc. Line Item Account**

62673 06/08/2023

Inv 1739861

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/17/2023	Chemicals for reuse	402-21-047-539-30-31-500	4,508.46

Inv 1739861 Total	4,508.46
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62673 Total:

4,508.46**poly - Polydyne Inc. Total:**

4,508.46**PSF MECH - PSF MECHANICAL, INC Line Item Account**

62674 06/08/2023

Inv 2864-01

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/31/2023	Fire station boiler replacment const up to 5/31/2023	310-13-701-594-18-63-000	6,425.10

Inv 2864-01 Total	6,425.10
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62674 Total:

6,425.10**PSF MECH - PSF MECHANICAL, INC Total:**

6,425.10**pse - Puget Sound Energy Line Item Account 001-08-009-521-50-47-100**

62675 06/08/2023

Inv 007124

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/08/2023	Electricity	402-20-045-535-65-47-100	41.36
05/08/2023	Electricity	402-20-045-535-65-47-100	11.36

Inv 007124 Total	52.72
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Inv 007355

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/08/2023	Electricity	001-12-028-576-80-47-100	3,135.32

Inv 007355 Total			3,135.32
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62675 Total:			3,188.04
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pse - Puget Sound Energy Total:

3,188.04

rh2 - RH2 Engineering, Inc. Line Item Account

62676 06/08/2023

Inv 90776

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/17/2023	Finalize bid documents, prepare addenda & respond to ecology rep	417-13-454-594-35-41-060	59,344.53
05/17/2023	Review & respond to early contract submittals for Kimball Creek	417-13-454-594-35-41-040	5,778.95

Inv 90776 Total			65,123.48
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62676 Total:			65,123.48
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rh2 - RH2 Engineering, Inc. Total:

65,123.48

roberth - Robert Half Line Item Account

62677 06/08/2023

Inv 61988564

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/11/2023	IT: Contract Employee - Asker	502-11-023-594-18-41-190	3,600.00

Inv 61988564 Total			3,600.00
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Inv 61988614

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/11/2023	FI: Contract Employee - Andrew	502-11-020-518-88-41-190	2,080.00

Inv 61988614 Total			2,080.00
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Inv 62022245

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/18/2023	FI: Contract Employee - Asker	502-11-023-594-18-41-190	3,600.00

Inv 62022245 Total			3,600.00
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Inv 62022423

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/18/2023	FI: Contract Employee - Andrew	502-11-020-518-88-41-190	15,099.00

Inv 62022423 Total			15,099.00
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Inv 62054946

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/25/2023	FI: Contract Employee - Asker	502-11-023-594-18-41-190	3,600.00

Inv 62054946 Total		3,600.00
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62677 Total:		27,979.00
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roberth - Robert Half Total:

27,979.00

SAFEINC - SAFEWARE INC Line Item Account

62678 06/08/2023

Inv 30085543

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/05/2023	Emergency Plug kit	001-09-014-522-50-35-900	4,029.30

Inv 30085543 Total		4,029.30
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62678 Total:		4,029.30
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SAFEINC - SAFEWARE INC Total:

4,029.30

SEACHLD - Seattle's Child Line Item Account

62679 06/08/2023

Inv 2023ci-1863 DET

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/01/2023	Summer event advertising	012-13-115-573-20-41-390	200.00
06/01/2023	Big truck day advertising	001-28-065-573-90-41-390	500.00

Inv 2023ci-1863 DET Total		700.00
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62679 Total:		700.00
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SEACHLD - Seattle's Child Total:

700.00

shi int - SHI International Corp Line Item Account

62680 06/08/2023

Inv B16803633

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/28/2023	IT: Bluebeam license renewal	502-11-021-518-88-48-860	833.58

Inv B16803633 Total		833.58
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Inv B16804306

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/28/2023	PW: New bluebeam license	417-13-200-594-31-31-820	434.78

Inv B16804306 Total		434.78
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Inv B16842821

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/10/2023	CD: New bluebeam license	001-14-031-558-60-31-800	541.21

Inv B16842821 Total	541.21
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Inv B16848919

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/11/2023	PW: New bluebeam license	310-13-702-594-18-41-040	541.21

Inv B16848919 Total	541.21
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62680 Total:	2,350.78
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shi int - SHI International Corp Total:	2,350.78
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tsi lw - Technical Systems, Inc. Line Item Account

62681 06/08/2023

Inv 7406-105

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/11/2023	Repair of various items in the collection system	402-20-045-535-65-48-000	9,049.59

Inv 7406-105 Total	9,049.59
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Inv 8162.0002

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/31/2023	Water treatment maintenance	401-18-037-534-82-48-000	11,126.86

Inv 8162.0002 Total	11,126.86
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Inv 8162.0003

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/31/2023	Water treatment maintenance	401-18-037-534-82-48-000	12,435.02

Inv 8162.0003 Total	12,435.02
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62681 Total:	32,611.47
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tsi lw - Technical Systems, Inc. Total:	32,611.47
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tenelco - Tenelco Inc. Line Item Account

62682 06/08/2023

Inv 87344

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/12/2023	BUF haul	402-20-040-535-55-48-000	2,377.40

Inv 87344 Total	2,377.40
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Inv 87423

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/24/2023	BUF haul	402-20-040-535-55-48-000	2,402.71

Inv 87423 Total			2,402.71
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62682 Total:			4,780.11
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tanelco - Tanelco Inc. Total:

4,780.11

seatimes - The Seattle Times Line Item Account

62683 06/08/2023

Inv 54203

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/11/2023	Bidding advertisment	417-13-454-594-35-41-390	905.16

Inv 54203 Total			905.16
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Inv 55198

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/12/2023	Bidding advertisment	417-13-471-594-31-41-390	952.80

Inv 55198 Total			952.80
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62683 Total:			1,857.96
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seatimes - The Seattle Times Total:

1,857.96

twwp - The Workwear Place Line Item Account

62684 06/08/2023

Inv 2322

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/19/2023	Chris Wilson boots	401-18-037-534-81-23-100	138.72

Inv 2322 Total			138.72
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62684 Total:			138.72
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twwp - The Workwear Place Total:

138.72

tylertec - Tyler Technologies, Inc. Line Item Account

62685 06/08/2023

Inv 045-518403

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/03/2023	ERP: Consultants	502-11-023-594-18-41-040	10,257.94

Inv 045-518403 Total			10,257.94
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62685 Total: 10,257.94

tylertec - Tyler Technologies, Inc. Total: 10,257.94**uline - Uline Line Item Account**

62686 06/08/2023

Inv 163432871

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/09/2023	Safety glasses	401-18-037-534-81-31-050	213.15

Inv 163432871 Total 213.15

62686 Total: 213.15

uline - Uline Total: 213.15**unitedsi - United Site Services Line Item Account**

62687 06/08/2023

Inv INV-01648043

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/30/2023	Portable toilet service for D.O.C. operations	403-22-050-531-45-48-000	185.00

Inv INV-01648043 Total 185.00

62687 Total: 185.00

unitedsi - United Site Services Total: 185.00**uli - Unum Life Insurance Line Item Account 001-08-009-521-22-22-400**

62688 06/08/2023

Inv 6/1

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/01/2023	Group Insurance Premium - Edmund Crosson	001-08-009-521-22-22-400	70.50

Inv 6/1 Total 70.50

62688 Total: 70.50

uli - Unum Life Insurance Total: 70.50**usab - USA Bluebook Line Item Account 402-20-040-535-85-31-510**

62689 06/08/2023

Inv INV00008854

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/11/2023	Canyon springs tubing	401-18-037-534-81-31-300	576.25

Inv INV00008854 Total	576.25
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62689 Total:	576.25
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usab - USA Bluebook Total:	576.25
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uulc - Utilities Underground Location Center Line Item Account

62690 06/08/2023

Inv 3040230

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/30/2023	Locating center fees	402-20-040-535-80-49-900	114.65

Inv 3040230 Total	114.65
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62690 Total:	114.65
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uulc - Utilities Underground Location Center Total:	114.65
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wml - Water Management Laboratories, Inc. Line Item Account

62691 06/08/2023

Inv 211777

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/18/2023	April/May arsenic samples	401-18-037-534-81-41-000	54.00

Inv 211777 Total	54.00
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62691 Total:	54.00
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wml - Water Management Laboratories, Inc. Total:	54.00
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wesspur - WesSpur Tree Equipment, Inc. Line Item Account

62692 06/08/2023

Inv IN-2702831

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/17/2023	Arborist first aid/pruning supplies	403-22-030-531-90-31-300	2,616.67

Inv IN-2702831 Total	2,616.67
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62692 Total:	2,616.67
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wesspur - WesSpur Tree Equipment, Inc. Total:	2,616.67
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westm - West, Matt Line Item Account

62693 06/08/2023

Inv REIMB M. WEST

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/01/2023	Hiking boots - Firefighter	001-09-014-522-20-31-050	190.00

Inv REIMB M. WEST Total 190.00

62693 Total: 190.00

westm - West, Matt Total: 190.00

wlace - Westlake Ace Hardware Line Item Account

62694 06/08/2023

Inv 15308903

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/12/2023	Stormpond fence repair supplies	403-22-050-531-30-31-300	271.34

Inv 15308903 Total 271.34

Inv 15308938

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/16/2023	Reuse filter cleaning	402-21-047-539-70-31-300	112.23

Inv 15308938 Total 112.23

Inv 15308993

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/23/2023	Mixed fuel, pruning saw	401-18-037-534-81-31-300	49.02

Inv 15308993 Total 49.02

62694 Total: 432.59

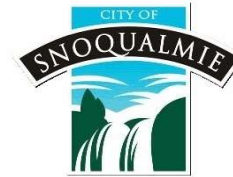
wlace - Westlake Ace Hardware Total: 432.59

Total: 379,221.81

Accounts Payable

Blanket Voucher Approval Document

User: THolden
 Printed: 06/01/2023 - 11:02AM
 Warrant Request Date: 5/31/2023
 DAC Fund:



Batch: 00006.05.2023 - PV5-2023

City of Snoqualmie

Claims presented to the City to be paid in the amount of \$ 724,668.28
 for claims warrants numbered 61434 through 61446 & dated 5/31/2023.

Line	Claimant	Voucher No.	Amount
1	AFLAC	000000000	78.13
2	AWC BENEFITS	000000000	161,506.22
3	AWC BENEFITS STANDARD LIFE INS	000000000	50.40
4	CITY OF SNOQUALMIE	000061434	1,512.42
5	Dept of Retirement Syst.-PERS	000000000	91,664.81
6	Dept. of Labor & Industries	000061435	29,393.48
7	Dept. of Retirement Syst.- DCP	000000000	41,169.00
8	Dept. of Retirement Syst.- PSERS	000000000	2,212.18
9	Dept. of Retirement Syst.-LEOFF	000000000	57,072.29
10	DiMartino Associates	000061436	409.50
11	Employment Security Dept.	000061437	2,117.14
12	Employment Security Dept.	000061438	8,556.39
13	IAFF Firepac-Political Affairs Dept.	000061439	4.18
14	IAFF LOCAL #2878	000061440	2,917.26
15	ICMA Retirement Trust -303907	000000000	18,991.00
16	IRS-Payroll EFTPS	000000000	273,087.08
17	NWFFT TRUST	000061441	24,290.89
18	Office of Support Enforcement - DSHS	000000000	2,044.91
19	Snoqualmie Police Association	000061442	1,700.00
20	Teamsters Local Union #763	000061443	3,546.00
21	Voya Institutional Trust Company	000061444	450.00
22	Western States Police Medical Trust	000061445	920.00
23	WSCFF	000061446	975.00

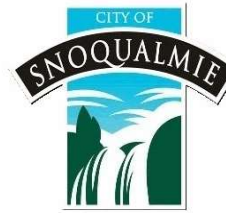
Page Total: \$724,668.28

Grand Total: \$724,668.28

Accounts Payable

Check Detail

User: THolden
Printed: 06/01/2023 - 11:17AM



Item 7.

Check Number	Check Date	Amount		
90110 - AFLAC Line Item Account				
0	05/31/2023			
Inv				
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
05/30/2023	PR Batch 00002.05.2023 AFLAC-Pre Tax	631-00-000-231-50-19-000	78.13	
Inv Total				78.13
0 Total:				78.13
90110 - AFLAC Total:				78.13
90000 - AWC BENEFITS Line Item Account				
0	05/31/2023			
Inv				
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
05/30/2023	PR Batch 00002.05.2023 AWC - Medical Benefits/HF 250	631-00-000-231-50-14-000	111,995.82	
05/30/2023	PR Batch 00002.05.2023 AWC Long Term Disability	631-00-000-231-50-14-000	802.71	
05/30/2023	PR Batch 00002.05.2023 AWC Dental Benefits Employee	631-00-000-231-50-14-000	22.30	
05/30/2023	PR Batch 00002.05.2023 AWC Life Insurance Employee	631-00-000-231-50-14-000	4.80	
05/30/2023	PR Batch 00002.05.2023 Kaiser Medical Benefits/200	631-00-000-231-50-14-000	2,276.38	
05/30/2023	PR Batch 00002.05.2023 AWC Life Insurance	631-00-000-231-50-14-000	527.70	
05/30/2023	PR Batch 00002.05.2023 AWC-Life Insurance Police	631-00-000-231-50-14-000	765.00	
05/30/2023	PR Batch 00002.05.2023 AWC-Dental Benefits	631-00-000-231-50-14-000	12,027.72	
05/30/2023	PR Batch 00002.05.2023 AWC Medical Benefits Employee	631-00-000-231-50-14-000	350.28	
05/30/2023	PR Batch 00002.05.2023 AWC-Medical Benefits/HF 500	631-00-000-231-50-14-000	29,125.56	
05/30/2023	PR Batch 00002.05.2023 AWC-Vision	631-00-000-231-50-14-000	1,778.15	
05/30/2023	PR Batch 00002.05.2023 AWC Long Term Disab. Employee	631-00-000-231-50-14-000	5.41	
05/30/2023	PR Batch 00002.05.2023 AWC-Vision Employee	631-00-000-231-50-14-000	3.81	
Inv Total				159,685.64
Inv 05-2023				
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
05/30/2023	Edmund Crosson Medical Premium	001-08-009-521-22-22-400	1,820.58	
Inv 05-2023 Total				1,820.58
0 Total:				161,506.22
90000 - AWC BENEFITS Total:				161,506.22

90005 - AWC BENEFITS STANDARD LIFE INS Line Item Account

0 05/31/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/30/2023	PR Batch 00002.05.2023 AWC-Employee Pd Life Addtl	631-00-000-231-50-14-000	50.40

Inv Total			50.40
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0 Total:			50.40
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90005 - AWC BENEFITS STANDARD LIFE INS Total:

50.40

90099 - CITY OF SNOQUALMIE Line Item Account

61434 05/31/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/30/2023	PR Batch 00002.05.2023 FSA	631-00-000-231-50-15-000	1,512.42

Inv Total			1,512.42
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61434 Total:			1,512.42
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90099 - CITY OF SNOQUALMIE Total:

1,512.42

90070 - Dept of Retirement Syst.-PERS Line Item Account

0 05/31/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/30/2023	PR Batch 00002.05.2023 PERS 3 Employee	631-00-000-231-50-16-000	5,698.37
05/30/2023	PR Batch 00002.05.2023 PERS2 Employee	631-00-000-231-50-16-000	29,382.86
05/30/2023	PR Batch 00002.05.2023 PERS 2 Employer	631-00-000-231-50-16-000	48,001.33
05/30/2023	PR Batch 00002.05.2023 PERS 3 Employer	631-00-000-231-50-16-000	8,582.25

Inv Total			91,664.81
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0 Total:			91,664.81
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90070 - Dept of Retirement Syst.-PERS Total:

91,664.81

90010 - Dept. of Labor & Industries Line Item Account

61435 05/31/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/30/2023	PR Batch 00002.05.2023 L&I Employer	631-00-000-231-50-73-000	24,298.46
05/30/2023	PR Batch 00002.05.2023 L&I Employee	631-00-000-231-50-73-000	5,095.02

Inv Total			29,393.48
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61435 Total: 29,393.48

90010 - Dept. of Labor & Industries Total: 29,393.48

90105 - Dept. of Retirement Syst.- DCP Line Item Account

0 05/31/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/30/2023	PR Batch 00002.05.2023 DCP Employee	631-00-000-231-50-19-000	26,122.00
05/30/2023	PR Batch 00002.05.2023 DCP-Employer	631-00-000-231-50-19-000	12,132.00
05/30/2023	PR Batch 00002.05.2023 DCP-Employer-Supplement	631-00-000-231-50-19-000	2,915.00

Inv Total 41,169.00

0 Total: 41,169.00

90105 - Dept. of Retirement Syst.- DCP Total: 41,169.00

90075 - Dept. of Retirement Syst.- PSERS Line Item Account

0 05/31/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/30/2023	PR Batch 00002.05.2023 PSERS Employee	631-00-000-231-50-16-000	847.38
05/30/2023	PR Batch 00002.05.2023 PSERS Employer	631-00-000-231-50-16-000	1,364.80

Inv Total 2,212.18

0 Total: 2,212.18

90075 - Dept. of Retirement Syst.- PSERS Total: 2,212.18

90030 - Dept. of Retirement Syst.-LEOFF Line Item Account

0 05/31/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/30/2023	PR Batch 00002.05.2023 LEOFF 2 Employer	631-00-000-231-50-16-000	21,871.55
05/30/2023	PR Batch 00002.05.2023 LEOFF 2 Employee	631-00-000-231-50-16-000	35,200.74

Inv Total 57,072.29

0 Total: 57,072.29

90030 - Dept. of Retirement Syst.-LEOFF Total: 57,072.29

90300 - DiMartino Associates Line Item Account

61436 05/31/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/30/2023	PR Batch 00002.05.2023 Brown & Brown DBA DiMartino	631-00-000-231-50-14-000	409.50

Inv Total			409.50
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61436 Total:			409.50
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90300 - DiMartino Associates Total:			409.50
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90020 - Employment Security Dept. Line Item Account

61437 05/31/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/30/2023	PR Batch 00002.05.2023 Emp Sec- Unemployment Tax	631-00-000-231-50-50-000	2,117.14

Inv Total			2,117.14
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61437 Total:			2,117.14
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61438 05/31/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/30/2023	PR Batch 00002.05.2023 WA Paid Fam. & Med. Leave	631-00-000-231-50-32-000	2,330.71
05/30/2023	PR Batch 00002.05.2023 WA Paid Fam. & Med. Leave	631-00-000-231-50-32-000	6,225.68

Inv Total			8,556.39
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61438 Total:			8,556.39
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90022 - Employment Security Dept. Total:			10,673.53
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90035 - IAFF Firepac-Political Affairs Dept. Line Item Account

61439 05/31/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/30/2023	PR Batch 00002.05.2023 IAFF-FirePac	631-00-000-231-50-50-000	4.18

Inv Total			4.18
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61439 Total:			4.18
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90035 - IAFF Firepac-Political Affairs Dept. Total:			4.18
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90045 - IAFF LOCAL #2878 Line Item Account

61440 05/31/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/30/2023	PR Batch 00002.05.2023 IAFF-Local 2878 Fire	631-00-000-231-50-21-000	2,917.26

Inv Total			2,917.26
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61440 Total:			2,917.26
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90045 - IAFF LOCAL #2878 Total:			2,917.26
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90100 - ICMA Retirement Trust -303907 Line Item Account

0 05/31/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/30/2023	PR Batch 00002.05.2023 ICMA-Employer Supplement	631-00-000-231-50-19-000	250.00
05/30/2023	PR Batch 00002.05.2023 ICMA-Employer	631-00-000-231-50-19-000	2,125.00
05/30/2023	PR Batch 00002.05.2023 ICMA-Employee	631-00-000-231-50-19-000	16,616.00

Inv Total			18,991.00
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0 Total:			18,991.00
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90100 - ICMA Retirement Trust -303907 Total:			18,991.00
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90085 - IRS-Payroll EFTPS Line Item Account

0 05/31/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/30/2023	PR Batch 00002.05.2023 FICA Employer	631-00-000-231-50-27-000	56,205.25
05/30/2023	PR Batch 00002.05.2023 Imputed Income Tax	631-00-000-231-50-50-000	740.00
05/30/2023	PR Batch 00002.05.2023 Medicare Employee	631-00-000-231-50-27-000	15,491.62
05/30/2023	PR Batch 00002.05.2023 Federal Income Tax	631-00-000-231-50-27-000	128,953.34
05/30/2023	PR Batch 00002.05.2023 FICA Employee	631-00-000-231-50-27-000	56,205.25
05/30/2023	PR Batch 00002.05.2023 Medicare Employer	631-00-000-231-50-27-000	15,491.62

Inv Total			273,087.08
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0 Total:			273,087.08
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90085 - IRS-Payroll EFTPS Total:			273,087.08
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90310 - NWFFT TRUST Line Item Account

61441 05/31/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/30/2023	PR Batch 00002.05.2023 Dental Benefits	631-00-000-231-50-14-000	2,110.89
05/30/2023	PR Batch 00002.05.2023 Medical/Vision Benefits	631-00-000-231-50-14-000	22,180.00

Inv Total	24,290.89
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61441 Total:	24,290.89
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90310 - NWFFT TRUST Total:	24,290.89
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90060 - Office of Support Enforcement - DSHS Line Item Account

0 05/31/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/30/2023	PR Batch 00002.05.2023 Child Support	631-00-000-231-50-30-000	2,044.91

Inv Total	2,044.91
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0 Total:	2,044.91
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90060 - Office of Support Enforcement - DSHS Total:	2,044.91
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90180 - Snoqualmie Police Association Line Item Account

61442 05/31/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/30/2023	PR Batch 00002.05.2023 Police Union Dues	631-00-000-231-50-21-000	1,700.00

Inv Total	1,700.00
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61442 Total:	1,700.00
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90180 - Snoqualmie Police Association Total:	1,700.00
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90040 - Teamsters Local Union #763 Line Item Account

61443 05/31/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/30/2023	PR Batch 00002.05.2023 Teamsters Union Dues	631-00-000-231-50-21-000	3,546.00

Inv Total	3,546.00
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61443 Total:	3,546.00
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90040 - Teamsters Local Union #763 Total:	3,546.00
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90095 - Voya Institutional Trust Company Line Item Account

61444 05/31/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
-----------------------	------------------------------	--------------------------	--

05/30/2023	PR Batch 00002.05.2023 Voya-Employee	631-00-000-231-50-19-000	250.00
05/30/2023	PR Batch 00002.05.2023 Voya-Employer	631-00-000-231-50-19-000	200.00
Inv Total			450.00
61444 Total:			450.00
90095 - Voya Institutional Trust Company Total:			450.00
90400 - Western States Police Medical Trust Line Item Account			
61445	05/31/2023		
Inv			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/30/2023	PR Batch 00002.05.2023 W States Police Medical Trust	631-00-000-231-50-17-000	920.00
Inv Total			920.00
61445 Total:			920.00
90400 - Western States Police Medical Trust Total:			920.00
90120 - WSCFF Line Item Account			
61446	05/31/2023		
Inv			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/30/2023	PR Batch 00002.05.2023 WSCFF-BENEFIT TRUST FF ER	631-00-000-231-50-22-000	975.00
Inv Total			975.00
61446 Total:			975.00
90120 - WSCFF Total:			975.00
Total:			724,668.28

Claims Approval Report F&A 6-21-23, CM 6-26-23

Final Audit Report

2023-06-14

Created:	2023-06-13
By:	Tania Holden (THolden@snoqualmiewa.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA6wzRlr7AtxK9QlchcUU3u0y39ZhsFdEX

"Claims Approval Report F&A 6-21-23, CM 6-26-23" History



Document created by Tania Holden (THolden@snoqualmiewa.gov)

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Email viewed by Jerry Knutsen (JKnutsen@snoqualmiewa.gov)

2023-06-13 - 11:22:58 PM GMT



Document e-signed by Jerry Knutsen (JKnutsen@snoqualmiewa.gov)

Signature Date: 2023-06-14 - 5:03:47 PM GMT - Time Source: server



Agreement completed.

2023-06-14 - 5:03:47 PM GMT



BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB23-077
June 12, 2023
Discussion

Item 8.

AGENDA BILL INFORMATION

TITLE:	AB23-077: Riverwalk Property Acquisition Parcel Identification Number: 7849200425	<input type="checkbox"/> Discussion Only
PROPOSED ACTION:	Authorize the Mayor to sign a Purchase and Sale Agreement for Parcel Identification Number: 7849200425	<input checked="" type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input checked="" type="checkbox"/> Resolution

REVIEW:	Department Director/Peer	Emily Arteche	5/30/2023
	Finance	Drew Bouta	5/11/2023
	Legal	Outside Counsel	6/5/2023
	City Administrator	Michael Chambless	5/26/2022

DEPARTMENT:	Community Development		
STAFF:	Emily Arteche, Community Development Director		
COMMITTEE:	Finance & Administration	COMMITTEE DATE: June 6, 2023	
	BRYAN HOLLOWAY	JAMES MAYHEW	LOUIS WASHINGTON
EXHIBITS:	1. Resolution 1653 2. Riverwalk Property Acquisitions Status Map 3. Purchase and Sale Agreement		

AMOUNT OF EXPENDITURE	\$ 23,290
AMOUNT BUDGETED	\$ 320,000
APPROPRIATION REQUESTED	\$ n/a

SUMMARY

INTRODUCTION

Parcel identification number (PIN): 7849200425 addressed at 7702 Railroad Avenue Southeast is identified on the Riverwalk Acquisition Status Map (Exhibit 2) as a remaining potential riverfront acquisition parcel. The City continues to assemble properties to construct a formalized non-motorized trail that follows the edge of the Snoqualmie River through the downtown historic business district. The property owner of PIN 7849200425 addressed at 7702 Railroad Avenue Southeast would like to facilitate a voluntary purchase and sale agreement (Exhibit 3) to sell the property to the City.

LEGISLATIVE HISTORY

The City Council Approved Resolution 1329, the Snoqualmie Riverwalk Master Plan on March 14, 2015.

BACKGROUND

Snoqualmie Riverwalk has been identified by the City of Snoqualmie in the Comprehensive Plan and Downtown Master Plan as a “destination trail loop” to be “widely enjoyed by residents and visitors alike”. Its development is viewed as a key component to the City’s goals of having a healthy, diverse economy that includes being recognized as a “tourism destination with a distinctive sense of place”. As the local tourism economy is developed into “a mainstay of the City’s economic vitality”, the Snoqualmie River is to be “maximized as a tourism asset”. Parcels were acquired starting in 2012 with the most recent purchase and sale agreements completed in 2019.

ANALYSIS

Twelve of 31 properties remain on the City Riverwalk Property Acquisition Status Map. If the City acquired PIN 7849200425 addressed at 7702 Railroad Avenue Southeast only three additional properties north of Fir Street along Railroad Avenue would need to be acquired. Other remaining properties are located at Southeast River/Park Avenue Southeast, between Euclid Avenue SE and Schusman Avenue SE and north of Southeast Walnut Street. Acquiring additional properties consistently demonstrates progress towards completing the Riverwalk project.

BUDGET IMPACTS

King County is one of 14 counties statewide that levy a conservation futures tax (CFT), which protects forests, shorelines, farms, greenways, and trails for future generations to enjoy in perpetuity by funding the acquisition of property to be used as passive open space. CFT funding, which requires a 50% match from the organization initiating the purchase, can be used to cover the price of the land and property interests as well as related costs such as title, appraisal, environmental assessments, and staff, legal, and administrative costs.

The City of Snoqualmie has utilized CFT funding for purchasing riverfront property in the past. In several cases, the City has contributed more than its 50% match requirement by utilizing other funding sources. As a result, the City has a “banked” match of \$256,921 – representing the total amount the City has contributed to CFT purchase over its match requirement.

This “banked” match of \$256,921 may be applied to PIN 7849200425 with an anticipated purchase cost of \$303,500, leaving a balance of \$46,579. CFT funds will cover 50% of this balance; the City will contribute the remaining 50% from the \$320,000 in Real Estate Excise Tax that the City appropriated in the 2023/2024 budget for the purchase of riverfront properties.

	Amount	Balance Remaining
Cost of Warren Property	\$303,500	\$303,500
Snoqualmie CFT “Banked” Match	-\$256,921	\$46,579
CFT 50% Cost Share for Remaining Balance	-\$23,289	\$23,290
City 50% Cost Share (Real Estate Excise Tax)	-\$23,290	\$0

NEXT STEPS

Recommend a resolution authorizing the Mayor to sign the purchase and sale agreement.

PROPOSED ACTION

Adopt Resolution 1653 and Authorize the Mayor to Sign the Purchase and Sale Agreement for Parcel #7849200425.

RESOLUTION NO. 1653

A RESOLUTION OF THE CITY OF SNOQUALMIE, WASHINGTON, AUTHORIZING THE MAYOR TO EXECUTE A PURCHASE AND SALE AGREEMENT TO PURCHASE REAL PROPERTY ASSOCIATED WITH THE CITY RIVERWALK

WHEREAS, the City of Snoqualmie desires to purchase the real property identified by King County as parcel number 7849200425 (the “Property”); addressed as 7702 Railroad Avenue Southeast for the purposes of creating a conservation area and passive use park, known as “Riverwalk”; and

WHEREAS, the City of Snoqualmie’s Riverwalk Master Plan identifies the Property as a remaining potential Riverfront Acquisition Parcel as shown in Exhibit 2, Riverwalk Property Acquisition Status Map and a potential site for a future Riverwalk trail; and

WHEREAS, the public interest would be served by the acquisition of the Property; and

WHEREAS, the owner of the Property has expressed interest in selling it through a voluntary purchase and sale agreement; and

WHEREAS, the City has secured funding for the purchase of the Property through a combination of King County conservation futures tax (CFT) funds and Real Estate Excise Tax Revenue (REET) to assist the with purchase of the Property;

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF SNOQUALMIE WASHINGTON AS FOLLOWS:

Section 1. Authorization to Execute Closing Documents.

The City Council approves the real estate purchase and sale contract in substantially the form contained in Exhibit 3, Purchase and Sale Agreement, and authorizes the Mayor of Snoqualmie to execute the contract with such minor revisions as the Mayor deems necessary and appropriate.

Section 2. Necessary Funds.

The City Council authorizes the City to deliver the necessary funds and sign all documents necessary for the City to close on the purchase and to acquire the property identified as parcel number 7849200425, addressed at 7702 Railroad Avenue Southeast.

Passed, by the City Council of the City of Snoqualmie, Washington, this 12th day of June 2023.

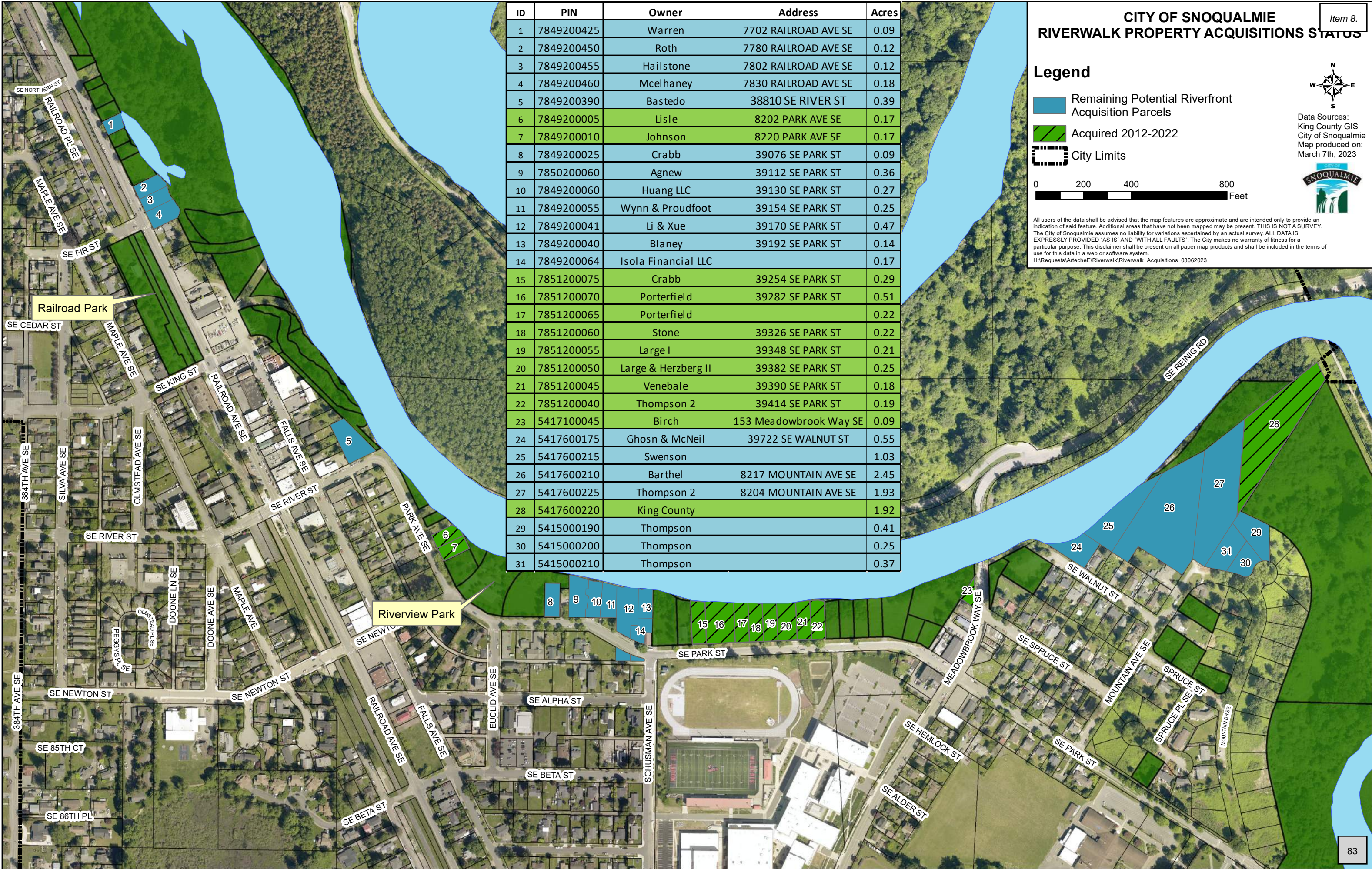
Katherine Ross, Mayor

Attest:

Deana Dean, City Clerk

Approved as to form:

David A. Linehan, Interim City Attorney



CITY OF SNOQUALMIE
SNOQUALMIE RIVERFRONT REACH
WARREN PARCEL

REAL ESTATE PURCHASE AND SALE AGREEMENT

This Agreement is made as of the date this instrument is fully executed by and between RONA HICKS Personal Representative of the estate of LAVERNE WARREN, deceased, ("Seller"), and THE CITY OF SNOQUALMIE, a municipal corporation of the State of Washington ("Buyer" or "City"), for purchase and sale of that certain property situated in King County, Washington, described on **Exhibit "A"**, and all rights appurtenant (the "Property")

1. **PURCHASE PRICE:** The total purchase price for the Property is **Two Hundred Ninety Five Thousand and No/100 Dollars (US \$295,000.00)** ("Purchase Price"). The Purchase Price is payable at closing in cash.

2. **TITLE:**

2.1 **Deed:** At closing, Seller will execute and deliver to Buyer a Statutory Warranty Deed in the form attached hereto as **Exhibit "C"** conveying and warranting good and marketable title to the Property free and clear of all defects or encumbrances, except for the lien of real estate taxes and drainage service charges not yet due and payable and those defects and/or encumbrances (if any) identified on **Exhibit "B"** (collectively, "Permitted Exceptions").

2.2 **Title Insurance:** At closing, Buyer shall receive (at Buyer's expense) an owner's Standard ALTA policy of title insurance, dated as of the closing date and insuring Buyer in the amount of the Purchase Price against loss or damage by reason of defect in Buyer's title to the Property subject only to the printed exclusions appearing in the policy form and any Permitted Exceptions.

3. **CONTINGENCIES:**

3.1 **Due Diligence Inspection and Feasibility:** Buyer shall satisfy itself by investigation and inspection, at its cost and expense, in its sole and absolute discretion that the condition of the Property for Buyer's contemplated use meets with its approval ("Due Diligence Contingency"). If Buyer is not satisfied with the condition of the Property, this Agreement shall terminate pursuant to Paragraph 3.3. Seller hereby grants Buyer's employees, agents or contractors a right of entry onto the Property for any site inspections performed in connection with this Due Diligence Contingency. In connection with such inspections, Buyer agrees to hold harmless, indemnify and defend Seller, its officers, agents and employees, from and against all claims, losses, or liability, for injuries, sickness or death of persons, including employees of Buyer caused by or arising out of any act, error or omission of Buyer, its officers, agents, contractors, subcontractors or employees in entering Seller's property for the above purposes, to the extent not caused by or arising out of any act, error or omission of Seller, its officers, agents and employees.

3.2 **Funding:** The sale of the Property is contingent on appropriation by the Snoqualmie City Council, Snoqualmie Mayor Katherine Ross's approval of said appropriation, and spending authority of funds sufficient to close the sale.

3.3 **Removal of Contingencies:** City shall have a period of 180 days from the date all parties have signed this Agreement to remove all contingencies. City may remove such contingencies by sending written notice thereof to Seller pursuant to Paragraph 7 herein. If the contingencies are not removed within this period, this Agreement shall be null and void, and the Parties shall have no further obligations hereunder, except for the obligations contained in section 3.1.

4. **RISK OF LOSS:** Seller will bear the risk of loss of or damage to the Property prior to closing. In the event of such loss or damage to the Property, Seller shall promptly notify Buyer thereof and Buyer may, in its sole discretion, terminate this Agreement by giving notice of termination to the Seller.

5. **SELLER'S REPRESENTATIONS, WARRANTIES AND COVENANTS:** Seller represents warrants and covenants to the Buyer at the date of execution of this Agreement and the date of closing that:

5.1 **Authority:** Seller, and the person(s) signing on behalf of Seller, has full power and authority to execute this Agreement and perform Seller's obligations, and if Seller is a corporation, all necessary corporate action to authorize this transaction has been taken;

5.2 **No Leases:** The Property is not subject to any leases, tenancies or rights of persons in possession and Seller shall not enter into or establish any leases, tenancies or rights of persons in possession prior to closing;

5.3 **As-Is Sale of Home on Property.** Except for the representations contained in Sections 5.4 and 5.5, Seller makes no representations or warranties concerning the home located on the Property or the condition of the Property. At closing, the home and the Property is being sold and conveyed AS IS, without warranty as to the physical condition, square footage, building restrictions, or any other warranty other than those, if any, by Seller in the deed being given at closing. Specifically, and not in limitation of the foregoing, (i) Seller makes no representations or warranties regarding the physical condition of the home or septic system for the home; (ii) Seller disclaims, and Buyer hereby waives, any and all representations or warranties of any kind, express or implied, concerning the condition, value, compliance with laws (except as contained in Section 5.5), square footage, property boundaries, or any other matter of similar or dissimilar nature relating in any way to the home or Property, including the warranties of fitness for a particular purpose, habitability and use; and Buyer otherwise takes the Property "AS IS". ;

5.4 **Debris and Personal Property:** Seller will remove all debris and personal property, prior to closing, located on the Property (if any) at Seller's cost and expense, and Seller will indemnify and hold Buyer harmless from all claims and expenses arising from such removal;

5.5 **Contamination:** Seller represents and warrants that it has not caused or allowed the generation, treatment, storage, or disposal of hazardous substances on the property, except in

accordance with local, state, and federal statutes and regulations, nor caused or allowed the release of any hazardous substance onto, at, or near the Property. Seller is in compliance with all applicable laws, rules, and regulations regarding the handling of hazardous substances, has secured all necessary permits, licenses and approvals necessary to its operation on the Property, and is in compliance with such permits. Seller has not received notice of any proceedings, claims, or lawsuits arising out of its operations on the Property and, to the Seller's knowledge, the property is not, nor has it ever been subject to the release of hazardous substances.

5.6 Fees and Commissions: Seller shall pay for any broker's or other commissions or fees incurred by the Seller in connection with the sale of the Property and Seller shall indemnify and hold Buyer harmless from all such claims for commission and/or fees.

5.7 Indemnification: Seller agrees to indemnify, defend, and hold harmless Buyer, its employees, agents, heirs and assigns, from and against any and all damage, claim, liability, or loss, including reasonable attorney's and other fees, arising out of or in any way connected to the breach of any representation or warranty contained in this Section 5. Such duty of indemnification related to hazardous substances on or under the real property shall include, but not be limited to damage, liability, or loss pursuant to all federal environmental laws, Washington State environmental laws, strict liability and common law. The Indemnification duties contained herein shall exclude and not be applicable to remediation of the home or any building materials or paint incorporated in to the home on the property.

5.8 Contents of Fuel Tanks and delivery of Septic System: No more than 30 days prior to Closing, Seller shall cause all fuel tanks located on the Property to be emptied, and the contents of all fuel tanks, to be properly disposed of and removed from the Property. Seller shall provide to Buyer prior to Closing adequate documentation that all requirements under this Section 5.8 have been fulfilled. The Septic System and tank are not currently in use and shall be delivered in the current As-Is condition.

5.9 Termination: If Buyer determines in its sole and absolute discretion that any representation, warranty or covenant contained herein has been breached prior to Closing, Buyer may elect to terminate this Agreement by sending written notice thereof to Seller pursuant to Paragraph 7.

6. CLOSING:

6.1 Time for Closing: The sale will be closed in the office of the Closing Agent not later than twenty-one (21) days from the date all contingencies set forth in Paragraph 3 herein have been removed, or as soon thereafter as practicable.

Buyer and Seller shall deposit in escrow with the Closing Agent all instruments, documents and moneys necessary to complete the sale in accordance with this Agreement. As used in this Agreement, "closing" and "date of closing" means the date on which all appropriate documents are recorded and proceeds of the sale are available for disbursement to Seller. The Closing Agent shall be:

Megan Packwood
 Fidelity National Title Company
 600 University Street, Suite 2424
 Seattle, WA 98101

6.2 **Prorations:** Closing Costs: Seller will pay real estate excise taxes (if any are due) and real property taxes prorated through the date of closing. Buyer will pay the premium for its owner's title insurance policy, the cost of recording the Statutory Warranty Deed from the Seller, and the Closing Agents escrow fees.

6.3 **Possession:** Buyer shall be entitled to possession of the Property at Closing.

6.4 **Seller Questionnaire:** The "Seller Questionnaire" is attached to this Agreement as Exhibit "D", and shall be completed by Seller and delivered to Buyer at the time this Agreement has been executed by both Parties. Nothing in the Seller Questionnaire creates a representation or warranty by the Seller with respect to the Property, nor does it create any rights or obligations for the Parties.

7. **NOTICES:** Any notices required herein shall be given to the parties at the addresses listed below:

TO SELLER:

Rona Hicks, Personal Representative
 3508 Sabretooth Ct.
 Rocklin, CA 98004

TO BUYER:

City of Snoqualmie
 38624 SE River St.
 Snoqualmie, WA 98065

8. DEFAULT AND ATTORNEYS' FEES:

8.1 **DEFAULT BY BUYER:** In the event Closing does not occur due to default by Buyer, Seller's sole and exclusive remedy shall be to terminate this Agreement.

8.2 **DEFAULT BY SELLER:** In the event Closing does not occur due to default of Seller, Buyer shall have the right to either terminate the agreement and receive a reimbursement for Buyer's actual out of pocket feasibility expenses, not to exceed \$10,000, or Buyer may bring an action for specific performance, but not damages.

8.3 **ATTORNEY'S FEES:** In an action to enforce this Agreement, each Party shall bear its own attorney's fees and costs.

9. **GENERAL:** This is the entire agreement of the Buyer and Seller with respect to the Property and supersedes all prior or contemporaneous agreements between them, written or oral. This Agreement may be modified only in writing, signed by Buyer and Seller. Any waivers under this agreement must be in writing. A waiver of any right or remedy in the event of a default will not constitute a waiver of such right or remedy in the event of any subsequent default. This Agreement is for the benefit of, and binding upon, Buyer and Seller and their heirs, personal representatives, successors and assigns. The invalidity or unenforceability of any provision of this Agreement will not affect the validity or enforceability of any other provision. Time is of the

essence in this agreement.

10. **WASTE; ALTERATION OF PROPERTY:** Seller shall not commit waste on the Property, nor shall Seller remove trees or other vegetation, coal, minerals or other valuable materials nor shall Seller substantially alter the surface or subsurface of the Property without the express written consent of Buyer.

11. **SURVIVAL OF WARRANTIES:** The terms, covenants, representations and warranties shall not merge in the deed of conveyance, but shall survive closing.

12. **TERMINATION OF OFFER:** This offer shall terminate if not accepted by Seller on or before June 30, 2023.

BUYER: City of Snoqualmie, a municipal corporation
of the State of Washington.

BY: _____
Katherine Ross, Mayor

Date: _____

SELLER: the estate of LAVERNE WARREN

DocuSigned by:  7E7C7B8642574F3...	5/19/2023
Rona Hicks, Personal Representative	Date

EXHIBITS: **Exhibit A**, Legal Description
Exhibit B, Permitted Exception/Title Report
Exhibit C, Form of Deed (Statutory Warranty Deed)
Exhibit D, Seller Questionnaire

EXHIBIT A

LEGAL DESCRIPTION

Lot 4, Block 8, Plat of Snoqualmie Falls, according to the Plat recorded in Volume 6 of Plats, page 51, records of King County, Washington;

EXCEPT the Southwesterly 8 feet, deeded to the City of Snoqualmie by deed recorded under Recording Number 2559906, in King County, Washington.

EXHIBIT B**PERMITTED EXCEPTIONS/TITLE REPORT**

The special exception listed on Chicago National Title Company Report #0252825-etv dated March 1, 2023, and any supplements thereto (which Title Report and Supplements are incorporated into this Agreement by this reference) numbered 7 (Paid Current), Schedule B-II exceptions 1-6, inclusive, 9, and matters that would be shown by an accurate and complete survey of the Property.

EXHIBIT C

WHEN RECORDED RETURN TO:

Attn: Emily Arteché
 City of Snoqualmie
 38624 SE River St.
 Snoqualmie, WA 98065

STATUTORY WARRANTY DEED

Grantor: the ESTATE of LAVERNE WARREN, Deceased;
 Grantee: **THE CITY OF SNOQUALMIE**, a Washington municipal corporation
 Abbreviated Legal: **PTN LT. 4, BLK 8, SNOQUALMIE FALLS, KING COUNTY, WA**
 Property Address: **7702 Railroad Ave SE, Snoqualmie, WA 98065**
 Reference No.: **N/A**
 Assessor's Property Tax Parcel/Account Number: **784920-0425**

GRANTOR, the Estate of LAVERNE WARREN, Deceased, for and in consideration of Ten Dollars and other good and valuable consideration, in hand paid, conveys and warrants to THE CITY OF SNOQUALMIE, a Washington municipal corporation, the following described real estate situated in the County of King, State of Washington:

SEE ATTACHED EXHIBIT A (Legal Description).
 SUBJECT TO: Permitted Exceptions listed on EXHIBIT B.

Date: _____, 2023

 Rona Hicks, as Personal Representative of the
 estate of LAVERNE WARREN, Deceased, and
 not in her individual capacity

STATE OF WASHINGTON)
)ss.
 COUNTY OF KING)

On this day, _____, 2023, I certify that I know or have satisfactory evidence that Rona Hicks is the person who appeared before me, and said person acknowledged that she signed this instrument in her authorized capacity, and acknowledged it to be her free and voluntary act for the uses and purposes mentioned in the instrument.

(Seal)

 Notary Public for the State of Washington
 Name: _____
 Residing _____, Washington
 My commission expires _____

**EXHIBIT A
(TO STATUTORY WARRANTY DEED)**

LEGAL DESCRIPTION:

LOT 4, BLOCK 8, PLAT OF SNOQUALMIE FALLS, ACCORDING TO THE PLAT
RECORDED IN VOLUME 6 OF PLATS, PAGE 51, RECORDS OF KING COUNTY,
WASHINGTON;

EXCEPT THE SOUTHWESTERLY 8 FEET, DEEDED TO THE TOWN OF SNOQUALMIE
BY DEED RECORDED UNDER RECORDING NO. 2559906, IN KING COUNTY,
WASHINGTON.

SITUATE IN THE COUNTY OF KING, STATE OF WASHINGTON.

EXHIBIT B
(TO STATUTORY WARRANTY DEED)
Permitted Exceptions to Title

[PERMITTED EXCEPTIONS SUBJECT TO TITLE REVIEW]

1. Covenants, conditions, restrictions, recitals, reservations, easements, easement provisions, encroachments, dedications, building setback lines, notes, statements, and other matters, if any, but omitting any covenants or restrictions, if any, including but not limited to those based upon race, color, religion, sex, sexual orientation, familial status, marital status, disability, handicap, national origin, ancestry, or source of income, as set forth in applicable state or federal laws, except to the extent that said covenant or restriction is permitted by applicable law, as set forth on the Plat of Snoqualmie Falls, recorded in Volume 6 of Plats, Page 51: Recording No: 63366
2. Any question that may arise due to shifting and changing in the course, boundaries or high water line of Snoqualmie River.
3. Rights of the State of Washington in and to that portion, if any, of the Land which lies below the line of ordinary high water of Snoqualmie River.
4. Any prohibition or limitation of use, occupancy or improvement of the Land resulting from the rights of the public or riparian owners to use any portion which is now or was formerly covered by water.
5. Paramount rights and easements in favor of the United States for commerce, navigation, fisheries and the production of power.
6. Reservations and exceptions in United States Patents or in Acts authorizing the issuance thereof; Indian treaty or aboriginal rights.
7. Lien of Real Estate Taxes not yet due
8. City, county or local improvement district assessments, if any.
9. Matters that would be shown by an accurate and complete survey of the Property.

EXHIBIT D

Landowner Questionnaire

Title

1. Are there any encroachments, boundary agreements, or boundary disputes?

☐ Yes ☐ No ☒ Don't know

If yes, please explain: _____

2. Is there a private road or easement agreement for access to the property?
3. Are there any written agreements for joint maintenance of an easement or road?

☐ Yes ☒ No ☐ Don't know

☐ Yes ☒ No ☐ Don't know

Annual Cost: _____

Utilities

1. The source of water for the property is:

☒ Private or publicly owned water system
☐ Private well serving only the subject property
☐ Other water system: _____

2. The property is served by:

☒ Public sewer system
☐ On-site septic system
☐ Other disposal system: _____

3. Utilities are provided, as follows:

Oil: NA

Gas: Puget Sound Energy

Electric: Puget Sound Energy

Sewage: City of Snoqualmie

Water: City of Snoqualmie

4. List any leased equipment and terms: NA

Homeowner's Association

Is there a Homeowners' Association?

☐ Yes ☒ No ☐ Don't know

Name of Association: _____

Contact name: _____

Name of Association: _____

Contact phone number and/or address: _____

Annual membership dues: N/A
Pending special assessments: N/A



BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB23-083
June 26, 2023
Committee Report

Item 9.

AGENDA BILL INFORMATION

TITLE:	AB23-083: Awarding the 2023 Urban Forestry Improvements	<input type="checkbox"/> Discussion Only
PROPOSED ACTION:	Adopt Resolution No. 1654 awarding the 2023 Urban Forestry Improvements to RRJ Company, LLC	<input checked="" type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input checked="" type="checkbox"/> Resolution

REVIEW:	Department Director	Jeff Hamlin	6/13/2023
	Finance	Janna Walker	6/6/2023
	Legal	David Linehan	6/15/2023
	City Administrator	Mike Chambless	6/13/2023

DEPARTMENT:	Parks & Public Works		
STAFF:	Phil Bennett, Stormwater & Urban Forestry Superintendent & Andrew Vining, Project Engineer		
COMMITTEE:	Parks & Public Works	COMMITTEE DATE: June 21, 2023	
MEMBERS:	Ethan Benson	Bryan Holloway	Jo Johnson
EXHIBITS:	1. Resolution No. 1654 2. Map of 2023 Urban Forestry Improvements 3. Bid Tabulation: Urban Forestry Improvements 4. CIP Excerpt: Urban Forestry Improvements		

AMOUNT OF EXPENDITURE \$ 465,037

AMOUNT BUDGETED \$ 658,000

APPROPRIATION REQUESTED \$ 0

SUMMARY

INTRODUCTION

This agenda bill seeks to adopt Resolution 1654 awarding the 2023 Urban Forestry Improvement construction contract to RRJ Company, LLC. The 2023 Urban Forestry Improvements will replace street trees and sub-standard soils in the planter strips along Autumn Avenue and locations damaged during winter storms.

LEGISLATIVE HISTORY

On June 12, 2023 Ordinance 1277 was adopted amending the 2023-024 Biennial Budget to include an appropriation of \$210,000 to the Utilities Capital Fund (#417) for repair of damage caused by the multiple storms which occurred during the winter.

BACKGROUND

The Snoqualmie Ridge I (SR I) development had inadequate standards for landscape and street tree installation. SR 1 contains 86 streets, and all of the planting strips on these streets have sub-standard soils and planting conditions. The Urban Forestry Improvement Program ("Program") was designed to address the underlying site conditions along entire streets or street segments in SR I, bringing them up to current SR II landscape standards. In order to objectively decide which street trees should be replaced first, staff designed a scoring criterion and entire streets and street segments within SR 1 were scored according to these criteria. Autumn Avenue received the highest scoring and the 2023 Urban Forestry Improvements will replace 77 street trees and tree sites along Autumn. In addition, to respond to the 2022-2023 winter storm damage 46 street trees and tree sites along Pratt, O'Neil, and other locations within SR I will also receive improvements. These improvements will include replacement of sub-standard soils within landscape strips with new topsoil to a depth of 30 inches, drainage and root barrier installation.

The 2023 Urban Forestry Improvements were advertised to bidders on May 5, 2023. Six bids were received, and the lowest bid was from RRJ Company, LLC (RRJ) for \$465,037 including tax. City staff determined RRJ to be the lowest responsive and responsible bidder. Construction is expected occur summer 2023 and new trees will be planted in the fall.

ANALYSIS

The 2023 Urban Forestry Improvements will replace street trees and sub-standard soils in the landscaping strips along Autumn Avenue and tree locations damaged during winter storms. The lowest bid received was \$465,037 which is 25 percent below the engineers' estimate of \$583,541. The project is currently on schedule for construction in summer 2023 to allow for tree planting and site restoration in the fall. City Staff have reviewed the bids and recommended awarding the 2023 Urban Forestry Improvements to RRJ Company, LLC.

BUDGET IMPACTS

Administration recommends approving a contract with RRJ Company, LLC in the amount of \$465,037 to replace street trees and soil in planter strips along Autumn Avenue and other locations that incurred storm damage. This project is part of the Urban Forestry Improvement Program and is incorporated in the 2023-2028 Capital Improvement Plan (CIP) (See Exhibit #4). The 2023-24 amended Budget, including Ordinance 1277 referenced in the Legislative History section above, appropriates \$658,000 for this and other similar work through the Urban Forestry Improvement Program. Currently, \$2,182 has been spent in the current biennium and \$19,420 is encumbered for contracts within the Urban Forestry Improvement program. With the addition of the RRJ Company, LLC contract, the remaining Biennial Budget appropriation is \$171,361. Therefore, sufficient appropriation exists within the 2023-2024 Biennial Budget (Utilities Capital Fund #417) to fund the contract.

Urban Forestry Improvement Program

	2023-2024 Biennial Budget	
Amended Budget	\$	658,000
Expenditures	\$	(2,182)
Outstanding Contract Value (Previously Approved)	\$	(19,420)
Current Available Budget	\$	636,398
Value of this Contract (AB23-077)	\$	(465,037)
Available Budget after AB23-077	\$	171,361

NEXT STEPS

Following Council approval staff will work with the Mayor to execute the final contract agreement with RRJ Company, LLC. Following contract execution City staff will schedule a community meeting to inform residents about the program, explain construction impacts, and answer questions. The contractor is expected to begin site construction during mid-summer 2023. The new trees will be planted during fall 2023 following site restoration.

PROPOSED ACTION

Move to adopt Resolution No. 1654 awarding the 2023 Urban Forestry Improvements to RRJ Company, LLC and authorize the Mayor to sign.

RESOLUTION NO. 1654**A RESOLUTION OF THE CITY COUNCIL OF CITY OF SNOQUALMIE, WASHINGTON DETERMINING THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER, AWARDING A PUBLIC WORKS CONTRACT TO AND AUTHORIZING EXECUTION OF A PUBLIC WORKS CONTRACT WITH RRJ COMPANY, LLC FOR 2023 URBAN FORESTRY IMPROVEMENTS.**

WHEREAS, pursuant to Ordinance No. 448 as codified in Snoqualmie Municipal Code Section 1.08.010, the City of Snoqualmie has adopted the classification of non-charter code city, retaining the mayor-council plan of government as provided for in Chapter 35A.12 RCW; and

WHEREAS, pursuant to RCW 35A.40.210, procedures for any public work or improvement for code cities shall be governed by RCW 35.23.352; and

WHEREAS, on May 5, 2023, the City advertised the 2023 Urban Forestry Improvements Project (“the Project”) for bid, three responsive bids were received, and the lowest responsive bid, was from RRJ Company, LLC for \$465,037 including tax; and

WHEREAS, the City’s consultant team has checked references and otherwise determined that RRJ Company, LLC meets the mandatory bidder responsibility criteria established under RCW 39.04.350 and 39.06.020, and the supplemental bidder responsibility criteria in Section 00 04 00 of the contract documents; and

WHEREAS, City Staff and the Parks and Public Works Director recommend award of this contract to RRJ Company, LLC as the lowest responsive, responsible bidder;

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF SNOQUALMIE AS FOLLOWS:

Section 1. Determination of Lowest Responsive, Responsible Bidder. Based on the foregoing recitals, which are hereby incorporated as findings of fact, RRJ Company, LLC is the lowest, responsive, responsible bidder for the Project.

Section 2. Award of Public Works Contract. The contract for the Project is hereby awarded to RRJ Company, LLC in accordance with its bid proposal.

Section 3. Authorization for Contract Execution. The Mayor is authorized to execute a contract with RRJ Company, LLC in substantially the form attached hereto as Exhibit A.

Passed, by the City Council of the City of Snoqualmie, Washington, this 26th day of June 2023.

Katherine Ross, Mayor

Attest:

Deana Dean, City Clerk

Approved as to form:

David Linehan, Interim City Attorney

Section 00 05 00

AGREEMENT

2023 Urban Forestry Improvements

THIS AGREEMENT is made on this _____, 2023 between the City of Snoqualmie ("City"), a municipal corporation located in the State of Washington and **RRJ Company, LLC**, ("Contractor").

In consideration of the terms and conditions contained in this Contract and the requirements attached to it, the parties agree as follows:

1. The Contractor shall do all of the work and furnish all of the labor, materials, tools and equipment for the construction of the improvements and shall perform any changes in the work (the "Work"), all in full compliance with the contract documents entitled 2023 Urban Forestry Improvements, which include this Agreement (Section 00 05 00); Contractor's executed Form of Bid and Bid Schedule (Section 00 03 00), executed Performance and Payment Bond (Section 00 04 20), executed Retainage Forms (Section 00 05 10); General Terms and Conditions (00 07 00), those portions of the Washington State Department of Transportation (WSDOT) Standard Specifications for Road, Bridge and Municipal Construction, 2023 edition specifically incorporated by reference and/or modified herein, Technical Provisions, Appendices A & B, Addenda **1-2**, and "2023 Urban Forestry Improvements Construction Drawings" (Plans). All of the foregoing are collectively incorporated by this reference and made part of the Contract Documents.
2. The City hereby promises and agrees with the Contractor to employ, and does employ the Contractor to furnish the labor, materials, tools and equipment, and to do and cause to be done the above-described Work, and to complete and finish the same in accordance with the said contract documents and the terms and conditions herein contained, and hereby contracts to pay for the same, according to the said documents, including the schedule of estimated quantities, and unit and lump sum prices in the Form of Bid, the sum of \$ **465,037.00**, subject to the actual quantity of Work performed, at the time and in the manner and upon the conditions provided for in this contract.
3. The Contractor hereby promises and agrees to diligently prosecute and obtain Substantial Completion of the Work within 60 working days (the "Contract Time"), and to obtain Physical Completion and Final Acceptance of the Work within the time and as specified in the Contract Documents. The Contractor agrees that Liquidated Damages shall be assessed in the amount of \$1,000 per day for any failure to complete the Work within the Contract Time, for any failure to meet a Contract Milestone, and for any failure to achieve Physical Completion and Final Acceptance within the time and as required in the Contract Documents.
4. The Contractor for himself, and for his agents, successors, assigns, subcontractors and/or employees, does hereby agree to the full performance of all the covenants herein contained upon the part of the Contractor.
5. The City hereby appoints and the Contractor hereby accepts the Parks & Public Works Director, as the City's representative for the purpose of administering the provisions of this Contract, including the City's right to receive and act on all reports and documents related to this Contract, to request and receive additional information from the Contractor.

6. This Contract contains terms and conditions agreed upon by the parties. The parties agree that there are no other understandings, oral or otherwise, regarding the subject matter of this Contract.
7. The Contractor agrees to comply with all applicable Federal, State, City or municipal standards for the licensing, certification, operation of facilities and programs, and accreditation and licensing of individuals.
8. The Contractor shall not assign or subcontract any portion of the work provided for under the terms of this Contract without obtaining prior written approval of the City. All terms and conditions of this Contract shall apply to any approved subcontract or assignment related to this Contract.
9. The parties intend that an independent Contractor-City relationship will be created by this Contract. The City is interested only in the results to be achieved, and the implementation of the work will lie solely with the Contractor. No agent, employee, servant, or representative of the Contractor shall be deemed to be an employee, agent, servant, or representative of the City for any purpose. Employees of the Contractor are not entitled to any of the benefits the City provides for City employees. The Contractor will be solely and entirely responsible for its acts and for the acts of its agents, employees, servants, subcontractors, or otherwise during the performance of this Contract. In the performance of the work herein contemplated, the Contractor is an independent Contractor with regard to the performance of the details of the work; however, the components of and the results of the work contemplated herein must meet the approval of the City and shall be subject to the general rights of inspection and review to secure the satisfactory completion thereof.
10. The Contractor agrees and covenants to indemnify, defend, and save harmless, the City and those persons who were, now are, or shall be duly elected or appointed officials or employees thereof, hereinafter referred to as the "City" against and from any loss, damage, costs, charge, expense, liability, claims, demands or judgments, of whatsoever kind or nature, whether to persons or to property, arising wholly or partially out of any act, action, neglect, omission, or default on the part of the Contractor, his agents, successors, assignees, subcontractors and/or employees, except only such injury or damage as shall have been caused by or resulted from the sole negligence of the City. In case any suit or cause of action shall be brought against the City on account of any act, action, neglect, omission, or default on the part of the Contractor, his agents, successors, assignees, subcontractors and/or employees the Contractor hereby agrees and covenants to assume the defense thereof and to pay any and all costs, charges, attorney's fees and other expenses and any and all judgments that may be incurred or obtained against the City. In the event the City is required to institute legal action and/or participate in the legal action to enforce this Indemnification and Hold Harmless Clause, the Contractor agrees to pay the City's legal fees, costs and disbursements incurred in establishing the right to indemnification. If the claim, suit, or action for injuries, death, or damages as provided for in the preceding paragraphs of this specification is caused by or results from the concurrent negligence of (a) the indemnitee or the indemnitee's agents or employees and (b) the indemnitor or the indemnitor's agents for employees the indemnity provisions provided for in the preceding paragraphs of this specification shall be valid and enforceable only to the extent of the indemnitor's negligence. The Contractor expressly waives, as respects the City only, all immunity and limitation on liability under any Industrial Insurance Act, including Title 51 RCW, or other workers compensation act, disability act, or other employees benefits of any act of any jurisdiction which would otherwise be applicable in the case of such a claim. BY INITIALING BELOW THE OWNER AND CONTRACTOR CERTIFY THE WAIVER OF IMMUNITY SPECIFIED BY THIS PROVISION WAS MUTUALLY NEGOTIATED.

11. This Contract has been and shall be construed as having been made and delivered within the State of Washington, and it is mutually understood and agreed by each party hereto that this Contract shall be governed by the laws of the State of Washington, both as to interpretation and performance. Any action in law, suit and equity or judicial proceedings for the enforcement of this contract or any provisions thereof, shall be instituted and maintained in the courts of competent jurisdiction located in King County, Washington.
12. The failure of the City to insist upon strict performance of any of the covenants and agreements of this Contract or to exercise any option herein conferred in any one or more instances shall not be construed to be a waiver or relinquishment of any such obligation, or any other covenants or agreements, but the same shall be and remain in full force and effect.
13. It is understood and agreed by the parties hereto that if any part of this agreement is determined to be illegal, the validity of the remaining portions shall be construed as if the agreement did not contain the particular illegal part.
14. No change or addition to this Contract shall be valid or binding upon either party unless such change or addition shall be in writing, executed by both parties.
15. The Contractor shall fully comply with all applicable state and federal employment and discrimination laws and regulations. IN WITNESS WHEREOF, the Contractor has executed this instrument, on the day and year first below written and the Mayor has caused this instrument to be executed by and in the name of the said City, the day and year first above written.

IN WITNESS WHEREOF, the Contractor has executed this instrument, on the day and year first below written and the Mayor has caused this instrument to be executed by and in the name of the said City, the day and year first above written.

CITY OF SNOQUALMIE ("CITY")

By _____

Typed Name: Katherine Ross _____

Its: Mayor _____

Phone: _____

Fax: _____

Date: _____

_____[CONTRACTOR]

By _____

Typed Name _____

Its _____

Phone: _____

Fax: _____

Date: _____

WA Contractor's License No. _____

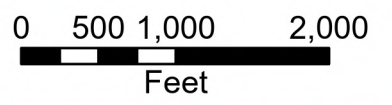
City of Snoqualmie
2023 Urban Forestry Improvement

Item 9.

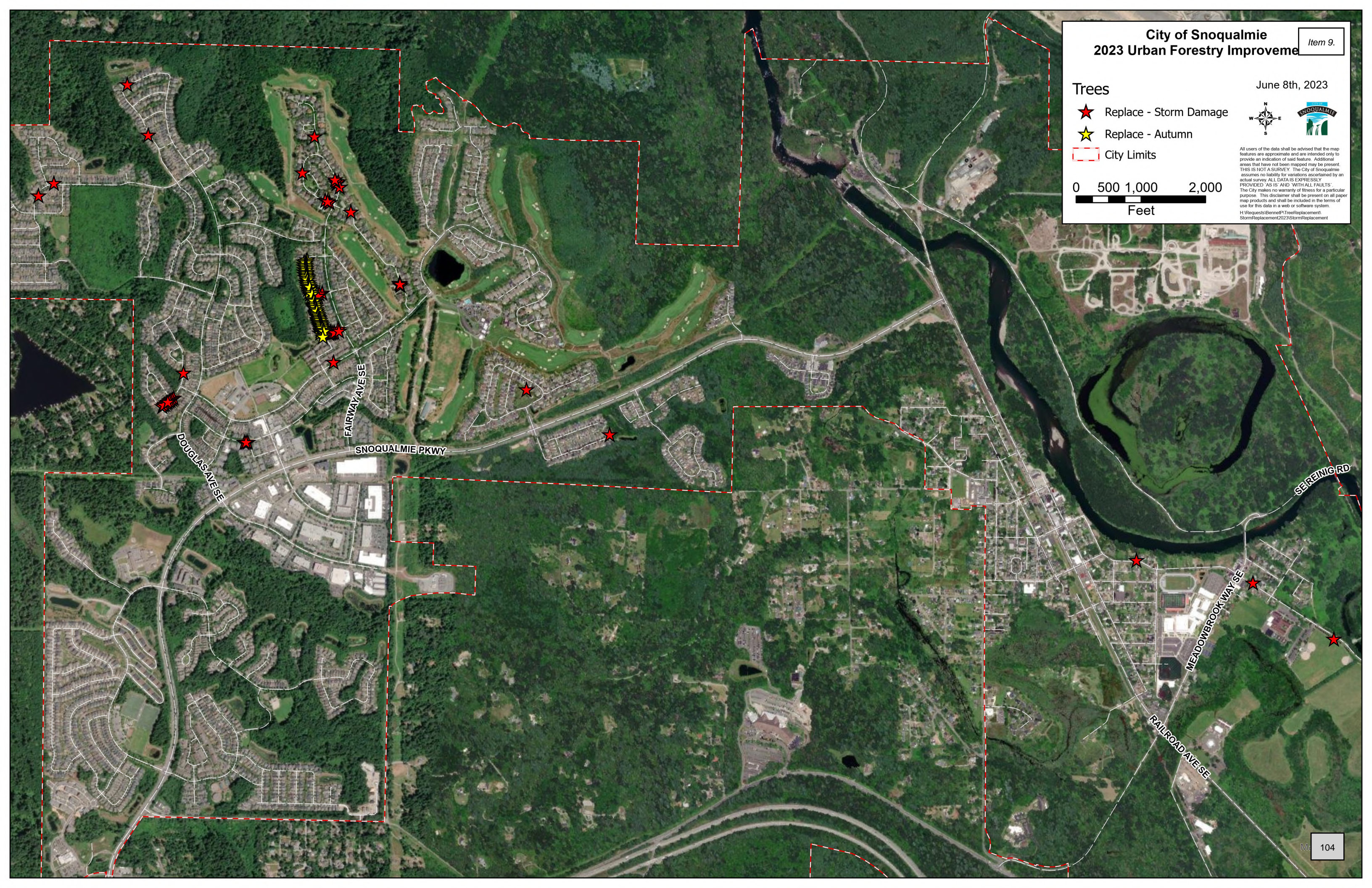
June 8th, 2023

Trees

- ★ Replace - Storm Damage
- ★ Replace - Autumn
- City Limits



All users of the data shall be advised that the map features are approximate and are intended only to provide an indication of said feature. Additional areas that have not been mapped may be present. THIS IS NOT A SURVEY. The City of Snoqualmie assumes no liability for variations ascertained by an actual survey. ALL DATA IS EXPRESSLY PROVIDED 'AS IS' AND 'WITH ALL FAULTS'. The City makes no warranty of fitness for a particular purpose. This disclaimer shall be present on all paper map products and shall be included in the terms of use for this data in a web or software system.
H:\Requests\BenneP\TreeReplacement\StormReplacement2023\StormReplacement



2023 Urban Forestry Improvements

Bid Tabulation
5/24/2023

				Engineer's Estimate		RRJ Company, LLC		SASCON, LLC		Northwest Cascade, Inc.		Fury Site Works Inc.		A-1 Landscaping and Construction, Inc.		McCann Construction Enterprises, Inc.	
Bid Item	Description	Matl Units	Quantity	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost
1-1	Mobilization	LS	1	\$ 35,000	\$ 35,000	\$ 7,022	\$ 7,022	\$ 29,000	\$ 29,000	\$ 38,750	\$ 38,750	\$ 17,522	\$ 17,522	\$ 54,780	\$ 54,780	\$ 45,000	\$ 45,000
1-2	Project Temporary Traffic Control	LS	1	\$ 20,000	\$ 20,000	\$ 43,912	\$ 43,912	\$ 10,000	\$ 10,000	\$ 113,250	\$ 113,250	\$ 12,168	\$ 12,168	\$ 56,450	\$ 56,450	\$ 65,000	\$ 65,000
1-3	Erosion/ Water Pollution Control	LS	1	\$ 7,500	\$ 7,500	\$ 1,241	\$ 1,241	\$ 11,000	\$ 11,000	\$ 17,650	\$ 17,650	\$ 6,966	\$ 6,966	\$ 12,470	\$ 12,470	\$ 12,500	\$ 12,500
1-4	Utility Potholing	EA	60	\$ 350	\$ 21,000	\$ 608	\$ 36,492	\$ 450	\$ 27,000	\$ 335	\$ 20,100	\$ 528	\$ 31,656	\$ 800	\$ 48,000	\$ 25	\$ 1,500
1-5	Street Sign Replacement	EA	10	\$ 600	\$ 6,000	\$ 628	\$ 6,282	\$ 550	\$ 5,500	\$ 470	\$ 4,700	\$ 826	\$ 8,256	\$ 450	\$ 4,500	\$ 500	\$ 5,000
1-6	Root Removal	EA	45	\$ 500	\$ 22,500	\$ 176	\$ 7,910	\$ 300	\$ 13,500	\$ 160	\$ 7,200	\$ 1,463	\$ 65,823	\$ 550	\$ 24,750	\$ 100	\$ 4,500
1-7	Lawn Installation & Roadside Cleanup	LS	1	\$ 20,000	\$ 20,000	\$ 4,030	\$ 4,030	\$ 6,500	\$ 6,500	\$ 10,120	\$ 10,120	\$ 18,602	\$ 18,602	\$ 3,980	\$ 3,980	\$ 16,000	\$ 16,000
1-8	Topsoil and Placement	CY	1,000	\$ 65	\$ 65,000	\$ 45	\$ 45,330	\$ 65	\$ 65,000	\$ 92.00	\$ 92,000	\$ 76.25	\$ 76,250	\$ 85	\$ 85,000	\$ 67	\$ 67,000
1-9	PVC Stormwater Pipe, 4-Dia	LF	1,025	\$ 20	\$ 20,500	\$ 24	\$ 24,334	\$ 20	\$ 20,500	\$ 19.00	\$ 19,475	\$ 27.22	\$ 27,901	\$ 22	\$ 22,550	\$ 45	\$ 46,125
1-10	Irrigation System Replacement	LS	1	\$ 10,000	\$ 10,000	\$ 10,517	\$ 10,517	\$ 11,000	\$ 11,000	\$ 12,300	\$ 12,300	\$ 94,240	\$ 94,240	\$ 98,787	\$ 98,787	\$ 110,000	\$ 110,000
1-11	Root Barrier (18-Inch)	LF	875	\$ 15	\$ 13,125	\$ 12	\$ 10,605	\$ 22	\$ 19,250	\$ 9	\$ 7,656	\$ 25	\$ 22,225	\$ 55	\$ 48,125	\$ 23	\$ 20,125
1-12	Excavation, Haul, and Disposal	CY	800	\$ 75	\$ 60,000	\$ 51	\$ 40,968	\$ 65	\$ 52,000	\$ 62.50	\$ 50,000	\$ 86.62	\$ 69,296	\$ 60	\$ 48,000	\$ 85	\$ 68,000
1-13	Drywell	EA	4	\$ 5,000	\$ 20,000	\$ 3,172	\$ 12,689	\$ 2,200	\$ 8,800	\$ 2,050	\$ 8,200	\$ 3,891	\$ 15,565	\$ 980	\$ 3,920	\$ 4,500	\$ 18,000
1-14	Minor Change	EST	1	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
SCHEDULE 1 SUBTOTAL				\$335,625		\$266,330		\$294,050		\$416,401		\$481,470		\$526,312		\$493,750	
2-1	Mobilization	LS	1	\$ 15,000	\$ 15,000	\$ 7,022	\$ 7,022	\$ 16,000	\$ 16,000	\$ 25,600	\$ 25,600	\$ 16,887	\$ 16,887	\$ 26,450	\$ 26,450	\$ 30,000	\$ 30,000
2-2	Project Temporary Traffic Control	LS	1	\$ 5,000	\$ 5,000	\$ 21,311	\$ 21,311	\$ 3,000	\$ 3,000	\$ 82,900	\$ 82,900	\$ 12,168	\$ 12,168	\$ 34,780	\$ 34,780	\$ 55,000	\$ 55,000
2-3	Erosion/ Water Pollution Control	LS	1	\$ 5,000	\$ 5,000	\$ 1,241	\$ 1,241	\$ 500	\$ 500	\$ 12,150	\$ 12,150	\$ 6,331	\$ 6,331	\$ 8,800	\$ 8,800	\$ 3,500	\$ 3,500
2-4	Utility Potholing	EA	10	\$ 500	\$ 5,000	\$ 741	\$ 7,406	\$ 500	\$ 5,000	\$ 335	\$ 3,350	\$ 528	\$ 5,276	\$ 850	\$ 8,500	\$ 25	\$ 250
2-5	Street Sign Replacement	EA	6	\$ 600	\$ 3,600	\$ 646	\$ 3,875	\$ 550	\$ 3,300	\$ 470	\$ 2,820	\$ 826	\$ 4,953	\$ 450	\$ 2,700	\$ 500	\$ 3,000
2-6	Root Removal	EA	40	\$ 500	\$ 20,000	\$ 176	\$ 7,030	\$ 210	\$ 8,400	\$ 160	\$ 6,400	\$ 1,484	\$ 59,356	\$ 800	\$ 32,000	\$ 100	\$ 4,000
2-7	Lawn Installation & Roadside Cleanup	LS	1	\$ 10,000	\$ 10,000	\$ 3,078	\$ 3,078	\$ 3,000	\$ 3,000	\$ 5,225	\$ 5,225	\$ 14,523	\$ 14,523	\$ 2,390	\$ 2,390	\$ 7,500	\$ 7,500
2-8	Topsoil and Placement	CY	750	\$ 65	\$ 48,750	\$ 49	\$ 36,803	\$ 65	\$ 48,750	\$ 92.00	\$ 69,000	\$ 80.57	\$ 60,428	\$ 22	\$ 16,500	\$ 67	\$ 50,250
2-9	PVC Stormwater Pipe, 4-Dia	LF	675	\$ 20	\$ 13,500	\$ 22	\$ 14,938	\$ 20	\$ 13,500	\$ 19.00	\$ 12,825	\$ 27.21	\$ 18,367	\$ 22	\$ 14,850	\$ 45	\$ 30,375
2-10	Irrigation System Replacement	LS	1	\$ 10,000	\$ 10,000	\$ 10,517	\$ 10,517	\$ 5,000	\$ 5,000	\$ 2,450	\$ 2,450	\$ 38,737	\$ 38,737	\$ 38,780	\$ 38,780	\$ 62,000	\$ 62,000
2-11	Root Barrier (18-Inch)	LF	625	\$ 15	\$ 9,375	\$ 12	\$ 7,200	\$ 22	\$ 13,750	\$ 9	\$ 5,469	\$ 25	\$ 15,875	\$ 55	\$ 34,375	\$ 23	\$ 14,375
2-12	Excavation, Haul, and Disposal	CY	600	\$ 75	\$ 45,000	\$ 50	\$ 30,282	\$ 75	\$ 45,000	\$ 62.50	\$ 37,500	\$ 86.62	\$ 51,972	\$ 70	\$ 42,000	\$ 85	\$ 51,000
2-14	Minor Change	EST	1	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
SCHEDULE 2 SUBTOTAL				\$200,225		\$160,701		\$175,200		\$275,689		\$314,874		\$272,125		\$321,250	
CONSTRUCTION SUBTOTAL				\$535,850		\$427,031		\$469,250		\$692,090		\$796,344		\$798,437		\$815,000	
Tax at 8.9%				\$47,691		\$38,006		\$41,763		\$60,212		\$70,875		\$71,061		\$70,905	
CONSTRUCTION TOTAL				\$583,541		\$465,037		\$511,013		\$752,302		\$867,218		\$869,498		\$885,905	



STORMWATER CAPITAL PROJECT OR PROGRAM

URBAN FORESTRY IMPROVEMENT PROGRAM

CIP Project ID: TBD
Department: Stormwater
Project Status: Other
Project Location: Multiple Locations
Project Contact: Phil Bennett

Current Program Budget: \$1,610,000

Years Project in CIP: Ongoing Capital Program

Contact Email: pbennett@snoqualmiewa.gov

Project Description:

This program provides for care and maintenance of the urban forest, including street trees that show visible signs of damage, infestation, and other stressors. This program will improve conditions for the urban forest, improve stormwater treatment, and reduce cost of future street tree management and replacements.

Photo or Map:**Community Impact:**

The intent of this program is to provide residents with a healthy urban forest consistent with Policy 7.4.5 of the Comprehensive Plan and Urban Forest Strategic Plan. A healthy urban forest has enormous ecological value; helping with the retention of stormwater and reducing the need to build costly infrastructure to manage runoff. Healthy street trees help to improve water quality which can reduce the negative impacts of pollution on ecosystems downstream.

Operating Impact:

This project is not expected to significantly impact the operating budget.

Budget:

Project Activities	% of Budget	Total Activity Budget	2023	2024	2025	2026	2027	2028	2029 or Beyond
Analysis	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	This capital program is anticipated to continue indefinitely into the future.
Design	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Construction	85%	\$ 1,372,070	\$ 183,544	\$ 206,088	\$ 222,767	\$ 239,200	\$ 248,412	\$ 272,059	
Const. Manage	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Contingency	4%	\$ 68,604	\$ 9,177	\$ 10,304	\$ 11,138	\$ 11,960	\$ 12,421	\$ 13,603	
Art	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Labor	6%	\$ 100,723	\$ 9,102	\$ 10,303	\$ 12,956	\$ 16,880	\$ 27,747	\$ 23,735	
Other	4%	\$ 68,604	\$ 9,177	\$ 10,304	\$ 11,138	\$ 11,960	\$ 12,421	\$ 13,603	
TOTAL	100%	\$ 1,610,000	\$ 211,000	\$ 237,000	\$ 258,000	\$ 280,000	\$ 301,000	\$ 323,000	
Operating		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

TOTAL PROJECT BUDGET: \$1,610,000

TOTAL OPERATING BUDGET: \$0

Anticipated Funding Mix:

Source	Total Sources	2023	2024	2025	2026	2027	2028
Utility Fees ("Rates")	\$ 1,610,000	\$ 211,000	\$ 237,000	\$ 258,000	\$ 280,000	\$ 301,000	\$ 323,000
TOTAL	\$ 1,610,000	\$ 211,000	\$ 237,000	\$ 258,000	\$ 280,000	\$ 301,000	\$ 323,000

Fiscal**Notes:**

TOTAL FUNDING SOURCES: \$1,610,000

FUTURE FUNDING REQUIREMENTS: \$0



BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB23-084
June 26, 2023
Committee Report

Item 10.

AGENDA BILL INFORMATION

TITLE:	Fire Department Strategic Plan Extension Resolution	<input checked="" type="checkbox"/> Discussion Only
PROPOSED ACTION:	Move to Adopt Resolution No. 1652 extending the Fire Department Strategic Plan for one additional year.	<input type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input checked="" type="checkbox"/> Resolution

REVIEW:	Department Director	Mark Correia	6/12/2023
	Finance	n/a	Click or tap to enter a date.
	Legal	David Linehan	6/6/2022
	City Administrator	Mike Chambless	Click or tap to enter a date.

DEPARTMENT:	Fire		
STAFF:	Mark Correia, Fire Chief		
COMMITTEE:	Public Safety	COMMITTEE DATE: June 20, 2023	
MEMBERS:	Cara Christensen	Ethan Benson	Rob Wotton
EXHIBITS:	1. AB23-083x1 FD-SP Resolution No. 1652 2. AB23-083x2 2017 Fire Department Strategic Plan 3. AB23-083x3 2023/2024 Fire Department Strat Plan Goals		

AMOUNT OF EXPENDITURE \$ n/a

AMOUNT BUDGETED \$ n/a

APPROPRIATION REQUESTED \$ n/a

SUMMARY

INTRODUCTION

The Fire Department must maintain a strategic plan to maintain accredited status through the Center for Accreditation International / Center for Public Safety Excellence. In 2017, the Snoqualmie City Council adopted the Fire Department's five-year strategic plan by adopting Resolution 1430. The Fire Department would like to extend the 2017 Strategic Plan for one additional year to accomplish the goals that were delayed because of the global pandemic and the reassignment of staff in 2021. Resolution number 1652 extends the Fire Department Strategic plan by one year and identifies the goals to be accomplished during this time frame.

LEGISLATIVE HISTORY

AB17-143 Approve the Emergency Services Consulting International Fire Department Strategic Plan Proposal

Resolution 1430 Adopting Snoqualmie Fire Department Strategic Plan

BACKGROUND

The Fire Department became an Accredited Fire Department through the Center of Public Safety Excellence (CPSE) in 2019. Accredited status is retained for five years, and the Department is set to be reevaluated to maintain accredited status later this year. A fire department strategic plan is required to maintain accredited status.

In 2017, the City Council adopted a five-year strategic plan by adopting Resolution 1430. The Fire Department has been executing the items in the Strategic Plan through the Fire Department Work Plan and providing quarterly updates to the Snoqualmie City Council and Public Safety Committee. In 2020, the world was impacted by the global Covid 19 pandemic. In addition, in 2021, the Fire chief was reassigned to be the City's interim city administrator for ten months, and the Fire Department deputy chief was reassigned to acting fire chief. Because of this, the Fire Department did not execute all of the goals established in the Plan.

In addition, the 2023 / 2024 biennial budget has appropriated \$60,000 for a citywide strategic plan slated for 2024. Aligning the fire department's Plan with the citywide Plan is critical to seamless and effective planning.

Adopting this resolution will allow the Department to maintain its requirement of maintaining a strategic plan, allow the incomplete items to be accomplished, and allow for the alignment of the citywide and fire Department strategic plans.

ANALYSIS

The Fire Department is required to adopt and use a strategic plan to maintain accredited status. Because of execution delays caused by the global pandemic and temporary staffing adjustments, the Department is proposing to extend the most current five-year strategic plan one additional year. This will also allow the Fire Department to align with the City's Strategic plan slated for development in 2024.

Other options exist to accommodate the Fire Department's need for a strategic plan. Hiring a firm to write another multi-year plan, using existing staff to develop a new strategic plan, or abandoning accredited status are all options.

The Fire Department and Administration believe extending the plan one additional year is the best action.

BUDGET IMPACTS

Not applicable

NEXT STEPS

Adopt Resolution No. 1652 allowing for the extension of the Fire Department Strategic Plan for one additional year.

PROPOSED ACTION

Move to Adopt Resolution No. 1652 extending the Fire Department Strategic Plan for one additional year.

RESOLUTION NO. 1652**A RESOLUTION OF THE CITY OF SNOQUALMIE,
WASHINGTON, ADOPTING THE SNOQUALMIE FIRE
DEPARTMENT STRATEGIC PLAN 2017 – 2023**

WHEREAS, the Snoqualmie Fire Department was established in 1939 and later codified in the Snoqualmie Municipal Code in 1980 by Ordinance No. 480 to provide for the prevention of and protection from fire in the city, with emergency services now including fire suppression, emergency medical services, technical rescue rope and swift water technician level, and fire and emergency medical services prevention; and

WHEREAS, the fire department has adopted a mission statement, goals, objectives, and standard operating guidelines that describe or prescribe how the fire department will provide fire, emergency medical services, and other all-hazard type emergency response; and;

WHEREAS, the fire department is an Accredited Agency by the Center for Public Safety Excellence (CPSE) in which a strategic plan is a required component of the Re-Accreditation process; and;

WHEREAS, Emergency Services Consulting International (ESCI) was contracted by the City in 2017 to facilitate and construct a five-year strategic plan; and;

WHEREAS, the Snoqualmie Fire Department and community members developed the strategic plan to identify goals for the organization; and,

WHEREAS, certain goals were not completed in the first five years of the plan; and,

WHEREAS, the City Administration and Fire Department has identified the incomplete items and would like to add a sixth year to the plans; and,

WHEREAS, the City Administration and Fire Department have reviewed the strategic plan and has finalized its development and prepared it for adoption by the City Council;

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF SNOQUALMIE, WASHINGTON, AS FOLLOWS:

Section 1. The City Council hereby approves and adopts the Snoqualmie Fire Department Strategic Plan – 2017 through 2023.

Passed by the City Council of the City of Snoqualmie, Washington, this 26th day of June 2023.

Katherine Ross, Mayor

Attest:

Deana Dean, City Clerk

Approved as to form:

David Linehan, Interim City Attorney

Snoqualmie Fire Department

Washington

STRATEGIC PLAN

2017



Providing Expertise and Guidance that Enhances Community Safety

25030 SW Parkway Avenue, Suite 330
Wilsonville, OR 97070



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Introduction & Acknowledgements

Emergency Services Consulting International (ESCI) was contracted by the Snoqualmie Fire Department (SFD) to facilitate and construct a three to five-year strategic plan. A strategic plan is short term (3–5 years), and is often referred to as an organizational work plan. It will address contemporary issues facing the organization, focusing the agency and its members on the essential activities which must occur in sequence to be achieved efficiently.

Two key components of a strategic plan are included within an environmental scan; citizen feedback and internal stakeholder assessment (each discussed in detail within this report). The scan is intended to identify structural, cultural or other potential obstacles that may impede progress on the work plan. In short, combined the two elements provide context by which the department operates. An environmental scan was thorough and broadly assessed.

Following the environmental scan, an internal planning team was assembled to review the findings, identify and prioritize work, and divide the process into smaller components to ease implementation. Once a strategic plan is created and adopted, the elements are divided among the members of the organization, which results in additional buy-in. In fact, strategic planning helps an organization focus efforts and avoid distractions outside of the goals and priorities identified through the planning process. Budgeting should also align as much as possible with implementation of the strategic plan.

ESCI thanks the members of the Snoqualmie Fire Department for their dedication and commitment to the strategic planning process. The citizens, administration, support staff and line personnel were all pleasant, eager to engage in the process, and committed to enhancing the future of the fire department and the safety of their community. Also, the ESCI team was struck by the high level of engagement by the citizens attending, and the focused engagement of the internal planning team. The ESCI facilitators enjoyed the interaction and getting to know the community and the department.



Citizen Forum Participants

- Fuzzy Fletcher
- Matthew Laase
- Lisa Nelson
- Thomas Parker
- Lee Prewitt
- Rod Roadifer
- Dick Scheel
- Robert Wotton
- Marcus Sarracino
- Luke Marusiak
- Ryan Gordon
- Julie Gran
- Jeff Mihal
- Heather Palmerini
- Carol Peterson
- Karl Reinsch
- Jim Rowland
- Tom Wood
- Paul Sweum
- Jordon Gaffey
- Jonas Means

Internal Planning Team

- Catherine Cotton
- Robert Angrisano
- Theresa Tozier
- Lucas Hughes
- Matt West
- Robert Lasswell
- Paul Marrero
- Courtney Luther
- Kristina Myers
- Greg Prothman
- Kelly Gall
- Michael Stevens
- Lynn Hyde
- Matt Mundy
- Brianna Smith
- Jake Fouts



Letter from the Fire Chief

As Fire Chief, I feel blessed to work in an incredible and supportive community with many outstanding professionals, and with a very supportive city administration. These three elements are the foundation for what makes the Snoqualmie Fire Department both special and great. But this is not enough in today's world.

Providing contemporary services at a level of excellence is a challenging task for many organizations. To do this right, an agency must be passionate about the services they provide, be aware of the environment they are working in, and plan for the future to avoid obstacles. To best accomplish this goal, the Snoqualmie Fire Department has chosen to adopt a strategic plan that will be woven into the fabric of the organization and guide the organization for the next five years.

To establish the most balanced planning results, the fire department recruited Emergency Services Consulting International (ESCI) to complete this work. ESCI is a nationally recognized emergency services consulting agency and is highly respected in the fire service profession. They have written multiple fire-service based strategic plans, organizational assessments and master plans for both large and small fire departments. ESCI is headquartered in the Pacific Northwest and embraces the culture of this region.

The fire department also invited community members and internal fire department personnel who care deeply about the City and Fire Department. This approach balanced both the needs of the community and the interests of the Departments most valuable resource. This approach and energy given by these groups shines within the results of the document.

The remainder of this document sets the stage for the organization's future; a roadmap if you will. It addresses all facets of the organization from budget through the services we provide. This wholistic approach will continue to raise the quality of the services we provide, and introduce best practices into all areas of the organization. It will also look for opportunities that furthers the culture of excellence the department has embraced. These future-endavors cannot be completed successfully by one person or one group of people. As how this document was developed, its execution will be a culmination of work driven by many stakeholders including the community, city government, volunteer responders, career responders and the IAFF Local 2878 members. Without these stakeholders, we will never complete the extraordinary work that is set for the future of this organization.

Lastly and most importantly, I would like to extend my most heartfelt thanks to all the members of the community and the Department who generously gave their time in the crafting and developing this strategic plan. I would also like to thank the Mayor and City Council for their support of both the development and adoption of this plan. Without this dedication, we would not have developed such a remarkable plan.

Sincerely,

Mark Correia, Fire Chief



Letter from the Mayor

Through the expertise and responsiveness of the Snoqualmie Fire Department, residents, businesses, and visitors enjoy a high quality of public safety services. Regardless of the incident type, the department is resourceful in meeting citizen needs for fire and emergency medical services.

In addition to the emergency services they provide, department personnel perform community education and outreach on topics such as emergency preparedness and ongoing safety programs. One recent and very successful example was partnering with Domino's Pizza to promote safe operation of smoke alarms while delivering pizzas to the community.

A key component of the department is the Snoqualmie Volunteer Firefighter Association, a non-profit organization that helps support Snoqualmie Fire Department special equipment purchases as well as community events, public safety and fire education. Without this partnership, the Department would not be as successful as it is today.

Ongoing training is another area of emphasis for the department, whose personnel engage in coursework to meet FEMA standards as well as connecting with regional agencies to ensure emergency preparedness.

The strategic planning process will ultimately raise the level of services being provided by the department. This document will guide the organization consciously into the future and will realize many benefits to this great community.

Through continued initiatives such as a robust volunteer firefighter staff, a well-trained, adequately staffed career force and strong partnerships with community and regional agencies, the Snoqualmie Fire Department will continue to play a vital role in our community's success.

Sincerely,

Mayor Matthew R. Larson,
City of Snoqualmie



Planning Methodology

“Change is the law of life. And those who look only to the past or present are certain to miss the future.” – John F. Kennedy

President Kennedy’s quote above is profound on many levels. It starts with a self-evident truth...*the only constant is change*. It implies one must be prepared for the future, so there must be a plan. Those who do not prepare for the future are bound to be left to react to what occurs instead of being prepared for it. He also infers those who only look at the past or present are certain the miss the future. While it is true valuable lessons can be learned from the past or present, it is also true one must also prepare for the future, which is why this plan uses information from the past, current perspectives from the community and members of the department, and anticipates the future based on trends to set a course for the next five years.

This strategic plan focuses the organization toward a common work plan. If all elements of the organization are pulling in the same direction, it becomes a force multiplier. Any elements working contrary to the plan is wasted energy at least, and disruptive to the rest of the organization at its worst. A plan—complete with goals, timelines, assignments, and incremental steps which can be measured—creates a roadmap for an organization to follow. An organization focused on where it is going, understands the environment in which it must operate, and identifies how to get there has the best chance of meeting the needs of its community and achieving its vision. This planning process serves to refresh the organization’s continuing commitment to professionalism and set the path toward future success.

The approach taken in this planning process included an in-depth environmental scan from the perspectives of the internal line staff, the elected officials, and administration, using the SWOT Analysis (strengths, weaknesses, opportunities, and threats) approach. Feedback from these areas is summarized later in this report.

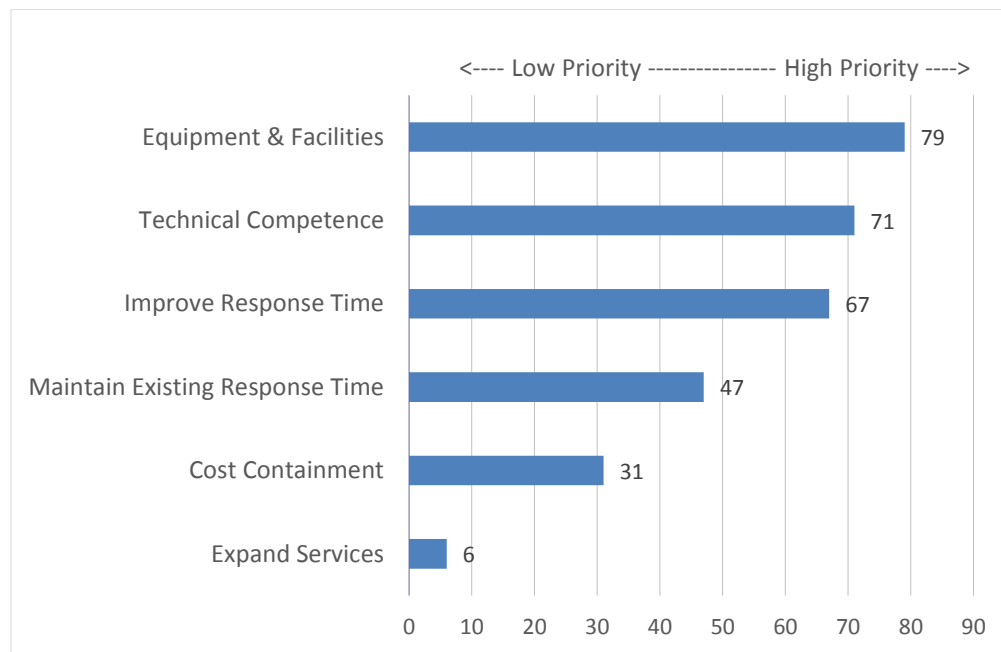
In addition, citizen feedback was gathered at a citizen forum. The attendees were given an orientation of the department, providing them with a basic understanding of contemporary issues facing their fire service delivery system. They then prioritized the services provided by the department, and their unique perspective on future planning priorities. This information was then presented to the internal planning team, informing them of the planning and service priorities the citizens identified, as well as their attitudes and opinions about staffing, response and cost components of the department. The following graphs illustrate the attendee’s responses and should serve to guide the department as it develops its five-year strategic plan.



Citizen Forum Results

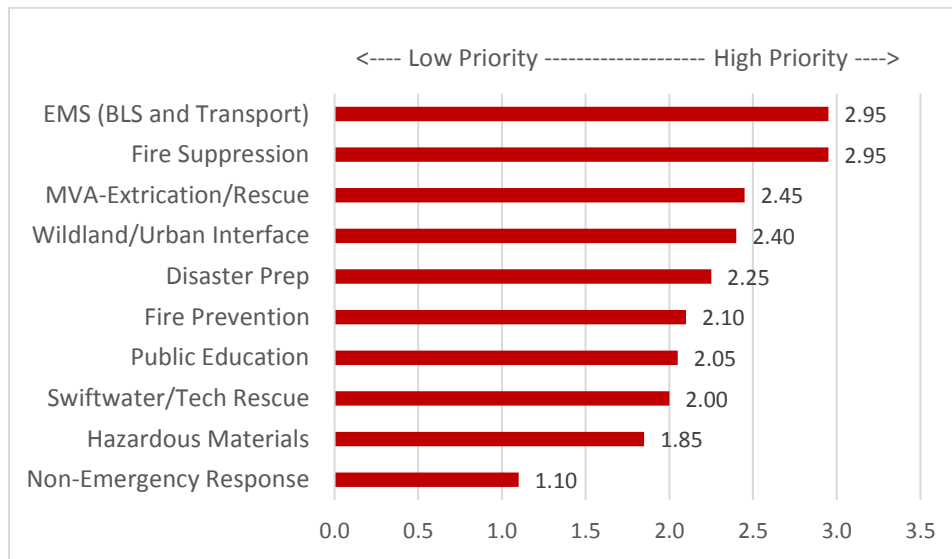
It is important the customer—the end user of the services provided by the fire department—provide significant guidance and input into future department service priorities. Twenty community members participated in an evening forum to learn about the department’s mission, services delivered and current service delivery performance, and provide feedback through a structured, facilitated survey. They represented citizens, area businesses, and other local governments. The following figures illustrate the attendees’ responses and should serve to guide the fire department as it develops its strategic plan for the next five years.

Figure 1: Citizen Planning Priorities

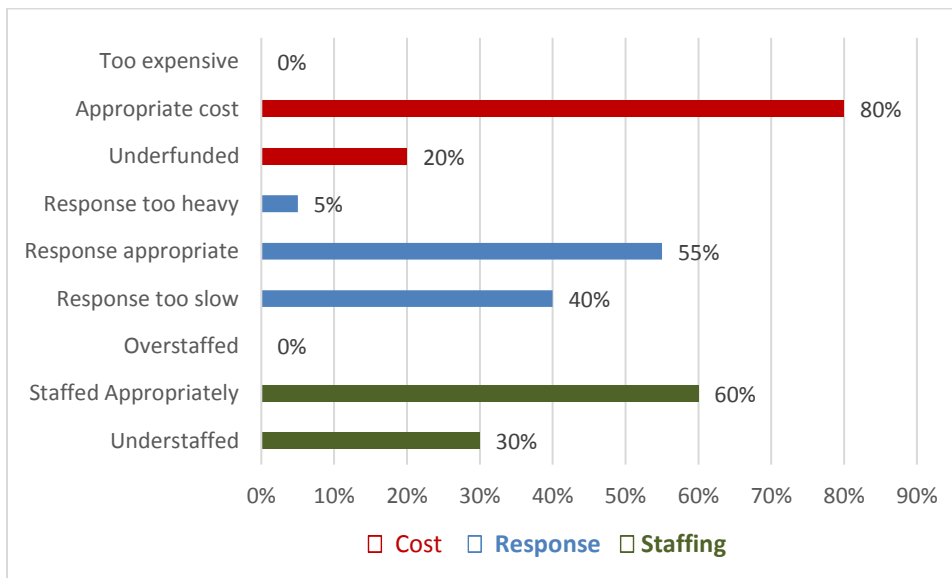


The citizen forum participants prefer reliable equipment and facilities, a high state of readiness to respond to emergencies (technical competence), and a high emphasis on improving response times, as opposed to just maintaining them. Of lesser importance is maintaining response time (preferring to improve them), Cost containment and expansion of the existing services are of lower priority, which may reflect a high degree of satisfaction in those areas.

The citizens represented were then asked to identify the most important functions and services the department provides based on the list of services currently provided and rank those services. In this case, the respondents were asked to place a value of 1, 2, or 3 alongside each of the services listed. A three (3) reflects a critical priority, a two (2) an important priority, and a one (1) a low priority. The participants were also asked to cross out any service it felt was not appropriate to provide or add a service where they believed a gap existed. The following chart describes the results of the service priorities.

**Figure 2: Citizen Service Priorities**

It is clear the citizens prioritize the primary emergency response services—Fire and EMS—above all other services. This is not to say they do not value the other services. Indeed, only two services—hazardous materials and non-emergency response—were ranked as a low priority. Finally, the forum participants were asked to rate and compare the cost of service, response performance and staffing. The following charts describe the opinions of the forum attendees.

Figure 3: Response, Staffing & Cost Survey

These three simple survey charts illustrate that Snoqualmie Fire Department is viewed as having an appropriate cost for the service (80%); provides an appropriate response (55%), with a sizable minority feeling the response is too slow (40%); and is appropriately staffed (60%), with a sizable minority feeling the department is understaffed (39%). However, it is important to recognize that these dimensions are not necessarily representative of a community-wide perspective, nor that these survey results would be



an accurate predictor of similar results of a broader survey. It is a reflection of the opinions of those in attendance, armed with some background information about SFD's service delivery system and the challenges and limitations it faces. This result reinforces ESCI's assertion that community outreach provides the opportunity to educate the community about the fire department's service delivery system and its limitations to the broader community. It is clear the department enjoys a great deal of respect and confidence from its citizenry.

Fire Department Staff Survey Results

Prior to ESCI's arrival, a survey instrument was distributed to all department members. ESCI uses this survey to learn more about the department's internal dynamics. The results from these surveys helps in developing a relevant and efficient planning workshop.

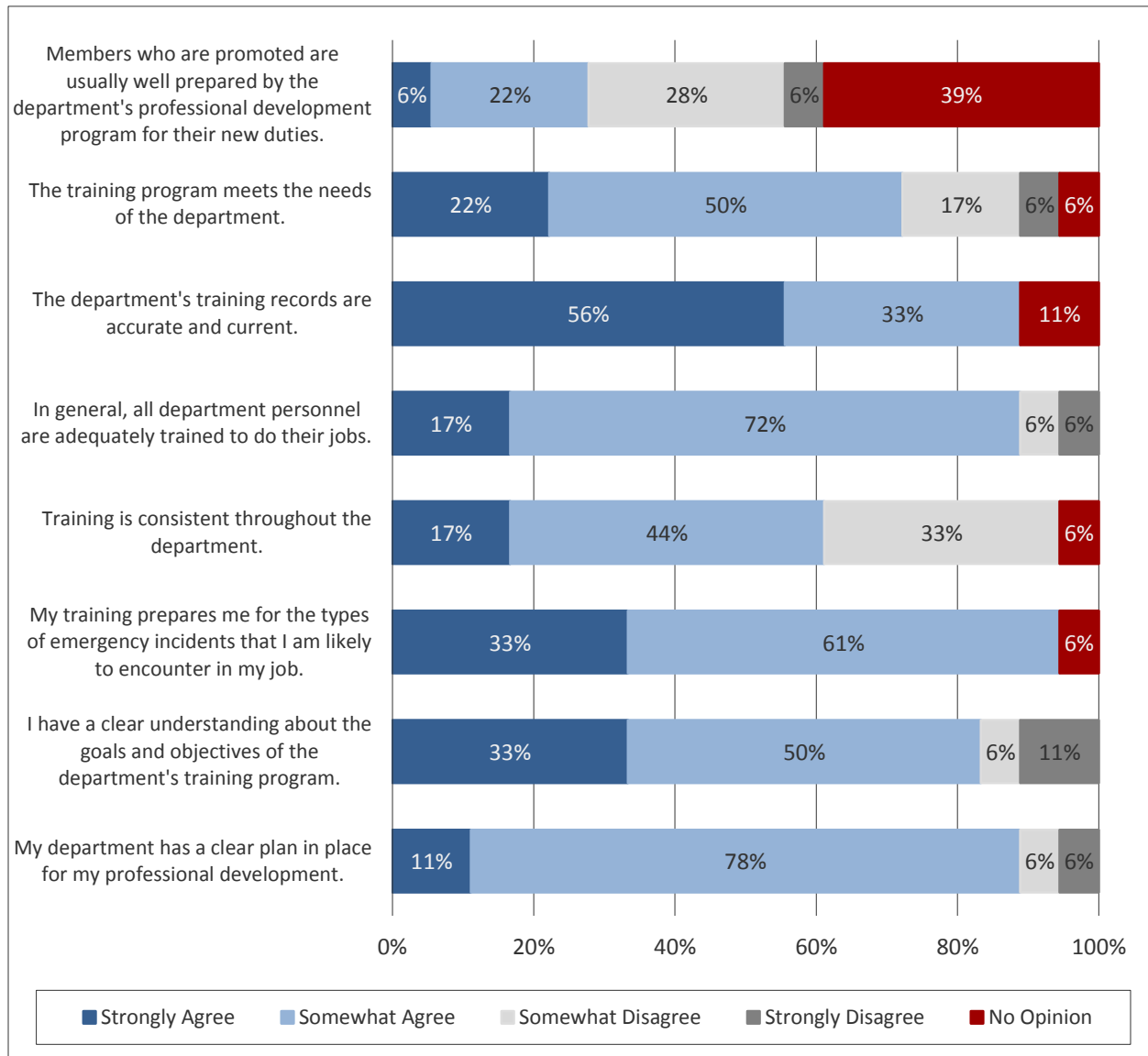
Figure 4: Respondent Demography

Demographic Element	Percent of Respondents
<i>Total Years of Experience (paid and volunteer) in the Fire Service:</i>	
Three to ten years	42%
Ten to twenty years	32%
More than twenty years	26%
<i>Total Years of Service at Snoqualmie Fire Department:</i>	
Zero to five years	60%
Six to ten years	10%
Ten to twenty years	25%
More than twenty years	5%
<i>Current Position:</i>	
Command Staff	5%
Company Officer	15%
Line Staff	60%
Support Staff	20%

Out of 32 members, 21 responded to the survey, which is 65.6% of the membership. ESCI was pleased with this level of participation, as a return rate of 50% is considered excellent participation.

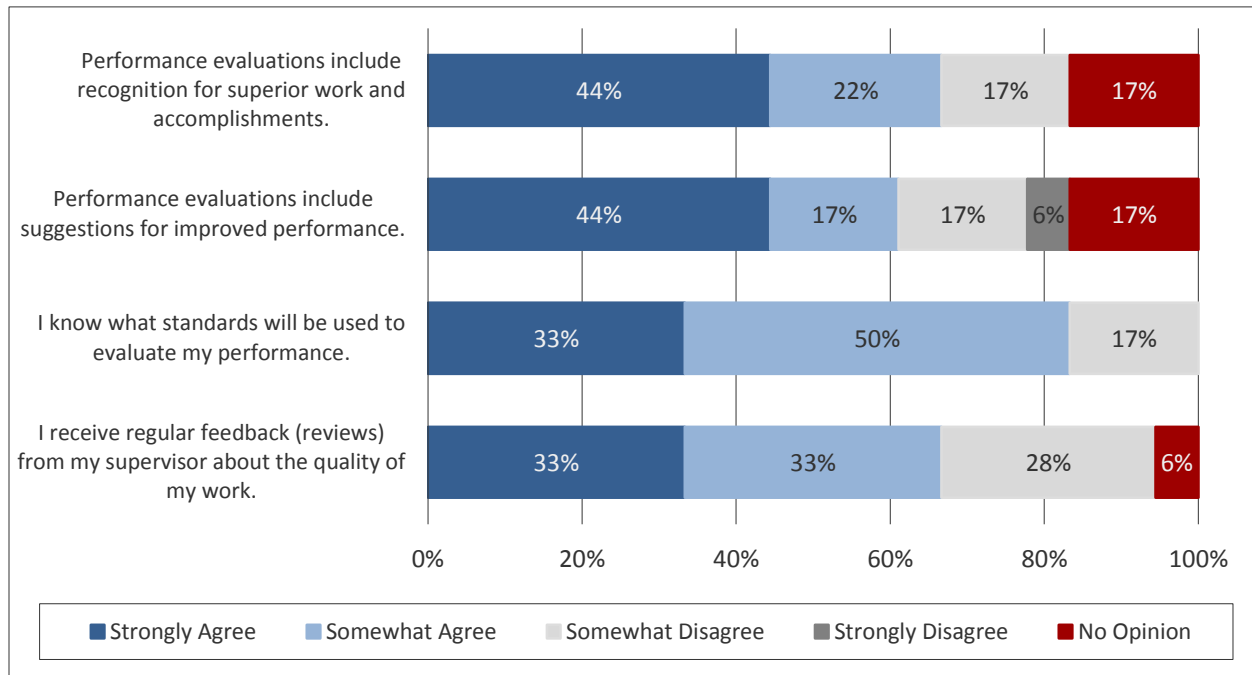
It is interesting to note the level of experience of the respondents, with almost 60% having ten years or more experience in fire services. However, 60% of the respondents have been with the Snoqualmie Fire Department for five years or less.

Line staff accounted for the largest group of respondents out of the total department membership (60%). ESCI was pleased to note 75% of the respondents were line staff and company officers; those who perform "hands-on" emergency response field work.

**Figure 5: Training and Professional Development Opportunities**

Questions related to training and professional development yielded some interesting results. The highest level of agreement related to the adequacy of training necessary to perform the job. 94% of the respondents strongly or somewhat agreed their training was directly applicable to the types of incidents they encounter most often. The lowest score (61%) was related to the consistency of training, with 39% of the members somewhat disagreeing or having no opinion.

Only 28% of the members strongly agreed or somewhat agreed officers are well prepared by the department's professional development program. Curiously, 39% of the respondents had no opinion on this statement. However, they also expressed strong agreement and somewhat agreed (89%) the department has a clear plan for their professional development, with only 6% strongly disagreeing. This incongruence warrants further exploration to determine potential "disconnects" between command staff and firefighter expectations for developing, promoting and supporting new officers.

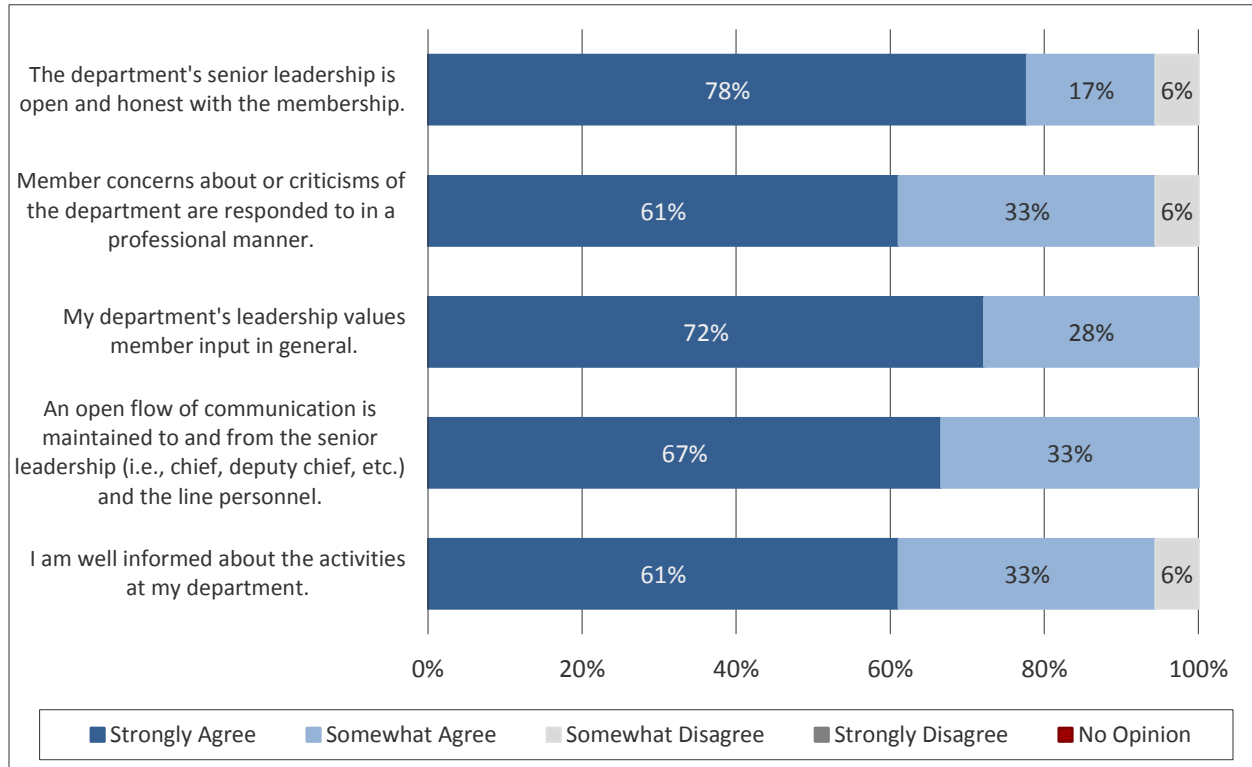
**Figure 6: Performance Reviews**

Timely, consistent and fair performance feedback is critical to the safe and efficient operation of a fire department and the professional well-being and career advancement of its employees. In reviewing the responses, over 60% of the respondents strongly agreed or somewhat agreed they received regular feedback, positive reinforcement, and suggestions for improvement. The highest agreement (83%) was related to knowing the standards used to evaluate performance.

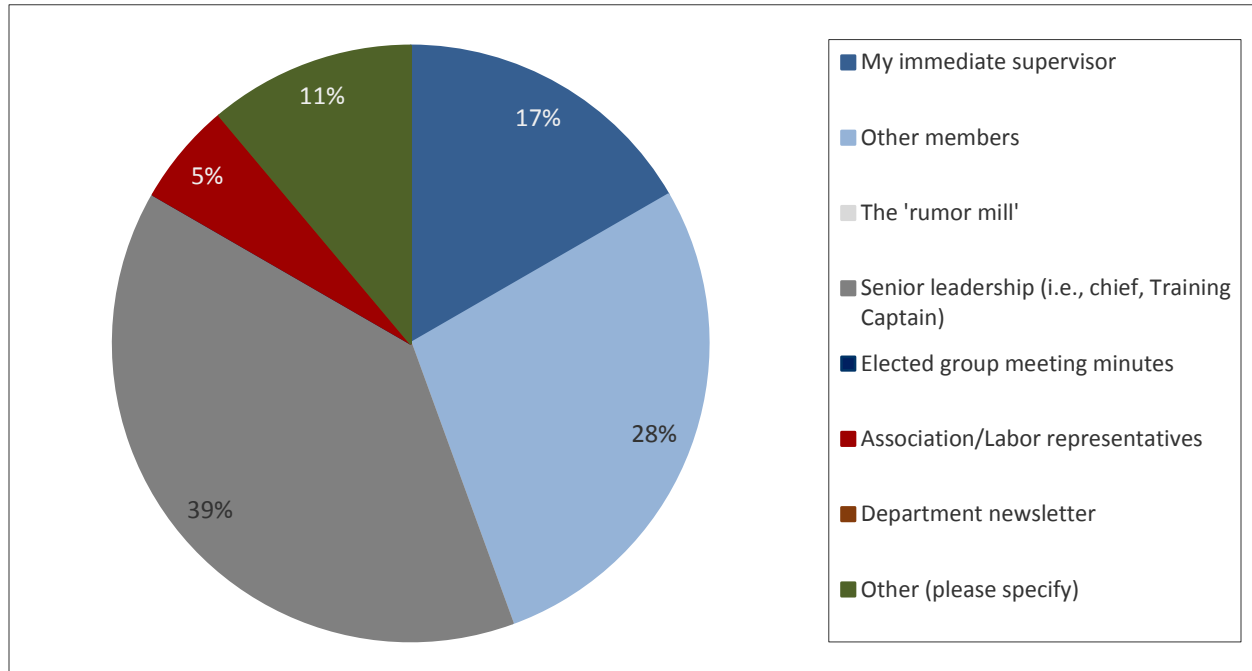
This appears to be a strong area in the department. The execution of performance evaluations can be disastrous if not carefully implemented and supported. It appears the department's approach and method of communication in this regard is well received and supported by department members.



Figure 7: Communication



Issues with communication are often at the root of many organizational issues and problems faced by fire departments. However, in Snoqualmie Fire Department's case, an overwhelming majority of respondents feel the department's senior leadership does a good job of communicating and engaging with their employees. 100% of the respondents strongly or somewhat agreed the senior officers maintain open communication with line personnel, and line personnel feel their input is valued. This is extraordinary, and may reflect the small size of the department and resulting absence of organizational communication barriers plaguing larger departments. However, as indicated in our evaluation of the next set of statements, there may be inconsistencies in how communication is perceived versus how information is shared.

**Figure 8: Sources of Information**

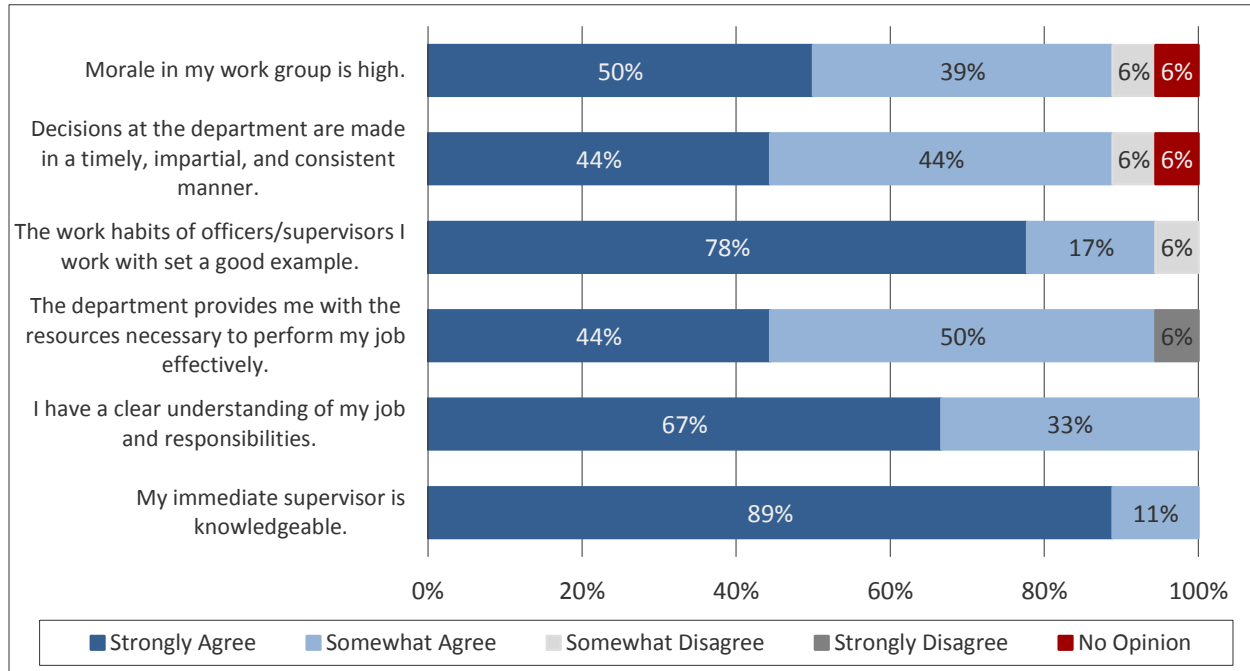
Information shared by line officers and other members comprised 45% of the information source responses. The majority of respondents cited senior leadership (39%) as their primary source of information about the activities and issues in the department. The response aligns well with the results shown in Figure 7. This indicates senior leadership is effectively communicating with the department, and the level of trust in the organization for senior leadership is high. It is significant to note none of the respondents selected “the rumor mill” as a key source of information. This is a problematic area in many fire departments. In the fire service, absence of information is usually filled with rumor and speculation. The lack of respondent agreement with rumors being a source of information at all is evidence of a quality and frequent level of communication occurring in the department through official channels.

“Other” answers included:

- Emails, meeting/training announcements, text messages most commonly from Senior SFD leadership or Association leadership.
- Round table and officers’ meetings.



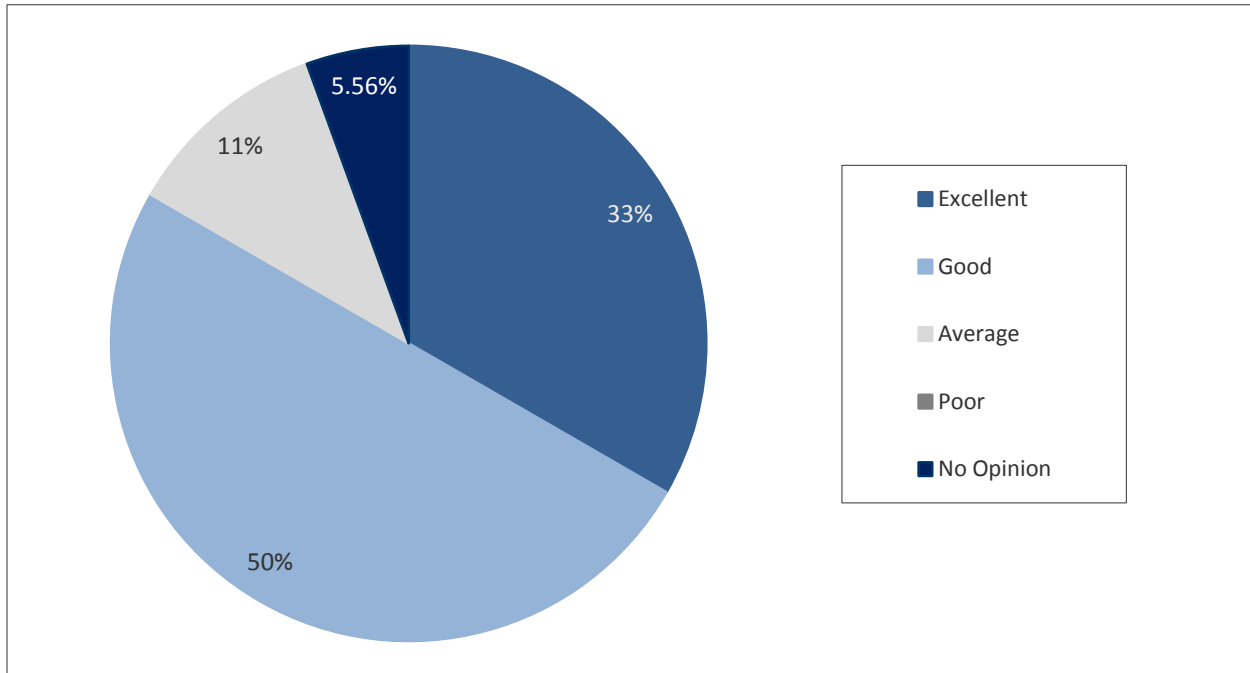
Figure 9: Work Environment



The responses indicate clearly the overwhelming majority of respondents feel they are supported by the department (94% strongly agree and somewhat agree), have clear understanding of assigned tasks (100% strongly agree and somewhat agree), and feel their immediate supervisors are knowledgeable (100% strongly agree and somewhat agree). These responses appear to indicate a high level of trust and support within the organization, helping to bolster morale within the department (89% of the respondents strongly agreed and somewhat agreed to the statement of high morale within their work group).



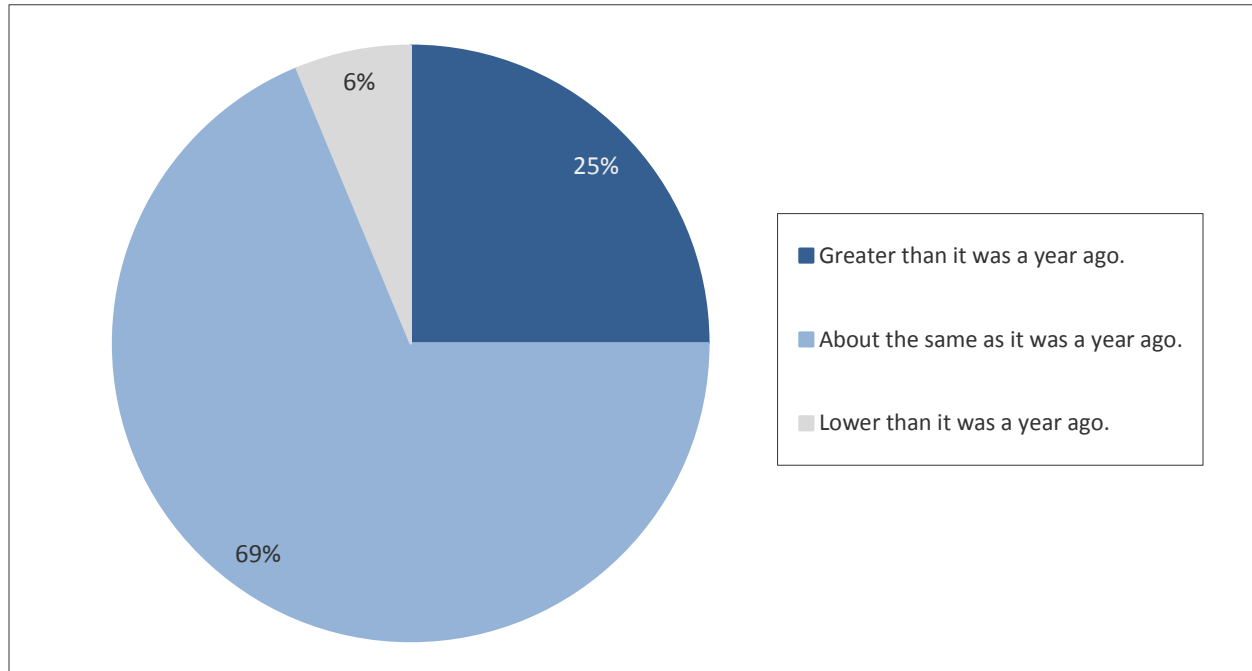
Figure 10: Perceived Department Morale



Eighty-three percent (83%) of respondents strongly agreed or somewhat agreed department morale was perceived to be at least good. This is a very strong positive finding, and is consistent with the findings listed in Figure 9. Strong communication and engagement by senior leadership may be key contributing factors in this perception. Efforts should be made to confirm this observation, and build upon it to ensure long-term success.



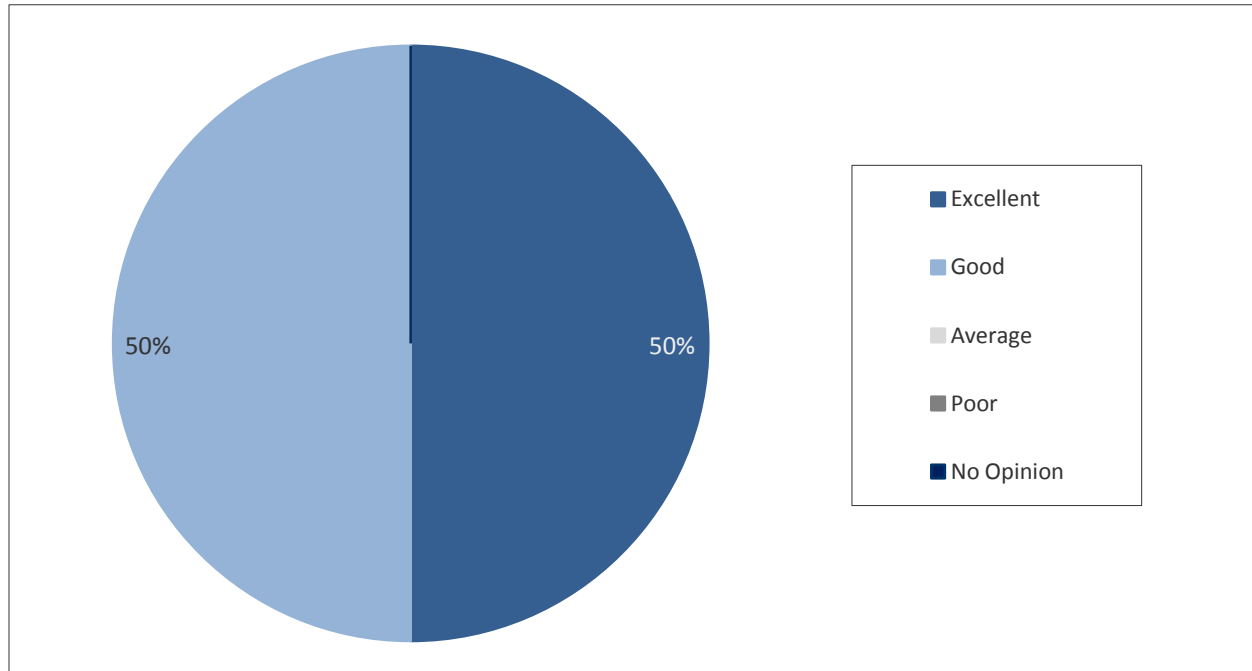
Figure 11: Perceived Employee Morale



This survey element attempts to evaluate individual morale rather than overall organizational morale, and compare it to the previous year. 94% of respondents feel morale is about the same or better than a year ago. While this is an outstanding percentage, the perceived morale slippage noted by some (6%) should be explored to determine the basis for their feelings.



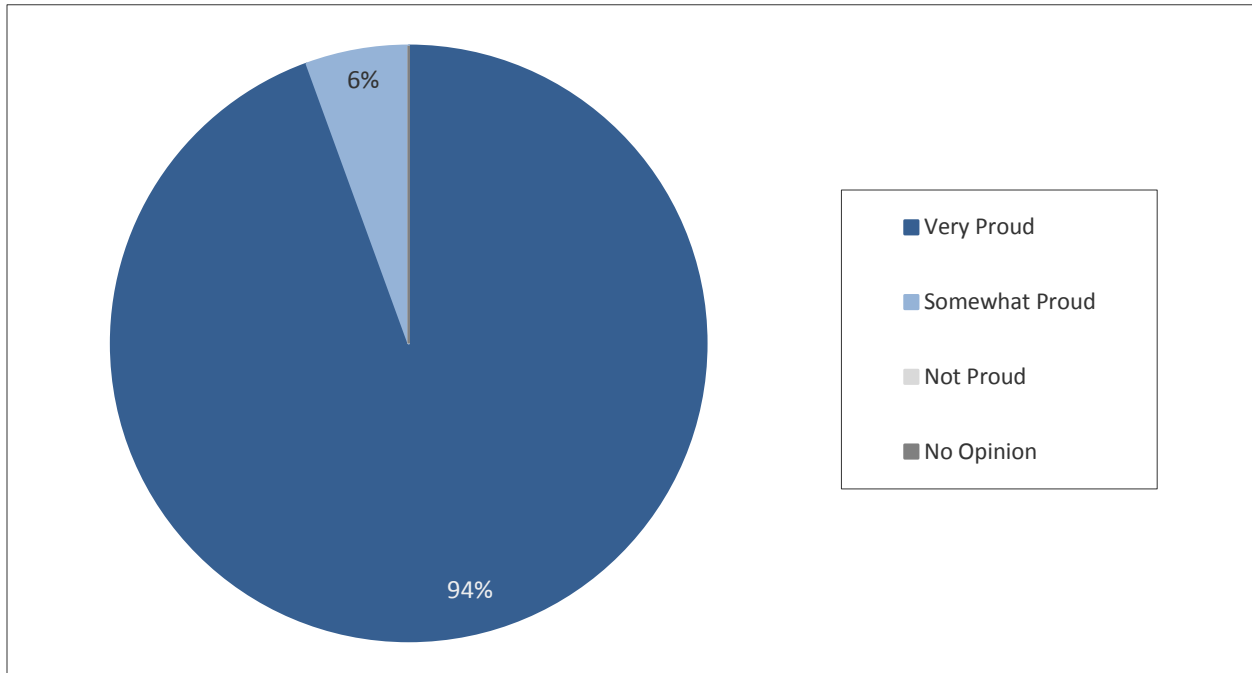
Figure 12: Rating of Personal Work Environment



This finding—100% of the respondents feel their work environment is at least good—is unusual, and may indicate confusion on the part of the respondents regarding differences between work environment, organizational morale, personal attitudes and opinions. This finding should be explored further in the strategic planning process.



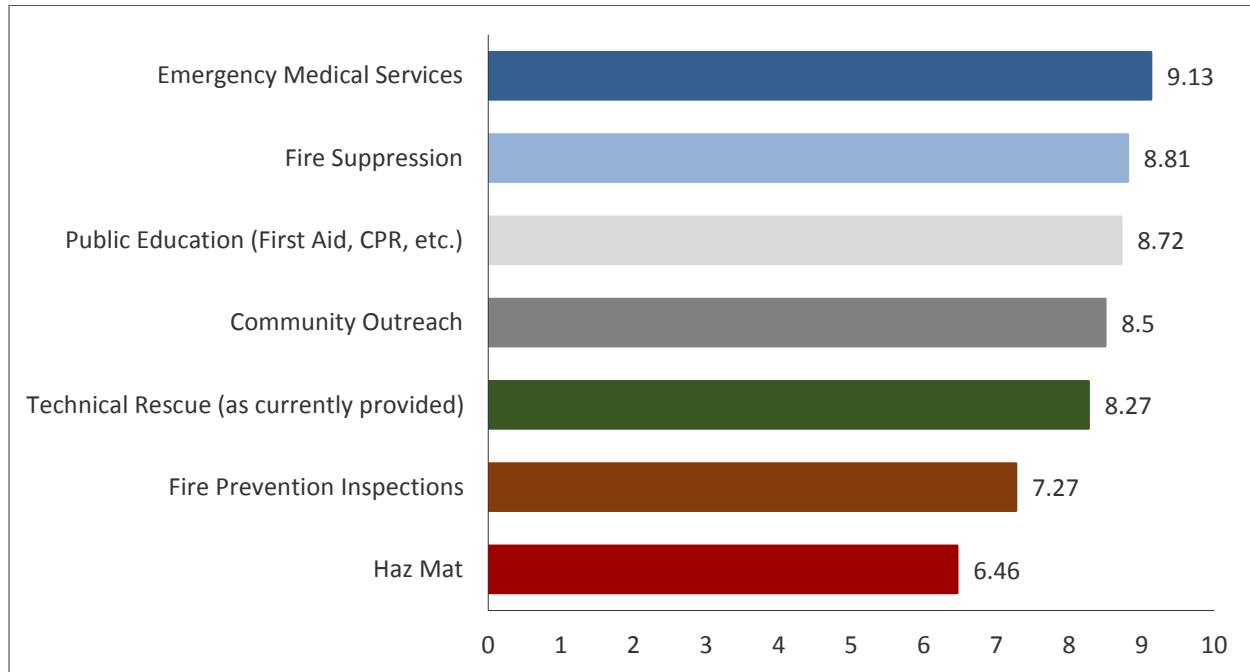
Figure 13: Member Pride



The City of Snoqualmie Fire Department firefighters are proud of their department and the work they do, as shown by a 100% response stating they are either very proud or somewhat proud to work for the department. This finding supports the other positive survey findings related to team and personal morale, effective communication and support from senior department leadership.



Figure 14: On a scale of 1 to 10, where 1 is poor and 10 is excellent, how would you rate the following external services and programs provided to the public by the department?

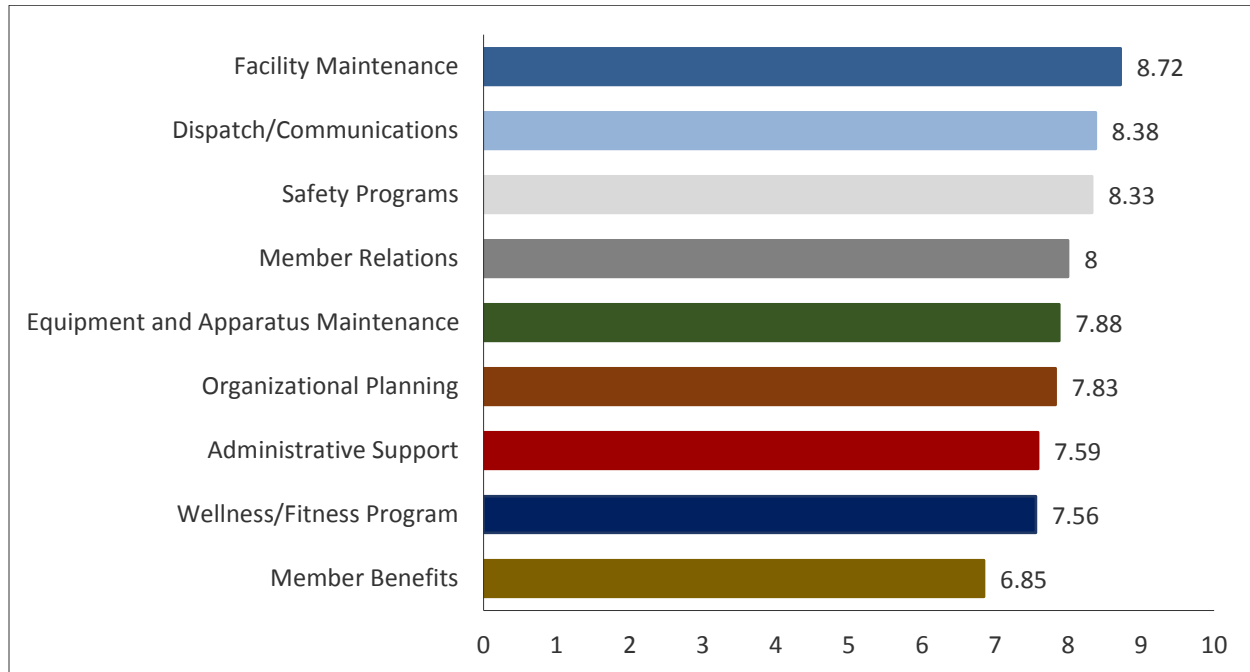


Emergency Medical Services rated highest in department provided services. This is not surprising, as the majority of emergency responses are most likely EMS related. Public education and community outreach ranked fairly high as well, potentially indicating the level of volunteer commitment to serving the community in preventing harm. However, the pro-active activity of fire prevention inspections received a fairly low score. This finding should be explored further to determine why this rated comparatively low.

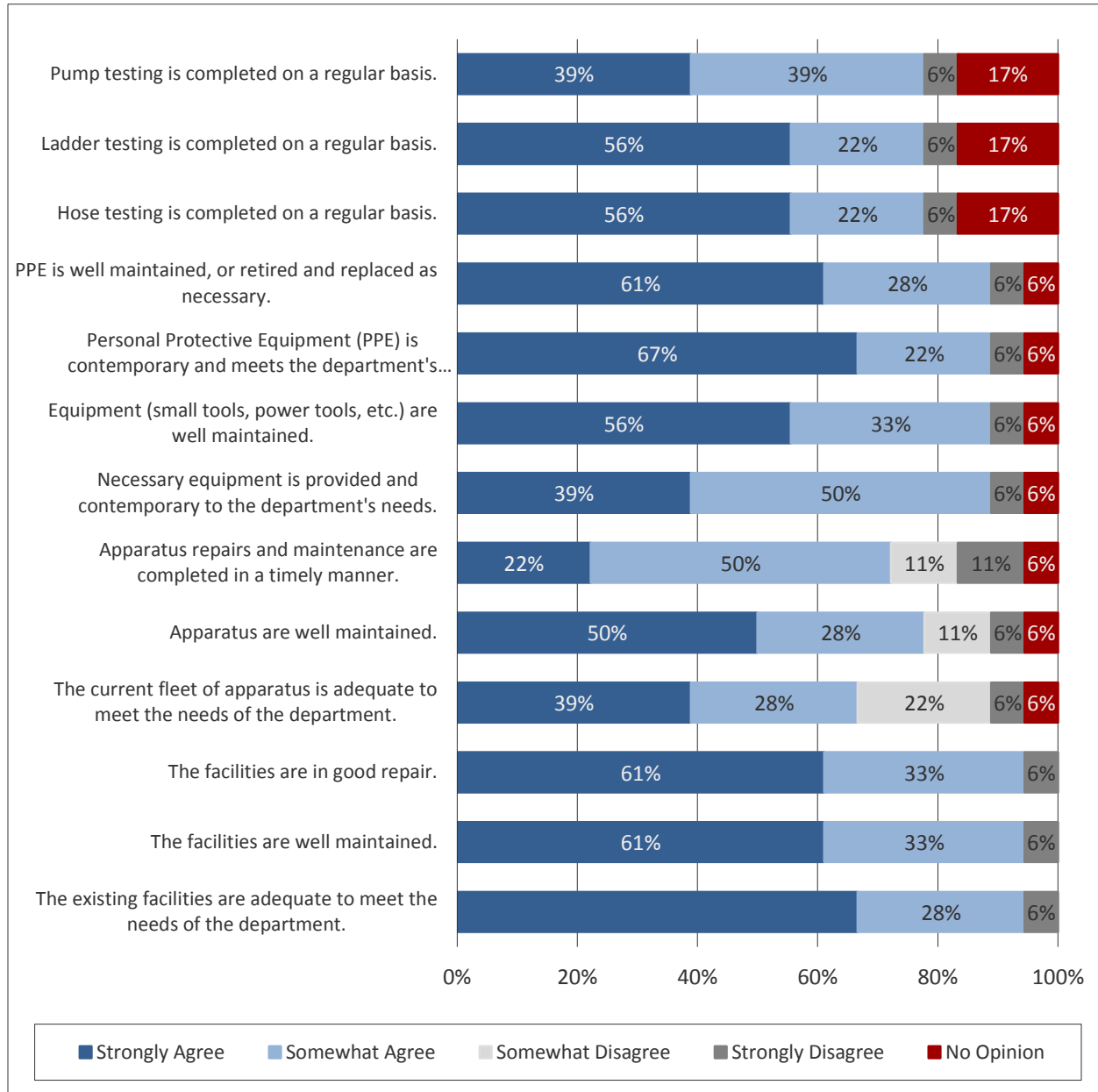
Specialty services—technical rescue and hazmat—also received relatively low scores. These low frequency, intensive training required service lines can be very difficult to deliver and maintain, thus it is understandable personnel may be less comfortable with their preparedness to deliver these services.



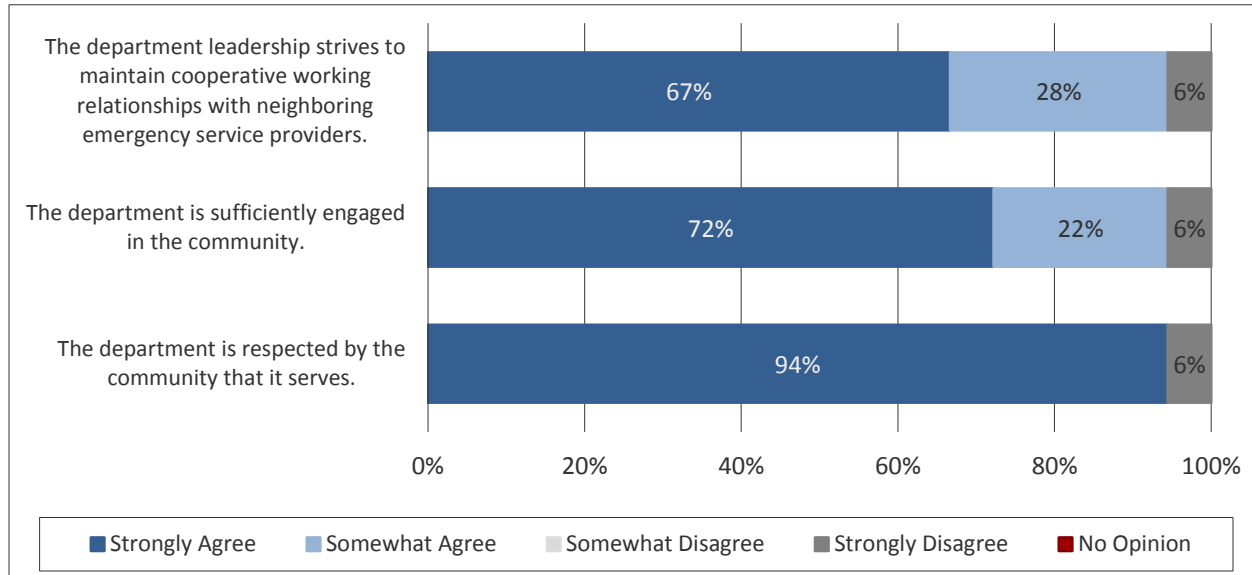
Figure 15: On a scale of 1 to 10, where 1 is poor and 10 is excellent, how would you rate the following internal services and processes provided by the department?



The various internal services provided by the department are ranked relatively equal. The lowest ranked service—Member Benefits—should be explored to determine why it was ranked last. The sustainability of a primarily volunteer department is based in no small part on the tangible and intangible benefits realized by its members.

**Figure 16: Facilities and Apparatus**

Overall, the respondents agree the maintenance of apparatus, equipment and stations is meeting their needs, and they are kept in good working condition. Attention should be given to making sure all members are informed about how apparatus and equipment is maintained, as almost 20% of the respondents had no opinion regarding pump, hose and ladder testing.

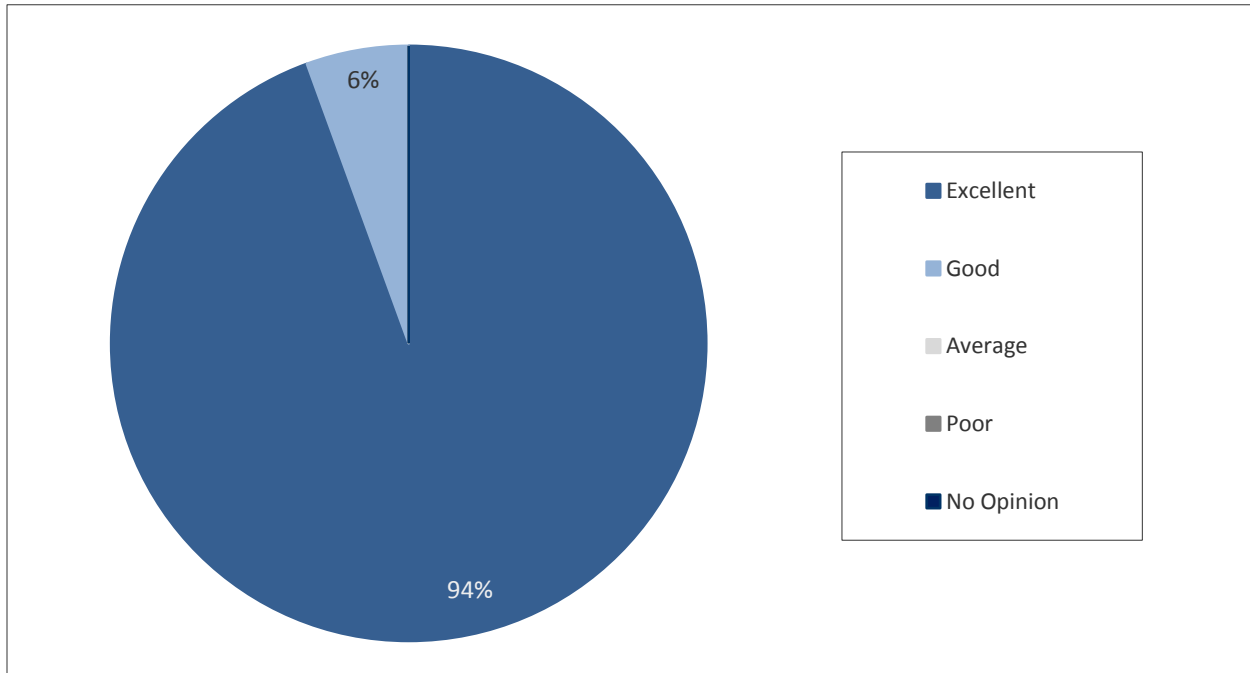
**Figure 17: Department's Community Relations**

The strong agreement (95%) on engaging with adjacent emergency response agencies and the community should be no surprise. Today's volunteer/combination fire department survival depends on strong community engagement and support, especially given the increased time commitment made by the volunteers, and the respondents feel the department is adequately engaged with the community and respected (94%).

Family, business and community contributions (tangible and intangible) must be constantly sought and recognized to ensure the department is well positioned and prepared to meet the emergency service needs of the community. However, it is imperative the department does not "rest on its laurels" regarding community support, and must always seek to maintain and enhance this support.



Figure 18: In your opinion, what is the community's overall image of Snoqualmie Fire Department?



When taken in context with the responses noted in Figure 17, it is not a surprise the respondents feel the community has an excellent perception of the image of the department. This likely reflects their own pride in the department, and how they convey this pride when interacting in the community.



Mission, Vision, and Guiding Principles

Mission

The organization's mission statement should clearly define the primary purpose of the organizations' existence. It focuses fire department members on what is truly important to the organization and community. The mission statement should be understood by all members and posted prominently throughout the organization's facilities. Each member should commit the mission to memory. The internal planning team, through a consensus process and based in part on feedback from the citizen forum, reviewed and revised the department's mission statement.

Snoqualmie Fire Department Mission Statement

The City of Snoqualmie Fire Department is committed to providing superior community based preparedness and emergency services in a timely and professional manner.

Vision

In addition to knowing their mission, all successful organizations need to define where they expect to be in the future. The department's vision provides members with a future view that can be shared, a clear sense of direction, a mobilization of energy, and gives a sense of being engaged in something important. Vision statements provide a direction of how things can be and a sense of organizational purpose.

Snoqualmie Fire Department Vision Statement

The Snoqualmie Fire Department and its members will...

- Be dedicated visionaries, committed to professional development, and embracing innovation in training and service delivery;
- Anticipate and exceed community expectations;
- Be viewed as engaged role models, delivering equitable and compassionate services to our diverse community;
- Foster partnerships with other community organizations and agencies.

Guiding Principles (Values)

Guiding principles (values) define what the organization considers to be appropriate and inappropriate behaviors. An organization's fundamental guiding principles define the organization's culture and belief system, thus providing a foundation in an environment that is always changing. The strategic planning team declared the following as the core values for the district.

With the completion of its mission, vision, and core values, the Snoqualmie Fire Department has established the organization's foundation for strategic planning. ESCI strongly recommends every member empower themselves with these elements; they are the basis for accomplishing the organization's strategic initiatives, goals, objectives, and day-to-day tasks.



Snoqualmie Fire Department Core Values

Integrity

Snoqualmie Fire Department personnel hold each other accountable to the highest level of integrity and ethical standards both inside and outside of the fire station.

Quality of Service

Snoqualmie Fire Department personnel gain public trust by providing exceptional levels of service to those we serve. We will never settle for “good enough.”

Resourcefulness

The Snoqualmie Fire Department provides metropolitan levels of service with the resources we are given. We are always ready to respond to all emergencies, and will partner for services we do not provide.

Responsiveness

Snoqualmie firefighters respond safely, quickly and with utmost professionalism. We are compassionate and dedicated to serve, and responsive to the needs of the community.

Leadership

The Snoqualmie Fire Department is a leader in the emergency-services industry. Evidence-based best practices will guide our decisions.

Cohesiveness

The Snoqualmie Fire Department is one fire department. With mutual respect, we will train together, work together, play together—we are a team.



Environmental Scan

In order to properly formulate strategic initiatives, the internal planning team had to evaluate the external and internal organizational environment. The internal planning team combined feedback from the citizen forum, the internal survey results and their collective knowledge of the organization and the community to assess the environment in which the department operates. Analyzing the organization's strengths, weaknesses, opportunities and threats (SWOT), is the first step in identifying actionable strategies for the future.

Strengths

The identification of organizational strengths is the first step in the environment scan. An organization's strengths identify its capability of providing the services requested by its customers. The organization needs to make certain that its strengths are consistent with the issues it faces. Programs that do not match organizational strengths or primary functions should be reviewed to evaluate the rate of return on precious staff time. The internal planning team identified and prioritized the following department strengths:

To map out a course of action and follow it to an end requires some of the same courage that a soldier needs.

—Ralph Waldo Emerson

- Customer Service
- Quality Staff
- Current leadership
- Excellent community relationship

Weaknesses

Organizational weaknesses, or lack of performance, are also an important environmental scan element. In order to move forward, the organization must honestly identify issues that have created barriers to success in the past. Weak areas needing improvement are not the same as challenges, which will be identified later, but rather those day-to-day issues and concerns that may slow or inhibit progress. Internal organizational issues, as identified by the planning team, are typically issues found at the heart of an organization's problems. The internal planning team identified and prioritized the following department weaknesses:

You can't expect to meet the challenges of today with yesterday's tools and expect to be in business tomorrow.

- Physical location of station
- Lacking internal city services support
- Not enough training – from top down
- Volunteer program support/morale



Opportunities

An organization's opportunities and threats are generally derived from the external environment. Opportunities are focused on existing services and on expanding and developing new possibilities inside and beyond the traditional service area. Many opportunities exist for the district:

- Consolidation with neighboring departments
- Continue to build upon community and agency partnerships
- Community growth enabling increased department resources and capabilities

Threats

There are conditions in the external environment beyond the organization's control. The identification of these conditions allow the organization to develop plans to mitigate or respond when a threat becomes an obstacle. By recognizing these challenges, an organization can greatly reduce the potential for loss.

If you don't like change, you're going to like irrelevance even less.

—US Army General Eric Shinseki

The internal planning team identified the following threats:

- Community growth resulting in increased service demand
- Forced to combine with neighboring departments with divergent visions
- Stable, long-term funding



Definition of Terms

There are five main components to a strategic plan: Initiatives, Goals, Objectives, Critical Tasks and Outcomes of Performance Indicators. For purposes of this strategic plan, they are defined as follows:

Initiative – The largest overarching element of a strategic plan, an initiative is a broad enterprise where the district may have multiple areas of focus.

Goal – A smaller component of and subordinate to an initiative, a goal is focused on one particular area, but is still general in nature. If all the goals under an initiative have been accomplished, the initiative will be considered achieved.

Objective – A smaller component of and subordinate to a goal, an objective is usually defined as specific, measurable, action-oriented, realistic and time-sensitive. If all objectives under a goal are accomplished, the goal will have been accomplished.

Critical task – The smallest component of a strategic plan, critical tasks are the immediate (within 90 days) action steps needed to meet an objective or a goal. Not all goals or objectives have critical tasks.

Outcome – The description of a desired consequence of an objective once accomplished.

Strategic initiatives, goals, objectives, critical tasks and outcomes, become an important part of the organization's efforts. By embracing these components, the organization's future will be effectively and efficiently guided. Each of the initiatives, goals, and objectives were identified over two days in an internal planning team workshop facilitated by ESCI.

The following series of tables list and define each initiative with its subordinate goals and each goal with its subordinate objectives. Timelines are also listed with each objective as follows:

- Critical tasks (to be completed in 90 days);
- Short-term (less than one year);
- Mid-term (greater than one year but less than three years);
- Long-term (greater than three years but not longer than five years).

The initiative manager is responsible for tracking that initiative's progress.

Each objective also has a team responsible for coordinating the implementation effort. The makeup of these teams must be carefully and deliberately thought out. Balanced representation of interests, expertise and alignment with collateral duties in the department are important factors to consider when assigning members to a team.



Strategic Plan

Initiative 1 – Financial

As with most organizations, Snoqualmie Fire Department is limited in what it can do in terms of serving the community by financial constraints. This is also true of the City of Snoqualmie. The fire department is dedicated to limiting expenses (reliance on volunteers as an example) leveraging outside revenue opportunities (medical transport fees as an example), to limit the impact on the city. Notwithstanding the fire department largely depends upon the city general fund to provide a level of service the community expects. This is especially challenging in this growing community. This initiative focuses on cost avoidance, expense reduction, and revenue enhancement, while positioning itself for projected growth to the extent practical.

Initiative Manager: Fire Chief

Goal: 1A Work with City government to gain and maintain sufficient and sustainable funding

Objectives	1. <i>Integrate fire department perspective and requirements into the city development/building permit planning process.</i>	
	Responsible: Finance Team	Timeline: Mid-term
	Outcome: Implementation and collection of accurate and realistic impact fees.	
	2. <i>Identify and gain city council approval for new revenue stream(s).</i>	
	Responsible: Finance Team	Timeline: Mid-term
	Outcome: Establish predictable, dedicated funds to address future FD impacts related to increased service demand, and reduce impact on the city’s GF.	
	3. <i>Secure city council approval allocating a percentage of year end unexpended general fund revenue for fire department operations</i>	
	Responsible: Finance Team	Timeline: Long-term
	Outcome: Increase the funding potential for specialized programs/equipment/capital expenditures.	
	4. <i>Increase the frequency, relevancy and engagement in communicating fire department expenditures, revenues and operations.</i>	
Objective	Responsible: Finance Team, Communication Team	Timeline: Short-term
	Outcome: Improved city council understanding and support for department operations and community impacts	
Goal: 1B	Raise community and city government awareness of department fiscal budget pressure and needs related to growth.	
Objective	1. <i>Assign resources to engage internal city stakeholders in conversations about FD priorities, budget needs and potential financial impacts related to community growth.</i>	
	Responsible: Finance Team	Timeline: Short-term



	Outcome: Thoughtful, pro-active consideration and cost-effective accommodation of life safety requirements during development design efforts.	
	2. <i>Collect, benchmark, measure and continually disseminate historical and current department performance, expenditures and generated revenues.</i>	
	Responsible: Fire Dept. Leadership Team, Finance Team	Timeline: Mid-term
	Outcome: Key city and community stakeholders maintain awareness of fire department performance and potential future budget needs and impacts	
	3. <i>Leverage diverse communication pathways, including various social media platforms, to engage with city and community stakeholders about department operations and fiscal matters.</i>	
	Responsible: Fire Dept. Leadership Team	Timeline: Mid-term
	Outcome: Appropriate use of social media and other communication media is used to continually communicate internally and externally	
Goal: 1C Explore and identify alternative funding sources for department operations		
Objectives	1. <i>Secure additional staff for a dedicated full time basic life support (BLS) transport unit.</i>	
	Responsible: Finance Team	Timeline: Long-term
	Outcome: Increased 24/7 response capacity and increased ambulance fee revenue.	
	2. <i>Implement a fee for service or agency subsidized regional training center program.</i>	
	Responsible: Finance Team	Timeline: Mid-term
	Outcome: Increased revenue, training opportunities and regional standardization of emergency operations.	
	3. <i>Secure non-traditional/specialized grants/funding sources to offset costs of providing services.</i>	
	Responsible: Finance Team	Timeline: Mid-term
	Outcome: Dedicated funding and accountability in providing services to unique service areas.	
	4. <i>Obtain a light duty multi-functional fire suppression rapid response vehicle.</i>	
	Responsible: Operations Team	Timeline: Long-term
	Outcome: Increased response capability during severe weather events or adverse terrain/conditions. Increased revenue resulting from contracting with the state for wildland deployment.	



Goal: 1D Ensure department administration and operational programs are fiscally responsible and aligned with city and community goals.		
Objectives	1. <i>Implement a statistical based approach in evaluating all department programs to help in determining value and cost effectiveness.</i>	
	Responsible: Fire Dept. Leadership Team, Finance Team	Timeline: Short-term
	Outcome: Help identify inefficiencies and priorities in allocating limited financial resources.	
	2. <i>Establish city/community focus groups, designed to engage, educate and support fire department activities and needs.</i>	
	Responsible: Fire Dept. Leadership Team	Timeline: Short-term
	Outcome: Engaged community, able to make informed decisions and provide input and advice regarding the fire department budget and operations.	
	3. <i>Review and align current department policies, procedures and guidelines to provide sound fiscal responsibility and stewardship.</i>	
	Responsible: Fire Dept. Leadership Team	Timeline: Mid-term
	Outcome: Department operations and priorities are consistent and supportive of city budget goals and fiscal realities.	
	4. <i>Ensure all department members are educated and engaged in the development of the annual department and city goals and budget.</i>	
	Responsible: Finance Team, Administration Team	Timeline: Short-term
	Outcome: Department members feel ownership, and advocate for the annual department and city goals and budget.	

Initiative 2 – Growth and Infrastructure

The City of Snoqualmie is surrounded by and affected by growth in the city and throughout the region. Continuous increases in demand for services strains the infrastructure designed to serve a smaller customer base. The fire department, among others, is on the front lines of these growth impacts. This initiative is intended to address the strain to fire department infrastructure due to the impacts of growth.

Initiative Manager: Fire Chief

Goal: 2A Ensure fire department needs and impacts are identified and addressed in community growth planning		
Objectives	1. <i>Create a fire development standard to provide builders and developers with specific fire protection guidance and requirements during the design phase.</i>	
	Responsible: Fire Prevention Team	Timeline: Mid-term
	Outcome: Cost-effective built-in fire protection systems and development features support/enhance fire department capabilities and capacity.	



	2. <i>Establish a credible and team oriented presence in city development/building plans review.</i>	
	Responsible: Fire Prevention Team	Timeline: Short-term
	Outcome: Realistic and pragmatic evaluation and modifications of plans to ensure fire department operational needs are adequately addressed.	
Goal: 2B	Engage in regional planning to identify mutual needs, collaboration opportunities and potential economies of scale	
Objectives	1. <i>Continue collaboration with key neighboring agencies in supporting continuity in training, operations and dispatch.</i>	
	Responsible: Operations Team	Timeline: Short-term
	Outcome: Increased operational efficiency, firefighter safety and effectiveness.	
	2. <i>Engage ALS providers and King County Medic One in anticipating future growth and resulting allocation/redistribution of ALS resources.</i>	
	Responsible: Operations Team	Timeline: Mid-term
	Outcome: Maintenance or enhancement current ALS capability and capacity in the upper valley region as growth increases.	
	3. <i>Explore expansion of city police/North Bend police services agreement to include provision of all emergency services.</i>	
	Responsible: City Administration Team	Timeline: Short-term
	Outcome: Helps set the stage for achievable local regionalization of services.	
	4. <i>Explore development of a regional fire authority with willing local partners</i>	
Objectives	Responsible: Fire Dept. Leadership Team and City Administration Team	Timeline: Short-term
	Outcome: A sustainable, responsive and cost-effective fire delivery system able to meet regional growth demands for service.	
	Goal: 2C	
	Evaluate alternative operational service delivery models to maximize efficiencies with limited resources.	
Objectives	1. <i>Explore the feasibility, models and cost effectiveness of using part-time paid staffing.</i>	
	Responsible: City Administration Team, Operations Team	Timeline: Mid-term
	Outcome: Maintain timely and effective emergency response during peak call demand times.	
Objectives	2. <i>Evaluate the need and potential impact in implementing a community/regional medical technician program</i>	



	Responsible: Operations Team	Timeline: Short-term
	Outcome: Delivery of more appropriate medical/social services for non-emergent calls for service, and resulting increased emergency medical response capacity.	
	3. <i>Implement the Pulse Point citizen emergency alerting phone application.</i>	
	Responsible: Outreach Team	Timeline: Short-term
	Outcome: Improved cardiac arrest survival through faster initiation of citizen CPR and early defibrillation.	

Initiative 3 – Partnerships

The Snoqualmie Fire Department recognizes its role in government to continuously seek alternative ways to provide services in a cost-effective, efficient manner. One of those ways is through collaboration with other regional partners. Through smart partnerships, participating agencies can share expenses, cost-shift, and leverage “sunk costs” (investments in equipment or facilities, for example) for a more regional approach to service delivery. It is also the role of the Snoqualmie Fire Department to help the community become disaster resilient, thereby reducing the potential fire department demand during a disaster. Finally, it focuses on internal stakeholders and strengthening internal relationships and mutual cooperation.

Initiative Manager: Fire Chief

Goal: 3A Working with community partners, identify innovative approaches in delivering fire department services

Objectives	1. <i>Support our community partners (schools, homeowners associations, businesses and civic groups) by providing disaster/business continuity education, CPR/1st Aid classes & fire safety/extinguisher training.</i>	
	Responsible: Fire Prevention Team	Timeline: Mid-term
	Outcome: A more resilient and supportive community who understands the impact of disasters, emergencies and the capabilities and limitations of the department during crisis.	
	2. <i>Engage the local health care providers/hospital in exploring opportunities and options in providing non-traditional, pre-hospital medical and social service patient care.</i>	
	Responsible: Operations Team, Administration Team	Timeline: Short-term
	Outcome: A coordinated and health care provider supported non-emergency care program providing appropriate and cost-effective service to patients not requiring in-hospital medical evaluation/care.	

Goal: 3B Improve interoperability and efficiencies with regional partners

Objectives	1. <i>Improve interagency-interdisciplinary (law enforcement, emergency management, private ambulance, search & rescue) radio communication interoperability.</i>	
	Responsible: Operations Team	Timeline: Long-term



	Outcome: Seamless and intuitive communications capability and increased channel capacity to meet future increased radio traffic demand.	
	2. <i>Foster and increase opportunities for multi-agency/multi-company operations training.</i>	
	Responsible: Operations Team (Training)	Timeline: Short-term
	Outcome: Increased operational effectiveness and safety, along with increased camaraderie and interagency teamwork	
	3. <i>Increase sharing of resources, equipment and administration regionally</i>	
	Responsible: Fire Dept. Leadership Team, Operations Team	Timeline: Mid-term
	Outcome: Improved efficiencies, economy of scale, familiarity and cohesion between agencies.	
Goal: 3C Establish sustainable city and business relationships to improve community safety and resiliency		
Objectives	1. <i>Engage with the local business “Welcome Wagon” program to provide introduction to fire department services and business safety training opportunities.</i>	
	Responsible: Fire Prevention Team	Timeline: Short-term
	Outcome: Business owners who are better prepared for crisis and understand the importance of fire/life safety and related city initiatives/requirements.	
	2. <i>Establish an ongoing relationship and presence at Chamber of Commerce events.</i>	
	Responsible: Outreach Team	Timeline: Short-term
	Outcome: Improve department/business relationship and mutual understanding of their respective priorities and perspectives	
	3. <i>Engage elected officials and key city department leaders in a fire department “Ops 101” program.</i>	
	Responsible: Administration Team, Operations Team	Timeline: Short-term
	Outcome: Familiarity and support of fire department operations, and department understanding of the diverse responsibilities and challenges of other city departments.	
	4. <i>Survey local business leaders to determine their satisfaction with fire department service levels, current issues and future needs.</i>	
	Responsible: Fire Prevention Team	Timeline: Short-term
	Outcome: More responsive reaction and mitigation of issues within the business community.	
	5. <i>Explore establishing a disaster/emergency business continuity plan/training program for local businesses.</i>	



	Responsible: Fire Prevention Team	Timeline: Short-term
	Outcome: A more resilient business community, better positioned to recover and support overall community recovery.	
Goal: 3D Maintain and improve interoperability between volunteer and career personnel		
Objectives	1. Establish volunteer skill/knowledge confirmation benchmarks-qualifications for the first year.	
	Responsible: Operations Team	Timeline: Short-term
	Outcome: Volunteer firefighters who reach the end of specific training periods have all received the same verifiable levels of training, consistent with department and national standards.	
	2. Experienced volunteers assume more of a leadership role in guiding and supporting new volunteers.	
	Responsible: Operations Team, Administration Team	Timeline: Short-term
	Outcome: Improved volunteer retention and improved firefighter safety	
	3. Establish a formal volunteer leadership position within the career staff.	
	Responsible: Administration Team	Timeline: Short-term
	Outcome: Better continuity of training, accountability and support of volunteer training and administrative activities.	
	4. Survey all staff to determine the current state of the volunteer program.	
	Responsible: Fire Dept. Leadership Team	Timeline: Critical Task
	Outcome: Better understanding of the issues and potential improvements needed for the volunteer program.	



Implementation Methodology

“The three keys to successful strategic planning and implementation are commitment, credibility and communication.”¹ These three critical elements are best addressed by appropriately prioritizing and completing these objectives, while consistently seeking and utilizing input from Snoqualmie Fire Department members. Continually communicating plan status on a consistent basis, and measuring compliance for the established timelines.

Prioritization of Objectives

Assigned team members are charged with prioritizing each of the objectives they are assigned. Each team will discuss the work to be done consistent with the priority and timing for each objective. Upon approval of the fire chief, objectives that can be accomplished over the course of the current fiscal year—within the limits of existing program budgets - receive highest priority.

2018 Implementation Timeline

The Snoqualmie Fire Department Strategic Planning Team must be committed to creating and adhering to a regular schedule of status updates and accountability monitoring. The Team should set up an implementation schedule for 2018 to ensure regular communication and commitment to the strategic plan:

- Upon adoption – Fire chief provides summary of strategic plan initiatives and goals to membership and interested community stakeholders. Official development of an operational plan begins.
- Quarterly Meeting – Strategic Planning Team meeting to track progress of operational plan development and objectives prioritization.
- Annual budget development plan review – Strategic plan is reviewed and prioritized in accordance with budget development and annual planning priorities.

In addition to the quarterly planning meetings, the Strategic Planning Team should meet on an annual basis to assess progress, celebrate accomplishments and ensure the ongoing validity of the Strategic Plan.

To help maintain communication about the organization’s progress in meeting its goals to the membership, Snoqualmie Fire Department leadership should commit to publishing regular status reports and minutes resulting from the Team’s quarterly and annual meetings.

¹ Ahoy, Chris, Associate Vice President of Facilities Planning & Management, Iowa State University, September 1998.



Appendix A – Internal SWOT Feedback

All members of Snoqualmie Fire Department were solicited for their feedback under the headings, “Strengths, Weaknesses, Opportunities, and Threats.” Twenty members submitted responses. The responses were combined by ESCI to reduce duplication of the submittals, paraphrasing to group similar—if not identical—responses together. The results follow:

Strengths

Current senior leadership puts forward new ideas keeping up with forward-thinking trends in fire and emergency services. Also, deeply entrenched history and roots of involvement within the community.	Customer service. We are in fact a jack of all trades, and we meet the community needs consistently. Our department welcomes the community into our house with open arms, and actively listens to what they have to say.
Trusted in the community.	The people.
Community outreach and service and relations.	Excellent community relationship.
Overall, really great people at the department. Most everyone wants to see each other succeed and is very helpful.	Flexibility in effectively handling emergencies, along with community educational and promotional commitments.
Ability to service the community we serve.	The people who work here and their outstanding, progressive, can-do attitude.
It's personnel.	Our professionalism.
Its crew and line members. It all starts and stops with the actual firefighters and EMS in the field. From their training to their equipment, it is what should be the department's highest priority. That is what the public sees and expect when they call 911. Everything should be done each day to make the crews better at what they do. It should be the driving force in what admin does and how the departments money is spent.	High quality staff—combination fire department with strong leadership, an excellent working relationship between career and volunteers, and the department's relationship with the community.



Weaknesses

While career staff seem fairly consistent and stable; there is always a highly variable degree of turn-over within the career staff.	Trying to do too much. We are good at the things that we offer, but at the end of the day, we almost try too hard to meet the needs of the community. We need to focus back to our mission, and make sure we are in fact being successful in meeting needs.
Morale among volunteers is not as high as years past.	Lack of manpower.
Volunteer program.	City management and poor planning for our (the fire department's) future.
Communication.	Physical location of the Fire Department itself is not optimum in rapidly meeting most calls.
Not enough training from the top-down. The company officers are not challenged enough to make themselves better, just as they need to challenge the crews to make them better. The volunteer fire suppression personnel are still thought of as an active part of the entire suppression team. In reality, they are a support role that cannot be fully counted on during a fire incident. We do not have enough calls and enough training to bring their level of training and confidence up to the career level, where it should be. More thought should be to have an entire EMS-only volunteer staff. That way they can totally train for the 80% of calls they will encounter. This will make them better EMT's and provide better value for the department and the citizens.	No specific item here with the department. But I would like to see better HR and IT support from the City's internal service providers and perhaps a higher level of financial support to the volunteers, not necessarily in compensation (though that would be nice), but in expenses such as duty boots, more uniforms, etc.

**Opportunities**

National and local training opportunities to reward both career and volunteer staff to attend.	Consolidation with like-size and similar fire service organizations.
Growth	Consolidation with Fall City
Regionalization	More taxpayer money.
Expand the EMS-only program.	Merging or RFA with neighboring department.
Form an Upper Valley Fire Department with Fall City.	Working toward some form of merger/consolidation with King 27. They have a need for someone to help make their organization great, and the model that Snoqualmie Fire has created applies to them very well.
Continuing to build upon excellent community relations and partnerships.	Technology.

Threats

Community growth exceeding resources available.	Lack of funding.
Keeping up with demands brought on by growth of the Snoqualmie Community. Choice between staying independent or consolidating.	To be forced to partner with a fire agency that does not share the city and fire departments' best interests.
Urban interface fires.	Merging or RFA with neighboring department.
Not having the adequate/experience training for high value calls.	Funding. With the build-out (almost) complete on Snoqualmie Ridge, revenue is going to become competitive in the city. All departments are going to find the need for more funds, with no new money available. The fire department specifically is going to see an increase in calls for service, but find it harder to fund the personnel to respond.
Funding for the long-term.	Ever-changing city spending priorities.
Getting more taxpayer money.	

**Appendix B – Timeline**

Objectives	Assigned Responsibility	Critical 1 st 90 Days	Short Term 1-2018 to 12-2018	Mid Term 1-2019 to 12-2020	Long Term 1-2021 to 12-2022
Obj. 3D4: Survey all staff to determine the current state of the volunteer program	Fire Dept. Leadership Team				
Obj. 1A4: Increase the frequency, relevancy, and engagement in communicating fire department expenditures, revenues and operations.	Finance Team				
Obj. 1B1: Assign resources to engage internal city stakeholders in conversations about FD priorities, budget needs and potential financial impacts related to community growth	Finance Team				
Obj. 1D1: Implement a statistical based approach in evaluating all department programs to help in determining value and cost effectiveness	Fire Dept. Leadership Team, Finance Team				
Obj. 1D2: Establish city/community focus groups, designed to engage, educate and support fire department activities and needs.	Fire Dept. Leadership Team,				
Obj. 1D4: Ensure all department members are educated and engaged in the development of the annual department and city goals and budget	Finance Team, Administration Team				
Obj. 2A2: Establish a credible, and team oriented presence in city development/building plans review	Fire Prevention Team				
Obj. 2B1: Continue collaboration with key neighboring agencies in supporting continuity in training, operations and dispatch	Operations Team				
Obj. 2B3: Explore expansion of city police/North Bend police services agreement to include provision of all emergency services	City Administration Team				
Obj. 2B4: Explore development of a regional fire authority with willing local partners	Fire Dept. Leadership Team, City Administration Team				
Obj. 2C2: Evaluate the need and potential impact in implementing a community/regional medical technician program	Operations Team				
Obj. 2C3: Implement the Pulse Point citizen emergency alerting phone application	Outreach Team				
Obj. 3A2: Engage the local health care providers/hospital in exploring opportunities and options in providing non-traditional pre-hospital medical and social service patient care.	Operations Team, Administration Team				
Obj. 3B2: Foster and increase opportunities for multi-agency/multi-company operations training	Operations Team (Training)				
Obj. 3C1: Engage with the local business “Welcome Wagon” program to provide introduction to fire department services and business safety training opportunities.	Fire Prevention Team				
Obj. 3C2: Establish an ongoing relationship and presence at Chamber of Commerce events	Outreach Team				
Obj. 3C3: Engage elected officials and key city department leaders in a fire department “Ops 101” program	Administration Team, Operations Team				



Objectives	Assigned Responsibility	Critical 1 st 90 Days	Short Term 1-2018 to 12-2018	Mid Term 1-2019 to 12-2020	Long Term 1-2021 to 12-2022
Obj. 3C4: Survey local business leaders to determine their satisfaction with fire department service levels, current issues, and future needs.	Fire Prevention Team				
Obj. 3C5: Explore establishing a disaster/emergency business continuity plan/training program for local businesses	Fire Prevention Team				
Obj. 3D1: Establish volunteer skill/knowledge confirmation benchmarks-qualifications for the first year.	Operations Team				
Obj. 3D2: Experienced volunteers assume more of a leadership role in guiding and supporting new volunteers	Operations Team, Administration Team				
Obj. 3D3: Establish a formal volunteer leadership position within the career staff.	Administration Team				
Obj. 1A1: Integrate fire department perspective and requirements into the city development/building permit planning process.	Finance Team				
Obj. 1A2: Identify and gain city council approval for new revenue stream(s)	Finance Team				
Obj.1B2: Collect, benchmark, measure and continually disseminate historical and current department performance, expenditures and generated revenues.	Fire Dept. Leadership Team, Finance Team				
Obj. 1B3: Leverage diverse communication pathways, including various social media platforms, to engage with city and community stakeholders about department operations and fiscal matters.	Fire Dept. Leadership Team				
Obj. 1C2: Implement a fee for service or agency subsidized regional training center program	Finance Team				
Obj. 1C3: Secure non-traditional/specialized grants/funding sources to offset costs of providing services.	Finance Team				
Obj. 1D3: Review and align current department policies, procedures and guidelines to provide sound fiscal responsibility and stewardship	Fire Dept. Leadership Team				
Obj. 2A1: Create a fire development standard to provide builders and developers with specific fire protection guidance and requirements during the design phase	Fire Prevention Team				
Obj. 2B2: Engage ALS providers and King County Medic One in anticipating future growth and resulting allocation/redistribution of ALS resources.	Operations Team				
Obj. 2C1: Explore the feasibility, models and cost effectiveness of using part-time paid staffing	City Administration Team, Operations Team				
Obj. 3A1: Support our community partners (schools, homeowners' associations, businesses and civic groups) by providing disaster/business continuity education, CPR/1st Aid classes & fire safety/extinguisher training.	Fire Prevention Team				
Obj. 3B3: Increase sharing of resources, equipment and administration regionally	Fire Dept. Leadership Team, Operations Team				
Obj. 1A3: Secure city council approval allocating a percentage of year end unexpended general fund revenue for fire department operations	Finance Team				



Objectives	Assigned Responsibility	Critical 1 st 90 Days	Short Term 1-2018 to 12-2018	Mid Term 1-2019 to 12-2020	Long Term 1-2021 to 12-2022
Obj. 1C1: Secure additional staff for a dedicated full time basic life support (BLS) transport unit.	Finance Team				
Obj. 1C4: Obtain a light duty fire suppression rapid response vehicle	Operations Team				
Obj. 3B1: Improve interagency-interdisciplinary (Law Enforcement, Emergency Management, Private ambulance, Search & Rescue) radio communication interoperability	Operations Team				



Appendix C – Status & Accountability

Snoqualmie Fire Department**Status & Accountability Worksheet**Implementation Timeline Status: **On Target** – **Delayed or Deferred** – **Not Currently On Target**

Initiatives/Goals/Objectives		
Initiative #1: Financial	Manager: Fire Chief	
Goal 1A: Work with City government to gain and maintain sufficient and sustainable funding	Responsible	Timeline
Obj. 1: Integrate fire department perspective and requirements into the city development/building permit planning process.	Finance Team	Mid-term
Obj. 2: Identify and gain city council approval for new revenue stream(s)	Finance Team	Mid-term
Obj. 3: Secure city council approval allocating a percentage of year end unexpended general fund revenue for fire department operations	Finance Team	Long-term
Obj. 4: Increase the frequency, relevancy, and engagement in communicating fire department expenditures, revenues and operations.	Finance Team	Short-term
Goal 1B: Raise community and city government awareness of department fiscal budget pressure and needs related to growth.	Responsible	Timeline
Obj. 1: Assign resources to engage internal city stakeholders in conversations about FD priorities, budget needs and potential financial impacts related to community growth.	Finance Team	Short-term
Obj.2: Collect, benchmark, measure and continually disseminate historical and current department performance, expenditures and generated revenues.	Fire Dept. Leadership Team, Finance Team	Mid-term
Obj. 3: Leverage diverse communication pathways, including various social media platforms, to engage with city and community stakeholders about department operations and fiscal matters.	Fire Dept. Leadership Team	Mid-term



Goal 1C: Explore and identify alternative funding sources for department operations	Responsible	Timeline
Obj. 1: Secure additional staff for a dedicated full time basic life support (BLS) transport unit.	Finance Team	Long-term
Obj. 2: Implement a fee for service or agency subsidized regional training center program	Finance Team	Mid-term
Obj. 3: Secure non-traditional/specialized grants/funding sources to offset costs of providing services.	Finance Team	Mid-term
Obj. 4: Obtain a light duty fire suppression rapid response vehicle.	Operations Team	Long-term
Goal 1D: Ensure department administration and operational programs are fiscally responsible and aligned with city and community goals.	Responsible	Timeline
Obj. 1: Implement a statistical based approach in evaluating all department programs to help in determining value and cost effectiveness..	Fire Dept. Leadership Team, Finance Team	Short-term
Obj.2: Establish city/community focus groups, designed to engage, educate and support fire department activities and needs.	Fire Dept. Leadership Team	Short-term
Obj. 3: Review and align current department policies, procedures and guidelines to provide sound, fiscal responsibility and stewardship.	Fire Dept. Leadership Team	Mid-term
Obj. 4: Ensure all department members are educated and engaged in the development of the annual department and city goals and budget.	Finance Team, Administration Team	Short-term
Initiative #2: Growth and Infrastructure	Manager: Fire Chief	
Goal 2A: Ensure fire department needs and impacts are identified and addressed in community growth planning	Responsible	Timeline
Obj. 1: Create a fire development standard to provide builders and developers with specific fire protection guidance and requirements during the design phase.	Fire Prevention Team	Mid-term
Obj. 2: Establish a credible, and team oriented presence in city development/building plans review.	Fire Prevention Team	Short-term



Goal 2B: Engage in regional planning to identify mutual needs, collaboration opportunities and potential economies of scale			Responsible	Timeline
Obj. 1: Continue collaboration with key neighboring agencies in supporting continuity in training, operations and dispatch.			Operations Team	Short-term
Obj. 2: Engage ALS providers and King County Medic One in anticipating future growth and resulting allocation/redistribution of ALS resources.			Operations Team	Mid-term
Obj. 3: Explore expansion of city police/North Bend police services agreement to include provision of all emergency services.			City Administration Team	Short-term
Obj. 4: Explore development of a regional fire authority with willing local partners.			Fire Dept. Leadership Team, City Administration Team	Short-term
Goal 2C: Evaluate alternative operational service delivery models to maximize efficiencies with limited resources.			Responsible	Timeline
Obj. 1: Explore the feasibility, models and cost effectiveness of using part-time paid staffing.			City Administration Team, Operations Team	Mid-term
Obj. 2: Evaluate the need and potential impact in implementing a community/regional medical technician program.			Operations Team	Short-term
Obj. 3: Implement the Pulse Point citizen emergency alerting phone application.			Outreach Team	Short-term
Initiative #3: Partnerships			Manager: Fire Chief	
Goal 3A: Working with community partners, identify innovative approaches in delivering fire department services			Responsible	Timeline
Obj. 1: Support our community partners (schools, homeowners' associations, businesses and civic groups) by providing disaster/business continuity education, CPR/1st Aid classes & fire safety/extinguisher training.			Fire Prevention Team	Mid-term
Obj. 2: Engage the local health care providers/hospital in exploring opportunities and options in providing non-traditional pre-hospital medical and social service patient care.			Operations Team, Administration Team	Short-term



Goal 3B: Improve interoperability and efficiencies with regional partners	Responsible	Timeline
Obj. 1: Improve interagency-interdisciplinary (Law Enforcement, Emergency Management, Private ambulance, Search & Rescue) radio communication interoperability.	Operations Team	Long-term
Obj. 2: Foster and increase opportunities for multi-agency/multi-company operations training.	Operations Team (Training)	Short-term
Obj. 3: Increase sharing of resources, equipment and administration regionally.	Fire Dept. Leadership Team, Operations Team	Mid-term
Goal 3C: Establish sustainable city and business relationships to improve community safety and resiliency	Responsible	Timeline
Obj. 1: Engage with the local business “Welcome Wagon” program to provide introduction to fire department services and business safety training opportunities.	Fire Prevention Team	Short-term
Obj. 2: Establish an ongoing relationship and presence at Chamber of Commerce events.	Outreach Team	Short-term
Obj. 3: Engage elected officials and key city department leaders in a fire department “Ops 101” program.	Administration Team, Operations Team	Short-term
Obj. 4: Survey local business leaders to determine their satisfaction with fire department service levels, current issues, and future needs.	Fire Prevention Team	Short-term
Obj. 5: Explore establishing a disaster/emergency business continuity plan/training program for local businesses.	Fire Prevention Team	Short-term
Goal 3D: Maintain and improve interoperability between volunteer and career personnel	Responsible	Timeline
Obj. 1: Establish volunteer skill/knowledge confirmation benchmarks-qualifications for the first year	Operations Team	Short-term
Obj. 2: Experienced volunteers assume more of a leadership role in guiding and supporting new volunteers	Operations Team, Administration Team	Short-term
Obj. 3: Establish a formal volunteer leadership position within the career staff.	Administration Team	Short-term
Obj. 4: Survey all staff to determine the current state of the volunteer program.	Fire Dept. Leadership Team	Critical Task



Appendix D – Task Worksheet

Initiative:	Person(s) Responsible:	Desired Outcome(s):
Goal:		
Objective:	Timeline:	

#	Task	Assigned/Delegated	Start Date	Completion Date	Cost Estimate	Comments
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						



Strategic Planning Goals and Objectives 2023/2024

Initiative Manager: Fire Chief	
Goal: 1A Work with City government to gain and maintain sufficient and sustainable funding	
	1. <i>Integrate fire department perspective and requirements into the city development/building permit planning process.</i>
	Responsible: Finance Team
	Timeline: Mid-term
	Outcome: Implementation and collection of accurate and realistic impact fees.
	2. <i>Secure city council approval allocating a percentage of year end unexpended general fund revenue for fire department operations</i>
	Responsible: Finance Team
	Timeline: Long-term
	Outcome: Increase the funding potential for specialized programs/equipment/expenditures.
Goal: 1B Raise community and city government awareness of department fiscal budget pressure and needs related to growth.	
	1. <i>Secure additional staff for a dedicated full time basic life support (BLS) transport unit.</i>
	Responsible: Finance Team
	Timeline: Long-term

	Outcome: Increased 24/7 response capacity and increased ambulance fee revenue	
	2. <i>Implement a fee for service or agency subsidized regional training center program</i>	
	Responsible: Finance Team	Timeline: Mid-term
	Outcome: Increased revenue, training, opportunities, and regional standardization of emergency operations.	



FIRE DEPARTMENT

Mark Correia,

Item 10.

37600 SE Snoqualmie Pkwy
Snoqualmie, WA 98065

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3. Obtain a light duty multi-functional fire suppression rapid response vehicle

Responsible: Operations Team

Timeline: Long-term

Outcome: Increase response capability during severe weather events or adverse terrain conditions.
Increased revenue from concentrating with the state for wildland deployment.

Goal: 1C

Ensure department administration and operational programs are fiscally responsible and aligned with city and community goals.

1. Implement a statistical based approach in evaluating all department programs to help in determining value and cost effectiveness.

Responsible: Fire Dept. Leadership Team, Finance Team

Timeline: Short-term

Outcome: Help identify inefficiencies and priorities in allocating limited financial resources.

2. Establish city/community focus groups, designed to engage, educate, and support fire department activities and needs.

Responsible: Fire Dept. Leadership Team

Timeline: Short-term

Outcome: Engaged community, able to make informed decisions and provide input and advice regarding the fire department budget and operations.

Goal: 2A

Ensure fire department needs and impacts are identified and addressed in community growth planning

1. Create a fire development standard to provide builders and developers with specific fire protection guidance and requirements during the design phase.

Responsible: Fire Prevention Team

Timeline: Mid-term

Outcome: Cost-effective built-in fire protection systems and development features support/enhance fire department capabilities and capacity.

2. Establish a credible and team-oriented presence in city development/building plans review.

Responsible: Fire Prevention Team

Timeline: Short-term



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Outcome: Realistic and pragmatic evaluation and modifications of plans to ensure fire department operational needs are adequately addressed.

Goal: 2B	Engage in regional planning to identify mutual needs, collaboration opportunities and potential economies of scale	
	1. <i>Continue collaboration with key neighboring agencies in supporting continuity in training, operations, and dispatch.</i>	
	Responsible: Operations Team	Timeline: Short-term
	Outcome: Increased operational efficiency, firefighter safety and effectiveness.	
	2. <i>Explore expansion of city police/North Bend police services agreement to include provision of all emergency services.</i>	
	Responsible: City Administration Team	Timeline: Short-term
	Outcome: Helps set the stage for achievable local regionalization of services.	
Goal: 2C	Evaluate alternative operational service delivery models to maximize efficiencies with limited resources.	
	1. <i>Explore the feasibility, models, and cost effectiveness of using part-time paid staffing.</i>	
	Responsible: City Administration Team, Operations Team	Timeline: Mid-term
	Outcome: Maintain timely and effective emergency response during peak call demand times.	

Goal: 3A	Working with community partners, identify innovative approaches in delivering fire department services	
	1. <i>Support our community partners (schools, homeowners associations, businesses and civic groups) by providing disaster/business continuity education, CPR/1st Aid classes & fire safety/extinguisher training.</i>	
	Responsible: Fire Prevention Team	Timeline: Mid-term



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Outcome: A more resilient and supportive community who understands the impact of disasters, emergencies and the capabilities and limitations of the department during crisis.

Goal: 3B Improve interoperability and efficiencies with regional partners

1. *Increase sharing of resources, equipment, and administration regionally*

Responsible: Fire Dept. Leadership Team, Operations Team **Timeline:** Mid-term

Outcome: Improved efficiencies, economy of scale, familiarity, and cohesion between agencies.

Goal: 3C Establish sustainable city and business relationships to improve community safety and resiliency

1. *Engage elected officials and key city department leaders in a fire department "Ops 101" program.*

Responsible: Administration Team, Operations Team **Timeline:** Short-term

Outcome: Familiarity and support of fire department operations, and department understanding of the diverse responsibilities and challenges of other city departments

2. *Survey local business leaders to determine their satisfaction with fire department service levels, current issues and future needs*

Responsible: Fire Prevention Team **Timeline:** Short-term

Outcome: More responsive reaction and mitigation of issues within the business community.



BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB23-085
June 26, 2023
Consent Agenda

Item 11.

AGENDA BILL INFORMATION

TITLE:	First Amended Agreement for Interim City Attorney Legal Services.	<input type="checkbox"/> Discussion Only
PROPOSED ACTION:	Move to approve First Amended Agreement for Legal Services with Madrona; and authorize the Mayor to sign.	<input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

REVIEW:	Department Director	Choose an item.	Click or tap to enter a date.
	Finance	Drew Bouta	6/14/2023
	Legal	n/a	Click or tap to enter a date.
	City Administrator	Mike Chambless	6/14/2023

DEPARTMENT:	Administration		
STAFF:	Mike Chambless		
COMMITTEE:	Finance & Administration	COMMITTEE DATE: June 21, 2023	
MEMBERS:	James Mayhew	Louis Washington	Bryan Holloway
EXHIBITS:	1. First Amended Agreement		

AMOUNT OF EXPENDITURE	\$ 245,865
AMOUNT BUDGETED	\$ 245,865
APPROPRIATION REQUESTED	\$ 0

SUMMARY

BACKGROUND

On May 11, 2023 City of Snoqualmie entered into an agreement for interim City Attorney Legal Services with Madrona Law Group, PLLC in the amount of \$50,000.00.

BUDGET IMPACTS

Administration recommends approving the first amended agreement with Madrona Law Group, PLLC in the amount of \$245,865 to continue to provide interim City Attorney legal services. With the amendment added to the original agreement, the new value of the agreement with Madrona Law Group would equal \$295,865.

The City currently has \$195,865 in unused budget from vacancies within the City Attorney's Office to fund this amendment provided the vacancies remain unfilled through December 2023. Furthermore, the Administration proposes using \$50,000 of the \$200,000 Council set aside within the 2023-2024

Biennial Budget to fund contract legal support. The original intent of the \$200,000 in one-time funding was to help handle some of the anticipated increase in workload over the next two years. The unused \$195,865 from vacancies and the \$50,000 budgeted for contract legal support totals \$245,865. Therefore, sufficient appropriation exists within the Administrative Departments functional classification of the General Fund (#001) to fund this amendment. With the approval of this amendment, the City expects to have legal support contracted at a minimum through the week of November the 6th.

PROPOSED ACTION

Move to approve First Amended Agreement for Legal Services in an amount not to exceed \$245,865 and authorize the Mayor to Sign.

**FIRST AMENDMENT TO THE
AGREEMENT FOR INTERIM CITY ATTORNEY LEGAL SERVICES**

THIS FIRST AMENDMENT TO THE AGREEMENT is made on this 26th day of June, 2023, between Madrona Law Group, PLLC (“Attorneys”) and the City of Snoqualmie (“Client”).

The City and Madrona entered into an agreement entitled “Agreement for Interim City Attorney Legal Services” dated May 11, 2023 (“the Agreement”). The Agreement provided, among other things, David Linehan of Madrona Law Group, PLLC (“Attorneys”) as Interim City Attorney for City Snoqualmie (“Client”) as requested and directed by the Mayor, City Councilmembers, or Department Directors.

AGREEMENT

1. COMPENSATION.

Section 3 of the Services Agreement is amended to read as follows:

Section 3. Compensation.

- A. Client will pay Attorneys for the legal services provided under this Agreement pursuant to the fees listed in Exhibit A, up to a maximum of two hundred ninety-five thousand eight hundred and sixty-five dollars and zero cents (**\$295,865.00**).

2. GENERAL PROVISIONS.

Section 11. General Provisions. Other Provisions of Agreement Not Affected. All other provision of the services Agreement thereto not specifically amended herein shall remain in full force and effect and are not to be affected by this First Amendment. This First Amend may not be modified, supplemented, or otherwise amended, except by written instrument duly executed by all parties and approved by Madrona Law Group, PLLC and City of Snoqualmie City Council.

AGREED TO AND ACKNOWLEDGED BY:

CITY OF SNOQUALMIE

MADRONA LAW GROUP, PLLC

By: _____
Katherine Ross, Mayor

By: _____
David Linehan, Member

Dated: _____

Dated: _____

EXHIBIT A
MADRONA LAW GROUP, PLLC
2023 HOURLY RATES

ATTORNEYS:

Eileen M. Keiffer	\$295
David A. Linehan	\$360
Kim Adams Pratt	\$360
Ann Marie J. Soto	\$295
Karen Stambaugh	\$315
Rachel B. Turpin	\$295

STAFF:

Paralegal	\$155
Legal Assistant	\$90

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AGREED TO AND ACKNOWLEDGED BY:

CITY OF SNOQUALMIE

MADRONA LAW GROUP, PLLC

By: _____
Katherine Ross, Mayor

By: _____
David Linehan, Member

Dated: _____

Dated: _____

EXHIBIT A
MADRONA LAW GROUP, PLLC
2023 HOURLY RATES

ATTORNEYS:

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David A. Linehan	\$360
Kim Adams Pratt	\$360
Ann Marie J. Soto	\$295
Karen Stambaugh	\$315
Rachel B. Turpin	\$295

STAFF:

Paralegal	\$155
Legal Assistant	\$90



BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB23-076
June 26, 2023
Committee Report

Item 12.

AGENDA BILL INFORMATION

TITLE:	AB23-076: Six Year Transportation Improvement Program for the Period 2024 through 2029	<input type="checkbox"/> Discussion Only
PROPOSED ACTION:	Conduct a Public Hearing and Adopt Resolution No. 1656 Adopting a Six Year Transportation Improvement Program for the Period 2024 through 2029	<input checked="" type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input checked="" type="checkbox"/> Resolution

REVIEW:	Department Director	Jeff Hamlin	Click or tap to enter a date.
	Finance	n/a	Click or tap to enter a date.
	Legal	n/a	Click or tap to enter a date.
	City Administrator	Mike Chambless	Click or tap to enter a date.

DEPARTMENT:	Parks & Public Works		
STAFF:	Dylan Gamble, CIP Manager Jeff Hamlin, Interim Parks & Public Works Director		
COMMITTEE:	Parks & Public Works	COMMITTEE DATE: June 21, 2023	
MEMBERS:	Ethan Benson	Bryan Holloway	Jo Johnson
EXHIBITS:	1. Resolution No. 1656 and Exhibit A – 2024-2029 STIP 2. Six-Year Transportation Improvement Plan 3. Six-Year Transportation Improvement Plan Map 4. Public Hearing Notice		

AMOUNT OF EXPENDITURE	\$ n/a
AMOUNT BUDGETED	\$ n/a
APPROPRIATION REQUESTED	\$ n/a

SUMMARY

INTRODUCTION

This agenda bill presents the City's Six Year Transportation Improvement Plan (TIP) for the period 2024 through 2029. The six-year plan is updated annually. Following public hearing and Council approval, the TIP will be submitted to WSDOT on June 30, 2023.

LEGISLATIVE HISTORY

The 2024-2029 Six-Year Transportation Improvement Plan was discussed at the June 6 and June 20 Parks & Public Works Council Committee meetings. The June 26 Public Hearing was noticed in the Seattle Times on June 13 and June 20.

BACKGROUND

State law requires each city develop a local Six Year Transportation Improvement Plan (TIP) and it be updated annually ([RCW 35.77.010](#)). State law also requires projects be included in the TIP for cities to compete for transportation funding grants from most federal and state sources. Federal grant funded and regionally significant projects from the first three years of the City's TIP are included in the Regional TIP, which is assembled by the Puget Sound Regional Council for King, Kitsap, Pierce, and Snohomish Counties (PSRC). These regional TIPs from around Washington State are then used to inform the State TIP (STIP), which is approved by the Governor and then submitted to the Federal Highway Administration and Federal Transit Authority for their review and approval.

BUDGET IMPACTS

The TIP update is required by law and while it does provide planning estimates of federal, state and local costs for each project, there is neither a commitment nor a requirement that these be secured or obligated at this time. Consequently, there is no budget impact by approval of the TIP.

NEXT STEPS

Following Council approval, the TIP will be filed on the Secure Access Washington website and submitted to the Washington State Department of Transportation.

PROPOSED ACTION

- 1) Conduct a Public Hearing on the 2024-2029 Six Year Transportation Improvement Plan
- 2) Move to adopt Resolution No. 1656 Adopting a Six Year Transportation Improvement Program for the Period 2024 through 2029 and authorize the Mayor to sign.

RESOLUTION NO. 1656

A RESOLUTION OF THE CITY COUNCIL OF CITY OF SNOQUALMIE, WASHINGTON ADOPTING A SIX YEAR TRANSPORTATION IMPROVEMENT PROGRAM (TIP) FOR THE PERIOD 2024 THROUGH 2029

WHEREAS, the City of Snoqualmie is required by RCW 35.77.010 and RCW 36.81.121 to annually update its Transportation Improvement Program for a six year period and file a copy of the adopted program with the Secretary of Transportation; and

WHEREAS, a Public Hearing was held on June 26, 2023, for public input on the Plan.

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF SNOQUALMIE AS FOLLOWS:

That the Six Year Transportation Improvement Program for the Period 2024 through 2029, as set forth in Exhibit A attached hereto, is hereby approved and adopted.

Passed, by the City Council of the City of Snoqualmie, Washington, this 26th day of June 2023.

Katherine Ross, Mayor

Attest:

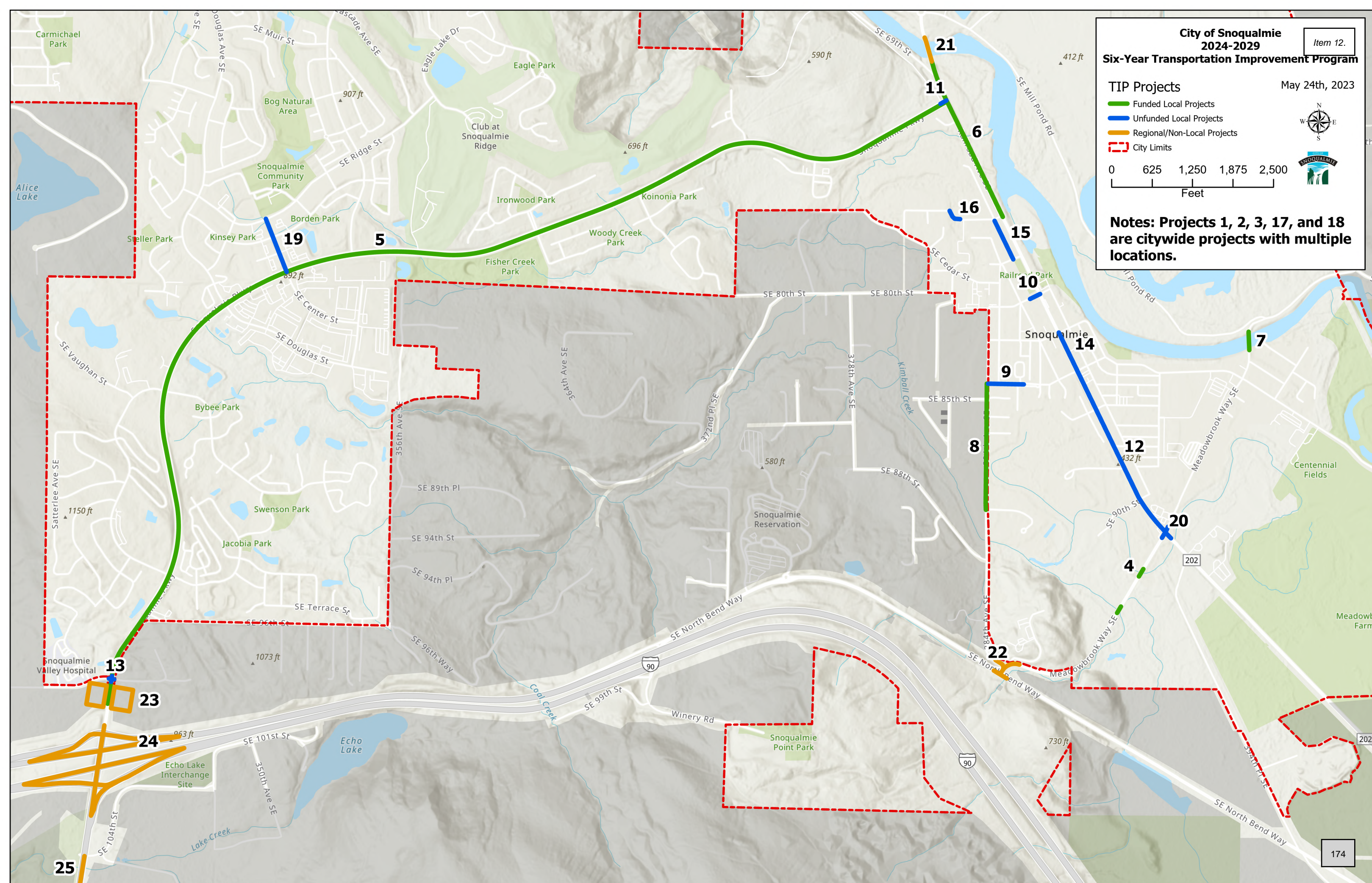
Deana Dean, City Clerk

Approved as to form:

David Linehan, Interim City Attorney

City of Snoqualmie 2024-2029 Six-Year Transportation Improvement Program										
						TIP Funding Range		Project Costs		
TIP #	CIP #	Priority	Project Type	Project or Program Name	Description	Starts	Finish	Local	Outside Funding	Total
Projects and programs currently fudneded and identified with the adopted 2023-2028 CIP										
1	TRN20001CIP	19	MPR	Street Resurfacing Program	Provide city wide street resurfacing based on pavement condition score. The goal of this program is to rehabilitate City streets and alleys in a comprehensive and systematic way before they require extensive reconstruction.	2024	2028	\$ 3,527,000.00	NA	\$ 3,527,000.00
2	TRN20002CIP	20	MPR	Sidewalk Replacement Program	This program will fund the community outreach, design and replacement of sidewalks in neighborhoods throughout the city.	2024	2028	\$ 1,367,000.00	NA	\$ 1,367,000.00
3	TRN21001CIP	21	PD	Americans with Disabilities Act (ADA) Program	This program will evaluate and provide for ADA accessibility on public properties within the City where necessary.	2024	2028	\$ 272,000.00	NA	\$ 272,000.00
4	TRN22001CIP	2	MPR	Kimball Creek Bridges 1413B & 1413C repair or replacement along SE Meadowbrook Way	Design and construction. This project will repair or replace the two structurally deficient bridge crossings on SE Meadowbrook Way (Kimball Creek Bridges 1413B and 1413C). The design provides an outline of services to assist the City with the full design, environmental permitting, engineering studies and reports, agency coordination, and grant applications associated with the box culvert design and installation components of the project. Staff continues to apply and present to PSRC for construction funding.	2023	2024	\$ 1,376,346.00	\$ 195,000.00	\$ 1,571,349.00
5	TRN23002CIP	1	MPR	Snoqualmie Parkway Pavement Rehabilitation	Grind and overlay with HMA from SR 202 (railroad Ave SE) to the city limits along Snoqualmie Parkway, including the intersections of, SE Center St, and SE Swenson St, update sidewalks and sidewalk ramps per ADA guidelines, replace traffic loops, update signing, and traffic control.	2023	2024	\$ 1,400,000.00	\$ 5,000,000.00	\$ 6,400,000.00
6	PUW20003CIP	4	PBI	Town Center Improvement Project - Phase 3	Design and construction. Town Center Phase 3 centers on SR202 (Railroad Avenue) between SE Northern Street and the Snoqualmie River Bridge. This project will provide an upgraded ADA compliant multi-use path, utility improvements, roadway and trail illumination, and add connections to local and regional trail systems providing mobility between existing and proposed population centers in and around Historic Snoqualmie and Snoqualmie Falls. The project includes a new trail bridge over Kimball Creek.	2021	2027	\$ 3,511,995.00	\$ 4,170,005.00	\$ 7,682,000.00
7	TBD	3	MPR	Meadowbrook Bridge Repair or Replacement	Design and construction. This project will provide ongoing maintenance of the Meadowbrook Bridge including structural welding and repairs, painting, and load rating update. Bridge replacement will be considered as part of design alternatives.	2023	2026	\$ 997,000.00	\$ 20,000,000.00	\$ 21,000,000.00
8	TBD	5	MPR	384th Sidewalk Improvements	384th ave between Newton and Kimball Creek Dr will be replaced as part of a sewer main replacement. Included with the roadway replacement the City will construct a sidewalk along East side of 384th.	2023	2024	TBD	\$ 500,000.00	TBD
Projects currently unfunded but identified as alternative or future projects/programs										
9	NA	6	ROAD	Newton Street connection	Design and construct the connection from the end of the Delta, Newton, Railroad Pl Project. This will finalize the "complete streets" construction along Newton from SR202 and 384th. Construction of the through street includes curb, gutter, ADA sidewalks and ramps, stormwater, water, and sanitary sewer improvements, and paving.	2023	2025	NA	NA	NA
10	NA	10	TOSP	King Street Rail Crossing Improvements	This project will widen this two-track railroad crossing to add a sidewalk for pedestrian access to the city park and improve safety for pedestrians and cyclists. Existing asphalt crossing surfaces will be replaced with concrete. At present, there is no safe or legal pedestrian access to the park because there is no sidewalk and no railroad crossing. Consequently, park users walk across the tracks.	2023	2024	\$ 37,000.00	\$ 746,000.00	\$ 783,000.00
11	TBD	9	TOSP	Snoqualmie Parkway Rail Crossing Improvements	This project will improve safety at this railroad crossing of the principal arterial roadway that receives significant northbound traffic from SR 18. This project will widen sidewalks on each end of the crossing and route pedestrian traffic behind the crossing gates so no one is trapped between a gate and a moving train. The sidewalk on east side of crossing will be widened from 4 feet to 8 feet to accommodate pedestrian surges from the adjacent Gateway Park use as summertime overflow parking for Snoqualmie Falls.	2023	2024	\$ 75,000.00	\$ 1,327,000.00	\$ 1,402,000.00
12	NA	13	ROAD	Town Center Improvement Project - Phase 4	Phase 4 improves Railroad Ave (SR 202) from Newton St to Meadowbrook Way, and completes the downtown corridor. Project would improve lane width and intersection channelization, upgrade utilities, provide a multi-use path, add parking access, street lighting, streetscape, traffic calming, conversion of and underground overhead utilities, and pavement rehabilitation.	TBD	TBD	TBD	NA	NA
13	NA	15	ROAD	Snoqualmie Parkway and SE 99 St Intersection Improvements	This project will provide design and construction of traffic and intersection improvements on the Snoqualmie Parkway at the SE 99th Street Intersection.	TBD	TBD	TBD	NA	NA
14	NA	14	TOSP	Town Center South Parking	The project would seek to replace and improve the parking arrangement along Railroad Ave/SR 202 south of River St. Improvements would include parking realignment, curbs, stormwatyer improvements, and street beatification. In addition, safety related structures such as improved sidewalk, ADA ramps, pedestrian signals, and striping will be included.	TBD	TBD	\$ 889,441.00	NA	\$ 889,441.00
15	NA	11	ROAD	Town Center North Improvement Project	This project would repave or reconstruct Railroad Pl. and the related parking lot between SE Fir St. and SE Northern St, adding a pedestrian activated signal and crosswalk on Railroad Ave(SR202). Improvements to gateway signage leading to Downtown, drainage improvements, landscaping, and traffic calming measures will also be included.	TBD	TBD	\$ 2,379,857.00	NA	\$ 2,379,857.00
16	NA	23	MPR	Northern St. Culvert Project	This project would evaluate replacement and upgrade potential for the culvert below Northen St. Replacement of the culvert will include replacement of the above roadway and any adjoining sidewalks.	TBD	TBD	\$ 4,597,450.00	NA	\$ 4,597,450.00
17	NA	22	PD	Roadway Culvert Inventory and repair	This project would produce an inventory of all City owned and maintain roadway culverts and condition.	TBD	TBD	NA	NA	NA
18	NA	12	PD	Complete Streets and Safety Improvements	This program will identify improvements to improve safety and support mobility for all users. Projects could include improvements to bicycle lanes, public transportation infastructure, crossing upgrades, pedestrian signals, curb extensions, modified vehicle travel lanes, streetscape, and landscape treatments.	TBD	TBD	NA	NA	NA
19	NA	24	ROAD	Ridge Marketplace Placemaking Project	This project would construct a gateway arch over Center Blvd. SE, suspend lights across the street, and add banners, pedestrian benches, and additional flowering baskets to the streetscape.	TBD	TBD	\$ 480,779.00	NA	\$ 480,779.00
20	NA	18	ROAD	Meadowbrook Way and SR 202 Intersection Improvements	Provide for the necessary loops, signal timing and striping to add to the left turn lanes at the intersection for improved safety	TBD	TBD	TBD	NA	NA
Other Regional or outside agency-led projects or programs the City may choose to participate in or support										
21	NA	16	MPR	SR 202 Snoqualmie River Bridge	Replace and widen the SR 202 Bridge	TBD	TBD	TBD	NA	NA
22	NA	25	ROAD	SE North Bend Way Roundabout Project	Replacement of the intersection arrangement of North Bend Way, Meadowbrook Ave, and 384th Ave SE with a roundabout.	TBD	TBD	TBD	NA	NA
23	NA	17	TOSP	Metro Park and Ride Facility	This project will fund a regional metro transit park and ride	TBD	TBD	TBD	NA	NA
24	NA	7	MPR	I-90 Interchange Replacement	Design and construction of new interchange	TBD	TBD	TBD	NA	NA
25	NA	8	MRP	SR 18 Widening	widening a 5-mile section of SR 18 between Issaquah-Hobart Road and Deep Creek	TBD	TBD	TBD	NA	NA

Legend		Color Legend
Category acronym	Category Names (Description)	Projects included and funded with the adopted 2024-2029 Capital Improvement Plan
		Projects currently unfunded but identified as alternative or future projects/programs
TOSP	Traffic Operations and Safety Projects	Other Regional or outside agency-led projects or programs the City may choose to participate in or support
MPR	Maintenance, Preservation, and Repair	
ROAD	streetscape and ROAD improvements	
PED	PEDestrian and bicycle improvements	
PD	Planning and Design	





BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB23-078
June 26, 2023
Committee Report

Item 13.

AGENDA BILL INFORMATION

TITLE:	AB23-078: Awarding the Water Reclamation Facility Phase 3 Improvements	<input type="checkbox"/> Discussion Only
PROPOSED ACTION:	Adopt Resolution No. 1655 awarding the Water Reclamation Facility Improvements to Prospect Construction, Inc.	<input checked="" type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input checked="" type="checkbox"/> Resolution

REVIEW:	Department Director	Jeff Hamlin	6/13/2023
	Finance	Drew Bouta	5/15/2022
	Legal	David Linehan	6/15/2023
	City Administrator	Mike Chambless	6/13/2023

DEPARTMENT:	Parks & Public Works		
STAFF:	Andrew Vining, Project Engineer		
COMMITTEE:	Parks & Public Works	COMMITTEE DATE: June 21, 2023	
MEMBERS:	Ethan Benson	Bryan Holloway	Jo Johnson
EXHIBITS:	1. Resolution No. 1655 2. WRF Phase 3 Aerial Overview 3. Bid Results: Water Reclamation Facility Phase 3 4. Letter from RH2 Engineering Recommending Bid Award to Prospect Construction 5. CIP Excerpt: Water Reclamation Facility Phase 3		

AMOUNT OF EXPENDITURE	\$ 11,079,950
AMOUNT BUDGETED	\$ 13,357,000
APPROPRIATION REQUESTED	\$ 1,829,133

SUMMARY

INTRODUCTION

This agenda bill seeks to adopt Resolution 1655 awarding the Water Reclamation Facility (WRF) Phase 3 Improvements construction contract to Prospect Construction, Inc. The WRF Phase 3 Improvements will increase sewer treatment capacity, enhance performance, and replace critical components that are nearing the end of their expected service life.

LEGISLATIVE HISTORY

A contract with RH2 Engineering (RH2) was approved by Council on February 28, 2022 under [AB22-031](#) and amended on August 22, 2022 under [AB22-108](#) to complete final design, permitting, and bidding of the WRF

Phase 3 Improvements. On May 22nd, 2023 under [AB23-063](#) Council Approved Amendment No. 3 to for RH2 engineering support services during construction and SCADA Programming of the WRF Phase 3 Improvements.

BACKGROUND

The City of Snoqualmie receives and treats municipal wastewater as defined by the Washington State Department of Ecology NPDES Permit. The permit limits are based on the capacity for which the WRF was designed. When wastewater flow and loading to the WRF reaches 85 percent of the design capacity the City must begin the planning process for modifying the facility to increase capacity. In addition to these capacity requirements many of the WRF components have been operating continuously for the past 25 years and are nearing the end of their expected service life. Both the 2012 General Sewer Plan (GSP) and 2021 GSP identified the need to begin the planning process and increase the WRF capacity. The WRF Phase 3 Improvements will upgrade aging components with new equipment sized to handle future sewer flows and loads projected through the year 2040. In addition, the Phase 3 improvements will increase efficiencies and delay the need to build a third clarifier.

The City's GSP identified multiple projects for the Phase 3 of the WRF Improvements including major improvements at the headworks, oxidation ditches, and solids handling facility. In May 2022, during WRF Phase 3 preliminary design, the City entered into an agreement with the Snoqualmie Tribe for the provision of added sewer utility service related to Casino expansion scheduled to soft start in fourth quarter 2024. The agreement included General Facility Charges (GFCs) as well as project schedule milestones to ensure that commercially reasonable and best efforts are made such that added sewer utility services will be available for the soft opening.

The WRF Phase 3 Improvements were advertised to bidders on April 21st, 2023. Three bids were received, and the lowest bid was from Prospect Construction, Inc. for \$11,079,950 including tax. City staff and consultants determined Prospect Construction, Inc. to be the lowest responsive and responsible bidder. Early bidding and award of these improvements allows for the contractor to procure equipment with long lead times and phase construction for minimal impacts to WRF operations. Construction is expected to begin late summer 2023 such that the new treatment process startup can occur during winter 2024 and construction completion in summer 2025.

ANALYSIS

The intent of this project is to increase the WRF capacity, replace aging equipment, and enhance treatment performance needed to fulfill obligations to current and future sewer customers. The lowest bid received was \$11,079,950 which is 10 percent above the engineers estimate of \$10,037,000. Evaluation of the bids shows that bidding was competitive between contractors but ultimately bids came in higher than estimated due to a combination of factors including: fewer bidders than in past phases due to a lot of good, high value work being available right now; and higher than anticipated labor costs for complex electrical and structural retrofit work. The project is currently on schedule for construction in summer 2023 and staff do not anticipate any cost savings by rebidding or delaying this project. City Staff and RH2 Engineering have reviewed the bids and recommended awarding the WRF Phase 3 Improvements to Prospect Construction, Inc.

BUDGET IMPACTS

Administration recommends approving a contract with Prospect Construction, Inc. in the amount of \$11,079,950 to complete WRF Phase 3 Improvements. This project is part of the WRF Phase 3 Improvement Project and is incorporated in the 2023-2028 Capital Improvement Plan (CIP) (See Exhibit #5). The 2023-24 Amended Budget appropriates \$13,357,000 for this project. In the current biennium, \$465,280 has been spent and \$3,640,903 has been encumbered for contracts within the WRF Phase 3 Improvement Project. With the addition of the Prospect Construction, Inc. contract, the project is \$1,829,133 over budget for the current

biennium, as shown in the table below or on the next page. The life-of-project budget overage is \$779,597, which is slightly over 5% of total project budget.

WRF Phase III

	Life-of-Project Budget (Multiple Bienniums)		2023-2024 Biennial Budget	
Beginning Budget	\$	15,262,217	\$	13,357,000
Expenditures	\$	(1,320,961)	\$	(465,280)
Outstanding Contract Value (Previously approved)	\$	(3,640,903)	\$	(3,640,903)
Current Available Budget	\$	10,300,353	\$	9,250,817
Value of this Contract (AB23-078)	\$	(11,079,950)	\$	(11,079,950)
Available Budget after AB23-078	\$	(779,597)	\$	(1,829,133)

The WRF Phase 3 Improvement Project is expected to be completed during the 2025-2026 biennium and current forecasts anticipate that this budget overage will occur after the 2023-24 biennium ends. Depending on construction progress made during the current biennium, Administration may bring forth a budget amendment that would increase the appropriation for this project. In addition, the Administration intends to delay two projects from the 2023-2028 CIP within the Utility Capital Fund (#417) to support the project's overall budget shortfall. This includes the 1040 Zone Booster Pump Station Improvement Project and the 1040 Zone Reservoir Addition Project. Delaying these two projects will result in a reallocation of \$788,000 in budget to the WRF Phase 3 Improvement Project. As a result, the City will only need to pull \$1,041,133 of the anticipated expenditure for the next biennium (see Exhibit #5 for the anticipated 2025 expenditure) into the current biennium and reduce the anticipated appropriation in the next biennium.

WRF Phase III

	Life-of-Project Budget (Multiple Bienniums)		2023-2024 Biennial Budget	
Available Budget / (Shortfall) after AB23-078	\$	(779,597)	\$	(1,829,133)
1040 Zone Booster Pump Station	\$	394,000	\$	394,000
1040 Zone Reservoir Addition Project	\$	394,000	\$	394,000
Potential Acceleration of Project Budget into Current Biennium	\$	-	\$	1,041,133
Adjusted Available Budget / (Shortfall)	\$	8,403	\$	-

The table below shows a comparison of project costs estimated in the 2023-2028 CIP as compared to current expenditures and encumbrances.

<i>Project Activities</i>	<i>% of Budg.</i>	<i>Total Activity Budget</i>	<i>% of Actual</i>	<i>Previously Spent or Encumbered</i>	<i>Under / (Over) Spend</i>
Design	5%	767,217	7%	1,197,104	(429,887)
Construction	65%	9,926,461	72%	11,471,946	(1,545,485)
Const. Management	10%	1,488,969	7%	1,185,557	303,412
Contingency	13%	1,985,292	12%	1,985,292	-
Labor	4%	597,954	1%	200,000	397,954
Other	3%	496,323	0%	1,915	494,408
Total	100%	15,262,216	100%	16,041,814	(779,598)

Note: Labor costs are estimates.

NEXT STEPS

Following Council approval staff will work with the Mayor to execute the final contract agreement with Prospect Construction Inc. The contractor is expected to begin site construction late summer 2023. Construction of the new blower building, headworks improvements, and solids handling improvements is expected to occur over the next year. Following completion of these tasks the oxidation ditches will be retrofitted in phased succession. The new treatment process will begin startup during winter 2024 and construction completion is expected during summer 2025.

PROPOSED ACTION

Move to adopt Resolution No. 1655 awarding the Water Reclamation Facility Phase 3 Improvements to Prospect Construction, Inc. and authorize the Mayor to sign.

RESOLUTION NO. 1655**A RESOLUTION OF THE CITY COUNCIL OF CITY OF SNOQUALMIE, WASHINGTON DETERMINING THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER, AWARDING A PUBLIC WORKS CONTRACT TO AND AUTHORIZING EXECUTION OF A PUBLIC WORKS CONTRACT WITH PROSPECT CONSTRUCTION, INC. FOR WATER RECLAMATION FACILITY IMPROVEMENTS PHASE 3.**

WHEREAS, pursuant to Ordinance No. 448 as codified in Snoqualmie Municipal Code Section 1.08.010, the City of Snoqualmie has adopted the classification of non-charter code city, retaining the mayor-council plan of government as provided for in Chapter 35A.12 RCW; and

WHEREAS, pursuant to RCW 35A.40.210, procedures for any public work or improvement for code cities shall be governed by RCW 35.23.352; and

WHEREAS, on April 21, 2023, the City advertised the Water Reclamation Facility Phase 3 Project (“the Project”) for bid, three responsive bids were received, and the lowest responsive bid, was from Prospect Construction, Inc. for \$11,079,950 including tax; and

WHEREAS, the City’s consultant team has checked references and otherwise determined that Prospect Construction, Inc. meets the mandatory bidder responsibility criteria established under RCW 39.04.350 and 39.06.020, and the supplemental bidder responsibility criteria in Section 00 04 00 of the contract documents; and

WHEREAS, the City’s consulting engineer, RH2 Engineering Inc., and the Parks and Public Works Director recommend award of this contract to Prospect Construction, Inc. as the lowest responsive, responsible bidder;

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF SNOQUALMIE AS FOLLOWS:

Section 1. Determination of Lowest Responsive, Responsible Bidder. Based on the foregoing recitals, which are hereby incorporated as findings of fact, Prospect Construction, Inc. is the lowest, responsive, responsible bidder for the Project.

Section 2. Award of Public Works Contract. The contract for the Project is hereby awarded to Prospect Construction, Inc. in accordance with its bid proposal.

Section 3. Authorization for Contract Execution. The Mayor is authorized to execute a contract with Prospect Construction, Inc. in substantially the form attached hereto as Exhibit A.

Passed, by the City Council of the City of Snoqualmie, Washington, this 26th day of June 2023.

Katherine Ross, Mayor

Attest:

Deana Dean, City Clerk

Approved as to form:

David Linehan, Interim City Attorney

Section 00 05 00 AGREEMENT**WRF PHASE 3 IMPROVEMENTS**

THIS AGREEMENT is made on this _____, 2023 between the City of Snoqualmie ("City"), a municipal corporation located in the State of Washington and Prospect Construction, Inc., ("Contractor").

In consideration of the terms and conditions contained in this Contract and the requirements attached to it, the parties agree as follows:

1. The Contractor shall do all of the work and furnish all of the labor, materials, tools and equipment for the construction of the improvements and shall perform any changes in the work (the "Work"), all in full compliance with the Contract Documents, which include the following documents entitled: "Water Reclamation Facility Phase 3 Improvements: Bid Proposal, Contract Documents and Specifications, Vol. I of II", and including Appendices A-D to Vol. I, this Agreement (Section 00 05 00), Contractor's executed Bid Schedule (Section 00 03 00), executed Performance and Payment Bond (Section 00 04 20), executed Retainage Forms (Section 00 05 10), Technical Provisions, including those portions of the Washington State Department of Transportation (WSDOT) *Standard Specifications for Road, Bridge and Municipal Construction*, 2023 edition specifically referenced therein, and the documents entitled "Water Reclamation Facility Phase 3 Improvements: Plans, Vol. II of II". All of the foregoing are collectively incorporated by this reference and made a part of the Contract Documents.
2. The City hereby promises and agrees with the Contractor to employ, and does employ the Contractor to furnish the labor, materials, tools and equipment, and to do and cause to be done the above-described Work, and to complete and finish the same in accordance with the said contract documents and the terms and conditions herein contained, and hereby contracts to pay for the same, according to the said documents, including the schedule of estimated quantities, and unit and lump sum prices in the Form of Bid, the sum of \$ \$11,079,950, subject to the actual quantity of Work performed, at the time and in the manner and upon the conditions provided for in this contract.
3. The Contractor hereby promises and agrees to diligently prosecute and obtain the following Contract Milestones for completion of the project (the "Contract Time") accounting for all requirements and restrictions within Technical Division 1.70 Execution and Closeout Requirements.
 - (a) Substantial Completion shall be met within 460 working days from the date of issuance of the Notice to Proceed.
 - (i) Substantial Completion of Construction Milestone A, as identified within Technical Division 1.72 Scheduling and Sequencing, shall be met within 235 working days from the date of issuance of the Notice to Proceed.
 - (ii) Any project work associated with Construction Milestone B, as identified within Technical Division 1.72 Scheduling and Sequencing, must not occur until Substantial Completion of Construction Milestone A has been issued by the City. The City will issue a Notice to Proceed to begin the Construction Milestone B project work. Substantial Completion of Construction Milestone B, as identified within Technical Division 1.72 Scheduling and Sequencing, shall be met within 80 working days from the date of issuance of the Construction Milestone B Notice to Proceed.

00 05 00 - 39
Agreement

- (iii) Upon the Substantial Completion of Construction Milestone B, as identified within Technical Division 1.72 Scheduling and Sequencing, any project work associated with the oxidation ditches shall be paused in order for the City to start up the biological processes for the first converted basin. This pause of oxidation ditch work shall have a maximum duration of 40 working days to allow the City to adjust the treatment processes and ensure the converted activated sludge basin is fully functional. The details for startup are identified within Technical Division 1.72 Scheduling and Sequencing.
 - (iv) Any project work associated with Construction Milestone C, as identified within Technical Division 1.72 Scheduling and Sequencing, must not occur until Substantial Completion of Construction Milestone B has been issued by the City. The City will issue a Notice to Proceed to begin the Construction Milestone C project work. Substantial Completion of Construction Milestone C, as identified within Technical Division 1.72 Scheduling and Sequencing, shall be met within 80 working days from the date of issuance of the Construction Milestone C Notice to Proceed.
 - (b) Physical Completion and Final Acceptance of all project work shall be completed within 40 working days of the Substantial Completion date.
 - (c) The Contractor agrees that Liquidated Damages shall be assessed in the amount of \$5,000 (excluding WA state sales tax) per calendar day following any milestone date for any failure to complete the Work within the Contract Time, for any failure to meet a Construction Milestone, and for any failure to achieve Physical Completion and Final Acceptance within the time and as required in the Contract Documents.
4. The Contractor for himself, and for his agents, successors, assigns, subcontractors and/or employees, does hereby agree to the full performance of all the covenants herein contained upon the part of the Contractor.
 5. The City hereby appoints and the Contractor hereby accepts the Parks & Public Works Director, as the City's representative for the purpose of administering the provisions of this Contract, including the City's right to receive and act on all reports and documents related to this Contract, to request and receive additional information from the Contractor.
 6. This Contract contains terms and conditions agreed upon by the parties. The parties agree that there are no other understandings, oral or otherwise, regarding the subject matter of this Contract.
 7. The Contractor agrees to comply with all applicable Federal, State, City or municipal standards for the licensing, certification, operation of facilities and programs, and accreditation and licensing of individuals.
 8. The Contractor shall not assign or subcontract any portion of the work provided for under the terms of this Contract without obtaining prior written approval of the City. All terms and conditions of this Contract shall apply to any approved subcontract or assignment related to this Contract.
 9. The parties intend that an independent Contractor-City relationship will be created by this Contract. The City is interested only in the results to be achieved, and the implementation of the work will lie solely with the Contractor. No agent, employee, servant, or representative of the Contractor shall be deemed to be an employee, agent, servant, or representative of the City for any purpose. Employees of the Contractor are not entitled to any of the benefits the City provides for City employees. The Contractor will be solely and entirely responsible for its acts

and for the acts of its agents, employees, servants, subcontractors, or otherwise during the performance of this Contract. In the performance of the work herein contemplated, the Contractor is an independent Contractor with regard to the performance of the details of the work; however, the components of and the results of the work contemplated herein must meet the approval of the City and shall be subject to the general rights of inspection and review to secure the satisfactory completion thereof.

10. The Contractor agrees and covenants to indemnify, defend, and save harmless, the City and those persons who were, now are, or shall be duly elected or appointed officials or employees thereof, hereinafter referred to as the "City" against and from any loss, damage, costs, charge, expense, liability, claims, demands or judgments, of whatsoever kind or nature, whether to persons or to property, arising wholly or partially out of any act, action, neglect, omission, or default on the part of the Contractor, his agents, successors, assignees, subcontractors and/or employees, except only such injury or damage as shall have been caused by or resulted from the sole negligence of the City. In case any suit or cause of action shall be brought against the City on account of any act, action, neglect, omission, or default on the part of the Contractor, his agents, successors, assignees, subcontractors and/or employees the Contractor hereby agrees and covenants to assume the defense thereof and to pay any and all costs, charges, attorney's fees and other expenses and any and all judgments that may be incurred or obtained against the City. In the event the City is required to institute legal action and/or participate in the legal action to enforce this Indemnification and Hold Harmless Clause, the Contractor agrees to pay the City's legal fees, costs and disbursements incurred in establishing the right to indemnification. If the claim, suit, or action for injuries, death, or damages as provided for in the preceding paragraphs of this specification is caused by or results from the concurrent negligence of (a) the indemnitee or the indemnitee's agents or employees and (b) the indemnitor or the indemnitor's agents for employees the indemnity provisions provided for in the preceding paragraphs of this specification shall be valid and enforceable only to the extent of the indemnitor's negligence. The Contractor expressly waives, as respects the City only, all immunity and limitation on liability under any Industrial Insurance Act, including Title 51 RCW, or other workers compensation act, disability act, or other employees benefits of any act of any jurisdiction which would otherwise be applicable in the case of such a claim. BY INITIALING BELOW THE OWNER AND CONTRACTOR CERTIFY THE WAIVER OF IMMUNITY SPECIFIED BY THIS PROVISION WAS MUTUALLY NEGOTIATED.
11. This Contract has been and shall be construed as having been made and delivered within the State of Washington, and it is mutually understood and agreed by each party hereto that this Contract shall be governed by the laws of the State of Washington, both as to interpretation and performance. Any action in law, suit and equity or judicial proceedings for the enforcement of this contract or any provisions thereof, shall be instituted and maintained in the courts of competent jurisdiction located in King County, Washington.
12. The failure of the City to insist upon strict performance of any of the covenants and agreements of this Contract or to exercise any option herein conferred in any one or more instances shall not be construed to be a waiver or relinquishment of any such obligation, or any other covenants or agreements, but the same shall be and remain in full force and effect.
13. It is understood and agreed by the parties hereto that if any part of this agreement is determined to be illegal, the validity of the remaining portions shall be construed as if the agreement did not contain the particular illegal part.
14. No change or addition to this Contract shall be valid or binding upon either party unless such change or addition shall be in writing, executed by both parties.

15. The Contractor shall fully comply with all applicable state and federal employment and discrimination laws and regulations. IN WITNESS WHEREOF, the Contractor has executed this instrument, on the day and year first below written and the Mayor has caused this instrument to be executed by and in the name of the said City, the day and year first above written.

IN WITNESS WHEREOF, the Contractor has executed this instrument, on the day and year first below written and the Mayor has caused this instrument to be executed by and in the name of the said City, the day and year first above written.

CITY OF SNOQUALMIE ("CITY")

PROSPECT CONSTRUCTION, INC.[CONTRACTOR]

By _____

By _____

Typed Name: Katherine Ross_____

Typed Name _____

Its: Mayor_____

Its _____

Phone: _____

Phone: _____

Fax: _____

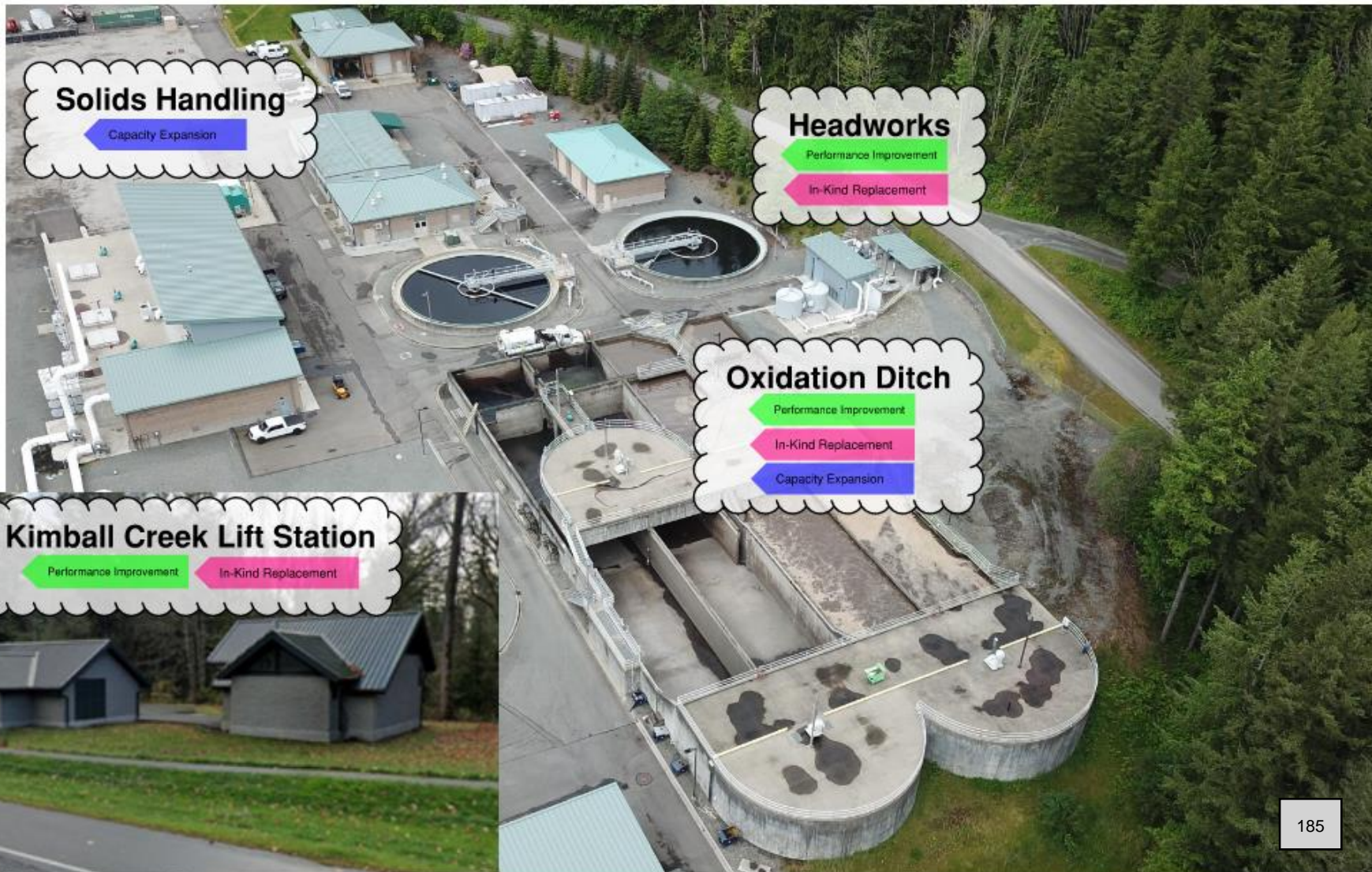
Fax: _____

Date: _____

Date: _____

WA Contractor's License No. _____

Overview of Construction Improvements



City of Snoqualmie
WRF Phase 3 Improvements
Prepared by RH2 Engineering, Inc.
Bid Tabulation

Highlighted cells indicate a discrepancy between the written amount in the bid schedule and the total calculation based on the Bid Items
Where cells are highlighted, there is a difference between the total written in the bid schedule and the total calculated based on the bid items

Bid Date May 25, 2023

				Engineer's Estimate		Prospect		Stellar J		McClure and Sons		Average	
Bid Item No.	Bid Item Description	Unit	Quantity	Unit Cost	Total Price	Unit Cost	Total Price	Unit Cost	Total Price	Unit Cost	Total Price	Unit Cost	Total Price
A - 1	Mobilization, Demobilization, Site Prep. and Clean Up (10% Max. of Total)	LS	1	\$789,000.00	\$789,000.00	\$100,000.00	\$100,000.00	\$750,000.00	\$750,000.00	\$550,000.00	\$550,000.00	\$466,666.67	\$466,666.67
A - 2	Excavation Safety and Shoring	LS	1	\$5,000.00	\$5,000.00	\$1,000.00	\$1,000.00	\$5,000.00	\$5,000.00	\$25,000.00	\$25,000.00	\$10,333.33	\$10,333.33
A - 3	Temporary Erosion and Sedimentation Control (TESC)	LS	1	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$13,333.33	\$13,333.33
A - 4	Site Work and Utilities	LS	1	\$204,000.00	\$204,000.00	\$300,000.00	\$300,000.00	\$450,000.00	\$450,000.00	\$350,000.00	\$350,000.00	\$366,666.67	\$366,666.67
A - 5	Utility Potholing	EA	25	\$1,200.00	\$30,000.00	\$550.00	\$13,750.00	\$500.00	\$12,500.00	\$1,100.00	\$1,100.00	\$716.67	\$17,916.67
A - 6	Unscheduled Excavation	CY	100	\$50.00	\$5,000.00	\$51.00	\$5,100.00	\$55.00	\$5,500.00	\$130.00	\$13,000.00	\$78.67	\$7,866.67
A - 7	Unscheduled Backfill	TON	55	\$36.36	\$2,000.00	\$145.00	\$7,975.00	\$30.00	\$1,650.00	\$100.00	\$5,500.00	\$91.67	\$5,041.67
A - 8	Sludge Removal and Disposal	GAL	10,000	\$8.00	\$80,000.00	\$1.00	\$10,000.00	\$1.00	\$10,000.00	\$19.00	\$190,000.00	\$7.00	\$70,000.00
A - 9	Structural: Activated Sludge Basins	LS	1	\$998,000.00	\$998,000.00	\$1,500,000.00	\$1,500,000.00	\$2,550,000.00	\$2,550,000.00	\$1,400,000.00	\$1,400,000.00	\$1,816,666.67	\$1,816,666.67
A - 10	Structural: Blower Building	LS	1	\$721,000.00	\$721,000.00	\$700,000.00	\$700,000.00	\$420,000.00	\$420,000.00	\$400,000.00	\$400,000.00	\$506,666.67	\$506,666.67
A - 11	Mechanical: Activated Sludge Basins	LS	1	\$2,544,000.00	\$2,544,000.00	\$3,179,125.00	\$3,179,125.00	\$2,300,000.00	\$2,300,000.00	\$3,200,000.00	\$3,200,000.00	\$2,893,041.67	\$2,893,041.67
A - 12	Mechanical: Blower Building	LS	1	\$992,000.00	\$992,000.00	\$500,000.00	\$500,000.00	\$600,000.00	\$600,000.00	\$700,000.00	\$700,000.00	\$600,000.00	\$600,000.00
A - 13	Mechanical: Headworks Screen System Improvements	LS	1	\$90,000.00	\$90,000.00	\$10,000.00	\$10,000.00	\$50,000.00	\$50,000.00	\$100,000.00	\$100,000.00	\$53,333.33	\$53,333.33
A - 14	Mechanical: Solids Handling System Improvements	LF	1	\$779,000.00	\$779,000.00	\$600,000.00	\$600,000.00	\$550,000.00	\$550,000.00	\$650,000.00	\$650,000.00	\$600,000.00	\$600,000.00
A - 15	Electrical	LS	1	\$957,000.00	\$957,000.00	\$1,800,000.00	\$1,800,000.00	\$1,900,000.00	\$1,900,000.00	\$1,939,376.00	\$1,939,376.00	\$1,879,792.00	\$1,879,792.00
A - 16	Telemetry and Automatic Control	LS	1	\$297,000.00	\$297,000.00	\$920,000.00	\$920,000.00	\$1,000,000.00	\$1,000,000.00	\$1,000,000.00	\$1,000,000.00	\$973,333.33	\$973,333.33
A - 17	As-Builts	LS	1	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
A - 18	Testing and Startup	LS	1	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00
A - 19	Minor Change	LS	1	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00
Subtotal Probable Construction Cost					\$8,673,000.00		\$9,826,950.00		\$10,774,650.00		\$10,693,976.00		\$10,440,658.67
Sales Tax - 8.9%					\$772,000.00		\$875,000.00		\$959,000.00		\$952,000.00		\$930,000.00
Total Probable Construction Cost - Schedule A					\$9,445,000.00		\$10,701,950.00		\$11,733,650.00		\$11,645,976.00		\$11,370,658.67

Provided \$9,826,950.00 Provided \$10,774,650.00 Provided \$10,720,376.00
Bid item A-5 total price was calculated incorrectly from the unit cost.

				Engineer's Estimate		Prospect		Stellar J		McClure and Sons		Average	
Bid Item No.	Bid Item Description	Unit	Quantity	Unit Cost	Total Price	Unit Cost	Total Price	Unit Cost	Total Price	Unit Cost	Total Price	Unit Cost	Total Price
B - 1	Site Security Improvements	LS	1	\$200,000.00	\$200,000.00	\$72,000.00	\$72,000.00	\$70,000.00	\$70,000.00	\$127,500.00	\$127,500.00	\$89,833.33	\$89,833.33
B - 2	Mechanical: Headworks Grit System Improvements	LS	1	\$343,000.00	\$343,000.00	\$275,000.00	\$275,000.00	\$255,000.00	\$255,000.00	\$311,000.00	\$311,000.00	\$280,333.33	\$280,333.33
Subtotal Probable Construction Cost					\$543,000.00		\$347,000.00		\$325,000.00		\$438,500.00		\$370,166.67
Sales Tax - 8.9%					\$49,000.00		\$31,000.00		\$29,000.00		\$40,000.00		\$33,000.00
Total Probable Construction Cost - Schedule B					\$592,000.00		\$378,000.00		\$354,000.00		\$478,500.00		\$403,166.67

Provided \$347,000.00 Provided \$325,000.00 Provided \$438,500.00

TOTAL PROBABLE CONSTRUCTION COST - SCHEDULE A & B (w/o Sales Tax)					\$9,216,000.00		\$10,173,950.00		\$11,099,650.00		\$11,132,476.00		\$10,810,825.33
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Provided \$10,173,950.00 Provided \$11,099,650.00 Provided \$11,158,876.00

TOTAL PROBABLE CONSTRUCTION COST - SCHEDULE A & B (w/ Sales Tax)					\$10,037,000.00		\$11,079,950.00		\$12,087,650.00		\$12,124,476.00		\$11,773,825.33
--	--	--	--	--	-----------------	--	-----------------	--	-----------------	--	-----------------	--	-----------------



Signed:
5/25/2023



June 2, 2023

Mr. Andrew Vining
Project Manager
City of Snoqualmie
PO Box 987
Snoqualmie, WA 98065

Sent via: Email and US Mail

Subject: Evaluation of Bids and Recommendation of Award
City of Snoqualmie WRF Phase 3 Improvements

Dear Mr. Vining:

This letter presents RH2 Engineering, Inc.'s (RH2) recommendation of award and summarizes RH2's review of the three bids received on May 25, 2023, at 11:00 a.m. for the City of Snoqualmie's (City) Water Reclamation Facility (WRF) Phase 3 Improvements project.

Prospect Construction, Inc., (Prospect) submitted the lowest bid for Schedule A and the lowest combined bid for Schedules A and B. Prospect's bid total for Schedule A was \$9,826,950.00, and its combined bid total for both Schedule A and Schedule B was \$10,173,950.00 (both excluding State Sales Tax). All required bid forms have been completed by Prospect and submitted on time, and their bid has been determined to be responsive.

Prospect's bid for Schedule A and Schedule B was approximately 10 percent above RH2's opinion of probable construction cost (OPCC) of \$9,216,000.00 (excluding State Sales tax). The three bids received for both schedules combined (excluding State Sales tax) for this project are as follows. A copy of the bid tabulation is attached.

Prospect Construction, Inc.	\$ 10,173,950.00
McClure and Sons, Inc.	\$ 11,099,650.00
Stellar J Corporation	\$ 11,158,876.00

Per the Information to Bidders, the proposal is evaluated on the following items:

1. Contractor qualifications;
2. Subcontractor qualifications;
3. Bid price; and
4. Compliance with the specifications.

WASHINGTON
LOCATIONS

Bellingham
Bothell (Corporate)
East Wenatchee
Issaquah
Richland
Tacoma

OREGON
LOCATIONS

Medford
Portland

IDAHO
LOCATIONS

Nampa

To evaluate responsibility, the lowest bidder was required to submit their Bidder Qualification criteria per the requirements of Section 00 04 00 within 48 hours of the bid opening. RH2 has evaluated Prospect's qualifications submittal and checked their references. The contractor evaluation forms for each reference that was contacted, and Prospect's Contract Documents are attached. Prospect is headquartered in Puyallup, Washington, and is regularly engaged in contracting for public agencies to complete water and wastewater treatment projects. Both the qualifications packet and the references are acceptable to the City's requirement for responsibility. Therefore, RH2 has determined that Prospect has the required qualifications to perform the work.

Based on the contract language and requirements, RH2 considers Prospect's proposal to comply with the contract requirements and recommends award of the WRF Phase 3 Improvements project for both Schedule A and Schedule B to Prospect Construction, Inc., for \$10,173,950.00 (excluding State Sales Tax).

If you have any questions or concerns regarding this recommendation, please feel free to contact me at (425) 951-5456.

Sincerely,

RH2 ENGINEERING, INC.



Barney Santiago, PE
 Project Engineer

BS/SW/sp/ms



Enclosures: Bid Tabulation
 References for Prospect Construction, Inc.
 Contract Documents and Attachments



SEWER CAPITAL PROJECT OR PROGRAM

WATER RECLAMATION FACILITY IMPROVEMENTS - PHASE 3

CIP Project ID: TBD
 Department: Sewer
 Project Status: Design
 Project Location: 34190 SE Mill Pond Road
 Project Contact: Jeff Hamlin

Previously Spent: \$532,217
 Current Project Budget: \$15,262,217
 Original Budget at CIP Inception: \$12,577,470
 Contact Email: jhamlin@snoqualmiewa.gov

Years Project in CIP: 1

Project Description:

This project will convert two existing oxidation ditches into plug flow reactors (i.e., activated sludge basins), upgrade the Kimball Creek Lift Station, replace and outfit one of the clarifiers with necessary components upgrades, and install a new grit removal system.

Photo or Map:



Community Impact:

The intent of this project is to increase the capacity of the biological treatment process for handling current and projected flow and loading conditions, reduce excessive flow cycling and spikes, replace drive units nearing the end of their expected service life, and replace a rapidly deteriorating grit removal system.

Operating Impact:

This project is not expected to impact the operating budget.

Budget:

Project Activities	% of Budg.	Total Activity Budget	Previously Spent	2023	2024	2025	2026	2027	2028	2029 or Beyond
Analysis	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	5%	\$ 767,217	\$ 532,217	\$ 235,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	65%	\$ 9,926,461	\$ -	\$ 1,749,342	\$ 7,245,647	\$ 931,472	\$ -	\$ -	\$ -	\$ -
Const. Manage	10%	\$ 1,488,969	\$ -	\$ 262,401	\$ 1,086,847	\$ 139,721	\$ -	\$ -	\$ -	\$ -
Contingency	13%	\$ 1,985,292	\$ -	\$ 349,868	\$ 1,449,129	\$ 186,294	\$ -	\$ -	\$ -	\$ -
Art	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Labor	4%	\$ 597,954	\$ -	\$ 120,921	\$ 408,094	\$ 68,939	\$ -	\$ -	\$ -	\$ -
Other	3%	\$ 496,323	\$ -	\$ 87,467	\$ 362,282	\$ 46,574	\$ -	\$ -	\$ -	\$ -
TOTAL	100%	\$ 15,262,217	\$ 532,217	\$ 2,805,000	\$ 10,552,000	\$ 1,373,000	\$ -	\$ -	\$ -	\$ -
Operating		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT BUDGET: \$15,262,217

TOTAL OPERATING BUDGET: \$0

Anticipated Funding Mix:

Source	Total Sources	Previously Allocated	2023	2024	2025	2026	2027	2028
Utility Fees ("Rates")	\$ 1,634,813	\$ 532,217	\$ -	\$ 1,102,596	\$ -	\$ -	\$ -	\$ -
Gen. Fac. Charges (GFC)	\$ 9,807,800	\$ -	\$ 2,018,032	\$ 6,801,976	\$ 987,792	\$ -	\$ -	\$ -
Contribution in Aid of Construction (CIAC)	\$ 3,819,604	\$ -	\$ 786,968	\$ 2,647,428	\$ 385,208	\$ -	\$ -	\$ -
TOTAL	\$ 15,262,217	\$ 532,217	\$ 2,805,000	\$ 10,552,000	\$ 1,373,000	\$ -	\$ -	\$ -

Fiscal

This project covers F1, F5, F8, and WW1 in the General Sewer Plan.

TOTAL FUNDING SOURCES: \$15,262,217

Notes:

FUTURE FUNDING REQUIREMENTS: \$0



BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB23-088
June 26, 2023
Committee Report

Item 14.

AGENDA BILL INFORMATION

CONTRACT TITLE:	AB23-088 Awarding contract for installation and site preparation for the Centennial Fields – Inclusive Park.	<input type="checkbox"/> Discussion Only
PROPOSED ACTION:	Move to adopt Resolution No. 1657 awarding the site preparation and installation of Centennial Fields – Inclusive Park to NewX Construction and authorize the Mayor to sign.	<input checked="" type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input checked="" type="checkbox"/> Resolution

REVIEW:	Department Director	Jeff Hamlin	6/19/2023
	Finance	Drew Bouta	6/15/2022
	Legal	n/a	6/20/2023
	City Administrator	Mike Chambless	5/26/2023

DEPARTMENT:	Parks & Public Works		
STAFF:	Dylan Gamble		
COMMITTEE:	Parks & Public Works	COMMITTEE DATE: June 21, 2023	
MEMBERS:	Ethan Benson	Bryan Holloway	Jo Johnson
EXHIBITS:	1. Resolution 1657 2. Bid Tabulation 3. CIP Except: Centennial Fields – Inclusive Playground		

AMOUNT OF EXPENDITURE	\$ 362,126
AMOUNT BUDGETED	\$ 876,000
APPROPRIATION REQUESTED	\$ 110,088

SUMMARY

INTRODUCTION

This agenda bill seeks approval to award the contract to NewX Inc for site preparation and installation of Play equipment at Centennial Fields - Inclusive Park.

LEGISLATIVE HISTORY

Council approved the creation of a \$976,000 Inclusive Playground at Centennial Park during the 2023-2028 Capital Improvement Plan. The entire project is scheduled to be completed in 2023. Council approved the purchase of Centennial Fields – Inclusive Park play equipment through AB23-034 in the Spring of 2023.

BACKGROUND

The All-Inclusive Playground project proposes to improve a group of 3 play areas at Centennial Fields Park, totaling 10,000 sq ft., providing facilities designed for inclusive play regardless of ability, or age. Improvements will provide ramps and surfacing to improve wheelchair access; play equipment for those dealing with mobility-impairments (spinal muscular atrophy, cerebral palsy); as well as “tactile” and musical play equipment for both autistic and sight-impaired youth. The improvements will be located next to Snoqualmie Elementary School (SES), housing the Special Education Team for the school district servicing over 500 elementary level students, extending potential playground benefits district-wide.

The Centennial Park Inclusive Playground improvements have received several sources of funding including King County, Recreation and Conservation Office of Washington State, and private donations coordinated by the local Kiwanis group.

ANALYSIS

Centennial Fields – Inclusive Playground site preparation and installation aspects of the playground project were bid and advertised on March 27th and April 17th and closed (Bid open) on May 4th. Two bids were received with the lowest bid was from NewX Inc for \$332,530.53. Staff determined that NewX Inc was the lowest responsible bidder. Staff recommends awarding the contract for site preparation and installation to NewX Inc.

Construction is planned for late Summer of 2023 through Fall of 2023.

BUDGET IMPACTS

Administration recommends approving a contract with NewX, Inc. in the amount of \$362,126 to prepare the site and install the All-Inclusive Playground. The City incorporated this project in the 2023-2028 Capital Improvement Plan (CIP) (See Exhibit #4). The 2023-24 Amended Budget appropriates \$876,000 for this project in the Non-Utilities Capital Fund (#310). Currently \$5,833 has been spent in the current biennium and \$618,130 is encumbered for contracts within the project, leaving \$252,038 for new contracts. The NewX, Inc. contract exceeds this amount, as shown in the table below.

All-Inclusive Playground Project

	Life-of-Project Budget (Multiple Bienniums)	2023-2024 Biennial Budget
Beginning Budget	\$ 976,000	\$ 876,000
Expenditures	\$ (31,632)	\$ (5,833)
Outstanding Contract Value (Previously Approved)	\$ (618,130)	\$ (618,130)
Current Available Budget	\$ 326,238	\$ 252,038
Value of this Contract (AB23-088)	\$ (362,126)	\$ (362,126)
Available Budget after AB23-088	\$ (35,888)	\$ (110,088)

The City overestimated how much it was going to spend on the project during the 2021-2022 biennium when crafting the 2023-2028 CIP and 2023-2024 Biennial Budget. With life-of-project expenditures of \$31,632 and encumbrances of \$618,130, \$326,238 remains for any contracts, which is \$35,888 less than the NewX, Inc. contract value. This gap represents 3.7% of the total life-of-project budget. The Administration proposes truing up the appropriation from the previous biennium into the current biennium. This will mean reappropriating the unused budget of \$74,200 from the previous biennium to the current biennium. In order to make up for the \$35,888 difference gap once the true-up is complete, the Administration intends to seek

the appropriation of the City's available cash balance within the Non-Utilities Capital Fund (#310) through a budget amendment at a later date. These two proposed changes to the 2023-24 Biennial Budget are shown in the table below.

Playground Replacement Budget

	Life-of-Project Budget <i>(Multiple Bienniums)</i>	2023-2024 Biennial Budget
Available Budget / (Shortfall) after AB23-088	\$ (35,888)	\$ (110,088)
Potential Reappropriation of Unspent 2021-22 Budget	\$ -	\$ 74,200
Potential Budget Amendment	\$ 35,888	\$ 35,888
Adjusted Available Budget / (Shortfall)	\$ 0	\$ 0

NEXT STEPS

Following adoption of the resolution a contract will be initiated with NewX, Inc. and the Mayor. Following contracting, NewX Inc. is expected to begin deconstruction of the existing equipment in August to September of this year, 2023. Delivery of the new equipment is predicted for late September the following month.

PROPOSED ACTION

Move to adopt Resolution No. 1657 awarding the site preparation and installation of Centennial Fields – Inclusive Park to NewX Construction and authorize the Mayor to sign.

RESOLUTION NO. 1657

A RESOLUTION OF THE CITY COUNCIL OF CITY OF SNOQUALMIE, WASHINGTON DETERMINING THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER, AWARDING A PUBLIC WORKS CONTRACT TO AND AUTHORIZING EXECUTION OF A PUBLIC WORKS CONTRACT WITH NewX, INC. FOR SITE PREPARATION AND INSTALLATION OF PLAY EQUIPMENT AT CENTENNIAL FIELDS – INCLUSIVE PARK.

WHEREAS, pursuant to Ordinance No. 448 as codified in Snoqualmie Municipal Code Section 1.08.010, the City of Snoqualmie has adopted the classification of non-charter code city, retaining the mayor-council plan of government as provided for in Chapter 35A.12 RCW; and

WHEREAS, pursuant to RCW 35A.40.210, procedures for any public work or improvement for code cities shall be governed by RCW 35.23.352; and

WHEREAS, on March 27, 2023, the City advertised the Site preparation and installation of equipment at Centennial Fields - Inclusive Park (“the Project”) for bid, two responsive bids were received, and the lowest responsive bid was from NewX Inc, Inc. for \$361,128.19, including tax; and

WHEREAS, the City’s team has checked references and otherwise determined that NewX, Inc. meets the mandatory bidder responsibility criteria established under RCW 39.04.350 and 39.06.020, and the supplemental bidder responsibility criteria in Section 00 04 00 of the contract documents; and

WHEREAS, the Parks and Public Works Director recommend award of this contract to NewX, Inc. as the lowest responsive, responsible bidder;

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF SNOQUALMIE AS FOLLOWS:

Section 1. Determination of Lowest Responsive, Responsible Bidder. Based on the foregoing recitals, which are hereby incorporated as findings of fact, NewX, Inc. is the lowest, responsive, responsible bidder for the Project.

Section 2. Award of Public Works Contract. The contract for the Project is hereby awarded to NewX, Inc. in accordance with its bid proposal.

Section 3. Authorization for Contract Execution. The Mayor is authorized to execute a contract with NewX, Inc. in substantially the form attached hereto as Exhibit A.

Passed, by the City Council of the City of Snoqualmie, Washington, this 26th day of June 2023.

Katherine Ross, Mayor

Attest:

Deana Dean, City Clerk

Approved as to form:

David Linehan, Interim City Attorney

City of Snoqualmie Centennial Fields - Inclusive Playground

Bid Tabulation
5/16/2023

				Engineer's Estimate		NewX Inc.		Judha of Lion Landscaping Services			
Bid Item	Description			Matl Units	Quantity	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost
1	Base Bid (Installation and site preparation)			NA	1	\$343,000	\$343,000	\$ 273,540.96	\$ 273,540.96	\$ 495,000.00	\$ 495,000.00
2	Add alternate #1 - Sensory Garden			NA	1	\$43,295	\$43,295	\$ 26,757.51	\$ 26,757.51	\$ 85,000.00	\$ 85,000.00
3	Add alternate #2 - Additional Fencing and Gates			NA	1	\$15,250	\$15,250	\$ 32,232.09	\$ 32,232.09	\$ 38,000.00	\$ 38,000.00
4							\$0		\$ -		\$ -
5							\$0		\$ -		\$ -
6							\$0		\$ -		\$ -
7							\$0		\$ -		\$ -
8							\$0		\$ -		\$ -
9							\$0		\$ -		\$ -
10							\$0		\$ -		\$ -
11							\$0		\$ -		\$ -
12							\$0		\$ -		\$ -
13							\$0		\$ -		\$ -
	CONSTRUCTION SUBTOTAL						\$401,545		\$332,530.56		\$618,000
	Tax at 8.6%						\$34,533		\$28,597.63		\$53,148
	CONSTRUCTION TOTAL						\$436,078		\$361,128.19		\$671,148



PARKS CAPITAL PROJECT OR PROGRAM

ALL-INCLUSIVE PLAYGROUND PROJECT

CIP Project ID: PAR21003CIP
Department: Community Development
Project Status: Design
Project Location: 39903 SE Park Street
Project Contact: Dylan Gamble

Previously Spent: \$100,000
Current Project Budget: \$976,000
Original Budget at CIP Inception: \$1,173,805
Years Project in CIP: 2
Contact Email: dgamble@snoqualmiewa.gov

Description:

This project would replace an older playground at Centennial Park with equipment able to serve children of all ages and abilities. It would offer a fully-fenced, secure space for children, including play structures and ramps that are wheelchair accessible, and a smooth padded surface. The playground would exceed American with Disabilities Act (ADA) standards.

Photo or Map:



Community Impact:

The intent of this project is to create the first ever all-inclusive playground in the Snoqualmie Valley affording children of all abilities to grow and thrive together.

Operating Impact:

Staff believes that an all-inclusive playground will increase the number of visitors to Centennial Park necessitating additional maintenance to the bathrooms, garbage cans, and general area.

Budget:

Project Activities	% of Budg.	Total Activity Budget	Previously Spent	2023	2024	2025	2026	2027	2028	2029 or Beyond
Analysis	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	8%	\$ 80,000	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	63%	\$ 613,557	\$ -	\$ 613,557	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Const. Manage	9%	\$ 92,033	\$ -	\$ 92,033	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contingency	13%	\$ 122,711	\$ -	\$ 122,711	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Art	1%	\$ 6,136	\$ -	\$ 6,136	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Labor	3%	\$ 31,563	\$ 10,000	\$ 21,563	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	3%	\$ 30,000	\$ 10,000	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	100%	\$ 976,000	\$ 100,000	\$ 876,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating		\$ 37,500		\$ 5,000	\$ 5,500	\$ 6,000	\$ 6,500	\$ 7,000	\$ 7,500	*

TOTAL PROJECT BUDGET: \$976,000

TOTAL OPERATING BUDGET: \$37,500

Anticipated Funding Mix:

Source	Total Sources	Previously Allocated	2023	2024	2025	2026	2027	2028
Real Estate Excise Tax	\$ 289,600	\$ 100,000	\$ 189,600	\$ -	\$ -	\$ -	\$ -	\$ -
RCO Grant	\$ 475,000	\$ -	\$ 475,000	\$ -	\$ -	\$ -	\$ -	\$ -
King County Funds	\$ 180,000	\$ -	\$ 180,000	\$ -	\$ -	\$ -	\$ -	\$ -
Donations	\$ 31,400	\$ -	\$ 31,400	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 976,000	\$ 100,000	\$ 876,000	\$ -	\$ -	\$ -	\$ -	\$ -

Fiscal Notes: * The City will continue to incur operating expenditures resulting from the project into the future.

TOTAL FUNDING SOURCES: \$976,000
FUTURE FUNDING REQUIREMENTS: \$0



BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB23-089
June 26, 2023
Committee Report

AGENDA BILL INFORMATION

TITLE:	AB23-089: Agreement with Kimley-Horn for 2024 Parks, Recreation, Open Space, and Trails Plan Update.	<input type="checkbox"/> Discussion Only
PROPOSED ACTION:	Move to adopt Resolution No. 1658 awarding the contract to update and produce the 2024 Snoqualmie Parks, Recreation, Open Space, and Trails Plan (PROST) to Kimley-Horn and authorize the Mayor to sign.	<input checked="" type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input checked="" type="checkbox"/> Resolution

REVIEW:	Department Director	Jeff Hamlin	6/9/2023
	Finance	Drew Bouta	6/9/2023
	Legal	Outside Counsel	6/20/2023
	City Administrator	Mike Chambless	6/20/2023

DEPARTMENT:	Parks & Public Works		
STAFF:	Dylan Gamble		
COMMITTEE:	Parks & Public Works	COMMITTEE DATE: June 21, 2023	
MEMBERS:	Ethan Benson	Bryan Holloway	Jo Johnson
EXHIBITS:	1. Resolution 1658 2. Kimley-Horn Statement of Qualifications, scope of work, and fee (SOQ) 3. Contract Routing Form		

AMOUNT OF EXPENDITURE	\$ 148,600
	\$ 148,600
AMOUNT BUDGETED	(Following Recommended Offsets)
APPROPRIATION REQUESTED	\$ 0

SUMMARY

INTRODUCTION

The City of Snoqualmie seeks to contract with Kimley-Horn to update and produce the 2024 Snoqualmie Parks, Recreation, Open Space, and Trails Plan (PROST).

ANALYSIS

Staff initiated a Request for Qualification (RFQ) process to select a qualified consultant firm to research and draft the City's PROST Plan update. The RFQ process concluded on April 4th 2023. The City did not receive any

qualified consultant submittals. Following this effort staff reviewed several qualified consulting firms through the MRSC roster. Kimley-Horn was selected as a qualified consulting firm that also had capacity to produce the City's PROST Plan.

BACKGROUND

As a part of the requirements outlined in the Growth Management Act (GMA) the City is required to conduct an update to its Comprehensive Plan every eight years. The City is currently in the process of updating the document in preparation for the required due date of December 31, 2024. As outlined in RCW 36.70A.070 the City is required to include a park and recreation element. Historically the City has chosen to meet this requirement with a separate document, separate in format though still achieving the state requirement. The most recent update to this document is the Open Space, Parks and Recreation Plan (adopted 2018). The efforts of the Kimley-Horn contract would produce the required updates of the 2024 Comprehensive Plan update mentioned above.

BUDGET IMPACTS

Administration recommends approving a contract with Kimley-Horn in the amount of \$148,600 to complete the update to the Parks, Recreation, Open Space, and Trails Plan (PROST) for the 2024 Comprehensive Plan. Council appropriated \$60,000 towards the development of a "parks study" within the 2023-24 Biennial Budget. The intent of this study was to reimagine the City's parks system in response to the changing demographics and standards of the community. The goal was to figure out what recreational facilities might be missing from the City's current offerings so that the City can allocate dollars wisely in the future. The Administration recommends applying the \$60,000 appropriation instead towards the development of a PROST plan, which would also reimagine the parks system while fulfilling the needs of the comprehensive planning process. The \$60,000 is current appropriated within the Parks Maintenance functional classification of the General Fund (#001) and will need to be moved to the Community Development functional classification through a budget amendment.

Moreover, during the 2023-2024 Biennial Budget process, the City expected to complete the 2024 Comprehensive Plan internally. Consequently, the City did not budget for the use of professional services but only for the staffing necessary to complete the 2024 Comprehensive Plan. Given the staffing levels currently within the Community Development Department and the competitive hiring environment, the Administration is seeking to reallocate \$88,600 from a currently vacant Associate Planner position to fund this contract. Because this position, along with other positions, have already been encumbered through June 2023 in support of other comprehensive planning contracts, the City will need to keep the Associate Planner position open from at least July 2023 to February 2024 in order to accrue the necessary unused budget.

Through both actions, the City will have sufficient appropriation within the Community Development functional classification of the General Fund (#001) to fund the contract.

Value of this Contract (AB23-XXX)	\$148,600
<i>"Parks Study" Appropriation (Less)</i>	<i>-\$60,000</i>
<i>Keeping Vacant Associate Planner Position Open (Jul. 2023 to Feb. 2024) (Less)</i>	<i>-\$88,600</i>
Remaining Budget Required	\$-

NEXT STEPS

If approved, staff will work with Kimley-Horn to begin drafting core requirements of the plan's update as well as creating the public engagement plan. Following this research and public engagement a draft version of the Parks, Recreation, Open Space and Trails Plan will be presented to the Parks and Public Works Committee and

City Council.

PROPOSED ACTION

Move to adopt Resolution No. 1658 awarding the contract to update and produce the 2024 Snoqualmie Parks, Recreation, Open Space, and Trails Plan (PROST) to Kimley-Horn and authorize the Mayor to sign.

RESOLUTION NO. 1658

A RESOLUTION OF THE CITY COUNCIL OF CITY OF SNOQUALMIE, WASHINGTON AWARDING AND AUTHORIZING EXECUTION OF A CONTRACT WITH KIMLEY-HORN FOR DRAFTING AND UPDATING THE CITY'S PARKS, RECREATION, OPEN SPACE, AND TRAILS PLAN FOR THE 2024 COMPREHENSIVE PLAN PERIODIC UPDATE

WHEREAS, pursuant to Ordinance No. 448 as codified in Snoqualmie Municipal Code Section 1.08.010, the City of Snoqualmie has adopted the classification of non-charter code city, retaining the mayor-council plan of government as provided for in Chapter 35A.12 RCW; and

WHEREAS, on March 23, 2023, the City advertised the Request for Qualifications to produce the City of Snoqualmie's Parks Recreation, Open Space, and Trails Plan ("the Project"); no qualified firms responded by the time the solicitation concluded on April 4, 2023; and

WHEREAS, upon review of several qualified firms on the MRSC roster, the City chose to select Kimley-Horn and Associates, Inc. to provide the requested planning services for the Project; and

WHEREAS, the City seeks to update the Parks, Recreation, Open Space, and Trails Plan in order to bring it in alignment with the 2024 Snoqualmie Comprehensive Plan Update; and

WHEREAS, City Staff recommends using Kimley-Horn as the most qualified firm to work on the Project.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SNOQUALMIE, WASHINGTON AS FOLLOWS:

Section 1. Award of Planning Services Contract.

The City hereby awards the contract for the City of Snoqualmie's Parks, Recreation, Open Space, and Trails Plan update to Kimley-Horn and Associates, Inc. ("Kimley-Horn").

Section 2. Authorization for Contract Execution.

The Mayor is authorized to execute a contract for planning services in the amount of \$148,600.00 with Kimley-Horn in substantially the form attached hereto as Exhibit A.

PASSED by the City Council of the City of Snoqualmie, Washington, this 26th day of June 2023.

Katherine Ross, Mayor

Attest:

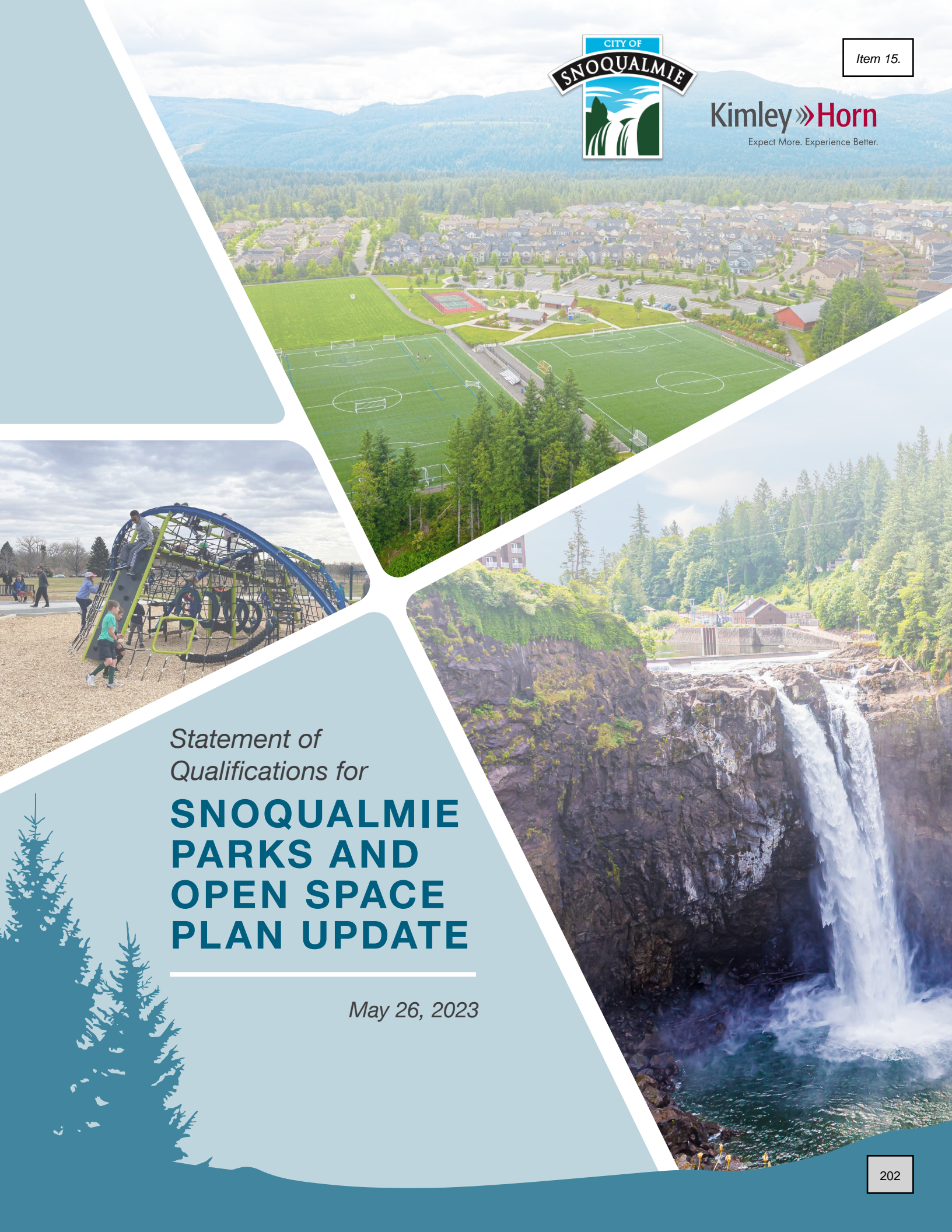
Deana Dean, City Clerk

Approved as to form:

David Linehan, Interim City Attorney



Kimley»Horn
Expect More. Experience Better.



*Statement of
Qualifications for*
**SNOQUALMIE
PARKS AND
OPEN SPACE
PLAN UPDATE**

May 26, 2023

May 26, 2023

City of Snoqualmie Parks and Public Works Department
 Attention: Mike Chambless
 38624 SE River Street, PO Box 987, Snoqualmie, WA 98065

Re: Statement of Qualifications for Snoqualmie Parks and Open Space Plan Update

Dear Mr. Chambless and Members of the Selection Committee:

The City of Snoqualmie (City) is seeking an experienced consultant to perform an update of the City's Parks, Recreation, Open Space, and Trails (PROST) Plan to create a vision for the community's parks, open spaces, and trail system. This PROST Plan is vital to setting the framework for future decision making, leveraging future grant and funding opportunities, identifying community needs and expectations, and finding solutions to gaps or barriers currently preventing the Snoqualmie community from fully utilizing and enjoying parks and recreation amenities. The Kimley-Horn team is ready to work with the City to develop a visionary and progressive plan focused on promoting a safe, vibrant, and sustainable community. A few distinguishing qualities of our team include:

Recent and Directly Relevant National Experience. Kimley-Horn is a national expert in parks and recreation planning and has recently completed many large-scale municipal plans and plan updates including the Prescott Valley Parks and Recreation Master Plan; Chandler Parks Strategic Master Plan; Goodyear Parks, Recreation, Trails & Open Space Master Plan; Casa Grande Community Services Master Plan; and Oklahoma City Parks and Recreation Master Plan. We are highly experienced at creating and updating plans that have been successfully implemented for communities to enjoy.

Simply a Better Experience. The Kimley-Horn team is focused on providing not only exceptional service and solutions, but also a better overall experience than you would get with any other firm. Additionally, members of our team have developed a positive working relationship with City staff, including Mike Chambless, while in previous roles. Our team is eager to provide the City with the best value for its limited funds and demonstrate the type of responsiveness and high-quality service Kimley-Horn and Project Manager **Nick Chen** have become known for in the industry.

Local Presence and Familiarity. With Kimley-Horn, the City gets the best of both worlds. In addition to our team's extensive, high-caliber national parks and recreation experience, we also offer local staff with experience serving clients throughout the Pacific Northwest. Kimley-Horn has approximately 70 employees in three offices in Seattle, Everett, and Bellevue, and this team will be led by local Project Manager Nick Chen, AICP. We have the local knowledge and familiarity, national expertise, and excellent working relationships, to make this project successful.

Multidiscipline Expertise and Capabilities. With such a wide variety of disciplines offered in-house, Kimley-Horn can look at this project from a variety of perspectives. In addition to open space, trail, and parks planning, we also specialize in multimodal, complete streets, infrastructure, traffic and safety, parking, hydrology and hydraulics, environmental, and transit planning. We understand what it takes to construct facilities and bring the unique ability to see how different aspects of the plan relate and impact other key areas of the community.

We are confident that our team is best qualified to complete this project. With **corporate headquarters located in Raleigh, NC**, Kimley-Horn has over 110 offices throughout the country. We are committed to providing exceptional service and responsiveness to the City. Thank you for the opportunity to submit our qualifications for this exciting project opportunity. Please reach out to Project Manager Nick Chen at 425.989.5064 or nick.chen@kimley-horn.com if you have any questions.

Sincerely,
 KIMLEY-HORN



Nick Chen, AICP
 Project Manager



Brian Smalkoski, P.E., AICP, PTP, PTOE
 Vice President/Authorized Signer

2. STATEMENT OF QUALIFICATIONS

Understanding and Approach

Task 1: Project Management and Meetings

Task 1.1: Kick-off Meeting and Project Schedule

Kimley-Horn will prepare for and attend a kick-off meeting for the PROST Plan to confirm the work plan of the project. The goal of this meeting is to determine:

- **Confirmation and Outcome Expectations** – The project goals, objectives, scope, and schedule will be confirmed. We will discuss expectations of the completed project.
- **Communications** – Confirm lines of communication, points of contact, level of involvement by Parks and Public Works Department (Department) staff and local leaders, and other related project management details.
- **Progress Reporting** – The Kimley-Horn team will develop status reports to the Department on a monthly basis, either in person or through video conferencing tools such as Zoom.

Task 1.1 Deliverables:

- Project work plan document (PDF format)
- Project schedule document (Excel or Microsoft Project format)
- Project meeting minutes/status reports (one report per meeting)

Task 1.2: Relevant Plan and Document Review

The Kimley-Horn team will collect, log, and create electronic copies as appropriate (MS Word/Excel and Adobe Acrobat) of key data and information to facilitate dissemination of information. This will assess the long-term goals as expressed in relevant existing plans and studies such as existing site plans, annual reports, program guides, park development guidelines, user fee information, department policies and procedures, etc. Specific data to be reviewed includes recent planning efforts, capital improvement plans (CIPs), and other available relevant data.

Task 1.2 Deliverables:

- Itemized list of reviewed documents

Task 1.3: Regular Project Team Meetings

The Kimley-Horn team and the project manager will hold virtual progress meetings to give the City updates on project deliverables. This scope assumes meetings approximately once per month, until the final plan is approved. Meetings can be in-person if requested by the City. The team will prepare one meeting agenda and one set of consolidated meeting minutes per Project Team Meeting.

Task 1.3 Deliverables:

- One meeting agenda and one set of consolidated meeting minutes per Project Team Meeting

Task 1.4: Public Hearings Attendance (Two Assumed)

The Kimley-Horn team will attend up to two public hearings to present the final PROST Plan document. This scope assumes attendance by up to two key staff members.

Task 1.4 Deliverables:

- Meeting agenda and meeting minutes

Task 2: Community Outreach

Task 2.1: Community Outreach Meetings (Six Assumed)

Public engagement is vital to a successful plan. Public engagement serves two purposes: 1) to identify emerging issues and challenges the City needs to address, and 2) to align the community and the Department to achieve the greatest ability for plan implementation. The public engagement process will work hand in hand with the development of an advocacy strategy for the plan. The proposed strategic process is a series of workshops at each milestone of the phase as shown:



Community Engagement Event

- **Workshop Series #1** – Overview of project and processes to achieve successful, sustainable implementation
- **Workshop Series #2** – Present Key Public Needs Assessment Findings
- **Workshop Series #3** – Present Key Technical Findings
- **Workshop Series #4** – Present Recommendations and Implementation Plan
- **Workshop Series #5** – Present Final Plan for Adoption
- One in-person workshop at a community event to immerse the project team into the Snoqualmie community

Task 2.1 Deliverables:

- One workshop promotional flyer and social media post and one workshop PowerPoint presentation or similar presentation board
- Meeting summaries of each community workshop

Task 2.2: Focus Group/Stakeholder Meetings (Two Assumed)

The Kimley-Horn team will conduct at least two meetings consisting of interviews/focus groups with key community leaders and stakeholders to evaluate their vision for parks and recreation services in Snoqualmie. These interviews/focus groups will help the project team gain an understanding of the community values, strengths and weaknesses of the parks and recreation system, and level of services provided. Focus group/stakeholder meetings may be conducted in person or virtually at the request of the City.

Task 2.2 Deliverables:

- One meeting agenda and one PDF meeting summary per Focus Group/Stakeholder Meeting

Task 3: Demographics and Trends Analysis

Our team will utilize the City's most recent Comprehensive Plan projections and supplement with Census tract demographic data obtained from Environmental Systems Research Institute, Inc. (ESRI),



Snoqualmie, WA

the largest research and development organization dedicated to Geographical Information Systems (GIS) and specializing in population projections and market trends; for comparison purposes, data will also be obtained from the U.S. Census Bureau. This analysis will provide an understanding of the demographic environment for the following reasons:

- To understand the market areas served by the park and recreation system and distinguish customer groups
- To determine changes occurring in the City and the region, and assist in making proactive decisions to accommodate those shifts
- Provide the basis for Equity Mapping and Service Area Analysis

The demographic analysis will be based on relevant U.S. Census information. The following demographic characteristics will be included:

- Population density
- Gender
- Age distribution
- Ethnicity
- Households
- Household income

From the demographic base data, sports, recreation, and outdoor trends are applied to the local populace to assist in determining the potential participation base within the community. For the sports and recreation trends, the Kimley-Horn team utilizes the Sports & Fitness Industry Association's (SFIA) 2021 Study of Sports, Fitness and Leisure Participation; ESRI local market potential; as well as participation trends from the Outdoor Foundation on outdoor recreation trends. This data will guide development of future recreation programs and facilities to benefit the community, as well as identify those programs that may be declining in participation.

Task 3 Deliverables:

- One summary report of U.S. Census data and SFIA data collected as part of the demographics and trends analysis

Task 4: Parks and Facilities Inventory and Analysis

Task 4.1: On-Site Inventory

The Kimley-Horn team will document the existing City of Snoqualmie's Parks and Recreation parks and facilities via field investigation and past planning efforts. The team will compile an inventory and assess existing parks, trails, open space, and facilities. The level of assessment desired by the City for the purposes of evaluating future improvements will be agreed upon before work for this task commences. This scope assumes approximately 40 parks and 11 trails linkages as identified in the current 2018 Open Space, Parks, and Recreation Plan.

Task 4.1 Deliverable:

- Summary deliverable for this task performed in Task 4.2

Task 4.2: On-site Analysis Documentation

Kimley-Horn will examine the functionality of the existing park site plans and make observations related to vehicular and pedestrian flow, operations, and efficiency. This assessment will consider the capacity of each amenity found within the system (e.g., playgrounds, ball fields, trails, natural areas, special facilities, etc.) as well as functionality, accessibility, condition, comfort, and convenience. Evaluation criteria will be based on expressed values of the community, and special consideration will be given to any significant land use changes. This task includes written and photographic documentation of findings from Task 4.1.

Task 4.2 Deliverable:

- One summary findings memo of on-site inventory and analysis

Task 4.3: Parks Assets Assessment Matrix

Kimley-Horn will develop tables which generally identify and evaluate the quality of facilities based on field visits to each park to determine the conditions of buildings, grounds, equipment, and overall appearance. Our team will identify any major deferred maintenance items and provide a general assessment of the accessibility of the facilities.

Task 4.3 Deliverable:

- Parks Assets Assessment Matrix document

Task 4.4: Existing Parks and Trails Improvement Recommendations

Using the information gathered in Tasks 4.1 through 4.3, Kimley-Horn will make recommendations on potential improvements to existing facilities, including the potential to change uses from active to passive parks or to add amenities or equipment. Community support and feedback from Task 2 will also be considered when making improvement recommendations.

Task 4.4 Deliverable:

- Summary memo of park and open space improvement recommendations

Task 5: Operations and Needs Assessment**Task 5.1: Operations Assessment**

Programs, services, and maintenance are the backbone of community service agencies. This assessment will review how well the City aligns itself with community needs. The goal of this process is to provide operational enhancements that result in the delivery of successful and innovative system. The process includes analysis of:

- Recreation facilities and programs and services
- Senior services
- Maintenance operations

Task 5.1 Deliverables:

- One summary findings memo, including tables of the operations and needs assessment

Task 5.2: Facility Priority Rankings

Our team will synthesize the findings from the community input, survey results, standards, demographics and trends analysis, park and facility inventory, and operations assessment into a quantified facility priority ranking. This priority listing will be compared against gaps or surplus in parks, facilities, and amenities. This will list and prioritize facility, infrastructure, and amenities needs for the Parks and Recreation system and provide guidance for a future CIP.

Task 5.2 Deliverables:

- Facility priority ranking table (Excel or PDF format)

Task 6: Comprehensive PROST Elements**Task 6.1: Park Classification and Level of Service Standards**

Kimley-Horn will work with the City to review and confirm, modify, or add to existing park classifications and preferred facility standards for all park sites, trails, and open space amenities including common areas and indoor and outdoor facilities. These classifications will consider size, population served, length of stay, and amenity types/services. Facility standards include level of service standards and the population served per recreational facilities and park amenities. Any new or modified classification or standard will be approved as required. These are based on regional, statewide, or nationally accepted standards, as well as our team's national experience and comparison with peer/survey agencies. These standards will be adapted based on the City's needs and expectations.

The Kimley-Horn team will incorporate the information gathered through inventory and community input meetings to measure the level of service currently being provided to the residents, stakeholders, and users of the City's Parks and Recreation system. The team will analyze how this information reconciles with community demographics, social determinants of health, active transportation systems, administrative boundaries and neighborhoods, etc. As part of the level of service analysis, the Kimley-Horn team will analyze and include relevant alternative recreation facilities and providers within the study area (i.e., schools, commercial recreational and fitness providers, and park and recreation facilities in nearby communities) to provide an analysis of duplication of services and to identify opportunities for collaborative efforts. The level of service analysis will also assess:

- The community's access to parks facilities
- Alternate providers' facilities (such as homeowner's associations, schools or agency-owned) that provide recreation access for the City's residents
- Trail access and future trail development

Task 6.1 Deliverables:

- Park classification analysis and recommendations
- One memo with level of service calculations and recommendations

Task 6.2: Geographic Analysis through Mapping

Our team will work with the City to determine appropriate GIS mapping. We will utilize GIS to perform geographical mapping to identify service area analysis for specific facilities and

programs. This includes mapping by classification and major amenities by facility standards as applied to population density and geographic areas. A service area is defined as a measured area around a park or amenity whose radius encompasses the population associated with the appropriate facility standard for each park classification and amenity. Using the facility standards and service areas provided by our team for each park and major facility type (amenity), a series of maps by each park classification and major amenities will be prepared. GIS will also be utilized to identify the '10-minute walk' area of current facilities and identify gaps. We will provide maps in digital format (Adobe Acrobat PDF format) and hard copy.

Task 6.2 Deliverables:

- Up to five maps in digital format (Adobe Acrobat PDF) or hard copy

Task 6.3: Capital Improvement Plan

The team recommends the development of a three-tier CIP that will assist the City in the inevitable and continuous rebalancing of priorities and their associated expenditures. Each tier reflects different assumptions about available resources.

➡ The **Critical Alternative** has plans for prioritized spending within existing budget targets and focuses on deferred maintenance and lifecycle replacement of assets and amenities within the existing parks system. The intention of this alternative is to refocus and make the most of existing resources with the primary goal being for the City to maintain high-quality services.

➡ The **Sustainable Alternative** describes the extra services or capital improvement that should be undertaken when additional funding is available. This includes strategically enhancing and renovating existing parks and facilities to better meet the park and recreational needs of the City of Snoqualmie residents that would require additional operational or capital funding. In coordination with the City's financial department, the Department would evaluate and analyze potential sources of additional revenue including, but not limited to, capital bond funding, partnerships, grants, and existing or new taxes.

➡ The **Visionary Alternative** represents the complete set of services and facilities desired by the community. It is fiscally unconstrained but can help provide policy guidance by illustrating the ultimate goals of the system and by providing a long-range look to address future needs and deficiencies. In the PROST Plan, the Visionary Alternative addresses complete renovations of aging parks and facilities and the development of new parks and facilities. Funding for visionary projects would be derived from partnerships, private investments, and new tax dollars.

Task 6.3 Deliverables:

- CIP including newly identified projects
- Total cost of ownership of the parks and recreation system

Task 6.4: Funding and Revenue Strategies

Funding strategies will be developed based in part on our review and analysis of the facilities as well as the national experience brought by our professionals. The Kimley-Horn team has identified numerous funding options that can potentially apply to the City of Snoqualmie. The funding strategies to be evaluated for recommendations may include:

- Fees and charges options and recommendations
- Endowments/non-profits' opportunities for supporting operational and capital costs
- Sponsorships to support programs, events, and facilities
- Partnerships with public/public partners, public/not-for-profit partners, and public/private partnerships
- Dedicated funding sources to support land acquisition and capital improvements
- Development agreements to support park acquisition, open space and park and facility development
- Earned Income options to support operational costs
- Land or facility leases to support operational and capital costs
- Identify grant opportunities and resources to construct parks and facilities identified in the PROST Plan including suggested timelines

Task 6.4 Deliverables:

- One summary memo of applicable funding and revenue strategies

Task 6.5: Develop PROST Plan Goals and Objectives

Our team will establish and prioritize the Department's goals, objectives, and policies. A status briefing will be presented to gain input and consensus on direction. The PROST Plan will be framed and prepared through coordination with staff. Utilizing direction from the City, action strategies will be established. Key recommendations and tactics that support each action strategy to its fullest outcome will be outlined in a strategy matrix with priorities, timelines, measurement, and teams within the City or external partners to focus on.

Task 6.5 Deliverables:

- One draft set of PROST Plan goals and objectives

Task 6.6: Strategic Action Plan Development

Upon consensus of all technical work, the remaining action plan will be completed with supporting strategies, actions, responsibilities, priorities/timelines, and cost estimates. These strategies will be classified as short-, mid-, or long-term strategies and priorities. This will be reviewed with senior Department staff. The team will propose a prioritization schedule and methodology used on successful master plans across the U.S. from their work. Action plans will be established in the following key areas:

- **Park and Land Acquisition** – Recommendations that provide for short- and long-term enhancement of park land acquisition in the city. This will include useable and workable definitions and recommendations for designated parks and facilities with acreages and parameters defined as appropriate.
- **Park and Facility Operations and Maintenance** – Recommendations that provide for short- and long-term enhancement of Department's park and facility management practices.
- **Programs and Services** – Recommendations that provide for short- and long-term development and maintenance of programs and services provided by the Department, including opportunities to improve meeting user needs.
- **Pricing** – Recommendations for user fee structure and appropriate levels of tax subsidy for current and proposed programs and services.

- **Financial and Budgetary Capacity Development** – Recommendations that provide for short- and long-term enhancement of the financial and budgetary capacity of the Department related to parks and lands.
- **Policies and Practices** – Specific policies and practices for the Department that will support the desired outcomes of the PROST Plan will be detailed.

Task 6.6 Deliverables:

- Strategic Action Plan for inclusion in the final document

Task 6.7: Draft Report Preparation

Kimley-Horn will prepare a draft PROST Plan with strategies considering all analyses performed and consider the fiscal and operational impacts to the Snoqualmie's Parks and Recreation system. The recommendations and prioritization of needs will be reviewed and discussed with the City in draft editable MS Word format and confirmed before fully formatted.

Task 6.7 Deliverables:

- One comprehensive draft PROST Plan document

Task 6.8: Final Mater Plan Document

Upon comment by all senior City staff and City Council, the team will revise the PROST Plan to reflect all input received. Once the draft PROST Plan is approved, Kimley-Horn will prepare a final summary report and present for final approval and adoption.

Task 6.8 Deliverables:

- One final PROST Plan document (electronic PDF or hard-copy version)



Key Personnel

As a national firm with a strong local presence, we understand the context of your project within the community fabric as well as the process involved in developing a successful plan update. Kimley-Horn has earned a reputation for combining creative ideas, technical excellence, and client collaboration resulting in dynamic projects that are harmonious with their environments and positively impact their surroundings. The organization chart below demonstrates our team structure and specifies individual roles and responsibilities.

Kimley-Horn commits the key personnel shown in our Statement of Qualifications (SOQ), including Project Manager Nick Chen, to the extent necessary to meet the City's project goals and objectives.

In this section, we have provided concise resumes to summarize the qualifications, experience, time commitment, and roles/responsibilities of our key personnel assigned to this project.



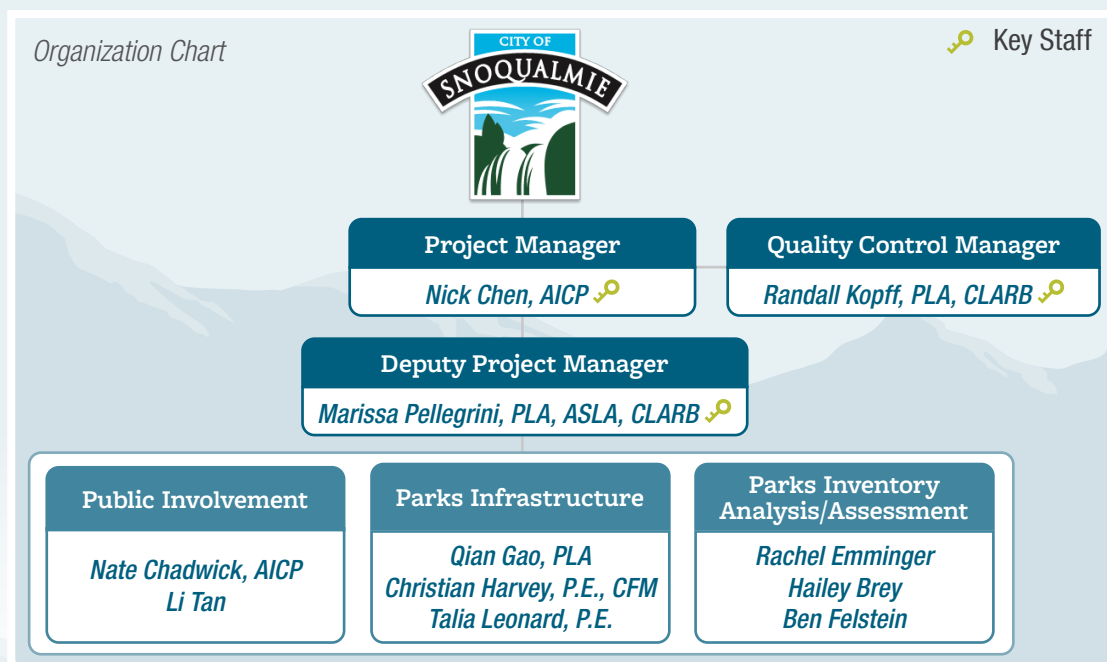
Snoqualmie, WA

The Kimley-Horn team will partner with the City to help you achieve the best results for the PROST Plan. With Kimley-Horn as your consultant, you get a team with the right resources that works with you—not just for you—to achieve project success.

 **6,800+**
people

 **110+**
offices

 **55+**
years





NICK CHEN, AICP

PROJECT MANAGER

% Time Committed to this Project: 40%

Nick will serve as the City's primary point of contact for this project and oversee all project activities to ensure the City's goals and objectives are met. Based in Seattle, Nick is an urban planner with a landscape architecture background. His work primarily consists of long-range strategic planning, community outreach, and entitlement specialist with experience working for both municipalities and private development clients on community visioning, priority setting, site investigation, due diligence, conceptual land use and site designs, and physical feasibility studies relating to regulatory and physical site characteristics. His work includes the disciplines of long-range planning, urban design, entitlement, community visioning, policy planning, and community outreach efforts focused in California and the Pacific Northwest but with experience across the nation.

Relevant Experience:

- City of Costa Mesa, Housing Element Update, Costa Mesa, CA
- City of Orange, Housing Element Update, Orange, CA
- County of San Bernardino, Community Plans Continuum, San Bernardino County, CA*
- Centennial, Mainplace Mall Specific Plan, Santa Ana, CA

** Prior to joining Kimley-Horn*



MARISSA PELLEGRINI, PLA, ASLA, CLARB

DEPUTY PROJECT MANAGER

% Time Committed to this Project: 40%

Marissa will serve as Deputy Project Manager and work closely with Nick throughout this project. She is a landscape architect and urban designer with 13 years of professional experience in landscape architecture and planning. Marissa possesses a deep portfolio of parks and recreation experience and specializes in parks and recreation projects, including master planning. She has managed, served as lead landscape architect, and led community outreach on a wide range of multidiscipline projects including systemwide plans, tournament facilities, park revitalization, and neighborhood, community, and regional parks and recreation facilities.

Relevant Experience:

- City of Casa Grande, Community Services Master Plan, Casa Grande, AZ
- City of Chandler, Parks Strategic Master Plan, Chandler, AZ
- City of Goodyear, Parks and Recreation Needs Assessment and Master Plan, Goodyear, AZ
- City of Scottsdale, Parks and Recreation Master Plan, Scottsdale, AZ

CREDENTIALS

- Master of Urban and Regional Planning, University of California, Irvine
- Bachelor of Landscape Architecture, California State Polytechnic University, Pomona
- American Institute of Certified Planners (AICP #029082)

CREDENTIALS

- Bachelor of Science, Landscape Architecture, Purdue University
- Professional Landscape Architect (PLA) in WA (#20118427), AZ, NV, and UT
- American Society of Landscape Architects (ASLA), Member
- Council of Landscape Architectural Registration Boards (CLARB)



RANDALL KOPFF, PLA, CLARB

QUALITY CONTROL MANAGER

% Time Committed to this Project: 30%

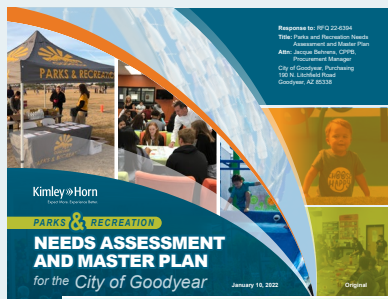
CREDENTIALS

- Bachelor of Science, Landscape Architecture, Ohio State University
- PLA in AZ, CA, NV, and OR
- CLARB

With more than two decades of professional experience, Randall has encompassed a wide variety of landscape architectural, planning, and graphic services on projects throughout the U.S. His skills include site inventory/analysis, master planning, design development, graphic presentations, 3-D modeling, project management, and detailed technical drawings. Randall utilizes his diverse project background to work closely with individual clients to interpret public input and ensure that the proper vision has been achieved throughout the planning and design implementation processes. As Quality Control Manager, Randall will be responsible for maintaining quality control and quality assurance of all Kimley-Horn team deliverables under this contract. He commits to working closely with the City to ensure that each of your goals and objectives is met or exceeded.

Relevant Experience:

- City of Hollister, Brigantino Park Master Plan, Hollister, CA
- City of Casa Grande, Community Services Master Plan, Casa Grande, AZ
- City of Palmdale, Parks and Recreations Master Plan, Palmdale, CA
- City of Littleton, Parks, Recreation, Open Space and Trails Feasibility Study, Littleton, CO
- City of Goodyear, Parks and Recreation Needs Assessment and Master Plan, Goodyear, AZ
- Jurupa Area Recreation and Park District, Parks and Recreation Master Plan, Jurupa Valley, CA



“ Kimley-Horn has exceeded the City’s expectations. Their master planning process was comprehensive and inclusive of all user groups and stakeholders. Their attention to detail is exceptional. The City has really

appreciated their creativity, ability to listen and incorporate all stakeholders’ interests and level of professionalism they bring to the project every day.”

– Walt Kinsler, City of Goodyear Project Manager,
Capital Improvement Projects Manager

Hourly Rates/Cost Proposal

Hourly Rates

CLASSIFICATION	RATE
Analyst I	\$105 - \$135
Analyst II	\$145 - \$170
Professional	\$170 - \$195
Senior Professional I	\$220 - \$280
Senior Professional II	\$310 - \$375
Senior Technical Support	\$100 - \$265
Technical Support	\$90 - \$150
Support Staff	\$75 - \$125

Cost Proposal

TASK	COST (LUMP SUM)
Task 1: Project Management and Meetings	\$22,600
Task 2: Community Outreach	\$20,800
Task 3: Demographics and Recreation Trends Analysis	\$4,200
Task 4: Parks and Facilities Inventory and Assessment	\$30,100
Task 5: Operations and Needs Assessment	\$10,500
Task 6: Comprehensive PROST Plan Elements	\$53,900
Expenses	\$6,500
TOTAL	\$148,600

3. EXPERIENCE

Similar Projects

In this section, we demonstrate Kimley-Horn's ability to complete projects similar in scope and caliber to the proposed PROST Plan. Kimley-Horn has a long history of completing similar projects and adhering to our clients' schedule and budget requirements, while also providing a better overall experience. Our staff strive to make our experience working together a really positive one, with a focus on providing exceptional service and solutions. Our multidiscipline capabilities allow us to meet our clients' needs on any planning or engineering project, and we have extensive experience implementing meaningful public engagement programs.

With a portfolio of impressive parks and recreation planning and design experience, coupled with our knowledge of the local area, we are confident that we bring together a qualified team to successfully address your project needs.

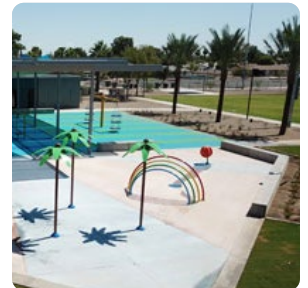
Town of Prescott Valley, Parks and Recreation Master Plan – Prescott Valley, AZ

Kimley-Horn was part of a consulting team preparing a Parks and Recreation Master Plan for the Town of Prescott Valley. The plan provided guidance and policy direction for the Prescott Valley Parks and Recreation Department's role in the community. A 10-year vision for department services was included within the plan that encompassed parks, facilities, recreational programming, art, cultural and special events, as well as open space and trails. The plan also included research, public involvement, and the development of recommendations for all aspects of Parks and Recreation operations. The resulting master plan included a strategic action plan with primary focus on short-term strategies that build success over the long term. Kimley-Horn's responsibilities for this project included leading the necessary facility assessments, CIP estimates, and implementation recommendations.



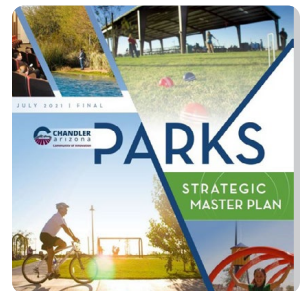
City of Casa Grande, Community Services Master Plan – Casa Grande, AZ

Kimley-Horn is part of the consultant team partnering with the City of Casa Grande to update the Community Services Master Plan, which will become a guiding document for the Community Services Department for the next 10 to 15 years. This project involves the completion of an extensive needs assessment, community input process, a citizen's survey, and a comprehensive evaluation of all existing facilities. The document will also include potential future land acquisition, financing options, park development, open space, trails, operations maintenance, library, golf, and recreational programming needs.



City of Chandler, Parks Strategic Master Plan – Chandler, AZ

Kimley-Horn developed a parks and recreation master plan for the City of Chandler. The strategic master plan enhanced the vision of the community while plotting the course for the future through concise, outcome-based recommendations which reflected the unique profile of both today's and tomorrow's residents. As part of the master plan, it was imperative to set quality standards for service levels, associated costs for operations and maintenance, and assign updated maintenance standards for the parks and facilities to move Chandler toward its goals of becoming the premier destination community in the region. The master plan effort included public outreach, a statistically valid survey, and site conditions assessments of over 60 parks and recreation facilities of varying size and programming. The plan provided guidance through clearly-defined, short-term and long-term strategies reflecting a financially sustainable balance of ambition and practicability.



City of Goodyear, Parks and Recreation Needs Assessment and Master Plan – Goodyear, AZ

Kimley-Horn is partnering with the City of Goodyear to develop a comprehensive 10-year Parks and Recreation Needs Assessment and Master Plan. The Master Plan will provide clear guidance on how to meet the demands for future recreational, programming, environmental, and maintenance needs, as well as to establish priorities for facility improvements, future park development, and land acquisitions. Kimley-Horn is collecting and analyzing data to develop a clear set of goals, policies, and standards for the City's park system, open space, trails, preserves, recreation facilities, and program development for the next 10 years.

**Sound Transit, Everett Link Extension (EVLE) and Operations and Maintenance Facility (OMF) North** – Seattle, WA

Kimley-Horn is leading a consultant team for Sound Transit's EVLE, a 16.3-mile six-station light rail extension extending north into Snohomish County. The project consists of pre-project planning work that will progress into project development, including the Draft and Final Environmental Impact Statement (EIS), and up to 30% engineering design. Kimley-Horn is responsible for overall project completion and is leading the planning and environmental project phases while overseeing and supporting engineering and public outreach and stakeholder engagement efforts. Since the EVLE started in 2020, the project team has held 22 meetings with the interagency group, including staff from Washington State Department of Transportation (WSDOT), Puget Sound Regional Council, the cities of Everett and Lynnwood, and Snohomish County; seven meetings with elected officials from local jurisdictions; and seven meetings with community representatives along with numerous one-on-one briefings with local governments and agencies. The technical team works closely with Sound Transit's Racial Equity Toolkit group to review the project's potential benefits and negative impacts to the historically underserved communities in Snohomish County. These tradeoffs are articulated in detailed technical analysis that the Kimley-Horn team prepared and compiled in a detailed technical memoranda summarizing the performance of stations and alignments on 38 measures and OMF sites on 22 measures.

City of Hollister, Brigantino Park Master Plan – Hollister, CA

Kimley-Horn is the overall project manager for the planning and design of improvements to the Water Reclamation Recreation Facility, also known as Brigantino Park. The park is located approximately two miles west of downtown Hollister, nestled between the San Benito River and the adjacent wooded hills, providing excellent opportunity for wildlife habitat and viewing opportunities. In addition to enhancing the park through these qualities, proposed upgrades to the park include design of a playground and splash pad, softball field fourplex, several soccer fields, sport courts, an event lawn, gateway features, pedestrian- and bicycle-centric plaza spaces, rentable shade pavilions, OMFs, restrooms, concessions, and enhanced connectivity via a pedestrian and bicycle bridge across the San Benito River. Responsibilities include overall project management, landscape architectural and urban design services, civil engineering for grading, erosion control plans, hydrology/hydraulics report, water quality technical report, and utility coordination.



4. REFERENCES

Our clients know that with Kimley-Horn, they experience better. How do we know this? They consistently tell us we deliver remarkable results and we're good people to work with—and we live for that. We invite you to contact them personally regarding our work history and quality of service.

Reference #1

Scott Drapkin, Assistant Director, City of Costa Mesa

77 Fair Drive, Costa Mesa, CA 92626 | 714.754.5278 | scott.drapkin@costamesaca.gov

Costa Mesa Housing Element Update, Costa Mesa, CA: This project was a General Plan Update to the Housing Element portion which included site-specific evaluation, directional goal and policy setting, and extensive community outreach.

Kimley-Horn worked with the City to ensure that the Housing Element update was in statutory compliance with all new State laws and presented findings and draft documents multiple times to community members, stakeholder groups, and decision-makers.

Reference #2

Nathan Torres, Parks and Recreation Director, City of Goodyear

1900 N Civic Square, Goodyear, AZ 85395 | 623.882.3121 | nathan.torres@goodyearaz.gov

Goodyear Parks, Recreation, Trails, and Open Space Master Plan, Goodyear, AZ: Kimley-Horn partnered with the City of Goodyear to develop a comprehensive 10-year Parks, Recreation, Open Space, and Trails Needs Assessment and Master Plan that enhanced the community's vision while plotting the course for the future through concise, outcome-based recommendations for today's and tomorrow's residents. This plan included a robust public engagement strategy that included a project-specific website, multiple public surveys, a statistically-valid survey, in-person and virtual public workshops, intercept surveys at various city festivals, multiple focus group meetings, and leadership interviews.

Reference #3

Mickey Ohland, Park Development and Operations Manager, City of Chandler

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City of Chandler Parks Strategic Master Plan, Chandler, AZ: Kimley-Horn developed a parks and recreation master plan for the City of Chandler. The strategic master plan enhanced the vision of the community while plotting the course for the future through concise, outcome-based recommendations which reflected the unique profile of current and future residents. The master plan effort included public outreach, a statistically valid survey, and site conditions assessments of over 60 parks and recreation facilities of varying size and programming. The plan provided guidance through clearly-defined, short-term and long-term strategies reflecting a financially sustainable balance of ambition and practicability.