



CITY OF SNOQUALMIE
CITY COUNCIL REGULAR HYBRID MEETING
Monday, January 09, 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, Matthew Laase,
James Mayhew, and Robert Wotton

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

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CALL TO ORDER & ROLL CALL

PLEDGE OF ALLEGIANCE

AGENDA APPROVAL

PUBLIC HEARINGS, PRESENTATIONS, PROCLAMATIONS, AND APPOINTMENTS

Public Hearings

Appointments

1. **AB23-007:** 2023 Mayor Pro Tem Election

Proposed Action: Move to nominate Councilmember _____ to serve as Mayor Pro Tem.

2. **AB23-008:** 2023 Council Committee Membership and Liaison Appointments

Proposed Action: Move to approve Mayor Pro Tem's appointments to Council Committees and liaisons to advisory commissions, and community of regional organizations.

3. **AB23-009:** Appointment to Lodging Tax Advisory Committee and Re-Appointments to Economic Development Commission and Lodging Tax Advisory Committee

Proposed Action: Move to confirm the Mayor's recommendation to appoint Alan Stephens to the Lodging Tax Advisory Committee and re-appoint Louis Washington, Rob McDonald, Sherry Jennings, and Bobbi Harrison to the Economic Development Commission; and Laurie Hay, Richard Anderson, and Kelly Coughlin to the Lodging Tax Advisory Committee.

4. Introduction of Budget Analyst Janna Walker

Presentations

5. AB22-147: PSRC VISION 2050 & Comp Plan

Proposed Action: Presentation by Maggie Moore, Senior Planner, Growth Management Planning, Puget Sound Regional Council

6. King County Solid Waste

Proposed Action: Presentation by Patti Liu, Program Manager, King County Department of Natural Resources & Parks, Solid Waste Division

Proclamations

7. AB23-011: Proclamation No. 23-01 Mentoring Month

Proposed Action: Mayor proclaims January 2023 as National Mentoring Month in Snoqualmie. Guest: Heather Downing from Empower Youth.

PUBLIC COMMENTS AND REQUESTS FOR ITEMS NOT ON THE AGENDA

CONSENT AGENDA

8. Approve the City Council Meeting Minutes:

a) 12/12 Regular Meeting

9. Approve the Claims Approval Report dated January 9, 2023.

10. AB23-002: Amending Agreement with RH2 Engineering for Services During Construction

11. AB23-004: Contract Agreement LDC for Missing Middle and Buildable Lands Analysis

12. AB23-006: Resolution No. 1632 ratifying Emergency Proclamation 22-21A

13. AB23-013: Interlocal Agreement (ILA) with South King County Fire Training Consortium

ORDINANCES

14. AB23-005: Amending SMC Chapters 14.30, 14.40, 17.35, 17.80

Proposed Action: First Reading of Ordinance 1273.

COMMITTEE REPORTS

Public Safety Committee:

Community Development Committee:

Parks & Public Works Committee:

15. AB23-001: Resolution Awarding a Contract for the Kimball Creek Lift Station Improvements

Proposed Action: Move to adopt Resolution No.1633 awarding the Kimball Creek Lift Station Improvements to Pease & Sons, Inc. and authorize the Mayor to sign.

Finance & Administration Committee:

16. AB23-010: 2023 Meeting Schedule

Proposed Action: Move to adopt the 2023 council and committee meeting schedule as proposed.

Committee of the Whole:

17. Council Retreat Planning and Discussion.

REPORTS

- 18. Mayor's Report
- 19. Commission/Committee Liaison Reports
- [20.](#) Department Reports

CLOSED/EXECUTIVE SESSION

ADJOURNMENT



BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB23-007
January 9, 2023
Appointment

AGENDA BILL INFORMATION

TITLE:	AB23-007: 2023 Mayor Pro Tem Election	☐ Discussion Only
RECOMMENDED ACTION:	Nominate a Councilmember to serve as Mayor Pro Tem.	☒ Action Needed:
		☐ Motion
		☐ Ordinance
		☐ Resolution

DEPARTMENT:	City Council	
STAFF:	Deana Dean, City Clerk	
COMMITTEE:	n/a	Meeting Date: n/a
COUNCIL LIAISON:	n/a	
EXHIBITS:	1. City Council Rules of Procedure – Rule 4	

SUMMARY

Pursuant to Chapter [RCW 35A.12.065](#) and the City Council Rules of Procedure Rule 4 (See Exhibit 1), biennially at the first meeting of a new council, or periodically, the members, thereof, by majority vote, shall designate one of their number as mayor pro tempore for such period as the council may specify, to serve in the absence or temporary disability of the mayor.

HISTORY

2012	Unknown	2017	Bob Jeans	2022	James Mayhew
2013	Kathi Prewitt	2018	Bryan Holloway		
2014	Kathi Prewitt	2019	Bryan Holloway		
2015	Kathi Prewitt	2020	James Mayhew		
2016	Bob Jeans	2021	James Mayhew		

The Councilmember nominated to serve as Mayor Pro Tem will appoint the 2023 City Council Liaisons to Boards and Commissions and appoint a Chair and Councilmembers to each Council Committee.

RECOMMENDED ACTION

MOVE to nominate Councilmember _____ to serve as Mayor Pro Tem.

RULE 4 MAYOR PRO TEM

4.1 APPOINTMENT.

Pursuant to RCW 35A.12.065, biennially at the first meeting of a new council, or periodically, the members, thereof, by majority vote, shall designate one of their number as mayor pro tempore for such period as the council may specify, to serve in the absence or temporary disability of the mayor; or, in lieu thereof, the council may, as the need may arise, appoint any qualified person to serve as mayor pro tempore in the absence or temporary disability of the mayor. The mayor pro tem shall have such powers and authority, in the absence or temporary disability of the mayor, as specified in this Rule.

4.2 AUTHORITY

The mayor pro tem shall have authority to preside over meetings of council, sign warrants and written contacts, and perform other administrative duties of the mayor, but only for such period of time as the mayor is absent or temporarily disabled, as defined herein, and only to the extent necessary for the efficient conduct of the business of the city. The mayor pro tem shall have the authority to act as the mayor in the mayor's absence only when the mayor is away and cannot perform duties that cannot await his or her return or that cannot be performed by telephone or other type of communications link. The authority of the mayor pro tem to act under authority of this Rule shall end upon the mayor's return or the removal of any temporary disability. The mayor pro tem shall not delegate authority the authority herein granted to another city official.

The mayor pro tem shall not in any case have the authority to appoint or remove city officers and employees, to adopt or repeal administrative procedures, or to reorganize the administration of the city.

4.3 ABSENCE OR TEMPORARY DISABILITY OF THE MAYOR DEFINED.

For purposes of this Rule, the "absence or temporary disability of the mayor" shall mean that due to absence or illness, the mayor is unable to perform the regular duties of his office. In application of the foregoing definition, the following shall apply:

4.3.1 The mayor shall not be deemed temporarily disabled if due to illness he or she is unable to perform some of the duties, such as attending a council meeting, if he or she is able to perform other duties of the office on an ongoing basis.

4.3.2 During such times as city offices are closed, the mayor pro tem shall have authority to act in the mayor's absence only with respect such emergencies as may requires the mayor's presence.

4.4 MAYOR’S SALARY FOR THE MAYOR PRO TEM DURING EXTENDED ABSENCE OR DISABILITY OF MAYOR.

The mayor pro tem shall not receive the mayor's salary during the extended absence or disability of the mayor, provided, the council may by ordinance provide for such compensation for the mayor pro tem.



BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB23-008
January 9, 2023
Appointment

AGENDA BILL INFORMATION

TITLE:	AB23-008: 2023 Council Committee Membership & Liaison Appointments	☐ Discussion Only
RECOMMENDED ACTION:	Mayor Pro Tem appoints Councilmembers and City Council approves appointments.	☒ Action Needed: ☒ Motion ☐ Ordinance ☐ Resolution

DEPARTMENT:	City Council (Mayor Pro Tem)	
STAFF:	Deana Dean, City Clerk	
COMMITTEE:	n/a	Meeting Date: n/a
COUNCIL LIAISON:	n/a	
EXHIBITS:	1. 2022 Council Committee and Liaison Appointments	

SUMMARY

Pursuant to City Council Rules of Procedure, Rule 6, the Mayor Pro Tem, subject to approval of a majority of the Council, shall appoint a chair and members for each Council Committee and each Council Liaison.

NEXT STEPS

The website and email distribution lists will be updated to reflect new appointments and regional organizations will be advised of liaison appointments.

RECOMMENDED ACTIONS

MOVE to approve Mayor Pro Tem's appointments to Council Committees and liaisons to advisory commissions, and community of regional organizations.

2022 COUNCIL COMMITTEE, LIAISON, & REGIONAL APPOINTMENTS

Item 2.

2022 Mayor Pro Tem James Mayhew

Pursuant to City Council Rules of Procedure, Rule 6.2, the Mayor Pro Tem appointed
Committee Chairs, Members, & Liaison Appointments at the January 10, 2022, City Council Meeting.

Updated: 1/6/2023 6:43 PM

COMMITTEE	2022	DAY	TIME
Community Development	Jolyon Johnson, Chair	1 st and 3 rd Monday	6 PM
Staff Support: Community Development Director & Staff	Matthew Laase James Mayhew		
Finance & Administration	James Mayhew, Chair	1 st and 3 rd Tuesday	6:30 PM
Staff Support: City Clerk	Bryan Holloway Cara Christensen		
Parks & Public Works	Bryan Holloway, Chair	1 st and 3 rd Tuesday	5 PM
Staff Support: Joan Quade, Administrative Assistant	Ethan Benson Jolyon Johnson		
Public Safety	Cara Christensen, Chair	1 st and 3 rd Monday	5 PM
Staff Support: Deanna Mihelich, Administrative Coordinator	Ethan Benson Rob Wotton		
ORGANIZATION NAME	2022	DAY	TIME
Arts Commission	Rob Wotton	2 nd Monday	5:30 PM
Economic Development Commission	James Mayhew	3 rd Wednesday	8:00 AM
Human Services Advisory Committee	James Mayhew	As needed	
Lodging Tax Advisory Committee	Matthew Laase	As needed	
Meadowbrook Farm Preservation - Website	Rob Wotton Jolyon Johnson, Alt	2 nd Monday	12:00 PM
Northwest Railway Museum - Website	Jolyon Johnson	3 rd Thursday	5:30 PM
Parks & Events Commission	Ethan Benson	3 rd Monday	7:00 PM
Planning Commission	Jolyon Johnson	1 st and 3 rd Monday	7:30 PM
PRIMA	Cara Christensen	Quarterly	
Railroad Days Committee - Website	Bryan Holloway	2 nd Monday	10 AM
Snoqualmie Valley Chamber of Commerce	Matthew Laase	2 nd and 4 th Wednesday	9 AM
Sound Cities Association (6:00 Pre-PIC workshop)	Cara Christensen James Mayhew, Alt	2 nd Wednesday	7:00 PM
Snoqualmie Valley School District #410	Cara Christensen	Thursdays	
Snoqualmie Valley Hospital District	Bryan Holloway	1 st Thursday	6:30 PM
Snoqualmie Watershed Forum	Ethan Benson		
Snoqualmie Tribe	James Mayhew	As needed (Ad Hoc)	
SE Area Legislative Transportation Coalition (SEAL-TC)	Rob Wotton	1 st Tuesday	8 AM
Snoqualmie Valley YMCA Board - Website	Cara Christensen		

2022 SCA Regional Board & Committee Appointments

REGIONAL COMMITTEES	2022	DAY	TIME
PSRC Economic Development District Board (EDDB)	James Mayhew, Alt	1 st Wednesday, as called	1 PM
King Conservation District Advisory Committee (KCD)	Cara Christensen, Alt	2 nd Tuesday, every other month	10 AM
K4C (King County Cities Climate Collaboration) Outreach Committee	James Mayhew	Unknown	Unknown



BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB23-009
January 9, 2023
Appointment

AGENDA BILL INFORMATION

TITLE:	AB23-009: Appointment to the Lodging Tax Advisory Committee and Re-Appointments to the Economic Development Commission and the Lodging Tax Advisory Committee	☐ Discussion Only ☒ Action Needed:
RECOMMENDED ACTION:	Confirm the Mayor's recommendation to appoint Alan Stephens to the Lodging Tax Advisory Committee and re-appoint Louis Washington, Rob McDonald, Sherry Jennings, and Bobbi Harrison to the Economic Development Commission; and Laurie Hay, Richard Anderson, and Kelly Coughlin to the Lodging Tax Advisory Committee	☒ Motion ☐ Ordinance ☐ Resolution

DEPARTMENT:	Mayor	
STAFF:	Deana Dean, 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 appoint Alan Stephens to the Lodging Tax Advisory Committee and to re-appoint Louis Washington, Rob McDonald, Sherry Jennings, and Bobbi Harrison to the Economic Development Commission; and Laurie Hay, Richard Anderson, and Kelly Coughlin to the Lodging Tax Advisory Committee.

Alan Stephens, General Manager/Regional Vice President of Salish Lodge & Spa, is replacing Shannon Galusha also of Salish Lodge & Spa and will be a great addition to the commission.

Rob McDonald and Bobbi Harrison have served on the Economic Development Commission since January 2021 and Louis Washington and Sherry Jennings have served since February 2022. All are active participants and wish to continue their service to the city.

Laurie Hay, Richard Anderson, and Kelly Coughlin were on the Lodging Tax Advisory Committee and also wish to continue their service.

BACKGROUND

In November and December 2022, staff began advertising to fill vacant positions on the City's advisory commissions and committees. There were three commissions with vacancies:

- Snoqualmie [Arts Commission, SMC 2.06](#) (1 position)
- Snoqualmie [Parks & Events Commission, SMC 2.08](#) (1 position)
- Snoqualmie [Salary Commission, SMC 2.36](#) (3 positions)

At its December 12 Regular Meeting, the City Council confirmed Mayor Ross' recommendation to appoint several community members to the Salary Commission.

Staff also reviewed positions expiring at the end of 2022 and reached out to those individuals to determine interest in re-appointment.

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 Alan Stephens to the Lodging Tax Advisory Committee and re-appoint Louis Washington, Rob McDonald, Sherry Jennings, and Bobbi Harrison to the Economic Development Commission; and Laurie Hay, Richard Anderson, and Kelly Coughlin to the Lodging Tax Advisory Committee.



BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB22-147
January 9, 2023
Discussion

Item 5.

AGENDA BILL INFORMATION

TITLE:	Presentation - PSRC VISION 2050 & Comp Plan Update	☒ Discussion Only
PROPOSED ACTION:	N/A	☐ Action Needed: ☐ Motion ☐ Ordinance ☐ Resolution

REVIEW:	Department Director/Peer	Emily Arteche	10/10/2022
	Finance	n/a	Click or tap to enter a date.
	Legal	n/a	Click or tap to enter a date.
	City Administrator	Mike Sauerwein	Click or tap to enter a date.

DEPARTMENT:	Community Development		
STAFF:	Emily Arteche		
COMMITTEE:	n/a	COMMITTEE DATE: Click or tap to enter a date.	
MEMBERS:	Choose an item.	Choose an item.	Choose an item.
EXHIBITS:	1. Enter Exhibits Here		

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

SUMMARY

INTRODUCTION

Maggie Moore, Senior Planner at PSRC will present an executive level presentation of VISION 2050 as it relates to the City Comprehensive Plan update.

LEGISLATIVE HISTORY

VISION 2050 is the region's plan for growth. By 2050, the region's population will reach 5.8 million people. The region's cities, counties, Tribes, ports, agencies, businesses, and communities have worked together to develop VISION 2050 to prepare for this growth and serve as a guide for sustaining a healthy environment, thriving communities and a strong economy.

BACKGROUND

The adopted goals, policies (including multicounty planning policies) and actions in Vision 2040 were used as a starting point for the updated plan, now called Vision 2050. Amendments made by the

Growth Management Policy Board, or the Executive Board were in response to comments received. PSRC General Assembly adopted the Vision 2050 on October 28, 2020. A complete matrix of changes from Vision 2040 to Vision 2050 may be found on the PSRC website at, <https://www.psrc.org/media/1694>

ANALYSIS

N/A

BUDGET IMPACTS

N/A

NEXT STEPS**PROPOSED ACTION**



BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB23-011
January 9, 2023
Proclamation

AGENDA BILL INFORMATION

TITLE:	AB23-011: Proclamation No. 23-01, National Mentoring Month	☐ Discussion Only
RECOMMENDED ACTION:	Mayor proclaims January 2023 as National Mentoring Month in Snoqualmie.	☒ Action Needed: ☐ Motion ☐ Ordinance ☐ Resolution

DEPARTMENT:	Mayor	
STAFF:	Deana Dean, City Clerk	
COMMITTEE:	n/a	Meeting Date: n/a
COUNCIL LIAISON:	n/a	
EXHIBITS:	1. Proclamation No. 23-01	

SUMMARY

Every January, the mentoring movement unites in celebration of National Mentoring Month and uses the power of its collective voice to recruit new mentors, advance the mentoring field's legislative priorities, and drive meaningful change for young people. This month -long celebration of mentoring is full of opportunities to grow the movement and raise awareness about the power of relationships.

For more information about [National Mentoring Month](#), contact Heather Downing, Mentoring Program Manager, at [Empower Youth Network](#) (425) 998-8010

RECOMMENDED ACTION

Mayor proclaims January 2023 National Mentoring Month in Snoqualmie.



Proclamation

WHEREAS, January 2023 will mark the 21st anniversary of National Mentoring Month, an annual campaign to focus attention on the need for mentors, as well as how each of us can work together to increase the number of mentors to help ensure positive outcomes for our young people, and

WHEREAS, the City of Snoqualmie honors volunteer mentors who support young people by showing up for them every day and demonstrating their commitment to helping them thrive; and

WHEREAS, mentoring programs like Youth Success! Mentoring a program of Empower Youth Network makes our communities and our state stronger by driving impactful relationships that increase social capital for young people and provide invaluable support networks; and

WHEREAS, post the COVID-19 pandemic, mentoring programs have stepped up to fill gaps for young people and families, connecting them with resources and ensuring that mentoring relationships continue; and

WHEREAS, mentoring plays a pivotal role in career exploration and supports workplace skills by helping young people set career goals, equipping mentors with the skills needed to support the professional growth of young people, and drives positive outcomes for young people and businesses; and

WHEREAS, quality mentoring promotes healthy relationships and communication, positive self-esteem, emotional well-being, and growth of a young person and their relationships with other adults; and

WHEREAS, students who meet regularly with their mentors are more than 52 percent less likely than their peers to skip a day of school and youth who face an opportunity gap but have a mentor are 55 percent more likely to be enrolled in college than those who did not have a mentor; and

WHEREAS, youth who meet regularly with their mentors are 46 percent less likely than their peers to start using drugs and 27 percent less likely to start drinking; and

WHEREAS, National Mentoring Month is the time of year to celebrate, elevate, and encourage mentoring across our state and recruit caring adult mentors in the City of Snoqualmie.

NOW, THEREFORE, I, Katherine Ross, Mayor of the City of Snoqualmie, and Snoqualmie City Council, do hereby proclamation January 2023, as National Mentoring Month in the City of Snoqualmie.

APPROVED, this 9th day of January 2023

Katherine Ross, Mayor

Proclamation No. 23-01





CITY COUNCIL MINUTES REGULAR HYBRID MEETING December 12, 2022

CALL TO ORDER & ROLL CALL: Mayor Ross called the meeting to order 7:00 pm

City Council:

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

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

Excuse Councilmembers Mayhew and Holloway.

PASSED: 5-0 (Benson, Christensen, Johnson, Laase, Wotton)

City Staff:

Michael Sauerwein, City Administrator; Bob Sterbank, City Attorney; Deana Dean, City Clerk; Jennifer Ferguson, Finance & HR Director; Drew Bouta, Budget Manager; Mike Chambliss, Parks, and Public Works Director; Mark Correia, Fire Chief; Perry Phipps, Police Chief; Brian Lynch, Police Captain; Mike Bailey, Deputy Fire Chief; Emily Arteche, Community Development Director; Jimmie Betts, IT; Carson Hornsby, Management Analyst (remote); Danna McCall, Communications Coordinator (remote); Jeff Hamlin, Parks and Public Works Deputy Director (remote); Anna Astrakhan, Assistant City Attorney (remote); Patrick Fry, Project Engineer (remote); and Chris Miller, Interim IT Director.

PLEDGE OF ALLEGIANCE

AGENDA APPROVAL

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

Approve the agenda.

PASSED: 5-0 (Benson, Christensen, Johnson, Laase, Wotton)

PUBLIC HEARINGS, PRESENTATIONS, APPOINTMENTS & PROCLAMATIONS

1. **Appointments:**

AB22-166: Appointments to the Snoqualmie Salary Commission

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

Confirm the Mayor's recommendation to appoint Grahame Ross and Jennifer Bragg and re-appoint Michael Erisman to the Snoqualmie Salary Commission.

PASSED: 5-0 (Benson, Christensen, Johnson, Laase, Wotton)

2. **Presentation:** Top 10 Accomplishments and Milestones for 2022. City Administrator Sauerwein provided a review of the city highlights for 2022.

PUBLIC COMMENTS AND REQUESTS FOR ITEMS NOT ON THE AGENDA:

Michele Drovdaahl and Irene Wickstrom, of the King County Library System, reviewed Snoqualmie Library's 2022 stats including number of visits, number of borrowers, new patrons, and checkouts.

Steven Randall spoke regarding his employment with the city.

Terry Sorenson spoke regarding bus service.

CONSENT AGENDA

3. Approve the City Council Meeting Minutes:
 - a. Roundtable Meeting dated November 28, 2022
 - b. Regular Meeting dated November 28, 2022
4. Approve the Claims Approval Report dated December 12, 2022
5. **AB22-160:** Termination of FileLocal Subscriber Agreement
6. **AB22-163:** Memorandum of Agreement with International Association of Firefighters Local 2878

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

Approve the consent agenda.

PASSED: 5-0 (Benson, Christensen, Johnson, Laase, Wotton)

ORDINANCES

7. **AB22-159:** Parking Enforcement - Amending Section 10.08.010 of the Snoqualmie Municipal Code. Second Reading of Ordinance 1271 read into the record by CM Christensen. Discussion followed. Police Captain Brian Lynch answered council questions.

It was moved by CM Christensen, seconded by CM Benson to:

Adopt Ordinance amending Section 10.08.010 of the Snoqualmie Municipal Code. Parking for a continuous period longer than 24 hours.

CM Johnson moved to **amend the motion from 24 hours to 72 hours**; seconded by CM Laase.

FAILED: 2-3 (Johnson, Laase)

CM Christensen moved to **refer this item back to the public safety committee for further consideration**; seconded by CM Johnson.

PASSED: 4-1 (Johnson, Christensen, Laase, Wotton)

8. **AB22-162:** Amendment to the 2021-2022 Biennial Budget. Second Reading of Ordinance 1272 read into the record by CM Christensen. Budget Manager Drew Bouta summarized the amendment and answered council questions.

It was moved by CM Christensen, seconded by CM Johnson:

Adopt Ordinance 1272 Amending the 2021-2022 Biennial Budget.

PASSED: 5-0 (Benson, Christensen, Johnson, Laase, Wotton)

COMMITTEE REPORTS

Public Safety Committee:

9. **AB22-161:** Interlocal Agreement Between King County and The City of Snoqualmie for Jail Services. Captain Lynch provided an explanation of the agreement.

It was moved by CM Christensen, seconded by CM Wotton:

Approve the Interlocal Agreement Between King County and the City of Snoqualmie for Jail Services and authorize the Mayor to sign.

PASSED: 5-0 (Benson, Christensen, Johnson, Laase, Wotton)

10. **AB22-165:** First Amendment to Interlocal Agreement Between North Bend and Snoqualmie for Police Services. Chief Phipps spoke to the agreement and the positive impact the behavioral health specialist has had on the community.

It was moved by CM Christensen, seconded by CM Laase:

Approve the First Amendment to the Interlocal Agreement Between the City of North Bend and the City of Snoqualmie for Police Services and authorize the Mayor to sign.

PASSED: 5-0 (Benson, Christensen, Johnson, Laase, Wotton)

Community Development Committee:

11. **AB22-157:** Annual Floodplain Management and Repetitive Loss Plan. No action, information only.

Parks & Public Works Committee:

12. **AB22-164:** Approving Purchase of KME Fire Truck (Pumper). Chief Correia briefly spoke to the request. Mr. Bouta spoke to the appropriation of funds.

It was moved by CM Johnson, seconded by CM Christensen:

Approve the purchase of (1) KME Fire Truck (Pumper).

PASSED: 5-0 (Benson, Christensen, Johnson, Laase, Wotton)

It was moved by CM Johnson, seconded by CM Benson:

Amend the motion to approve 50% pre-payment.

PASSED: 5-0 (Benson, Christensen, Johnson, Laase, Wotton)

Finance & Administration Committee: No further report.

Committee of the Whole:

13. **Legislative Priorities Discussion:** Councilmembers continued discussion on priorities for the next state legislative session, providing their top priorities for consideration for the 2023 list.

REPORTS

14. Mayor's Report:

- Council will be sending a letter to King County Metro requesting they add new public transportation routes to serve our region utilizing SR 18 over Tiger Mountain and Hobart Road.

- Council input and recommendations will be sought for a steering committee on the Community Center Expansion and Pool. Watch for an email.
- If you haven't responded to the City Clerk with your preferred date for the council retreat, please do so.
- Council meeting and committee meetings have been canceled for the remainder of 2022.

15. Commission/Committee Liaison Reports.

- CM Wotton spoke to the Snoqualmie Valley Housing Task Force indicating it is open to anyone who may be interested and to reach out to him for more information.

16. Department Reports

- City Administrator Sauerwein provided a review of the November 2022 department reports.

EXECUTIVE SESSION

17. Possible executive session pursuant to RCW 42.30.110(1)(i)(iii) to discuss 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.

At 8:52 pm, Mayor Ross indicated Council would enter into Executive Session. City Attorney Sterbank estimated the time needed to be 20 minutes. *Council recessed for a 5-minute break and would commence the Executive Session immediately after.*

At 9:22 pm, Council extended Executive Session by 5 minutes.

At 9:30 pm, Council came out of Executive Session.

It was moved by CM Christensen, seconded by CM Johnson:

Approve the Separation Agreement and Release of All Claims between the City of Snoqualmie and Steven Randall.

PASSED: 5-0 (Benson, Christensen, Johnson, Laase, Wotton)

It was moved by CM Christensen, seconded by CM Johnson:

Approve the Settlement and Release Agreement between the City of Snoqualmie, the Snoqualmie Police Association and Brady Lanham.

PASSED: 5-0 (Benson, Christensen, Johnson, Laase, Wotton)

It was moved by CM Christensen, seconded by CM Johnson:

Approve the Settlement and Release Agreement between the City of Snoqualmie, the Snoqualmie Police Association and Jayce Gutzler.

PASSED: 5-0 (Benson, Christensen, Johnson, Laase, Wotton)

ADJOURNMENT

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

Adjourn meeting.

PASSED: 5-0 (Benson, Christensen, Johnson, Laase, Wotton)

Mayor Ross adjourned the meeting at 9:32 pm.

CITY OF SNOQUALMIE

Katherine Ross, Mayor

Attest:

Deana Dean, City Clerk

DRAFT



Finance & Human Resources Department

Item 9.

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: Jennifer Ferguson, Director of Finance & HR

Date: January 9, 2023

Subject: CLAIMS REPORT
Approval of payments for the period: November 30, 2022 through December 21, 2022

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

Item 9.

The following table summarizes the claims and payments authorized by the Finance Director:

The foregoing amounts were budgeted in the 2021-2022 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	
		From #	Thru #	Amount	Qty	Amount
#52	12/1/2022	59670	59744	\$ 390,188.75		
		59702?		Void - printing error		
#53	12/5/2022	59759	59759	\$1,593.38		
#54	12/9/2022	59760	59794	\$ 266,094.55		
#55	12/15/2022	59795	59877	547,776.35		
Grand Total						1,205,653.03

PAYROLL (including Payroll Benefits)						
Batch ID	Date	Warrants			ACH	
		From #	Thru #	Amount	Qty	Amount
PV11-2022	11/30/2022	59745	59758	\$ 75,114.07	8	\$ 581,433.63
D12-2022	12/15/2022				75	\$ 146,955.00
P12-2022#1	12/15/2022	72752	72753	\$ 9,161.68		
PV12-2022#1	12/15/2022	59878	59879	\$ 88.00	1	\$ 2,631.50
Grand Total						815,383.88

MISCELLANEOUS DISBURSEMENTS			
Date	Description	ACH Amount	Wire Amount
11/30/2022	DOR Warrant	\$ 47,956.91	
12/1/2022	Navia - 2022 HRA Plan Reimbursements	\$ 11,151.08	
12/5/2022	KBCM Investment Purchase	1,004,250.00	
12/2/2022	Merchant Card Fees - Bankcard	8,115.84	
12/2/2022	Merchant Card Fees - Merchant Transact	208.65	
12/2/2022	Merchant Card Fees - Bluefin	748.77	
12/6/2022	Merchant Card Fees - American Express	1,014.28	
12/6/2022	Navia - 2022 HRA Plan Reimbursements	442.00	
12/6/2022	Navia - 2022 HRA Plan Reimbursements	3,368.21	
12/7/2022	ICMA Nov. Contributions	9,636.00	
12/13/2022	Navia - 2022 HRA Plan Reimbursements	6,159.83	
12/20/2022	Navia - 2022 FSA Plan Reimbursements	113.10	
12/20/2022	Navia - 2022 HRA Plan Reimbursements	8,811.95	
12/21/2022	DOR Warrant	44,138.81	
Grand Total			1,146,115.43

Total **3,167,152.34**

The following claims and payments were objected to by Finance Director: **NONE**
(Itemize claims/demands amounts and circumstances, and summarize reasons for objection)

I, the undersigned, do hereby certify under penalty of perjury that the claims and payroll warrant and/or checks itemized above were issued to pay just, due, and unpaid obligations of the City of Snoqualmie for materials furnished, services rendered, or labor performed, and that I am authorized to authenticate and certify the foregoing.

Jennifer Ferguson, Director of Finance & Human Resources/Auditing Officer

Date

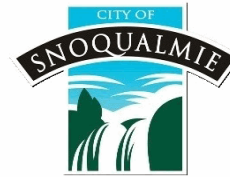
FINANCE & ADMINISTRATION COMMITTEE RECOMMENDATION

The Finance & Administration Committee met and reviewed the Claims Report on January 4, 2023.

Accounts Payable

Blanket Voucher Approval Document

User: TWood
 Printed: 12/01/2022 - 4:18PM
 Warrant Request Date: 12/1/2022
 DAC Fund:



Batch: 00001.12.2022 - 12-1-22 Check Run

City of Snoqualmie

Claims presented to the City to be paid in the amount of \$ 390,188.75
 for claims warrants numbered 59760 through 59743 & dated 12-1-22.

Line	Claimant	Voucher No.	Amount
1	911 SUPPLY INC	000059670	2,137.51
2	A & H EMBROIDERY	000059671	21.74
3	ACCESS	000059672	864.04
4	AMAZON CAPITAL SERVICES	000059673	341.28
5	BEACH,LYLE	000059674	750.00
6	CALLAWAY AUTO GLASS INC	000059675	54.45
7	CARAHSOFT TECH CORP	000059676	13,669.62
8	CARLSON CONSTRUCTION	000059677	11,457.30
9	CENTRAL WELDING SUPPLY	000059678	35.51
10	COMPLETE FAMILY MEDICINE	000059679	380.53
11	Complete Office (Fin Acct)	000059680	436.35
12	Corporate Payment Systems	000059681	12,914.94
13	Crystal Springs	000059682	268.73
14	Evergreen Ford, Inc.	000059683	1,833.58
15	Fisher Scientific	000059684	2,606.97
16	Gamble,Dylan	000059685	777.74
17	Girard Resources & Recycling, LLC	000059686	3,132.00
18	Grainger	000059687	5,444.76
19	Griffin Commercial Parts, Inc.	000059688	3,252.36
20	Hach Company, Inc.	000059689	4,137.65
21	Herrera Environmental Consultants Inc	000059690	10,161.62
22	Issaquah Honda Kubota	000059691	1,008.49
23	Jenkins Pipeline Services LLC	000059692	6,346.79
24	KING COUNTY DCHS Behavioral Health & Recovery D	000059693	1,111.28
25	KING COUNTY DIRECTORS ASSOC PURCH COOP	000059694	892.62
26	King County Finance	000059695	1,023.00
27	KING COUNTY RADIO COMM SVCS	000059696	3,730.59
28	KING COUNTY RECORDERS OFFICE	000059697	205.50
29	KLB Construction, Inc.	000059698	34,185.23
30	LN Curtis & Sons	000059699	1,079.73
31	Minuteman Press	000059700	304.13
32	MissionSquare Retirement	000059701	250.00
33	North Bend Auto Parts, Inc. (Fleet)	000059702	8,450.92
34	North Coast Electric Co.	000059704	4,679.71
35	Northwest Hydraulic Consultants, Inc	000059705	4,383.05
36	ORKIN	000059706	205.44
37	Otak, Inc.	000059707	1,953.38
38	Pacific Fire & Security Inc.	000059708	4,928.75
39	Pacific Office Automation (OR)	000059709	1,794.76
40	Pacific Plants, Inc.	000059710	25,798.42
41	PERTEET ENGINEERING INC	000059711	12,130.01

Page Total:

\$189,140.48

Line	Claimant	Voucher No.	Amount	Item 9.
42	Petek & Associates	000059712	770.00	
43	Pre-Employ.com	000059713	29.80	
44	Pro-Tow	000059714	889.53	
45	Puget Sound Energy	000059715	1,640.13	
46	Puget Sound Regional Fire Authority	000059716	13,442.27	
47	Rainier Asphalt & Concrete	000059717	21,516.29	
48	Robert Half	000059718	12,470.00	
49	Seattle Automotive Distributing	000059719	517.92	
50	Snoqualmie Valley Chamber of Commerce	000059720	31,000.00	
51	Stericycle, Inc. (PD)	000059721	20.72	
52	Storm Lake Growers, Inc.	000059722	1,011.57	
53	Superion, LLC	000059723	18,909.81	
54	Systems Design West, LLC	000059724	716.82	
55	Tenelco Inc.	000059725	1,895.45	
56	The Seattle Times	000059726	903.15	
57	The Workwear Place	000059727	287.34	
58	Thomson Reuters - West Pymt. Center	000059728	205.82	
59	TrojanUV	000059729	49,575.19	
60	TSI - Technical Systems, Inc.	000059730	4,829.72	
61	TSI Traffic Signs, Inc.	000059731	520.67	
62	Tyler Technologies, Inc.	000059732	8,845.20	
63	USA Bluebook	000059733	4,756.29	
64	Verizon Wireless (Central Svcs.)	000059734	567.80	
65	WA Finance Officers Association	000059735	25.00	
66	WA ST Patrol - B & F Servs	000059736	906.75	
67	Wang,Hou Cheng	000059737	219.47	
68	Water Management Group	000059738	3,975.00	
69	Water Management Laboratories, Inc.	000059739	63.00	
70	Westlake Ace Hardware	000059740	202.70	
71	WIEBE,NICOLE	000059741	1,179.49	
72	Wilbur-Ellis Company	000059742	14,295.19	
73	Williams,David	000059743	164.34	
74	WIN - 911	000059744	4,695.84	
			Page Total:	\$201,048.27
			Grand Total:	\$390,188.75

Accounts Payable

#52

Item 9.

Check Detail

User: TWood
Printed: 12/19/2022 - 11:14AM



Check Number	Check Date	Amount
911 supp - 911 SUPPLY INC Line Item Account		
59670	12/01/2022	
Inv	INV-2-23241	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
10/25/2022	UNIFORMS/EQUIPMENT - D.WARD	001-08-009-521-22-31-050
		1,489.34
Inv INV-2-23241 Total		1,489.34
Inv	INV-2-23417	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
11/01/2022	JACKET - B.LYNCH	001-08-009-521-22-31-050
		429.36
Inv INV-2-23417 Total		429.36
Inv	INV-2-23622	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
11/08/2022	NAME & MHP PANEL FOR JACKET	001-08-009-521-22-31-050
		78.44
Inv INV-2-23622 Total		78.44
Inv	INV-2-23700	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
11/10/2022	SHORT SLEEVE SHIRT D.WARD	001-08-009-521-22-31-050
		113.25
Inv INV-2-23700 Total		113.25
Inv	INV-2-23741	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
11/14/2022	NAME TAG - D.WARD	001-08-009-521-22-31-050
		27.12
Inv INV-2-23741 Total		27.12
59670 Total:		2,137.51
911 supp - 911 SUPPLY INC Total:		2,137.51
a & h - A & H EMBROIDERY Line Item Account		
59671	12/01/2022	
Inv	16198	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
10/11/2022	EMBROIDERY FOR PREMIUM JACKETS	001-09-014-522-20-31-050
		21.74

Inv 16198 Total	21.74
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59671 Total:	21.74
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a & h - A & H EMBROIDERY Total:	21.74
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aim - ACCESS Line Item Account 511-25-054-518-50-41-000

59672 12/01/2022

Inv 9724591

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/30/2022	Archives Storage September 2022	511-25-054-518-50-41-000	437.44

Inv 9724591 Total	437.44
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Inv 9775461

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/31/2022	Archives Storage October 2022	511-25-054-518-50-41-000	426.60

Inv 9775461 Total	426.60
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59672 Total:	864.04
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aim - ACCESS Total:	864.04
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amazoncap - AMAZON CAPITAL SERVICES Line Item Account

59673 12/01/2022

Inv 13HH-RMD-3LJG

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/28/2022	HAMPER	511-25-054-518-50-31-000	32.66

Inv 13HH-RMD-3LJG Total	32.66
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Inv 14YD-LK4T-3HLJ

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/07/2022	HOLIDAY DECOR & PHONE CASE	001-09-014-522-10-31-000	47.22

Inv 14YD-LK4T-3HLJ Total	47.22
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Inv 16K-61X1M-1X46

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/07/2022	BLOOD PRESSURE & CUFF FRAMES	001-09-014-522-10-31-000	89.00
11/07/2022	BLOOD PRESSURE & CUFF FRAMES	001-09-014-522-20-31-910	67.26

Inv 16K-61X1M-1X46 Total	156.26
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Inv 1941-6XWF-4MKL

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/12/2022	FOOTREST & LUMBAR SUPPORT	001-06-075-518-10-35-210	53.32

Inv 1941-6XWF-4MKL Total 53.32

Inv 19GY-QQLF-3GFF

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/07/2022	PROFESSIONAL EAR MUFFS	001-09-014-522-20-31-340	51.82

Inv 19GY-QQLF-3GFF Total 51.82

59673 Total: 341.28

amazoncap - AMAZON CAPITAL SERVICES Total:

341.28

beachlyl - BEACH, LYLE Line Item Account

59674 12/01/2022

Inv 11-22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/10/2022	WORK BOOTS X 2 PER CBA 11.2 - L.BEACH	402-20-040-535-80-23-100	750.00

Inv 11-22 Total 750.00

59674 Total: 750.00

beachlyl - BEACH, LYLE Total:

750.00

callaway - CALLAWAY AUTO GLASS INC Line Item Account

59675 12/01/2022

Inv 12951

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/14/2022	VEHICLE & EQUIPMENT WINDSHIELD REPAIR/REPLACEMI	501-23-051-548-68-48-000	54.45

Inv 12951 Total 54.45

59675 Total: 54.45

callaway - CALLAWAY AUTO GLASS INC Total:

54.45

carah - CARAHSOFT TECH CORP Line Item Account

59676 12/01/2022

Inv IN1267087

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/24/2022	DOCUSIGN RENEWAL 2023	502-11-021-518-88-48-860	13,669.62

Inv IN1267087 Total 13,669.62

59676 Total: 13,669.62

carah - CARAHSOFT TECH CORP Total: 13,669.62

carlsonc - CARLSON CONSTRUCTION Line Item Account

59677 12/01/2022

Inv 33405

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/30/2022	SNOQ PKWY BOX CULVERT FENCE REPLACEMENT	001-16-035-542-30-48-000	11,457.30

Inv 33405 Total 11,457.30

59677 Total: 11,457.30

carlsonc - CARLSON CONSTRUCTION Total: 11,457.30

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

59678 12/01/2022

Inv 1022242

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/31/2022	CYLINDER RENTAL	001-09-014-522-20-31-912	35.51

Inv 1022242 Total 35.51

59678 Total: 35.51

cws - CENTRAL WELDING SUPPLY Total: 35.51

ASC - COMPLETE FAMILY MEDICINE Line Item Account

59679 12/01/2022

Inv 3008

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/27/2022	MEDICAL PROCEDURES FOR KIMBERLY CANADAY	001-08-009-521-22-41-000	380.53

Inv 3008 Total 380.53

59679 Total: 380.53

ASC - COMPLETE FAMILY MEDICINE Total: 380.53

co - Complete Office (Fin Acct) Line Item Account 511-25-054-518-50-31-000

59680 12/01/2022

Inv 2150940-0

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/16/2022	OFFICE SUPPLIES	511-25-054-518-50-31-000	156.69

Inv 2150940-0 Total 156.69

Inv 2166521-0

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/24/2022	TONER & COPY PAPER	511-25-054-518-50-31-000	183.61
10/24/2022	PAPER TOWELS & DISH DETERGENT	511-25-054-518-50-31-340	75.47

Inv 2166521-0 Total 259.08

Inv 2168347-2

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/24/2022	HAND SOAP	511-25-054-518-50-31-340	20.58

Inv 2168347-2 Total 20.58

59680 Total: 436.35

co - Complete Office (Fin Acct) Total:

436.35

corppay - Corporate Payment Systems Line Item Account

59681 12/01/2022

Inv 10-22 BCS

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/23/2022	KC RECORDS SEARCH RESEARCH LEGAL MATTER	001-04-004-515-31-41-101	3.49
10/23/2022	LAW360 MONTHLY SUBSCRIPTION	001-04-004-515-31-49-200	130.42
10/23/2022	WSAMA CONFERENCE - HOTEL CAMPBELLS LODGE CHEL	001-04-004-515-31-43-000	329.44

Inv 10-22 BCS Total 463.35

Inv 10-22 BL

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/23/2022	UNIFORM ALTERATIONS B.LYNCH OCTOBER EXPENDITUR	001-08-009-521-22-41-000	393.75

Inv 10-22 BL Total 393.75

Inv 10-22 FD

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/23/2022	K. HENDERSON & G. KNUTSEN PSFOA MTG 10/12/22	001-06-007-514-23-43-000	20.00

Inv 10-22 FD Total 20.00

Inv 10-22 MB

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/23/2022	AMAZON - CASES OF WATER	001-09-014-522-10-31-000	284.13
10/23/2022	DILLANOS COFFEE	001-09-014-522-20-31-910	310.00
10/23/2022	SAFEWAY - REHAB SUPPLIES FOR BRUSH FIRE	001-09-014-522-20-31-910	28.48
10/23/2022	AMAZON WINCH & PENDS	001-09-014-522-10-31-000	59.43
10/23/2022	PUBLIC SAFETY TRAINING	001-09-014-522-45-43-000	695.00
10/23/2022	CONWAY SHIELD HELMET	001-09-014-522-20-31-050	59.84
10/23/2022	QFC NORTH BEND SUPPLIES FOR COUNCIL CELEBRATION	001-09-014-522-20-31-910	79.23
10/23/2022	BATTERIES	001-09-014-522-20-31-910	37.22
10/23/2022	STARBUCKS REHAB SUPPLIES FOR BRUSH FIRE	001-09-014-522-20-31-910	43.56
10/23/2022	NAME PLATE	001-09-014-522-10-31-000	31.56

Inv 10-22 MB Total 1,628.45

Inv 10-22 MC

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/23/2022	ASSORTED: SAWS/BLADES, TOILET SEATS, PAINT, ETC	001-12-028-576-80-49-100	281.02
10/23/2022	WRECKING BAR	001-16-035-542-30-31-300	29.39
10/23/2022	HOLIDAY LIGHTS	001-28-057-573-90-31-900	1,330.19

Inv 10-22 MC Total 1,640.60

Inv 10-22 PP

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/23/2022	HOTEL IACP CONFERENCE 10/17/22	001-08-009-521-40-43-000	829.83
10/23/2022	HOTEL IACP CONFERENCE 10/19/22	001-08-009-521-40-43-000	652.14

Inv 10-22 PP Total 1,481.97

Inv 11-22 BCS

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/23/2022	KC RECORDS SEARCH RESEARCH LEGAL MATTER	001-04-004-515-31-41-101	3.99
11/23/2022	LAW360 MONTHLY SUBSCRIPTION	001-04-004-515-31-49-200	130.42
11/23/2022	KC RECORDS SEARCH RESEARCH LEGAL MATTER	001-04-004-515-31-41-101	3.24

Inv 11-22 BCS Total 137.65

Inv 11-22 CD

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/23/2022	APA MEMBERSHIP A.WRAGGE	130-14-031-558-60-49-200	99.00

Inv 11-22 CD Total 99.00

Inv 11-22 DB

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/23/2022	LUMBER FOR IRONWOOD PARK ARBOR	001-12-028-576-80-31-300	338.34

Inv 11-22 DB Total 338.34

Inv 11-22 DMC

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/23/2022	CHAMBER LUNCHEON - G.FOLKINS	001-07-008-557-20-49-200	30.00
11/23/2022	BEST BUY: CAMERA AND AV ACCESSORIES	001-07-008-557-20-35-900	449.17
11/23/2022	BH PHOTO: AV & CAMERA EQUIPMENT	001-07-008-557-20-35-900	1,306.27
11/23/2022	BEST BUY - CAMERA ACCESSORIES	001-07-008-557-20-35-900	176.14
11/23/2022	SAFEWAY: ADMIN DEPT. FLOWERS FOR NEW CITY CLERK	001-07-008-557-20-49-100	23.95

Inv 11-22 DMC Total 1,985.53

Inv 11-22 FD

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/23/2022	T. HOLDEN - MRSC WEBINAR	001-06-007-514-23-43-000	40.00

Inv 11-22 FD Total 40.00

Inv 11-22 JQ

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/23/2022	FLOW GAUGES	403-22-050-531-30-48-000	240.78
11/23/2022	REFRESHMENTS FOR PUBLIC OPEN HOUSE	310-17-506-595-30-41-390	69.23
11/23/2022	WATERWORKS CERT RENEWAL	402-20-019-535-10-23-300	42.00
11/23/2022	WATERWORKS CERT RENEWALS	401-18-019-534-10-23-300	168.00

Inv 11-22 JQ Total	520.01
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Inv 11-22 KJ

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/23/2022	SHRM CERTIFICATION TRAINING MATERIALS	001-06-075-518-10-43-000	1,003.61
11/23/2022	COFFEE FOR ALL CITY MEETING	001-06-075-518-10-49-100	65.34
11/23/2022	BASKETS/SOCKS FOR CITY SOCK DRIVE	001-06-075-518-10-49-100	17.70
11/23/2022	SNACKS FOR ALL CITY MEETING	001-06-075-518-10-49-100	65.59
11/23/2022	GIFT CARD FOR ALL CITY MEETING	001-06-075-518-10-49-100	25.00
11/23/2022	SNACKS FOR DE-ESCALATION TRAINING	001-06-075-518-10-49-100	110.91
11/23/2022	GIFT CARD FOR ALL CITY MEETING	001-06-075-518-10-49-100	25.00
11/23/2022	GIFT CARD FOR ALL CITY MEETING	001-06-075-518-10-49-100	25.00
11/23/2022	COFFEE FOR DE-ESCALATION TRAINING	001-06-075-518-10-49-100	43.56
11/23/2022	SNACKS FOR MONTHLY LEADERSHIP MEETING	001-06-075-518-10-49-100	68.11
11/23/2022	GIFT CARD FOR ALL CITY MEETING	001-06-075-518-10-49-100	25.00

Inv 11-22 KJ Total	1,474.82
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Inv 11-22 KR

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/23/2022	MT SI GOLF COURSE BREAKFAST W/ MAYOR ROSS, CM WC	001-01-001-513-10-43-000	54.37
11/23/2022	SOUND CITIES REGISTRATION	001-01-001-513-10-43-000	55.00

Inv 11-22 KR Total	109.37
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Inv 11-22 MS

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/23/2022	BEST BUY CREDIT	001-07-008-557-20-35-900	-6.59
11/23/2022	BEST BUY COMMUNICATIONS EQUIPMENT	001-07-008-557-20-35-900	1,801.20

Inv 11-22 MS Total	1,794.61
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Inv 9-22 JQ

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/23/2022	MAIL TREE BARK SPECIMEN FOR TESTING BY WSU DEPT C	403-22-030-531-90-42-300	5.10
09/23/2022	ASSORTED TRAININGS - WATER DEPT	401-18-037-534-81-43-000	403.74
09/23/2022	SUPPLIES FOR FULL-SIZE PARKS EVENT	001-12-028-576-80-49-100	67.06
09/23/2022	MAIL SAMPLE TESTING	401-18-037-534-81-42-300	6.59
09/23/2022	ISA, PNW CHAPTER & SOC OF MUNI ARBORISTS DUES & C	403-22-030-531-90-23-300	305.00

Inv 9-22 JQ Total	787.49
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59681 Total:

12,914.94

corppay - Corporate Payment Systems Total:

12,914.94

cryspr - Crystal Springs Line Item Account 001-08-009-521-50-45-000

59682 12/01/2022

Inv 5310053 110622

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/06/2022	WATER COOLER RENTAL	001-08-009-521-50-45-000	268.73

Inv 5310053 110622 Total	268.73
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59682 Total:

268.73

cryspr - Crystal Springs Total:

268.73

ef - Evergreen Ford, Inc. Line Item Account

59683 12/01/2022

Inv 6273188

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/15/2022	REPAIRS FOR CITY CAR	501-23-051-548-68-48-000	1,833.58

Inv 6273188 Total	1,833.58
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59683 Total:

1,833.58

ef - Evergreen Ford, Inc. Total:

1,833.58

fishersc - Fisher Scientific Line Item Account

59684 12/01/2022

Inv 7836672

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/02/2022	CERTIFIED THERMOMETER FOR CALIBRATING	402-20-040-535-85-35-900	2,606.97

Inv 7836672 Total	2,606.97
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59684 Total:

2,606.97

fishersc - Fisher Scientific Total:

2,606.97

gambeld - Gamble, Dylan Line Item Account

59685 12/01/2022

Inv 10-22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/13/2022	10-12-22 MEALS - BREAKFAST & DINNER	130-14-031-558-60-43-000	35.00
10/13/2022	10-13-22 MEALS - BREAKFAST & DINNER	130-14-031-558-60-43-000	35.00
10/13/2022	10-11-22 THROUGH 10-13-22: HOTEL STAY FOR WA APA TRA	130-14-031-558-60-43-000	451.48
10/13/2022	10-11-22 MEALS - LUNCH & DINNER	130-14-031-558-60-43-000	40.00
10/13/2022	173 MILES FROM SNOQUALMIE TO VANCOUVER	130-14-031-558-60-43-000	108.13

10/13/2022	173 MILES FROM VANCOUVER TO SNOQUALMIE	130-14-031-558-60-43-000	108.13
Inv 10-22 Total			777.74
59685 Total:			777.74
gambeld - Gamble, Dylan Total:			777.74

girard - Girard Resources & Recycling, LLC Line Item Account

59686	12/01/2022		
Inv	84575		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/31/2022	TIPPING - SWEEPER	001-16-035-542-67-31-300	43.50
Inv 84575 Total			43.50
Inv	84576		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/31/2022	TIPPING - SWEEPER	001-16-035-542-67-31-300	43.50
Inv 84576 Total			43.50
Inv	84733		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/09/2022	TIPPING - SWEEPER	001-16-035-542-67-31-300	1,305.00
Inv 84733 Total			1,305.00
Inv	84802		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/11/2022	TIPPING - SWEEPER	001-16-035-542-67-31-300	1,740.00
Inv 84802 Total			1,740.00
59686 Total:			3,132.00
girard - Girard Resources & Recycling, LLC Total:			3,132.00

grainger - Grainger Line Item Account

59687	12/01/2022		
Inv	9489880931		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/25/2022	CREDIT FOR THERMPLAST - HANDICAP	001-16-035-542-30-31-300	-509.45
Inv 9489880931 Total			-509.45
Inv	9498850933		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/01/2022	REPAIR AT RAIL ROAD LS CABLE POTTING ELECTRICAL	402-20-045-535-65-31-300	348.42

Inv 9498850933 Total	348.42
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Inv 9500253969	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/02/2022	REPAIR AT RAIL ROAD LS CABLES	402-20-045-535-65-31-300	2,025.83

Inv 9500253969 Total	2,025.83
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Inv 9500530176	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/03/2022	REPAIR AT RAIL ROAD LS CABLES	402-20-045-535-65-31-300	164.99

Inv 9500530176 Total	164.99
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Inv 9500563854	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/03/2022	REPAIR AT RAIL ROAD LS CABLE SUPPORTS BRACKETS	402-20-045-535-65-31-300	1,060.99

Inv 9500563854 Total	1,060.99
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Inv 9501136643	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/03/2022	REPAIR AT RAIL ROAD LS CABLE SUPPORTS BRACKETS	402-20-045-535-65-31-300	902.04

Inv 9501136643 Total	902.04
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Inv 9501616719	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/03/2022	REPAIR AT RAIL ROAD LS CABLE SUPPORTS BRACKETS	402-20-045-535-65-31-300	1,173.27

Inv 9501616719 Total	1,173.27
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Inv 9502585806	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/04/2022	REPAIR AT RAIL ROAD LS CABLE SUPPORTS BRACKETS	402-20-045-535-65-31-300	278.67

Inv 9502585806 Total	278.67
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59687 Total:	5,444.76
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grainger - Grainger Total:	5,444.76
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griffin - Griffin Commercial Parts, Inc. Line Item Account

59688 12/01/2022	
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Inv IN267005	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/18/2022	2 ARMSTRONG PUMPS & FREIGHT	001-09-014-522-50-31-300	3,252.36

Inv IN267005 Total	3,252.36
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59688 Total:

3,252.36

griffin - Griffin Commercial Parts, Inc. Total:

3,252.36

hci - Hach Company, Inc. Line Item Account

59689 12/01/2022

Inv 13307553

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/27/2022	TREATMENT CHEMICALS	401-18-037-534-82-31-500	153.47

Inv 13307553 Total

153.47

Inv 13319845

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/03/2022	DPD TOTAL BULK DISPENSER + POWDER	401-18-037-534-82-31-500	96.05

Inv 13319845 Total

96.05

Inv 13321411

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/04/2022	KTO: ELECTRODE FILLING SOLN	401-18-037-534-82-31-500	21.33

Inv 13321411 Total

21.33

Inv 13326763

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/08/2022	TWO PH SENSORS TO REPLACE DEAD UNITS	402-20-040-535-85-31-510	3,347.18

Inv 13326763 Total

3,347.18

Inv 13326893

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/08/2022	PH BUFFER	402-20-040-535-85-31-510	519.62

Inv 13326893 Total

519.62

59689 Total:

4,137.65

hci - Hach Company, Inc. Total:

4,137.65

herrera - Herrera Environmental Consultants Inc Line Item Account 130-14-032-558-60-41-080

59690 12/01/2022

Inv 52232

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/07/2022	SNOQ 2022 NPDES SUPPORT PHASE 2 10/1 - 10/28 2022	403-22-050-531-45-41-040	10,161.62

Inv 52232 Total

10,161.62

59690 Total:

10,161.62

herrera - Herrera Environmental Consultants Inc Total:

10,161.62

ihk - Issaquah Honda Kubota Line Item Account

59691 12/01/2022

Inv 583191

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/02/2022	AUGER FOR TREE PLANTING	403-22-030-531-90-31-300	1,008.49

Inv 583191 Total	1,008.49
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59691 Total:

1,008.49

ihk - Issaquah Honda Kubota Total:

1,008.49

jenkinsp - Jenkins Pipeline Services LLC Line Item Account

59692 12/01/2022

Inv 26166

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/31/2022	CLEAN WET WELLS	402-20-045-535-65-48-000	1,316.87

Inv 26166 Total	1,316.87
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Inv 26237

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/28/2022	CLEAN WET WELLS	402-20-045-535-65-48-000	1,843.62

Inv 26237 Total	1,843.62
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Inv 26246

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/15/2022	CLEAN WET WELLS	402-20-045-535-65-48-000	1,382.71

Inv 26246 Total	1,382.71
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Inv 26248

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/15/2022	CLEAN WET WELLS	402-20-045-535-65-48-000	1,803.59

Inv 26248 Total	1,803.59
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59692 Total:

6,346.79

jenkinsp - Jenkins Pipeline Services LLC Total:

6,346.79

kc 500-1 - KING COUNTY DCHS Behavioral Health & Recovery Div. Line Item Account 001-13-112-566-00-44-800

59693 12/01/2022

Inv 2145467

Line Item Date	Line Item Description	Line Item Account	
11/18/2022	Q3 LIQUOR TAX & PROFITS	001-13-112-566-00-44-800	1,111.28

Inv 2145467 Total			1,111.28
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59693 Total:			1,111.28
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kc 500-1 - KING COUNTY DCHS Behavioral Health & Recovery Div. Total:

1,111.28

kcda - KING COUNTY DIRECTORS ASSOC PURCH COOP Line Item Account 511-25-054-518-50-31-000

59694 12/01/2022

Inv 300677941

Line Item Date	Line Item Description	Line Item Account	
10/31/2022	25 CAN LINERS & TOILET PAPER 2 PLY	001-09-014-522-20-31-910	892.62

Inv 300677941 Total			892.62
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59694 Total:			892.62
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kcda - KING COUNTY DIRECTORS ASSOC PURCH COOP Total:

892.62

kc 710 - King County Finance Line Item Account

59695 12/01/2022

Inv 11013025

Line Item Date	Line Item Description	Line Item Account	
10/31/2022	KING COUNTY INET	502-11-020-518-88-42-200	1,023.00

Inv 11013025 Total			1,023.00
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59695 Total:			1,023.00
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kc 710 - King County Finance Total:

1,023.00

kc radio - KING COUNTY RADIO COMM SVCS Line Item Account 001-08-009-521-50-48-000

59696 12/01/2022

Inv 19020

Line Item Date	Line Item Description	Line Item Account	
10/29/2022	OFFICER PORTABLE RADIOS	001-08-009-521-50-42-100	1,377.77
10/29/2022	OFFICER PORTABLE RADIOS	014-08-012-521-50-42-100	1,377.78

Inv 19020 Total			2,755.55
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Inv 19021

Line Item Date	Line Item Description	Line Item Account	
10/29/2022	RADIO SYSTEM ACCESS	001-09-014-522-10-42-900	975.04

Inv 19021 Total	975.04
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59696 Total:	3,730.59
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kc radio - KING COUNTY RADIO COMM SVCS Total:	3,730.59
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kc rec o - KING COUNTY RECORDERS OFFICE Line Item Account

59697 12/01/2022

Inv 11-22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/19/2022	VACATING A PORTION OF FALLS AVE N. - ORD # 537 W/ KIN	001-04-004-515-31-41-101	205.50

Inv 11-22 Total	205.50
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59697 Total:	205.50
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kc rec o - KING COUNTY RECORDERS OFFICE Total:	205.50
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klb - KLB Construction, Inc. Line Item Account

59698 12/01/2022

Inv 8

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/12/2022	FINAL PAY APPLICATION - PAY PERIOD 8/1/22 - 8/31/22	417-13-405-594-31-41-040	34,185.23

Inv 8 Total	34,185.23
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59698 Total:	34,185.23
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klb - KLB Construction, Inc. Total:	34,185.23
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Incs - LN Curtis & Sons Line Item Account 001-09-014-522-20-31-050

59699 12/01/2022

Inv 644493

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/26/2022	OXYGEN REPLACEMENT KIT	001-09-014-522-50-35-900	357.83

Inv 644493 Total	357.83
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Inv 645614

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/26/2022	FIREFIGHTING BOOTS	001-09-014-522-20-31-050	231.51

Inv 645614 Total	231.51
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Inv 649878

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/11/2022	SYSTEM AZTEK	001-09-014-522-20-31-910	490.39

Inv 649878 Total	490.39
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59699 Total:	1,079.73
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Incs - LN Curtis & Sons Total:	1,079.73
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mp - Minuteman Press Line Item Account 511-25-054-518-50-31-000

59700 12/01/2022

Inv 89332

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/03/2022	BACKFLOW LETTERS	401-18-037-534-81-42-300	304.13

Inv 89332 Total	304.13
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59700 Total:	304.13
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mp - Minuteman Press Total:	304.13
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missions - MissionSquare Retirement Line Item Account

59701 12/01/2022

Inv 20220930-109-32

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/10/2022	ANNUAL PLAN FEE FOR PERIOD 10/1/22 - 12/31/22	001-06-075-518-10-41-450	250.00

Inv 20220930-109-32 Total	250.00
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59701 Total:	250.00
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missions - MissionSquare Retirement Total:	250.00
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nb autof - North Bend Auto Parts, Inc. (Fleet) Line Item Account 501-23-051-548-68-31-301

59702 12/01/2022

Inv 964246

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/26/2022	Small Tools & Equipment	501-23-051-548-68-35-900	100.06

Inv 964246 Total	100.06
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Inv 964350

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/27/2022	REPAIR PARTS	501-23-051-548-68-31-301	84.79

Inv 964350 Total	84.79
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Inv 964449

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
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09/28/2022	REPAIR PARTS	501-23-051-548-68-31-301	219.78
Inv 964449 Total			219.78
Inv 964450			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/28/2022	REPAIR PARTS	501-23-051-548-68-31-301	201.06
Inv 964450 Total			201.06
Inv 964529			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/28/2022	REPAIR PARTS	501-23-051-548-68-31-301	174.05
Inv 964529 Total			174.05
Inv 964543			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/28/2022	REPAIR PARTS	501-23-051-548-68-31-301	130.69
Inv 964543 Total			130.69
Inv 964650			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/29/2022	REPAIR PARTS	501-23-051-548-68-31-301	242.54
Inv 964650 Total			242.54
Inv 964726			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/30/2022	REPAIR PARTS	501-23-051-548-68-31-301	17.92
Inv 964726 Total			17.92
Inv 965024			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/03/2022	REPAIR PARTS	501-23-051-548-68-31-301	206.35
Inv 965024 Total			206.35
Inv 965139			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/04/2022	REPAIR PARTS	501-23-051-548-68-31-301	46.61
Inv 965139 Total			46.61
Inv 965187			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/04/2022	REPAIR PARTS	501-23-051-548-68-31-301	91.52
Inv 965187 Total			91.52

Inv 965323

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/05/2022	REPAIR PARTS	501-23-051-548-68-31-301	1,040.19

Inv 965323 Total 1,040.19

Inv 965325

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/05/2022	REPAIR PARTS	501-23-051-548-68-31-301	653.78

Inv 965325 Total 653.78

Inv 965434

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/06/2022	REPAIR PARTS	501-23-051-548-68-31-301	60.04

Inv 965434 Total 60.04

Inv 966035

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/11/2022	Small Tools & Equipment	501-23-051-548-68-35-900	64.52

Inv 966035 Total 64.52

Inv 966121

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/12/2022	Small Tools & Equipment	501-23-051-548-68-35-900	588.59

Inv 966121 Total 588.59

Inv 966122

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/13/2022	Small Tools & Equipment	501-23-051-548-68-35-900	464.33

Inv 966122 Total 464.33

Inv 966125

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/13/2022	Small Tools & Equipment	501-23-051-548-68-35-900	854.54

Inv 966125 Total 854.54

Inv 966224

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/13/2022	Small Tools & Equipment	501-23-051-548-68-35-900	196.15

Inv 966224 Total 196.15

Inv 966226

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/17/2022	Small Tools & Equipment	501-23-051-548-68-35-900	381.50

Inv 966226 Total 381.50

Inv 966347

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/14/2022	REPAIR PARTS	501-23-051-548-68-31-301	411.13

Inv 966347 Total 411.13

Inv 966664

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/17/2022	Small Tools & Equipment	501-23-051-548-68-35-900	439.32

Inv 966664 Total 439.32

Inv 966682

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/17/2022	REPAIR PARTS	501-23-051-548-68-31-301	77.91

Inv 966682 Total 77.91

Inv 966728

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/17/2022	REPAIR PARTS	501-23-051-548-68-31-301	35.19

Inv 966728 Total 35.19

Inv 966795

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/18/2022	REPAIR PARTS	501-23-051-548-68-31-301	268.37

Inv 966795 Total 268.37

Inv 966946

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/19/2022	Small Tools & Equipment	501-23-051-548-68-35-900	991.90

Inv 966946 Total 991.90

Inv 966967

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/19/2022	REPAIR PARTS	501-23-051-548-68-31-301	191.58

Inv 966967 Total 191.58

Inv 967061

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/20/2022	REPAIR PARTS	501-23-051-548-68-31-301	71.81

Inv 967061 Total 71.81

Inv 967498

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/24/2022	REPAIR PARTS	501-23-051-548-68-31-301	23.15

Inv 967498 Total 23.15

Inv 967517

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/24/2022	REPAIR PARTS	501-23-051-548-68-31-301	66.25

Inv 967517 Total 66.25

Inv 967622

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/25/2022	REPAIR PARTS	501-23-051-548-68-31-301	25.11

Inv 967622 Total 25.11

Inv 967678

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/25/2022	REPAIR PARTS	501-23-051-548-68-31-301	30.19

Inv 967678 Total 30.19

59702 Total: 8,450.92

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

8,450.92

ncec - North Coast Electric Co. Line Item Account

59704 12/01/2022

Inv S012137958.001

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/26/2022	REPAIR K3 LIFT STATION	402-20-040-535-50-31-300	4,096.22

Inv S012137958.001 Total 4,096.22

Inv S012137958.002

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/25/2022	REPAIR K3 LIFT STATION	402-20-040-535-50-31-300	583.49

Inv S012137958.002 Total 583.49

59704 Total: 4,679.71

ncec - North Coast Electric Co. Total:

4,679.71

nhc - Northwest Hydraulic Consultants, Inc Line Item Account 130-14-032-558-60-41-080

59705 12/01/2022

Inv 28880

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/16/2022	SVCS TASK ORDER 47 FOR PROF SVCS THRU 10-31-22	403-22-050-531-30-41-040	4,383.05

Inv 28880 Total			4,383.05
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59705 Total:			4,383.05
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nhc - Northwest Hydraulic Consultants, Inc Total:			4,383.05
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orkin - ORKIN Line Item Account

59706 12/01/2022

Inv 235670401

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/08/2022	MONTHLY PEST CONTROL	510-24-053-518-20-48-000	205.44

Inv 235670401 Total			205.44
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59706 Total:			205.44
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orkin - ORKIN Total:			205.44
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otak - Otak, Inc. Line Item Account 130-14-032-558-60-41-080

59707 12/01/2022

Inv 6220349

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/22/2022	RECOAT SIGNAL POLES AT SWENSON AVE & SNOQ PKWY	310-17-507-595-30-41-000	187.50

Inv 6220349 Total			187.50
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Inv 82200235

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/12/2022	RECOAT SIGNAL POLES AT SWENSON AVE & SNOQ PKWY	310-17-507-595-30-41-000	1,765.88

Inv 82200235 Total			1,765.88
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59707 Total:			1,953.38
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otak - Otak, Inc. Total:			1,953.38
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pf&sinc - Pacific Fire & Security Inc. Line Item Account

59708 12/01/2022

Inv 87054

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/28/2022	INSPECTION OF FIRE ALARM SYSTEM SOLIDS BUILDING	402-20-040-535-80-48-000	1,154.34

Inv 87054 Total			1,154.34
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Inv 88017

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/13/2022	QUARTERLY FIRE ALARM MONITORING (10-22 THRU 12-22)	401-18-037-534-82-41-000	109.44

Inv 88017 Total			109.44
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Inv 88039

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/13/2022	FIRE ALARM MONITORING	402-20-040-535-80-48-200	109.44

Inv 88039 Total			109.44
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Inv 88741

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/27/2022	REPAIR OF FIRE ALARM SYSTEM	402-20-040-535-80-48-000	744.84

Inv 88741 Total			744.84
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Inv 88773

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/29/2022	REPAIR OF FIRE ALARM SYSTEM SOLIDS BUILDING	402-20-040-535-80-48-000	2,148.58

Inv 88773 Total			2,148.58
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Inv 88986

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/19/2022	FIRE ALARM STROBE LIGHT REPAIR	510-24-053-518-20-48-000	662.11

Inv 88986 Total			662.11
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59708 Total:			4,928.75
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pf&sinc - Pacific Fire & Security Inc. Total:			4,928.75
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poa-or - Pacific Office Automation (OR) Line Item Account 511-25-054-518-50-45-200

59709 12/01/2022

Inv 689577

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/01/2022	FD: AV ROOM PROJECT	001-10-017-525-60-31-910	1,794.76

Inv 689577 Total			1,794.76
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59709 Total:			1,794.76
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poa-or - Pacific Office Automation (OR) Total:			1,794.76
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pacplant - Pacific Plants, Inc. Line Item Account

59710 12/01/2022

Inv 96969

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/10/2022	DOWNTOWN STREET TREES	417-13-471-594-31-48-155	13,574.39

Inv 96969 Total			13,574.39
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Inv 96970

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/10/2022	DOWNTOWN STREET TREES	417-13-471-594-31-48-155	8,439.75

Inv 96970 Total			8,439.75
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Inv 96986

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/10/2022	DOWNTOWN STREET TREES	417-13-471-594-31-48-155	1,606.28

Inv 96986 Total			1,606.28
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Inv 97035

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/16/2022	DOWNTOWN STREET TREES	417-13-471-594-31-48-155	2,178.00

Inv 97035 Total			2,178.00
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59710 Total:			25,798.42
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pacplant - Pacific Plants, Inc. Total:

25,798.42

pei - PERTEET ENGINEERING INC Line Item Account 130-14-032-558-60-41-040

59711 12/01/2022

Inv 20110015-135

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/07/2022	SNOQUALMIE RIDGE II - CENTEX PRELIM PLAT 28 - PARCE	130-14-032-558-60-41-080	1,630.63
11/07/2022	SNOQUALMIE RIDGE II - CENTEX PRELIM PLAT 27 - PARCE	130-14-032-558-60-41-080	1,722.50
11/07/2022	SNOQUALMIE RIDGE II - CENTEX	130-14-032-558-60-41-080	4,477.50

Inv 20110015-135 Total			7,830.63
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Inv 20160013.030035

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/12/2022	ASPHALT SUBMITTAL REVIEW & CONSULTATION	417-13-401-594-31-41-060	300.00

Inv 20160013.030035 Total			300.00
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Inv 22222-209

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/07/2022	SNOQUALMIE RIDGE SR II LLC PARCEL 522	130-14-032-558-60-41-080	463.75

Inv 22222-209 Total			463.75
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Inv 23042.0004-2

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/13/2022	ENGINEERING & CONSTRUCTION REQUESTS 1/1/22 - 4/3/22	310-17-508-595-50-41-000	1,457.50

Inv 23042.0004-2 Total		1,457.50
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Inv 23042-220

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/13/2022	ENGINEERING SVCS - MT SI HIGH SCHOOL	130-14-032-558-60-41-040	764.38

Inv 23042-220 Total		764.38
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Inv 23042-221

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/07/2022	SNOQUALMIE ON-CALL ENGINEERING SERVICES MT SI HS	130-14-032-558-60-41-080	1,313.75

Inv 23042-221 Total		1,313.75
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59711 Total:		12,130.01
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pei - PERTEET ENGINEERING INC Total:

12,130.01

petek - Petek & Associates Line Item Account

59712 12/01/2022

Inv 1452

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/10/2022	PSYCH EVALUATION	001-09-014-522-10-41-000	385.00

Inv 1452 Total		385.00
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Inv 1494

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/03/2022	PSYCH EVALUATION	001-09-014-522-10-41-000	385.00

Inv 1494 Total		385.00
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59712 Total:		770.00
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petek - Petek & Associates Total:

770.00

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

59713 12/01/2022

Inv 358155

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/31/2022	PRE EMPLOY SEARCH CHARGES	001-09-014-522-10-41-000	29.80

Inv 358155 Total		29.80
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59713 Total:

29.80

pre-empl - Pre-Employ.com Total:

29.80

pro-tow - Pro-Tow Line Item Account

59714 12/01/2022

Inv 36735

Line Item Date	Line Item Description	Line Item Account	
11/09/2022	NORTH BEND EVIDENCE TOW 22N-3999	014-08-012-521-22-41-000	515.77

Inv 36735 Total

515.77

Inv 36808

Line Item Date	Line Item Description	Line Item Account	
11/10/2022	SNOQUALMIE EVIDENCE TOW 22S-5401	001-08-009-521-22-41-000	373.76

Inv 36808 Total

373.76

59714 Total:

889.53

pro-tow - Pro-Tow Total:

889.53

pse - Puget Sound Energy Line Item Account 001-08-009-521-50-47-100

59715 12/01/2022

Inv 257959 11-22

Line Item Date	Line Item Description	Line Item Account	
11/03/2022		001-09-014-522-50-47-100	1,640.13

Inv 257959 11-22 Total

1,640.13

59715 Total:

1,640.13

pse - Puget Sound Energy Total:

1,640.13

psrfa - Puget Sound Regional Fire Authority Line Item Account 501-23-051-548-68-48-000

59716 12/01/2022

Inv 2345

Line Item Date	Line Item Description	Line Item Account	
10/28/2022	FIRE APPARATUS REPAIR & SVC	501-23-051-548-68-48-000	8,011.35

Inv 2345 Total

8,011.35

Inv 2366

Line Item Date	Line Item Description	Line Item Account	
11/01/2022	FIRE APPARATUS REPAIR & SVC	501-23-051-548-68-48-000	5,430.92

Inv 2366 Total

5,430.92

59716 Total: 13,442.27

psrfa - Puget Sound Regional Fire Authority Total: 13,442.27

rainasph - Rainier Asphalt & Concrete Line Item Account

59717 12/01/2022

Inv 17104

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/26/2022	ASPHALT PATCHWORK IN WILLIAMS ADDITION	401-18-037-534-81-48-000	9,108.45

Inv 17104 Total 9,108.45

Inv 17105

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/26/2022	ASPHALT PATCHWORK ALONG BOALCH AVE	401-18-037-534-81-48-000	12,407.84

Inv 17105 Total 12,407.84

59717 Total: 21,516.29

rainasph - Rainier Asphalt & Concrete Total: 21,516.29

roberth - Robert Half Line Item Account

59718 12/01/2022

Inv 60985775

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/01/2022	GEN. FIN. GRIER WEEK ENDING 10-28-22	001-06-007-514-23-41-190	1,458.00
11/01/2022	TDB FEE REFUNDS GRIER WEEK ENDING 10-28-22	310-17-200-595-90-41-190	54.00

Inv 60985775 Total 1,512.00

Inv 61019731

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/07/2022	IT CONTRACT WORKER A.AIKELAMU WEEK ENDING 11-4-22	502-11-023-594-18-41-190	3,600.00

Inv 61019731 Total 3,600.00

Inv 61081064

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/16/2022	GEN FIN GRIER WEEK ENDING 11-11-22	001-06-007-514-23-41-190	1,566.00

Inv 61081064 Total 1,566.00

Inv 61089565

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/17/2022	A.AIKELAMKU WEEK ENDING 11-11-22	502-11-023-594-18-41-190	3,600.00

Inv 61089565 Total 3,600.00

Inv 61089571

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/17/2022	H.MCCOY WEEK ENDING 11-11-22	502-11-020-518-88-41-190	1,760.00

Inv 61089571 Total	1,760.00
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Inv 61093354

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2022	C.GRIER WEEK ENDING 11-18-22	001-06-007-514-23-41-190	432.00

Inv 61093354 Total	432.00
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59718 Total:	12,470.00
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roberth - Robert Half Total:

12,470.00

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

59719 12/01/2022

Inv S5-7694381

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/15/2022	TIRE PRESSURE SENSOR	501-23-051-548-68-31-301	250.43

Inv S5-7694381 Total	250.43
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Inv S5-7711574

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/22/2022	BRAKE PARTS	501-23-051-548-68-31-301	267.49

Inv S5-7711574 Total	267.49
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59719 Total:	517.92
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seaauto - Seattle Automotive Distributing Total:

517.92

snoq vc - Snoqualmie Valley Chamber of Commerce Line Item Account

59720 12/01/2022

Inv 2224

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/17/2022	MOBILE APP	110-26-112-557-30-41-000	9,000.00

Inv 2224 Total	9,000.00
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Inv 2234

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/14/2022	SHOP LOCAL CAMPAIGN - SNOQUALMIE PARTICIPATION	110-26-118-557-30-41-000	1,500.00

Inv 2234 Total	1,500.00
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Inv 2236

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/14/2022	TOURISM WEBSITE - VIDEO PRODUCTION	110-26-112-557-30-41-000	20,000.00

Inv 2236 Total		20,000.00
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Inv 2238

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/14/2022	MOBILE APP	110-26-118-557-30-41-000	500.00

Inv 2238 Total		500.00
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59720 Total:		31,000.00
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snoq vc - Snoqualmie Valley Chamber of Commerce Total:

31,000.00

stericyc - Stericycle, Inc. (PD) Line Item Account 001-08-009-521-22-41-000

59721 12/01/2022

Inv 3006231133

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/31/2022	SHARPS CONTAINER DISPOSAL	001-08-009-521-22-41-000	10.36

Inv 3006231133 Total		10.36
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Inv 3006231236

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/31/2022	ON CALL LESS - MONTHLY SERVICE	001-08-009-521-22-41-000	10.36

Inv 3006231236 Total		10.36
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59721 Total:		20.72
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stericyc - Stericycle, Inc. (PD) Total:

20.72

stormlk - Storm Lake Growers, Inc. Line Item Account

59722 12/01/2022

Inv 22-809

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/01/2022	LIVE STAKES FOR GREEN SNOQUALMIE DAY	403-22-030-531-90-31-300	1,011.57

Inv 22-809 Total		1,011.57
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59722 Total:		1,011.57
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stormlk - Storm Lake Growers, Inc. Total:

1,011.57

superion - Superion, LLC Line Item Account

59723 12/01/2022

Inv 366655

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/26/2022	TRAKIT ANNUAL MAINTENANCE	502-11-021-518-88-48-860	18,909.81
Inv 366655 Total			18,909.81

59723 Total:

18,909.81

superion - Superion, LLC Total:

18,909.81

sysdesig - Systems Design West, LLC Line Item Account 001-09-014-522-70-41-090

59724 12/01/2022

Inv 20221989

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/30/2022	EMS BILLING AND POSTAGE	001-09-014-522-70-41-090	716.82
Inv 20221989 Total			716.82

59724 Total:

716.82

sysdesig - Systems Design West, LLC Total:

716.82

tenelco - Tenelco Inc. Line Item Account

59725 12/01/2022

Inv 84266

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/01/2022	BUF HAUL	402-20-040-535-55-48-000	1,895.45
Inv 84266 Total			1,895.45

59725 Total:

1,895.45

tenelco - Tenelco Inc. Total:

1,895.45

seatimes - The Seattle Times Line Item Account

59726 12/01/2022

Inv 42835

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/27/2022	ADOPTION OF RESOLUTION NO. 1631	001-05-005-514-20-41-320	185.09
Inv 42835 Total			185.09

Inv 42837

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/27/2022	ADOPTION OF RESOLUTION NO. 1630	001-05-005-514-20-41-320	178.40
Inv 42837 Total			178.40

Inv 43295

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/17/2022	PUBLIC HEARING: 2023 PROPERTY TAX LEVY & REVENUE	001-05-005-514-20-41-320	187.32

Inv 43295 Total			187.32
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Inv 43298

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/17/2022	PUBLIC HEARING: 2023-2024 BIENNIAL BUDGET	001-05-005-514-20-41-320	182.86

Inv 43298 Total			182.86
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Inv 43835

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/17/2022	ORDINANCE 1265 - SPEED LIMITS	001-05-005-514-20-41-320	62.44

Inv 43835 Total			62.44
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Inv 43838

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/17/2022	ORDINANCE 1269 - PYMT PLAN PROGRAM FOR DELINQUE	001-05-005-514-20-41-320	49.06

Inv 43838 Total			49.06
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Inv 43839

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/17/2022	ORDINANCE 1269 - PYMT PLAN PROGRAM FOR DELINQUE	001-05-005-514-20-41-320	57.98

Inv 43839 Total			57.98
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59726 Total:			903.15
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seatimes - The Seattle Times Total:

			903.15
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twwp - The Workwear Place Line Item Account

59727 12/01/2022

Inv 2119

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/09/2022	J GEORGE BOOTS	402-20-040-535-80-23-100	113.94

Inv 2119 Total			113.94
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Inv 2123

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/10/2022	UNION CLOTHING ALLOWANCE - K.FRIESEN	001-12-028-576-80-23-100	173.40

Inv 2123 Total			173.40
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59727 Total:

287.34

twwp - The Workwear Place Total:

287.34

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

59728 12/01/2022

Inv 847287012

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/01/2022	OFFICER RESEARCH DATABASE MONTHLY FEE ACCT # 100	001-08-009-521-10-49-200	205.82

Inv 847287012 Total	205.82
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59728 Total:

205.82

westpay - Thomson Reuters - West Pymt. Center Total:

205.82

trojuv - TrojanUV Line Item Account

59729 12/01/2022

Inv 200/3803

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/18/2022	CONSUMABLE UV DISINFECTION LAMP 2 BANKS	402-21-047-539-30-31-300	49,575.19

Inv 200/3803 Total	49,575.19
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59729 Total:

49,575.19

trojuv - TrojanUV Total:

49,575.19

tsi lw - TSI - Technical Systems, Inc. Line Item Account

59730 12/01/2022

Inv 7406-104

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/26/2022	TROUBLE SHOOT & REPAIR RR STATION	402-20-045-535-65-48-000	4,829.72

Inv 7406-104 Total	4,829.72
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59730 Total:

4,829.72

tsi lw - TSI - Technical Systems, Inc. Total:

4,829.72

tsi carn - TSI Traffic Signs, Inc. Line Item Account

59731 12/01/2022

Inv 19257

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/04/2022	SANDBAG FILLING STATION SIGNS	510-24-053-518-20-31-300	326.10

Inv 19257 Total			326.10
Inv 19258			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/07/2022	30 X 6 HIP STREET NAME SE LINDEN & COTTONWOOD DR	001-16-035-542-30-31-300	194.57
Inv 19258 Total			194.57
59731 Total:			520.67
tsi carn - TSI Traffic Signs, Inc. Total:			520.67
tylertec - Tyler Technologies, Inc. Line Item Account			
59732	12/01/2022		
Inv 045-398102			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/31/2022	IT: ERP PROJECT	502-11-023-594-18-41-040	8,845.20
Inv 045-398102 Total			8,845.20
59732 Total:			8,845.20
tylertec - Tyler Technologies, Inc. Total:			8,845.20
usab - USA Bluebook Line Item Account 402-20-040-535-85-31-510			
59733	12/01/2022		
Inv 944575			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/13/2022	BASE FOR PUMP LIFT MIXER	402-20-040-535-80-31-300	437.67
Inv 944575 Total			437.67
Inv 950314			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/19/2022	BLOWER FILTERS	402-21-047-539-30-31-510	75.55
Inv 950314 Total			75.55
Inv 951988			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/20/2022	LIFT FOR 3MX12 SVC	402-20-040-535-80-31-300	3,160.43
Inv 951988 Total			3,160.43
Inv 975443			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/11/2022	BASE FOR MIXER REPAIR	402-20-040-535-55-31-300	1,082.64
Inv 975443 Total			1,082.64

59733 Total: 4,756.29

usab - USA Bluebook Total: 4,756.29

verizcs - Verizon Wireless (Central Svcs.) Line Item Account 511-25-054-518-50-42-010

59734 12/01/2022

Inv 9918893908

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/23/2022	VERIZON MACHINE TO MACHINE	511-25-054-518-50-42-010	567.80

Inv 9918893908 Total 567.80

59734 Total: 567.80

verizcs - Verizon Wireless (Central Svcs.) Total: 567.80

wfoa - WA Finance Officers Association Line Item Account

59735 12/01/2022

Inv PENSOVIEWJK

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/03/2022	DRS PENSIONS OVERVIEW CLASS - J.KNUTSEN	001-06-007-514-23-43-000	25.00

Inv PENSOVIEWJK Total 25.00

59735 Total: 25.00

wfoa - WA Finance Officers Association Total: 25.00

wsp bf - WA ST Patrol - B & F Servs Line Item Account

59736 12/01/2022

Inv FT230018

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/27/2022	BUDGET & FISCAL SVCS	001-09-014-522-45-43-000	814.00

Inv FT230018 Total 814.00

Inv I23002041

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/02/2022	FINGERPRINT FEES	633-13-000-589-30-20-000	92.75

Inv I23002041 Total 92.75

59736 Total: 906.75

wsp bf - WA ST Patrol - B & F Servs Total: 906.75

UB*02994 - Wang, Hou Cheng Line Item Account

59737 12/01/2022

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/17/2022	Refund Check	401-00-000-213-10-00-000	219.47

Inv Total			219.47
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59737 Total:			219.47
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UB*02994 - Wang, Hou Cheng Total:

219.47

wmg - Water Management Group Line Item Account 401-19-039-539-35-41-000

59738 12/01/2022

Inv 21774

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/27/2022	MONTHLY MAXICOM MONITORING SVC	401-19-039-539-35-41-000	3,975.00

Inv 21774 Total			3,975.00
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59738 Total:			3,975.00
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wmg - Water Management Group Total:

3,975.00

wml - Water Management Laboratories, Inc. Line Item Account

59739 12/01/2022

Inv 207398

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/09/2022	OCTOBER ARSENIC & NWTP HARDNESS SAMPLES	401-18-037-534-81-41-000	63.00

Inv 207398 Total			63.00
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59739 Total:			63.00
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wml - Water Management Laboratories, Inc. Total:

63.00

wlace - Westlake Ace Hardware Line Item Account

59740 12/01/2022

Inv B54661/153

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/31/2022	WORK PANTS, CONTROL PANEL LAMPS	402-20-040-535-80-31-300	163.47

Inv B54661/153 Total			163.47
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Inv B59726/153

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
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11/09/2022	FACILITY PARTS & SUPPLIES	510-24-053-518-20-31-300	39.23
Inv B59726/153 Total			39.23
59740 Total:			202.70
wlace - Westlake Ace Hardware Total:			202.70
WIEBEN - WIEBE, NICOLE Line Item Account			
59741	12/01/2022		
Inv	11-22		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/17/2022	ANY PROMO - MUGS FOR EMPLOYEE RECOGNITION	001-01-001-513-10-49-100	866.12
11/21/2022	LOWE'S - HOLIDAY DECOR	001-28-057-573-90-31-900	313.37
Inv 11-22 Total			1,179.49
59741 Total:			1,179.49
WIEBEN - WIEBE, NICOLE Total:			1,179.49
wec - Wilbur-Ellis Company Line Item Account			
59742	12/01/2022		
Inv	15417413		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/27/2022	FERTILIZER & GRASS SEED	001-12-028-576-80-31-520	14,295.19
Inv 15417413 Total			14,295.19
59742 Total:			14,295.19
wec - Wilbur-Ellis Company Total:			14,295.19
UB*03013 - Williams, David Line Item Account			
59743	12/01/2022		
Inv			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/17/2022	Refund Check	401-00-000-213-10-00-000	164.34
Inv Total			164.34
59743 Total:			164.34
UB*03013 - Williams, David Total:			164.34
win - WIN - 911 Line Item Account			

59744	12/01/2022			
Inv	8A2C4854-202324			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
11/07/2022	ALARM SOFTWARE LICENSE	402-20-040-535-50-48-000		4,695.84
Inv 8A2C4854-202324 Total				4,695.84

59744 Total:

4,695.84

win - WIN - 911 Total:

4,695.84

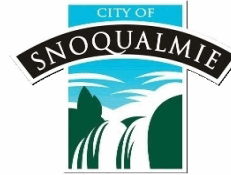
Total:

390,188.75

Accounts Payable

Blanket Voucher Approval Document

User: TWood
 Printed: 12/15/2022 - 3:44PM
 Warrant Request Date: 12/5/2022
 DAC Fund:



Batch: 00002.12.2022 - 12-5-22 Check Run

City of Snoqualmie

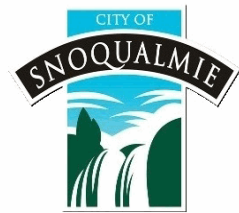
Claims presented to the City to be paid in the amount of \$ 1,593.38,
 for claims warrants numbered 59759 through 59759 & dated 12-5-22.

Line	Claimant	Voucher No.	Amount
1	US Postmaster	000059759	1,593.38
Page Total:			\$1,593.38
Grand Total:			\$1,593.38

Accounts Payable

Check Detail

User: TWood
Printed: 12/19/2022 - 11:13AM

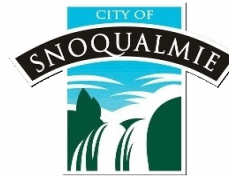


Check Number	Check Date				Amount
usp - US Postmaster Line Item Account					
59759	12/05/2022				
Inv	UB 11-22				
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>			
12/05/2022	UB MAILING NOV 2022	402-20-040-535-80-42-300			531.13
12/05/2022	UB MAILING NOV 2022	401-18-037-534-81-42-300			531.13
12/05/2022	UB MAILING NOV 2022	403-22-050-531-30-42-300			531.12
Inv UB 11-22 Total					1,593.38
59759 Total:					1,593.38
usp - US Postmaster Total:					1,593.38
Total:					1,593.38

Accounts Payable

Voucher Approval Document

User: J Burg.T
 Printed: 12/12/2022 - 12:14PM
 Batch: 00003.12.2022 - 12-9-22 Check Run



City of Snoqualmie

Claims presented to the City to be paid in the amount of \$ 266,094.55
 for claims warrants numbered 59760 through 59794 & dated 12-9-22.

Fund	Description	Amount
001	GENERAL FUND	47,239.13
012	ARTS ACTIVITIES FUND	776.33
014	NORTH BEND POLICE SERVICES	417.00
130	COMMUNITY DEVELOPMENT FUND	2,360.44
303	PARKS & PLAYGROUNDS CAPITAL	722.50
401	WATER UTILITY OPERATIONS	27,778.90
402	SEWER UTILITY OPERATIONS	55,733.92
403	STORMWATER UTILITY OPERATIONS	592.29
417	UTILITY CAPITAL FUND	98,878.15
501	EQUIPMENT REPLACEMENT & REPAIR	163.24
502	INFORMATION TECHNOLOGY FUND	25,146.29
510	FACILITIES MAINTENANCE FUND	411.64
511	SHARED SERVICES FUND	5,859.72
633	TREASURER'S CUSTODIAL CONTROL	15.00
Report Total:		<u>266,094.55</u>

Accounts Payable

Check Detail

User: TWood
 Printed: 12/19/2022 - 11:18AM



Check Number	Check Date				Amount
apinch - A Pinch Different, LLC - Sarah Hughes Line Item Account					
59760	12/09/2022				
Inv	INV 0022				
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>			
12/04/2022	Arts Commission Winter Mural	012-13-060-573-20-41-000	500.00		
Inv INV 0022 Total				500.00	
59760 Total:					500.00
apinch - A Pinch Different, LLC - Sarah Hughes Total:					500.00
AGU - AGUIRRE, JAMES Line Item Account					
59761	12/09/2022				
Inv	9-22				
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>			
09/26/2022	PER DIEM (LUNCH) 9/26 - 10/7 DEFENSIVE TACTICS INSTRU	001-08-009-521-40-43-000	150.00		
Inv 9-22 Total				150.00	
59761 Total:					150.00
AGU - AGUIRRE, JAMES Total:					150.00
amazoncap - AMAZON CAPITAL SERVICES Line Item Account					
59762	12/09/2022				
Inv	164D-MVMQ-KLJY				
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>			
08/28/2022	DP to DVI Adapter x12	502-11-021-518-88-31-820	117.48		
Inv 164D-MVMQ-KLJY Total				117.48	
Inv	17PG-KXM9-FRRR				
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>			
10/17/2022	PHONE CASES X 5	502-11-021-518-88-31-820	81.60		
Inv 17PG-KXM9-FRRR Total				81.60	
Inv	1CNT-N6RD-D7KN				
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>			

10/17/2022	PHONE CASES X 5	502-11-021-518-88-31-820	65.30
Inv 1CNT-N6RD-D7KN Total			65.30
Inv 1LQT-JY4W-6XFJ			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2022	FLASH DRIVES	001-09-014-522-10-31-000	42.35
Inv 1LQT-JY4W-6XFJ Total			42.35
Inv 1YTY-NHQ1-RWV4			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/11/2022	IT: LABEL PRINTER	502-11-021-518-88-31-820	108.89
Inv 1YTY-NHQ1-RWV4 Total			108.89
59762 Total:			415.62
amazoncap - AMAZON CAPITAL SERVICES Total:			415.62
apsco - APSCO LLC Line Item Account			
59763	12/09/2022		
Inv 23262			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/31/2022	REPLACE BROKEN PUMP AT BP PUMP STATION APPROVED	402-20-045-535-65-31-300	23,852.46
Inv 23262 Total			23,852.46
59763 Total:			23,852.46
apsco - APSCO LLC Total:			23,852.46
byte - BYTE SPEED LLC Line Item Account			
59764	12/09/2022		
Inv INV0158962			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/23/2022	IT: Laptop bulk order	502-11-022-594-18-64-100	18,344.21
Inv INV0158962 Total			18,344.21
59764 Total:			18,344.21
byte - BYTE SPEED LLC Total:			18,344.21
corppay - Corporate Payment Systems Line Item Account			
59765	12/09/2022		

Inv 10-22 IT

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/23/2022	WEB.COM	502-11-020-518-88-41-030	24.95
10/23/2022	PAYPAL	502-11-020-518-88-41-030	19.95
10/23/2022	FS TELESTREAM.NET	502-11-020-518-88-41-030	107.82

Inv 10-22 IT Total 152.72

Inv 10-22 JQ

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/23/2022	WATER DIST MGR EXAM CERTIFICATION M.HEDGER	401-18-037-534-81-49-200	104.00
10/23/2022	STAFF GAUGE	403-22-050-531-45-31-300	79.07
10/23/2022	WSNLA CERT/ISA DUES	403-22-030-531-90-23-300	260.50
10/23/2022	OVERNIGHT MAIL FOR WATER PROJECT CONTRACT	401-18-037-534-81-42-300	27.90
10/23/2022	TROJAN SUPPLY RELIANCE ELECTRIC MOTOR	401-18-037-534-81-31-300	549.99

Inv 10-22 JQ Total 1,021.46

Inv 11-22 CD

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/23/2022	PAW WESTSIDE BOOT CAMP EVENT A.WRAGGE	130-14-031-558-60-43-000	80.00

Inv 11-22 CD Total 80.00

Inv 11-22 DM

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/23/2022	COMMISSION CARD P.PHIPPS & FEE FOR BCKGRD CHK FO	001-08-009-521-22-41-000	22.44
11/23/2022	MONTHLY FEE OFFICER SEARCH DATABASE	001-08-009-521-10-49-200	163.35
11/23/2022	LUNCH ORAL BOARDS - PRESENT J.WERE, J.WEISS, G.ROSS	001-08-009-521-40-43-000	46.78
11/23/2022	FUEL - LT LIEBETRAU TO/FROM WSP CRIME LAB	501-23-051-548-68-32-100	61.52

Inv 11-22 DM Total 294.09

Inv 11-22 IT

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/23/2022	PAYPAL	502-11-020-518-88-41-030	19.95
11/23/2022	WEB.COM	502-11-020-518-88-41-030	24.95

Inv 11-22 IT Total 44.90

Inv 11-22 IT (2)

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/23/2022	WEB.COM	502-11-020-518-88-41-030	24.95
11/23/2022	ZOOM	502-11-020-518-88-41-030	653.11

Inv 11-22 IT (2) Total 678.06

Inv 11-22 NW

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/23/2022	425 HOLIDAY GIFT GUIDE 11-21-22	130-14-066-558-70-41-000	347.50
11/23/2022	TUMBLERS FOR EMPLOYEE RECOGNITION 50% OF THE TC	001-06-075-518-10-49-100	866.13
11/23/2022	CAKE & BEVERAGES - MILL SITE SIGNING	001-01-001-513-10-49-100	42.91
11/23/2022	ARTS COMMISSION RETREAT OCT MTG \$112.48; PLEIN AIR	012-13-115-573-20-49-100	276.33

11/23/2022	OFFICE SUPPLY CONFERENCE ROOM CALENDAR	001-28-056-571-20-31-900	8.80
11/23/2022	POSTER PRINTING FOR SNOQ WINTER LIGHTS	130-14-066-558-70-41-000	79.93
11/23/2022	PAPER GOODS FOR CITY HALL	001-01-001-513-10-49-100	53.92
11/23/2022	HALLOWEEN EVENT SUPPLIES \$18.48, \$22.78, \$116.87	001-28-065-573-90-31-900	158.13

Inv 11-22 NW Total 1,833.65

Inv 9-22 CD

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/23/2022	MRSC TRAINING E.ARTECHE	130-14-031-558-60-43-000	40.00

Inv 9-22 CD Total 40.00

Inv 9-22 MCH

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/23/2022	SIGNAGE, KNIFE, WIRE, TAPE	001-12-028-576-80-31-300	361.62
09/23/2022	DOT (CDL) PHYSICAL	001-16-019-542-90-23-300	140.00
09/23/2022	HOLIDAY LIGHTS	001-12-028-576-80-49-100	1,299.64
09/23/2022	AWWA MEMBERSHIP	401-18-019-534-10-23-300	177.50

Inv 9-22 MCH Total 1,978.76

Inv MB - 11-23-22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/06/2022	Fed Ex	001-09-014-522-10-42-300	12.05
12/06/2022	Evaluations	001-09-014-522-45-43-000	75.00
12/06/2022	Grill Grates	511-25-054-518-50-35-210	119.49
12/06/2022	HAIX	001-09-014-522-20-31-050	329.00
12/06/2022	Spyder Pack and Saw Cover	001-09-014-522-50-35-900	364.53
12/06/2022	UPS Store	001-09-014-522-10-42-300	44.67
12/06/2022	Amazon Dishwasher Pods	001-09-014-522-20-31-910	21.71
12/06/2022	Rock Azteck Pro Bag	001-09-014-522-50-35-900	359.37
12/06/2022	Evaluations	001-09-014-522-45-43-000	75.00
12/06/2022	Helmet	001-09-014-522-20-31-050	59.84
12/06/2022	Uniform Alterations	001-09-014-522-20-31-050	51.18

Inv MB - 11-23-22 Total 1,511.84

Inv MC - 11-23-22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/06/2022	Subway lunch for FF	001-10-017-525-60-49-100	23.40
12/06/2022	QFC Snacks for FF Interviews	001-10-017-525-60-49-100	15.84
12/06/2022	Cut Rate Batteries	001-09-014-522-50-35-900	736.96
12/06/2022	Safeway	001-09-014-522-10-31-000	28.38
12/06/2022	Happy at the Bay	001-10-017-525-60-49-100	27.13

Inv MC - 11-23-22 Total 831.71

59765 Total: 8,467.19

corppay - Corporate Payment Systems Total:

8,467.19

DOE2 - DEPARTMENT OF ECOLOGY Line Item Account

59766 12/09/2022

Inv OP-23BAGLEY8393

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/31/2022	ALEC BAGLEY CERTIFICATION	402-20-040-535-80-49-200	98.00

Inv OP-23BAGLEY8393 Total	98.00
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Inv OP-23BEACH7543

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/31/2022	LYLE BEACH CERTIFICATION	402-20-040-535-80-49-200	98.00

Inv OP-23BEACH7543 Total	98.00
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Inv OP-23DALZIE8623

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/31/2022	RYAN DALZIEL CERTIFICATION	402-20-040-535-80-49-200	98.00

Inv OP-23DALZIE8623 Total	98.00
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Inv OP-23GEORGE9277

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/31/2022	JASON GEORGE CERTIFICATION	402-20-040-535-80-49-200	98.00

Inv OP-23GEORGE9277 Total	98.00
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Inv OP-23HOLMES6854

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/31/2022	TOM HOLMES CERTIFICATION	402-20-040-535-80-49-200	98.00

Inv OP-23HOLMES6854 Total	98.00
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59766 Total:	490.00
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DOE2 - DEPARTMENT OF ECOLOGY Total:

490.00

doa pest - Dept. of Agriculture - Line Item Account

59767 12/09/2022

Inv 85424

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/30/2022	HERBICIDE AND PESTICIDE LICENSE	402-20-040-535-80-49-200	50.00

Inv 85424 Total	50.00
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59767 Total:	50.00
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doa pest - Dept. of Agriculture - Total:

50.00

doli2 - Dept. of Labor & Industries Line Item Account

59768 12/09/2022

Inv 309695

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/17/2022	ANNUAL CERT FOR SWTP ELEVATOR	401-18-037-534-82-48-000	149.00

Inv 309695 Total			149.00
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59768 Total:			149.00
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doli2 - Dept. of Labor & Industries Total:

149.00

draveln - Draveling, Nigel Line Item Account

59769 12/09/2022

Inv 9-22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2022	PRINTER STAND FOR PRINTER IN SGT DRAVELING/WEISS (	001-08-009-521-50-35-900	81.05

Inv 9-22 Total			81.05
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59769 Total:			81.05
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draveln - Draveling, Nigel Total:

81.05

EWING - EWING IRRIGATION PRODUCTS INC. Line Item Account

59770 12/09/2022

Inv 18137511

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/28/2022	PAINT FOR JEANNE HANSEN TURF FIELD RED FOR LACRO	001-16-035-542-30-48-000	508.81

Inv 18137511 Total			508.81
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59770 Total:			508.81
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EWING - EWING IRRIGATION PRODUCTS INC. Total:

508.81

gutweina - Gutwein, Austin Line Item Account

59771 12/09/2022

Inv 9-22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/01/2022	INSTRUCTOR DEVELOPMENT PER DIEM - LUNCHES 9/19 - 9	014-08-012-521-40-43-000	75.00
09/01/2022	DEFENSIVE TACTICS TRNG PER DIEM - LUNCHES 9/26 - 10/	014-08-012-521-40-43-000	150.00

Inv 9-22 Total			225.00
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59771 Total:			225.00
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gutweina - Gutwein, Austin Total:

225.00

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

59772 12/09/2022

Inv 10-22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/03/2022	SNOQUALMIE COURT FILING FEES - OCT 2022	001-13-117-512-50-41-115	7,437.76

Inv 10-22 Total			7,437.76
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Inv 8-22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/02/2022	SNOQUALMIE COURT FILING FEES - AUG 2022	001-13-117-512-50-41-115	6,745.02

Inv 8-22 Total			6,745.02
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59772 Total:

14,182.78

imc - Issaquah Municipal Court Total:

14,182.78

kcf201 - KING COUNTY FINANCE Line Item Account

59773 12/09/2022

Inv 2137623

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/29/2022	ANNUAL REGIONAL ANIMAL SVCS JAN-DEC 2022	001-08-009-554-30-41-521	8,377.00

Inv 2137623 Total			8,377.00
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59773 Total:

8,377.00

kcf201 - KING COUNTY FINANCE Total:

8,377.00

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

59774 12/09/2022

Inv 1254892

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/29/2022	GLOVES, STERILE SPONGES, BAGS	001-09-014-522-20-31-912	232.22

Inv 1254892 Total			232.22
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59774 Total:

232.22

lai - Life Assist, Inc. Total:

232.22

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

59775 12/09/2022

Inv INV644214

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/25/2022	BLK REPLACEMENT STRAPS	001-09-014-522-50-35-900	93.48

Inv INV644214 Total		93.48
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59775 Total:		93.48
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Incs - LN Curtis & Sons Total:		93.48
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macdmill - Macdonald-Miller Line Item Account

59776 12/09/2022

Inv SVC244213

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/27/2022	A/C Compressor Failure Diagnose	510-24-053-518-20-48-000	411.64

Inv SVC244213 Total		411.64
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59776 Total:		411.64
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macdmill - Macdonald-Miller Total:		411.64
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mp - Minuteman Press Line Item Account 511-25-054-518-50-31-000

59777 12/09/2022

Inv 88710

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/11/2022	JULY QUARTERLY INSTERT NEWSLETTER	001-07-008-557-20-49-300	1,949.50

Inv 88710 Total		1,949.50
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Inv 88817

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/22/2022	CIP PRINTING	501-23-051-548-68-49-300	6.47
07/22/2022	CIP PRINTING	403-22-019-531-10-49-300	6.00
07/22/2022	CIP PRINTING	402-20-019-535-10-49-300	6.00
07/22/2022	CIP PRINTING	001-12-019-576-80-49-300	6.00
07/22/2022	CIP PRINTING	001-16-019-542-90-49-300	6.00
07/22/2022	CIP PRINTING	401-18-019-534-10-49-300	6.00
07/22/2022	CIP PRINTING	403-22-030-531-90-49-300	6.46

Inv 88817 Total		42.93
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Inv 88819

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/22/2022	CIP PRINTING	501-23-051-548-68-49-300	95.25
07/22/2022	CIP PRINTING	403-22-019-531-10-49-300	96.00
07/22/2022	CIP PRINTING	402-20-019-535-10-49-300	96.00
07/22/2022	CIP PRINTING	403-22-030-531-90-49-300	95.25
07/22/2022	CIP PRINTING	001-12-019-576-80-49-300	96.00
07/22/2022	CIP PRINTING	001-16-019-542-90-49-300	96.00

07/22/2022	CIP PRINTING	401-18-019-534-10-49-300	96.00
Inv 88819 Total			670.50
Inv 88948			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/12/2022	BUSINESS CARDS FOR JASON BATTLES	403-22-030-531-90-31-300	49.01
Inv 88948 Total			49.01
Inv 88949			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/16/2022	BUSINESS CARDS FOR DINAH REED	130-14-031-558-60-49-300	49.01
Inv 88949 Total			49.01
Inv 89179			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/12/2022	AUGUST UTILITY BILL INSERT 2	001-07-008-557-20-49-300	1,399.13
Inv 89179 Total			1,399.13
59777 Total:			4,160.08
mp - Minuteman Press Total:			4,160.08
navsurfw - NAVSURFWARCENDIV Crane Line Item Account			
59778	12/09/2022		
Inv N00164LE1050-22			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/16/2022	RENEWAL OF NIGHT VISION OPTICS SERIAL #S 03936 & 039	001-08-009-521-22-31-910	600.00
Inv N00164LE1050-22 Total			600.00
59778 Total:			600.00
navsurfw - NAVSURFWARCENDIV Crane Total:			600.00
nb autog - North Bend Auto Parts, Inc. (Gen.) Line Item Account			
59779	12/09/2022		
Inv 968060			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/28/2022	FUEL OIL MIX	401-18-037-534-81-31-300	33.21
Inv 968060 Total			33.21
59779 Total:			33.21

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

33.21

nwsc - Northwest Safety Clean Line Item Account 001-09-014-522-10-41-000

59780 12/09/2022

Inv 22-33438

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/03/2022	CLEANING SERVICE	001-09-014-522-10-41-000	658.85

Inv 22-33438 Total	658.85
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59780 Total:

658.85

nwsc - Northwest Safety Clean Total:

658.85

pei - PERTEET ENGINEERING INC Line Item Account 130-14-032-558-60-41-040

59781 12/09/2022

Inv 00023042.0005-1

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/09/2022	INCLUSIVE PLAYGROUND DESIGN	303-12-609-594-76-41-060	530.00

Inv 00023042.0005-1 Total	530.00
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Inv 00023042.0005-3

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/12/2022	INCLUSIVE PLAYGROUND DESIGN	303-12-609-594-76-41-060	192.50

Inv 00023042.0005-3 Total	192.50
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59781 Total:

722.50

pei - PERTEET ENGINEERING INC Total:

722.50

phippsp - Phipps, Perry Line Item Account

59782 12/09/2022

Inv 10-22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/13/2022	MEALS & MILEAGE FOR CONFERENCE	001-08-009-521-40-43-000	444.00

Inv 10-22 Total	444.00
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59782 Total:

444.00

phippsp - Phipps, Perry Total:

444.00

pse - Puget Sound Energy Line Item Account 001-08-009-521-50-47-100

59783 12/09/2022

Inv 001499 11-22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/10/2022	ELECTRICITY	001-16-035-542-63-47-100	5,069.86

Inv 001499 11-22 Total	5,069.86
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Inv 002042 11-22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/10/2022	ELECTRICITY	401-19-039-539-35-47-100	38.85
11/10/2022	ELECTRICITY	001-12-028-576-80-47-100	163.39

Inv 002042 11-22 Total	202.24
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Inv 004220 10-22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/31/2022	ELECTRICITY	401-18-037-534-82-47-100	7,295.23
10/31/2022	ELECTRICITY	401-18-037-534-81-47-100	13,360.48

Inv 004220 10-22 Total	20,655.71
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Inv 005615 11-22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/10/2022	ELECTRICITY	511-25-054-518-50-47-100	358.26

Inv 005615 11-22 Total	358.26
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Inv 007124 11-22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/11/2022	ELECTRICITY	402-20-045-535-65-47-100	43.44

Inv 007124 11-22 Total	43.44
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Inv 010474 11-22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/10/2022	ELECTRICITY	402-20-040-535-80-47-100	1,464.66
11/10/2022	ELECTRICITY	511-25-054-518-50-47-100	366.65

Inv 010474 11-22 Total	1,831.31
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Inv 010656 11-22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/10/2022	ELECTRICITY & GAS	402-20-040-535-80-47-100	23,611.53
11/10/2022	ELECTRICITY	402-20-045-535-65-47-100	5,903.33

Inv 010656 11-22 Total	29,514.86
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Inv 037989 11-22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/04/2022	ELECTRICITY	401-18-037-534-81-47-100	15.29

Inv 037989 11-22 Total	15.29
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Inv 103385 11-22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/03/2022	ELECTRICITY	401-19-039-539-35-47-100	11.69

Inv 103385 11-22 Total

11.69

Inv 133972 11-22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/03/2022	ELECTRICITY	511-25-054-518-50-47-100	493.46

Inv 133972 11-22 Total

493.46

Inv 198066 11-22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/03/2022	ELECTRICITY	511-25-054-518-50-47-100	72.41

Inv 198066 11-22 Total

72.41

Inv 198082 11-22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/03/2022	ELECTRICITY	511-25-054-518-50-47-100	30.48

Inv 198082 11-22 Total

30.48

Inv 241392 11-22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/03/2022	ELECTRICITY	402-20-045-535-65-47-100	90.28

Inv 241392 11-22 Total

90.28

Inv 241418 11-22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/03/2022	ELECTRICITY	402-20-045-535-65-47-100	126.22

Inv 241418 11-22 Total

126.22

Inv 400820 11-22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/03/2022	ELECTRICITY	511-25-054-518-50-47-100	11.33

Inv 400820 11-22 Total

11.33

Inv 431306 11-22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/01/2022	ELECTRICITY	001-16-035-542-63-47-100	14.95

Inv 431306 11-22 Total

14.95

Inv 456550 11-22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/03/2022	ELECTRICITY	001-16-035-542-63-47-100	11.81

Inv 456550 11-22 Total 11.81

Inv 549936 11-22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/03/2150	ELECTRICITY	511-25-054-518-50-47-100	39.70

Inv 549936 11-22 Total 39.70

Inv 577403 11-22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/03/2022	ELECTRICITY	001-16-035-542-63-47-100	19.23

Inv 577403 11-22 Total 19.23

Inv 577445 11-22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/03/2022	ELECTRICITY	001-16-035-542-63-47-100	17.93

Inv 577445 11-22 Total 17.93

Inv 617464 11-22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/03/2022	ELECTRICITY	001-16-035-542-63-47-100	138.95

Inv 617464 11-22 Total 138.95

Inv 639966 11-22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/03/2022	ELECTRICITY	001-16-035-542-63-47-100	1,439.10

Inv 639966 11-22 Total 1,439.10

Inv 742043 11-22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/03/2022	ELECTRICITY	001-16-035-542-63-47-100	31.11

Inv 742043 11-22 Total 31.11

Inv 780111 11-22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/03/2022	ELECTRICITY	001-16-035-542-63-47-100	60.50

Inv 780111 11-22 Total 60.50

Inv 780137 11-22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/03/2022	ELECTRICITY	001-16-035-542-63-47-100	12.11

Inv 780137 11-22 Total 12.11

59783 Total: 60,312.23

59784 12/09/2022

Inv 007355 11-22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/11/2022	ELECTRICITY	001-12-028-576-80-47-100	2,512.39

Inv 007355 11-22 Total 2,512.39

Inv 436232 11-22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/03/2022	ELECTRICITY	401-19-039-539-35-47-100	1,069.55

Inv 436232 11-22 Total 1,069.55

Inv 794782 11-22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/03/2022	ELECTRICITY	401-19-039-539-35-47-100	12.52

Inv 794782 11-22 Total 12.52

Inv 885592 11-22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/03/2022	ELECTRICITY	511-25-054-518-50-47-100	1,542.94

Inv 885592 11-22 Total 1,542.94

Inv 943807 11-22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/03/2022	ELECTRICITY	001-16-035-542-63-47-100	27.00

Inv 943807 11-22 Total 27.00

59784 Total: 5,164.40

pse - Puget Sound Energy Total: 65,476.63

rega - REGIONAL ANIMAL SERVICES OF KING COUNTY Line Item Account

59785 12/09/2022

Inv 11-22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/29/2022	PET LICENSE RENEWAL #678675	633-13-000-589-30-10-200	15.00

Inv 11-22 Total 15.00

59785 Total: 15.00

rega - REGIONAL ANIMAL SERVICES OF KING COUNTY Total: 15.00

rh2 - RH2 Engineering, Inc. Line Item Account

59786 12/09/2022

Inv 87932

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/19/2022	ADVANCED 60% DESIGN - PLANS, SPECS & EQUIPMENT CC	417-13-454-594-35-41-060	41,678.21
10/19/2022	ADVANCED 60% DESIGN - PLANS, SPECS & EQUIPMENT CC	417-13-452-594-35-41-060	4,763.22
10/19/2022	ADVANCED 60% DESIGN - PLANS, SPECS & EQUIPMENT CC	417-13-453-594-35-41-060	2,977.02
10/19/2022	ADVANCED 90% DESIGN - PLANS & SPECIFICATIONS	417-13-451-594-35-41-060	45,845.92
Inv 87932 Total			95,264.37

59786 Total:

95,264.37

rh2 - RH2 Engineering, Inc. Total:

95,264.37

safeb - Safebuilt LLC Line Item Account 130-15-034-558-50-41-000

59787 12/09/2022

Inv 0083114-IN

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/31/2021	INSPECTION SVCS FOR BLDG DIVISION	130-15-034-558-50-41-000	1,764.00
Inv 0083114-IN Total			1,764.00

59787 Total:

1,764.00

safeb - Safebuilt LLC Total:

1,764.00

shi int - SHI International Corp Line Item Account

59788 12/09/2022

Inv B14943049

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/21/2022	PWs: Toughbook Setup	401-18-019-534-10-35-200	424.70
Inv B14943049 Total			424.70

Inv B15555218

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/22/2022	IT: Laptops x2	502-11-022-594-18-64-100	5,132.41
Inv B15555218 Total			5,132.41

Inv B15582855

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/27/2022	PWs: Toughbook Setup	401-18-019-534-10-35-200	4,406.99
Inv B15582855 Total			4,406.99

Inv B15610722

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/29/2022	FINANCE: ADOBE PRO LICENSE X 1	001-06-007-514-23-31-800	138.66

Inv B15610722 Total	138.66
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Inv B15629309

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/03/2022	IT: Laptop docks x2	502-11-022-594-18-64-100	420.72

Inv B15629309 Total	420.72
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59788 Total:	10,523.48
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shi int - SHI International Corp Total:	10,523.48
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ssi - Springbrook Software Line Item Account

59789 12/09/2022

Inv INV-010425

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/13/2022	4 New Credit Card Readers	001-06-007-514-23-35-200	2,700.72

Inv INV-010425 Total	2,700.72
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59789 Total:	2,700.72
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ssi - Springbrook Software Total:	2,700.72
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ttd - TETRA TECH, INC. Line Item Account

59790 12/09/2022

Inv 51975710

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/28/2022	FOR PROFESSIONAL SVCS ENDING 9-30-22	417-13-499-594-34-41-060	3,613.78

Inv 51975710 Total	3,613.78
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59790 Total:	3,613.78
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ttd - TETRA TECH, INC. Total:	3,613.78
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THESHER - THE SHERWIN WILLIAMS CO Line Item Account

59791 12/09/2022

Inv 4372-0

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/12/2022	PAINT FOR BOARDWALK GRIT	001-16-035-542-61-31-300	512.97

Inv 4372-0 Total	512.97
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59791 Total: 512.97

THESHER - THE SHERWIN WILLIAMS CO Total: 512.97

turnbull - Turnbull, Alison Line Item Account 511-25-054-518-50-48-200

59792 12/09/2022

Inv 11-22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/30/2022	CUSTODIAL SVCS NOV 2022	511-25-054-518-50-48-200	2,825.00

Inv 11-22 Total 2,825.00

59792 Total: 2,825.00

turnbull - Turnbull, Alison Total: 2,825.00

uli - Unum Life Insurance Line Item Account 001-08-009-521-22-22-400

59793 12/09/2022

Inv 12-22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/01/2022	GROUP INSURANCE PREMIUM - EDMUND CROSSON	001-08-009-521-22-22-400	57.50

Inv 12-22 Total 57.50

59793 Total: 57.50

uli - Unum Life Insurance Total: 57.50

werrec - Werre, Chris Line Item Account

59794 12/09/2022

Inv 10-22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/24/2022	RECRUITING & APPLICANT BACKGROUND INVESTIGATION	014-08-012-521-40-43-000	50.00
10/24/2022	RECRUITING & APPLICANT BACKGROUND INVESTIGATION	014-08-012-521-40-43-000	50.00
10/24/2022	RECRUITING & APPLICANT BACKGROUND INVESTIGATION	014-08-012-521-40-43-000	92.00

Inv 10-22 Total 192.00

59794 Total: 192.00

werrec - Werre, Chris Total: 192.00

Total:

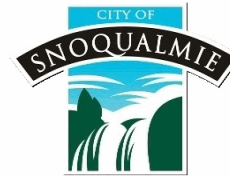
266,094.55

Accounts Payable

Blanket Voucher Approval Document

#55 Item 9.

User: TWood
Printed: 12/15/2022 - 3:43PM
Warrant Request Date: 12/15/2022
DAC Fund:



Batch: 00004.12.2022 - 12-15-22

City of Snoqualmie

Claims presented to the City to be paid in the amount of \$ 547,776.35
for claims warrants numbered 59795 through 59877 & dated 12-15-22.

Line	Claimant	Voucher No.	Amount
1	911 SUPPLY INC	000059795	385.99
2	A & H EMBROIDERY	000059796	45.96
3	ACROSS THE STREET PRODUCTIONS	000059797	60.00
4	ALLIED ELECTRONICS INC	000059798	54.71
5	AM TEST INC	000059799	770.00
6	AMAZON CAPITAL SERVICES	000059800	764.98
7	AMAZON SYNCB	000059801	1,414.61
8	ASHBAUGH BEAL	000059802	241.75
9	ASPECT CONSULTING LLC	000059803	1,425.50
10	ATWORK! COMMERCIAL ENTERPRISES LLC	000059804	40,761.10
11	BAILEY,MICHAEL	000059805	557.20
12	Bechtol,Connie	000059806	330.00
13	Besmer,Wayne	000059807	481.16
14	BRUTON,SCOTT	000059808	174.98
15	BUILDERS HARDWARE & SUPPLY CO INC	000059809	33.32
16	CASCADE COLUMBIA DIST	000059810	3,261.86
17	CENTURYLINK	000059811	4,444.93
18	CINTAS	000059812	140.48
19	CITY OF SNOQUALMIE UB	000059813	29,884.95
20	Clark,Jeffery	000059814	278.76
21	Complete Office (PD Acct)	000059815	297.91
22	CR Contracting LLC	000059816	3,115.04
23	Criminal Justice Training Commission	000059817	2,000.00
24	DEPARTMENT OF ECOLOGY	000059818	1,208.00
25	Evergreen Ford, Inc.	000059819	2,166.29
26	Fireshield	000059820	985.00
27	GCP WW Holdeo LLC	000059821	395.61
28	GOVHR USA LLC	000059822	12,240.00
29	Hach Company, Inc.	000059823	11,805.32
30	Herc Rentals Inc.	000059824	2,776.95
31	Huennekens,Chelsea	000059825	660.00
32	Issaquah Honda Kubota	000059826	11.01
33	Issaquah Municipal Court	000059827	4,526.88
34	Kendall,Russell	000059828	655.92
35	King County Finance	000059829	576.24
36	KING COUNTY OFFICE OF FINANCE FAC MGT DIV	000059830	200.00
37	Kroesen's Uniform Co.	000059831	806.61
38	Kyllo,Michael and Kelsey	000059832	232.01
39	LeadsOnline LLC	000059833	2,345.00
40	Lewis & Laws, PLLC	000059834	400.00
41	Lexipol LLC	000059835	2,554.32

Page Total: \$135,470.35

Line	Claimant	Voucher No.	Amount	Item 9.
42	LN Curtis & Sons	000059836	178.06	
43	Madrona Law Group	000059837	5,900.00	
44	McMaster-Carr	000059838	598.26	
45	Minuteman Press	000059839	162.37	
46	Naegeli Deposition & Trial	000059840	18,703.62	
47	Navia Benefit Solutions	000059841	454.00	
48	Net Transcripts, Inc.	000059842	127.02	
49	North Bend Auto Parts, Inc. (Fleet)	000059843	311.78	
50	North Bend Auto Parts, Inc. (Gen.)	000059844	602.59	
51	Northwest Hydraulic Consultants, Inc	000059845	26,946.25	
52	NortonLifeLock	000059846	240.13	
53	ORKIN	000059847	304.92	
54	Otak, Inc.	000059848	26,313.05	
55	Pacific Civil and Infrastructure	000059849	75,039.93	
56	Pacific Civil and Infrastructure	000059850	497.08	
57	Pacific Office Automation (OR)	000059851	1,483.89	
58	Parametrix	000059852	27,789.29	
59	Patterson, Gary	000059853	314.77	
60	Polydyne Inc.	000059854	15,479.05	
61	Pride Electric Inc.	000059855	949.61	
62	Puget Sound Energy	000059856	24,597.49	
63	Puget Sound Energy	000059857	38,558.17	
64	R & R Rentals	000059858	57.60	
65	R.A.D Systems	000059859	175.00	
66	RH2 Engineering, Inc.	000059860	98,697.92	
67	Robert Half	000059861	8,394.50	
68	Safebuilt LLC	000059862	1,127.00	
69	Scaringi, Suzan	000059863	253.89	
70	SOUNDKIDS PRODUCTIONS, INC.	000059864	175.00	
71	South Correctional Entity	000059865	8,251.08	
72	Statewide Security	000059866	328.88	
73	Systems Design West, LLC	000059867	919.14	
74	The Seattle Times	000059868	182.86	
75	Uline	000059869	1,108.98	
76	Valley Defenders, PLLC	000059870	13,300.00	
77	Verizon (PD)	000059871	1,785.38	
78	Verizon Wireless (Central Svcs.)	000059872	6,395.52	
79	VisionQuest Window Cleaning, Inc.	000059873	875.00	
80	WA ST Patrol - B & F Servs	000059874	39.75	
81	Water Management Group	000059875	3,975.00	
82	Water Management Laboratories, Inc.	000059876	345.00	
83	Westlake Ace Hardware	000059877	367.17	
Page Total:			\$412,306.00	
Grand Total:			\$547,776.35	

Accounts Payable

Check Detail

User: TWood
Printed: 12/19/2022 - 11:30AM

#55

Item 9.



Check Number	Check Date	Amount
911 supp - 911 SUPPLY INC Line Item Account		
59795	12/15/2022	
Inv	INV-2-23542	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
11/04/2022	Outer Carry Pouch - J Spears	001-08-009-521-22-31-050
		65.35
Inv INV-2-23542 Total		65.35
Inv	INV-2-23760	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
11/14/2022	Uniforms - D Ward	001-08-009-521-22-31-050
		266.71
Inv INV-2-23760 Total		266.71
Inv	INV-2-24126	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
11/29/2022	Uniform Items for Stephanie Butler	001-08-009-521-22-31-050
		53.93
Inv INV-2-24126 Total		53.93
59795 Total:		385.99
911 supp - 911 SUPPLY INC Total:		385.99
a & h - A & H EMBROIDERY Line Item Account		
59796	12/15/2022	
Inv	16154	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
10/03/2022	EMBROIDERY/UNION CLOTHING ALLOWANCE FOR R BAR	001-12-028-576-80-23-100
		45.96
Inv 16154 Total		45.96
59796 Total:		45.96
a & h - A & H EMBROIDERY Total:		45.96
across - ACROSS THE STREET PRODUCTIONS Line Item Account		
59797	12/15/2022	
Inv	12836	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>

11/11/2022	Modules Awareness	001-09-014-522-10-49-200	60.00
Inv 12836 Total			60.00
59797 Total:			60.00
across - ACROSS THE STREET PRODUCTIONS Total:			60.00
alliede - ALLIED ELECTRONICS INC Line Item Account			
59798	12/15/2022		
Inv	9014332808		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/10/2021	CARD READER FOR SENSOR EQUIPMENT	402-20-040-535-80-31-300	54.71
Inv 9014332808 Total			54.71
59798 Total:			54.71
alliede - ALLIED ELECTRONICS INC Total:			54.71
am test - AM TEST INC Line Item Account 402-20-040-535-85-41-000			
59799	12/15/2022		
Inv	130316		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/31/2022	3RD PARTY LAB	402-20-040-535-85-41-000	770.00
Inv 130316 Total			770.00
59799 Total:			770.00
am test - AM TEST INC Total:			770.00
amazoncap - AMAZON CAPITAL SERVICES Line Item Account			
59800	12/15/2022		
Inv	13HF-GLG9-RPHK		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/23/2022	Return HDMI cables x5	502-11-021-518-88-31-820	-48.95
Inv 13HF-GLG9-RPHK Total			-48.95
Inv	14WF-XYM3-34MF		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/16/2022	Magnetic Tape, Expanding File Pockets, Walkie-Talkie	511-25-054-518-50-31-000	59.87
Inv 14WF-XYM3-34MF Total			59.87

Inv 16RC-1HMK-74GT

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/13/2022	Battery Organizer, Badge Drawer	001-09-014-522-10-31-000	72.99

Inv 16RC-1HMK-74GT Total 72.99

Inv 1F1D-DKPL-6C4Q

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2022	Door Hanger Notices for Pending Work (Resident)	401-18-037-534-81-49-300	121.92

Inv 1F1D-DKPL-6C4Q Total 121.92

Inv 1HRLJX4R9XHM

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/18/2022	Sharpies	001-09-014-522-10-31-000	22.83

Inv 1HRLJX4R9XHM Total 22.83

Inv 1NRL-CF7H-D14Y

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/06/2022	Gel Mouse Pad	001-07-008-557-20-31-000	9.28

Inv 1NRL-CF7H-D14Y Total 9.28

Inv 1PYW-FWRP-HVGF

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/22/2022	Conference Room Chair	511-25-054-518-50-35-210	323.55

Inv 1PYW-FWRP-HVGF Total 323.55

Inv 1XCV-GD14-WFFV

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/04/2022	Officer Boots, Cordless Drill	001-08-009-521-22-31-050	155.81

Inv 1XCV-GD14-WFFV Total 155.81

Inv 1YWR-X1NF-FGKX

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/22/2022	Clicker and Folders	001-09-014-522-10-31-000	47.68

Inv 1YWR-X1NF-FGKX Total 47.68

59800 Total: 764.98

amazoncap - AMAZON CAPITAL SERVICES Total: 764.98

amazon - AMAZON SYNCB Line Item Account

59801 12/15/2022

Inv 848374733535

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
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11/03/2022	Amazon Business Prime Membership Fee	511-25-054-518-50-41-000	1,414.61
Inv 848374733535 Total			1,414.61
59801 Total:			1,414.61
amazon - AMAZON SYNCB Total:			1,414.61
stanisla - ASHBAUGH BEAL Line Item Account 001-04-004-515-41-41-102			
59802	12/15/2022		
Inv	78050		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/31/2022	FEES FOR EPSY CASE SOLUTIONS	001-04-004-515-41-41-102	241.75
Inv 78050 Total			241.75
59802 Total:			241.75
stanisla - ASHBAUGH BEAL Total:			241.75
aspect - ASPECT CONSULTING LLC Line Item Account			
59803	12/15/2022		
Inv	48791		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/15/2022	For Professional Services ending 9/30/2022	417-13-423-594-34-41-070	1,425.50
Inv 48791 Total			1,425.50
59803 Total:			1,425.50
aspect - ASPECT CONSULTING LLC Total:			1,425.50
atwork - ATWORK! COMMERCIAL ENTERPRISES LLC Line Item Account			
59804	12/15/2022		
Inv	PS-INV104582		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/31/2022	FACILITIES LANDSCAPE MAINTENANCE	510-24-053-518-20-48-150	2,886.85
Inv PS-INV104582 Total			2,886.85
Inv	PS-INV104583		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/31/2022	MINI PARKS LANDSCAPE MAINTENANCE	001-12-028-576-80-48-150	17,528.82
Inv PS-INV104583 Total			17,528.82

Inv PS-INV104584

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/31/2022	RIGHT-OF-WAY LANDSCAPE MAINTENANCE	001-16-035-542-70-48-150	6,103.63
10/31/2022	STORMWATER LANDSCAPE MAINTENANCE	403-22-050-531-30-48-150	14,241.80

Inv PS-INV104584 Total 20,345.43

59804 Total: 40,761.10

atwork - ATWORK! COMMERCIAL ENTERPRISES LLC Total: 40,761.10**bailm - BAILEY, MICHAEL Line Item Account**

59805 12/15/2022

Inv 10-22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/13/2022	AIRARE TO EXCELLENCE CONFERENCE FEB 2023	001-09-014-522-45-43-000	557.20

Inv 10-22 Total 557.20

59805 Total: 557.20

bailm - BAILEY, MICHAEL Total: 557.20**UB*03014 - Bechtol, Connie Line Item Account**

59806 12/15/2022

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/14/2022	Refund Check	401-00-000-213-10-00-000	330.00

Inv Total 330.00

59806 Total: 330.00

UB*03014 - Bechtol, Connie Total: 330.00**UB*03018 - Besmer, Wayne Line Item Account**

59807 12/15/2022

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/14/2022	Refund Check	401-00-000-213-10-00-000	481.16

Inv Total 481.16

59807 Total: 481.16

UB*03018 - Besmer, Wayne Total: 481.16

brutons - BRUTON, SCOTT Line Item Account

59808 12/15/2022

Inv 9-22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/28/2022	DUTY BELT; INNER DUTY BELT	001-08-009-521-22-31-050	174.98

Inv 9-22 Total	174.98
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59808 Total:	174.98
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brutons - BRUTON, SCOTT Total:

174.98

bhs - BUILDERS HARDWARE & SUPPLY CO INC Line Item Account

59809 12/15/2022

Inv S3840646.002

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/15/2022	Special Keys	510-24-053-518-20-31-300	33.32

Inv S3840646.002 Total	33.32
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59809 Total:	33.32
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bhs - BUILDERS HARDWARE & SUPPLY CO INC Total:

33.32

ccdc - CASCADE COLUMBIA DIST Line Item Account

59810 12/15/2022

Inv 852335

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/07/2022	Salt for Chlorine Generator	401-18-037-534-82-31-500	3,261.86

Inv 852335 Total	3,261.86
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59810 Total:	3,261.86
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ccdc - CASCADE COLUMBIA DIST Total:

3,261.86

century - CENTURYLINK Line Item Account 511-25-054-518-50-42-000

59811 12/15/2022

Inv 568001 11-22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/20/2022	City Phones	511-25-054-518-50-42-000	632.02

Inv 568001 11-22 Total	632.02
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Inv 570848 11-22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
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11/20/2022	City Phones	511-25-054-518-50-42-000	89.06
Inv 570848 11-22 Total			89.06
Inv 571491 11-22			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/20/2022	City Phones	511-25-054-518-50-42-000	597.12
Inv 571491 11-22 Total			597.12
Inv 573865 11-22			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/20/2022	City Phones	511-25-054-518-50-42-000	1.19
Inv 573865 11-22 Total			1.19
Inv 576080 11-22			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/20/2022	City Phones	511-25-054-518-50-42-000	200.30
Inv 576080 11-22 Total			200.30
Inv 746240 11-22			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/20/2022	City Phones	511-25-054-518-50-42-000	1,467.56
Inv 746240 11-22 Total			1,467.56
Inv Nov-22			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/20/2022	PD Phone	511-25-054-518-50-42-000	1,457.68
Inv Nov-22 Total			1,457.68
59811 Total:			4,444.93
century - CENTURYLINK Total:			4,444.93
cintas - CINTAS Line Item Account 511-25-054-518-50-31-000			
59812	12/15/2022		
Inv 9198550755			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/01/2022	Rent Safety Equipment	402-20-040-535-80-45-200	140.48
Inv 9198550755 Total			140.48
59812 Total:			140.48
cintas - CINTAS Total:			140.48

cos - CITY OF SNOQUALMIE UB Line Item Account

59813 12/15/2022

Inv 11-22 UB

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/05/2022	MEDIAN IRRIGATION	001-16-035-542-70-47-300	370.99
12/05/2022	PARKS	001-12-028-576-80-47-300	11,138.27
12/05/2022	STREETS	001-16-035-542-30-47-300	1,477.87
12/05/2022	POLICE	001-08-009-521-50-47-300	983.41
12/05/2022	IRRIGATION	401-19-039-539-35-47-300	232.21
12/05/2022	WWTP	402-20-040-535-80-47-300	7,988.41
12/05/2022	STORM WATER	403-22-050-531-30-47-300	165.20
12/05/2022	WATER	401-18-037-534-81-47-300	839.66
12/05/2022	RIVER WALK	001-13-000-518-20-47-300	176.58
12/05/2022	FIRE	001-09-014-522-50-47-300	783.83
12/05/2022	CENTRAL SERVICES	511-25-054-518-50-47-300	5,728.52
Inv 11-22 UB Total			29,884.95

59813 Total:

29,884.95

cos - CITY OF SNOQUALMIE UB Total:

29,884.95

UB*03021 - Clark, Jeffery Line Item Account

59814 12/15/2022

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/14/2022	Refund Check	401-00-000-213-10-00-000	278.76
Inv Total			278.76

59814 Total:

278.76

UB*03021 - Clark, Jeffery Total:

278.76

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

59815 12/15/2022

Inv 2174507-0

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/16/2022	Paper Towels, Soap, Wipes	511-25-054-518-50-31-340	115.06
11/16/2022	Plastic Jackets for Evidence Use & 2023 Calendar	511-25-054-518-50-31-000	45.70
Inv 2174507-0 Total			160.76

Inv 2174856-0

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/17/2022	Paper & Flash Drives	511-25-054-518-50-31-000	91.45
11/17/2022	Paper Towels for North Bend PD Office	014-08-012-521-22-31-000	45.70
Inv 2174856-0 Total			137.15

59815 Total: 297.91

comp pd - Complete Office (PD Acct) Total: 297.91

CR Cont - CR Contracting LLC Line Item Account

59816 12/15/2022

Inv 878

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/21/2021	REPAIR OF CRACKS IN POLICE PARKING	510-24-053-518-20-48-000	3,115.04

Inv 878 Total 3,115.04

59816 Total: 3,115.04

CR Cont - CR Contracting LLC Total: 3,115.04

criminal - Criminal Justice Training Commission Line Item Account

59817 12/15/2022

Inv 201137341

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/18/2022	Defensive Tactics Instructor Course - J Aguirre	001-08-009-521-40-43-000	1,000.00
11/18/2022	Defensive Tactics Instructor Course - A Gutwein	014-08-012-521-40-43-000	1,000.00

Inv 201137341 Total 2,000.00

59817 Total: 2,000.00

criminal - Criminal Justice Training Commission Total: 2,000.00

DOE2 - DEPARTMENT OF ECOLOGY Line Item Account

59818 12/15/2022

Inv DIN-000000949

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/29/2022	FOR 2022 BI-ANNUAL OSPREY DAM INSPECTION BY ECOL	403-22-050-531-30-41-000	1,208.00

Inv DIN-000000949 Total 1,208.00

59818 Total: 1,208.00

DOE2 - DEPARTMENT OF ECOLOGY Total: 1,208.00

ef - Evergreen Ford, Inc. Line Item Account

59819 12/15/2022

Inv 5186672

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
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11/23/2022	Axle Shafts for Police Vehicles	501-23-051-548-68-31-301	961.53
Inv 5186672 Total			961.53
Inv 5186850			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/30/2022	Police SUV Axles	501-23-051-548-68-31-301	1,204.76
Inv 5186850 Total			1,204.76
59819 Total:			2,166.29
ef - Evergreen Ford, Inc. Total:			2,166.29
fireshie - Fireshield Line Item Account			
59820	12/15/2022		
Inv 11314			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/16/2022	Fire Sprinkler Service and Testing	510-24-053-518-20-48-000	545.00
Inv 11314 Total			545.00
Inv 11316			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/16/2022	Fire Sprinkler Service and Testing	510-24-053-518-20-48-000	220.00
Inv 11316 Total			220.00
Inv 11317			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/16/2022	Fire Sprinkler Service and Testing	510-24-053-518-20-48-000	220.00
Inv 11317 Total			220.00
59820 Total:			985.00
fireshie - Fireshield Total:			985.00
GCP - GCP WW Holdco LLC Line Item Account			
59821	12/15/2022		
Inv INV2010002942			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/15/2022	Jon Ebert coats	401-18-037-534-81-31-050	395.61
Inv INV2010002942 Total			395.61
59821 Total:			395.61

GCP - GCP WW Holdco LLC Total:

395.61

GOVHR - GOVHR USA LLC Line Item Account

59822 12/15/2022

Inv 2-11-22-659

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2022	Class & Comp Study for City	001-06-075-518-10-41-420	12,240.00
Inv 2-11-22-659 Total			12,240.00

59822 Total:

12,240.00

GOVHR - GOVHR USA LLC Total:

12,240.00

hci - Hach Company, Inc. Line Item Account

59823 12/15/2022

Inv 13346354

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/18/2022	Equipment Calibration and Service	402-20-019-535-10-31-800	11,805.32
Inv 13346354 Total			11,805.32

59823 Total:

11,805.32

hci - Hach Company, Inc. Total:

11,805.32

thc - Herc Rentals Inc. Line Item Account

59824 12/15/2022

Inv 31174508-036

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/11/2022	100KW Generator DSL Rental	501-23-051-548-68-45-100	2,776.95
Inv 31174508-036 Total			2,776.95

59824 Total:

2,776.95

thc - Herc Rentals Inc. Total:

2,776.95

chelseah - Huennekens, Chelsea Line Item Account

59825 12/15/2022

Inv INV0063

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2022	PD Sponsored Safe Sitter Class	014-08-012-521-22-41-000	660.00
Inv INV0063 Total			660.00

59825 Total:

660.00

chelseah - Huennekens, Chelsea Total:

660.00

ihk - Issaquah Honda Kubota Line Item Account

59826 12/15/2022

Inv 59454I

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/06/2022	Honda Snowblower Sheer Pins	501-23-051-548-68-31-301	11.01
Inv 59454I Total			11.01

59826 Total:

11.01

ihk - Issaquah Honda Kubota Total:

11.01

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

59827 12/15/2022

Inv Nov-22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/02/2022	Municipal Court Services - Nov-22	001-13-117-512-50-41-115	4,526.88
Inv Nov-22 Total			4,526.88

59827 Total:

4,526.88

imc - Issaquah Municipal Court Total:

4,526.88

UB*03019 - Kendall, Russell Line Item Account

59828 12/15/2022

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/14/2022	Refund Check	401-00-000-213-10-00-000	655.92
Inv Total			655.92

59828 Total:

655.92

UB*03019 - Kendall, Russell Total:

655.92

kcf 710 - King County Finance Line Item Account

59829 12/15/2022

Inv 122506-122506

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/31/2022	ROUTINE FIELD INSPECTION	001-16-035-542-30-48-000	576.24

Inv 122506-122506 Total	576.24
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59829 Total:	576.24
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kcf 710 - King County Finance Total:	576.24
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kc 500-2 - KING COUNTY OFFICE OF FINANCE FAC MGT DIV Line Item Account

59830 12/15/2022

Inv 221201.2_1P083

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/02/2022	For King County Right-of-Way Permit - Dec,2, 2022	417-13-416-594-35-41-060	200.00

Inv 221201.2_1P083 Total	200.00
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59830 Total:	200.00
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kc 500-2 - KING COUNTY OFFICE OF FINANCE FAC MGT DIV Total:	200.00
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ki 2 - Kroesen's Uniform Co. Line Item Account 001-08-009-521-22-31-050

59831 12/15/2022

Inv 70936

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2022	FD Service Pins	001-09-014-522-20-31-050	806.61

Inv 70936 Total	806.61
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59831 Total:	806.61
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ki 2 - Kroesen's Uniform Co. Total:	806.61
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UB*03020 - Kylo, Michael and Kelsey Line Item Account

59832 12/15/2022

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/14/2022	Refund Check	401-00-000-213-10-00-000	232.01

Inv Total	232.01
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59832 Total:	232.01
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UB*03020 - Kylo, Michael and Kelsey Total:	232.01
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leads - LeadsOnline LLC Line Item Account

59833 12/15/2022

Inv 401946

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
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11/15/2022	Annual Renewal - Powerplus Investigation System Service Package	001-08-009-521-10-49-200	2,345.00
Inv 401946 Total			2,345.00
59833 Total:			2,345.00
leads - LeadsOnline LLC Total:			2,345.00
lewislaw - Lewis & Laws, PLLC Line Item Account			
59834	12/15/2022		
Inv	1767		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/01/2022	Snoqualmie Conflict Case - Piercy	001-13-117-515-91-41-111	400.00
Inv 1767 Total			400.00
59834 Total:			400.00
lewislaw - Lewis & Laws, PLLC Total:			400.00
lexipol - Lexipol LLC Line Item Account			
59835	12/15/2022		
Inv	INVPR111161		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/01/2022	Annual Renewal - Inventory and Police One Modules	001-08-009-521-10-49-200	2,554.32
Inv INVPR111161 Total			2,554.32
59835 Total:			2,554.32
lexipol - Lexipol LLC Total:			2,554.32
Incs - LN Curtis & Sons Line Item Account 001-09-014-522-20-31-050			
59836	12/15/2022		
Inv	650272		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/14/2022	Canvas Edge Pads	001-09-014-522-50-35-900	178.06
Inv 650272 Total			178.06
59836 Total:			178.06
Incs - LN Curtis & Sons Total:			178.06
madrona - Madrona Law Group Line Item Account			
59837	12/15/2022		

Inv 11628

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/03/2022	General Legal Services	001-05-005-514-20-41-000	5,900.00
Inv 11628 Total			5,900.00

59837 Total:

5,900.00

madrona - Madrona Law Group Total:

5,900.00

mcmaster - McMaster-Carr Line Item Account

59838 12/15/2022

Inv 88291750

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/16/2022	Vibration & Corrosion-Resistant Pressure Gauge	402-20-040-535-80-31-300	383.41
Inv 88291750 Total			383.41

Inv 88291768

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/16/2022	For Broken Water Pipe Repair	402-20-040-535-80-31-300	67.30
Inv 88291768 Total			67.30

Inv 88339214

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/17/2022	Repair of Broken Water Supply Screen	402-20-040-535-80-31-300	147.55
Inv 88339214 Total			147.55

59838 Total:

598.26

mcmaster - McMaster-Carr Total:

598.26

mp - Minuteman Press Line Item Account 511-25-054-518-50-31-000

59839 12/15/2022

Inv 89655

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/16/2022	City Clerk Business Cards	001-05-005-514-20-49-300	34.17
Inv 89655 Total			34.17

Inv 89695

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/22/2022	Snoqualmie Winter Lights Poster Printing	001-28-057-573-90-49-300	128.20
Inv 89695 Total			128.20

59839 Total:

162.37

mp - Minuteman Press Total:

162.37

naegeli - Naegeli Deposition & Trial Line Item Account

59840 12/15/2022

Inv 15234

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/11/2022	Lanham Arbitration Transcripts	001-08-009-521-10-41-104	885.00

Inv 15234 Total	885.00
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Inv 16579

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/11/2022	Lanham Arbitration Transcripts	001-08-009-521-10-41-104	1,565.00

Inv 16579 Total	1,565.00
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Inv 16582

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/11/2022	Lanham Arbitration Transcripts	001-08-009-521-10-41-104	2,040.00

Inv 16582 Total	2,040.00
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Inv 16592

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/11/2022	Lanham Arbitration Transcripts	001-08-009-521-10-41-104	2,075.00

Inv 16592 Total	2,075.00
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Inv 16594

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/11/2022	Lanham Arbitration Transcripts	001-08-009-521-10-41-104	2,125.00

Inv 16594 Total	2,125.00
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Inv 16597

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/11/2022	Lanham Arbitration Transcripts	001-08-009-521-10-41-104	2,605.00

Inv 16597 Total	2,605.00
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Inv 16874

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/11/2022	Lanham Arbitration Transcripts	001-08-009-521-10-41-104	2,025.12

Inv 16874 Total	2,025.12
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Inv 16879

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
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11/11/2022	Lanham Arbitration Transcripts	001-08-009-521-10-41-104	932.50
Inv 16879 Total			932.50
Inv 16883			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/11/2022	Lanham Arbitration Transcripts	001-08-009-521-10-41-104	1,220.50
Inv 16883 Total			1,220.50
Inv 16886			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/11/2022	Lanham Arbitration Transcripts	001-08-009-521-10-41-104	1,271.50
Inv 16886 Total			1,271.50
Inv 16889			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/11/2022	Lanham Arbitration Transcripts	001-08-009-521-10-41-104	1,241.50
Inv 16889 Total			1,241.50
Inv 16898			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/11/2022	Lanham Arbitration Transcripts	001-08-009-521-10-41-104	717.50
Inv 16898 Total			717.50
59840 Total:			18,703.62
naegeli - Naegeli Deposition & Trial Total:			18,703.62
navia ap - Navia Benefit Solutions Line Item Account			
59841	12/15/2022		
Inv 10537090			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/29/2022	FSA Admin Fees - Nov 2022	001-13-000-518-10-41-000	50.00
Inv 10537090 Total			50.00
Inv 10537091			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/29/2022	HRA Monthly Admin Fees - Nov 2022	403-22-050-531-30-22-300	4.00
11/29/2022	HRA Monthly Admin Fees - Nov 2022	510-24-019-518-20-22-300	0.10
11/29/2022	HRA Monthly Admin Fees - Nov 2022	130-14-031-558-60-22-300	20.00
11/29/2022	HRA Monthly Admin Fees - Nov 2022	001-04-004-515-31-22-300	12.00
11/29/2022	HRA Monthly Admin Fees - Nov 2022	401-19-019-539-15-22-300	0.60
11/29/2022	HRA Monthly Admin Fees - Nov 2022	401-19-039-539-35-22-300	6.00
11/29/2022	HRA Monthly Admin Fees - Nov 2022	403-22-019-531-10-22-300	1.20
11/29/2022	HRA Monthly Admin Fees - Nov 2022	001-08-009-521-31-22-300	4.00
11/29/2022	HRA Monthly Admin Fees - Nov 2022	310-17-200-595-90-22-300	1.60

11/29/2022	HRA Monthly Admin Fees - Nov 2022	417-13-200-594-31-22-300	2.60
11/29/2022	HRA Monthly Admin Fees - Nov 2022	001-16-035-542-30-22-300	6.00
11/29/2022	HRA Monthly Admin Fees - Nov 2022	001-12-019-576-80-22-300	0.80
11/29/2022	HRA Monthly Admin Fees - Nov 2022	001-01-001-513-10-22-300	6.80
11/29/2022	HRA Monthly Admin Fees - Nov 2022	014-08-012-521-22-22-300	38.00
11/29/2022	HRA Monthly Admin Fees - Nov 2022	001-09-014-522-10-22-300	2.48
11/29/2022	HRA Monthly Admin Fees - Nov 2022	401-18-019-534-10-22-300	1.40
11/29/2022	HRA Monthly Admin Fees - Nov 2022	001-16-019-542-90-22-300	0.80
11/29/2022	HRA Monthly Admin Fees - Nov 2022	001-08-009-521-10-22-300	18.56
11/29/2022	HRA Monthly Admin Fees - Nov 2022	001-06-075-518-10-22-300	5.60
11/29/2022	HRA Monthly Admin Fees - Nov 2022	502-11-020-518-88-22-300	32.00
11/29/2022	HRA Monthly Admin Fees - Nov 2022	510-24-053-518-20-22-300	6.10
11/29/2022	HRA Monthly Admin Fees - Nov 2022	303-12-200-594-76-22-300	1.60
11/29/2022	HRA Monthly Admin Fees - Nov 2022	001-12-028-576-80-22-300	26.72
11/29/2022	HRA Monthly Admin Fees - Nov 2022	014-08-012-521-10-22-300	4.96
11/29/2022	HRA Monthly Admin Fees - Nov 2022	001-08-009-521-22-22-300	50.00
11/29/2022	HRA Monthly Admin Fees - Nov 2022	130-15-034-558-50-22-300	8.00
11/29/2022	HRA Monthly Admin Fees - Nov 2022	001-06-007-514-23-22-300	34.40
11/29/2022	HRA Monthly Admin Fees - Nov 2022	501-23-051-548-68-22-300	6.00
11/29/2022	HRA Monthly Admin Fees - Nov 2022	401-18-037-534-81-22-300	18.00
11/29/2022	HRA Monthly Admin Fees - Nov 2022	150-13-000-514-60-22-300	4.00
11/29/2022	HRA Monthly Admin Fees - Nov 2022	001-12-029-576-80-22-300	2.64
11/29/2022	HRA Monthly Admin Fees - Nov 2022	001-08-009-521-21-22-300	8.00
11/29/2022	HRA Monthly Admin Fees - Nov 2022	329-13-200-594-18-22-300	0.80
11/29/2022	HRA Monthly Admin Fees - Nov 2022	001-07-008-557-20-22-300	8.00
11/29/2022	HRA Monthly Admin Fees - Nov 2022	001-03-003-513-10-22-300	4.00
11/29/2022	HRA Monthly Admin Fees - Nov 2022	501-23-019-548-61-22-300	0.40
11/29/2022	HRA Monthly Admin Fees - Nov 2022	001-10-017-525-60-22-300	2.00
11/29/2022	HRA Monthly Admin Fees - Nov 2022	001-05-005-514-20-22-300	8.00
11/29/2022	HRA Monthly Admin Fees - Nov 2022	417-13-200-594-34-22-300	5.20
11/29/2022	HRA Monthly Admin Fees - Nov 2022	001-28-056-571-20-22-300	1.20
11/29/2022	HRA Monthly Admin Fees - Nov 2022	402-20-019-535-10-22-300	1.60
11/29/2022	HRA Monthly Admin Fees - Nov 2022	403-22-030-531-90-22-300	12.64
11/29/2022	HRA Monthly Admin Fees - Nov 2022	402-20-040-535-80-22-300	20.00
11/29/2022	HRA Monthly Admin Fees - Nov 2022	417-13-200-594-35-22-300	5.20

Inv 10537091 Total 404.00

59841 Total: 454.00

navia ap - Navia Benefit Solutions Total: 454.00

net tran - Net Transcripts, Inc. Line Item Account

59842 12/15/2022

Inv NT13374

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/15/2022	Interview Transcriptions - 19N-0833	014-08-012-521-22-41-000	127.02

Inv NT13374 Total 127.02

59842 Total: 127.02

net tran - Net Transcripts, Inc. Total:

127.02

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

59843 12/15/2022

Inv 968828

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/03/2022	Battery for Radar Trailer	001-08-009-521-50-35-900	311.78
Inv 968828 Total			311.78

59843 Total:

311.78

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

311.78

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

59844 12/15/2022

Inv 964334

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/27/2022	TRASH PUMP MAINTENANCE	402-20-045-535-65-31-300	35.00
Inv 964334 Total			35.00

Inv 964741

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/30/2022	FLUID TO REPAIR PUMP RR LIFT STATION	402-20-045-535-65-31-300	136.63
Inv 964741 Total			136.63

Inv 967558

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/24/2022	FLUID TO REPAIR PUMP RR LIFT STATION	402-20-040-535-80-31-300	100.72
Inv 967558 Total			100.72

Inv 968027

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/28/2022	WRENCHES & MISC SUPPLIES	402-20-045-535-65-31-300	250.74
Inv 968027 Total			250.74

Inv 968461

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/31/2022	WRENCHES & LUBRICANT	402-20-045-535-65-31-300	71.43
Inv 968461 Total			71.43

Inv 970152

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/14/2022	30-15 Amp Adapter	401-18-037-534-81-31-300	8.07

Inv 970152 Total	8.07
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59844 Total:	602.59
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nb autog - North Bend Auto Parts, Inc. (Gen.) Total:	602.59
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nhc - Northwest Hydraulic Consultants, Inc Line Item Account 130-14-032-558-60-41-080

59845 12/15/2022

Inv 28915

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/18/2022	Professional services for period ending October 31, 2022	417-13-406-594-31-41-060	25,045.00

Inv 28915 Total	25,045.00
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Inv 28922

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2022	For Professional Services Ending October 31, 2022	403-22-050-531-45-41-040	1,901.25

Inv 28922 Total	1,901.25
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59845 Total:	26,946.25
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nhc - Northwest Hydraulic Consultants, Inc Total:	26,946.25
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nortonll - NortonLifeLock Line Item Account

59846 12/15/2022

Inv COS0009

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/05/2022	SEPTEMBER MEMBERSHIPS	001-06-075-518-10-49-200	240.13

Inv COS0009 Total	240.13
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59846 Total:	240.13
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nortonll - NortonLifeLock Total:	240.13
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orkin - ORKIN Line Item Account

59847 12/15/2022

Inv 235670400

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/22/2022	Pest Control - Police Station	510-24-053-518-20-48-000	161.17

Inv 235670400 Total	161.17
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Inv 235670538

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
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11/23/2022	Pest Control - City Hall	510-24-053-518-20-48-000	143.75
Inv 235670538 Total			143.75
59847 Total:			304.92
orkin - ORKIN Total:			304.92

otak - Otak, Inc. Line Item Account 130-14-032-558-60-41-080

59848	12/15/2022		
Inv	000112200290		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/18/2022	For Professional Services Ending Nov 4, 2022	329-13-701-594-18-41-060	165.50
Inv 000112200290 Total			165.50
Inv	000112200291		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/18/2022	Kimball Ck Bridges - For Professional Services Ending 11/4/22	310-17-508-595-50-41-000	15,435.67
Inv 000112200291 Total			15,435.67
Inv	000112200381		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/18/2022	Trail Bridges & Walks - For Professional Services Ending 11/8/22	001-12-028-576-80-48-000	10,711.88
Inv 000112200381 Total			10,711.88
59848 Total:			26,313.05
otak - Otak, Inc. Total:			26,313.05

pacifice - Pacific Civil and Infrastructure Line Item Account

59849	12/15/2022		
Inv	13-22		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/15/2022	UTILITY INFRAS. PROJ. PHASE 2 (TREE STREETS) THRU 9-	417-13-236-594-31-63-000	27,149.00
11/15/2022	5% RETAINAGE WITHHELD ON CONTRACT	417-00-000-223-40-00-000	-1,357.45
Inv 13-22 Total			25,791.55
Inv	14-22		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/08/2022	5% RETAINAGE WITHHELD ON CONTRACT	417-00-000-223-40-00-000	-2,592.02
11/08/2022	UTILITY INFRAS. PROJ. PHASE 2 (TREE STREETS) THRU 10	417-13-236-594-31-63-000	51,840.40
Inv 14-22 Total			49,248.38

59849 Total: 75,039.93

59850 12/15/2022

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/14/2022	Refund Check	401-00-000-213-10-00-000	497.08

Inv Total 497.08

59850 Total: 497.08

UB*03017 - Pacific Civil and Infrastructure Total: 75,537.01

poa-or - Pacific Office Automation (OR) Line Item Account 511-25-054-518-50-45-200

59851 12/15/2022

Inv CSQ-1122

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/16/2022	Copier Lease x6	511-25-054-518-50-45-200	1,483.89

Inv CSQ-1122 Total 1,483.89

59851 Total: 1,483.89

poa-or - Pacific Office Automation (OR) Total: 1,483.89

paramet - Parametrix Line Item Account

59852 12/15/2022

Inv 39984

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/10/2022	Survey for ERP - Professional Services through 10/29/2022	502-11-023-594-18-41-070	4,774.46

Inv 39984 Total 4,774.46

Inv 40175

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/15/2022	Design - Sewer Improvement - Prof. Services Ending 10/29/2022	417-13-416-594-35-41-060	22,304.07

Inv 40175 Total 22,304.07

Inv 40487

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/23/2022	CM&I Services from 10/2/22 through 10/29/22	417-13-405-594-31-41-040	710.76

Inv 40487 Total 710.76

59852 Total: 27,789.29

paramet - Parametrix Total:

27,789.29

UB*03016 - Patterson, Gary Line Item Account

59853 12/15/2022

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/14/2022	Refund Check	401-00-000-213-10-00-000	314.77

Inv Total	314.77
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59853 Total:

314.77

UB*03016 - Patterson, Gary Total:

314.77

poly - Polydyne Inc. Line Item Account

59854 12/15/2022

Inv 1692053

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/14/2022	Chemicals for treating sludge	402-20-040-535-55-31-500	15,479.05

Inv 1692053 Total	15,479.05
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59854 Total:

15,479.05

poly - Polydyne Inc. Total:

15,479.05

prideele - Pride Electric Inc. Line Item Account

59855 12/15/2022

Inv 430124

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/24/2022	PHOTOCELLS FOR LIGHTING OF CENTER ST - 2 PHOTOCEL	001-12-028-576-80-48-000	949.61

Inv 430124 Total	949.61
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59855 Total:

949.61

prideele - Pride Electric Inc. Total:

949.61

pse - Puget Sound Energy Line Item Account 001-08-009-521-50-47-100

59856 12/15/2022

Inv 004220 11-22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/28/2022	ELECTRICITY	401-18-037-534-82-47-100	4,572.23
11/28/2022	ELECTRICITY	401-18-037-534-81-47-100	10,761.89

Inv 004220 11-22 Total	15,334.12
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Inv 005615 12-22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/05/2022	ELECTRICITY	511-25-054-518-50-47-100	477.43
12/05/2022	ELECTRICITY	511-25-054-518-50-47-100	155.13

Inv 005615 12-22 Total 632.56

Inv 010474 12-22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/05/2022	ELECTRICITY	511-25-054-518-50-47-100	488.99
12/05/2022	ELECTRICITY	402-20-040-535-80-47-100	2,697.92

Inv 010474 12-22 Total 3,186.91

Inv 103385 12-22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/05/2022	ELECTRICITY	401-19-039-539-35-47-100	11.81

Inv 103385 12-22 Total 11.81

Inv 133972 12-22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/05/2022	ELECTRICITY	511-25-054-518-50-47-100	564.04

Inv 133972 12-22 Total 564.04

Inv 198066 12-22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/05/2022	ELECTRICITY	511-25-054-518-50-47-100	190.72

Inv 198066 12-22 Total 190.72

Inv 198082 12-22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/05/2022	ELECTRICITY	511-25-054-518-50-47-100	32.47

Inv 198082 12-22 Total 32.47

Inv 241392 12-22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/05/2022	ELECTRICITY	402-20-045-535-65-47-100	89.50

Inv 241392 12-22 Total 89.50

Inv 241418 12-22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/05/2022	ELECTRICITY	402-20-045-535-65-47-100	294.90

Inv 241418 12-22 Total 294.90

Inv 400820 12-22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/05/2022	ELECTRICITY	511-25-054-518-50-47-100	11.33

Inv 400820 12-22 Total 11.33

Inv 431306 12-22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/05/2022	ELECTRICITY	001-16-035-542-63-47-100	14.96

Inv 431306 12-22 Total 14.96

Inv 436232 12-22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/05/2022	ELECTRICITY	401-19-039-539-35-47-100	2,357.74

Inv 436232 12-22 Total 2,357.74

Inv 456550 12-22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/05/2022	ELECTRICITY	001-16-035-542-63-47-100	11.92

Inv 456550 12-22 Total 11.92

Inv 549936 12-22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/05/2022	ELECTRICITY	511-25-054-518-50-47-100	38.08

Inv 549936 12-22 Total 38.08

Inv 577403 12-22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/05/2022	ELECTRICITY	001-16-035-542-63-47-100	50.39

Inv 577403 12-22 Total 50.39

Inv 577445 12-22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/05/2022	ELECTRICITY	001-16-035-542-63-47-100	49.57

Inv 577445 12-22 Total 49.57

Inv 617464 12-22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/05/2022	ELECTRICITY	001-16-035-542-63-47-100	150.72

Inv 617464 12-22 Total 150.72

Inv 639966

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/05/2022	ELECTRICITY	001-16-035-542-63-47-100	1,439.10

Inv 639966 Total 1,439.10

Inv 742043 12-22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/05/2022	ELECTRICITY	001-16-035-542-63-47-100	32.52

Inv 742043 12-22 Total 32.52

Inv 780111 12-22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/05/2022	ELECTRICITY	001-16-035-542-63-47-100	78.67

Inv 780111 12-22 Total 78.67

Inv 780137 12-22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/05/2022	ELECTRICITY	001-16-035-542-63-47-100	12.83

Inv 780137 12-22 Total 12.83

Inv 789408 12-22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/05/2022	ELECTRICITY	001-16-035-542-63-47-100	12.63

Inv 789408 12-22 Total 12.63

59856 Total: 24,597.49

59857 12/15/2022

Inv 001499 12-22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/05/2022	ELECTRICITY	001-16-035-542-63-47-100	5,321.41

Inv 001499 12-22 Total 5,321.41

Inv 002042 12-22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/05/2022	ELECTRICITY	401-19-039-539-35-47-100	39.23
12/05/2022	ELECTRICITY	001-12-028-576-80-47-100	529.25

Inv 002042 12-22 Total 568.48

Inv 002083-11-22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/28/2022	PD Building - Electricity & Gas - Nov	001-08-009-521-50-47-100	1,668.42

Inv 002083-11-22 Total 1,668.42

Inv 010656 12-22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
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12/05/2022	ELECTRICITY	402-20-045-535-65-47-100	29,189.23
12/05/2022	ELECTRICITY	402-20-040-535-80-47-100	73.77

Inv 010656 12-22 Total			29,263.00
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Inv 037989 12-22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/05/2022	ELECTRICITY	401-18-037-534-81-47-100	32.10

Inv 037989 12-22 Total			32.10
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Inv 885592 12-22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/05/2022	ELECTRICITY	511-25-054-518-50-47-100	1,704.76

Inv 885592 12-22 Total			1,704.76
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59857 Total:			38,558.17
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pse - Puget Sound Energy Total:

63,155.66

r & r - R & R Rentals Line Item Account

59858 12/15/2022

Inv 690033-2

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/24/2022	EDGER BLADE & ENGINE OIL FOR LIFT STATION	402-20-045-535-65-31-300	57.60

Inv 690033-2 Total			57.60
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59858 Total:			57.60
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r & r - R & R Rentals Total:

57.60

rad - R.A.D Systems Line Item Account

59859 12/15/2022

Inv 23RCT1075

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/05/2022	License Renewal - RAD Instructor	001-08-009-521-10-49-200	175.00

Inv 23RCT1075 Total			175.00
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59859 Total:			175.00
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rad - R.A.D Systems Total:

175.00

rh2 - RH2 Engineering, Inc. Line Item Account

59860 12/15/2022

Inv 88399

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/17/2022	Advanced 60% Design - Plans, Specs, Equipment Costs/Procuremen	417-13-453-594-35-41-060	5,127.88
11/17/2022	Advanced 90% design - Plans and Specifications	417-13-451-594-35-41-060	13,575.10
11/17/2022	Advanced 60% Design - Plans, Specs, Equipment Costs/Procuremen	417-13-452-594-35-41-060	8,204.61
11/17/2022	Advanced 60% Design - Plans, Specs, Equipment Costs/Procuremen	417-13-454-594-35-41-060	71,790.33

Inv 88399 Total 98,697.92

59860 Total: 98,697.92

rh2 - RH2 Engineering, Inc. Total: 98,697.92

roberth - Robert Half Line Item Account

59861 12/15/2022

Inv 61112984

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/22/2022	IT: Contract Worker	502-11-023-594-18-41-190	3,600.00

Inv 61112984 Total 3,600.00

Inv 61126318

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/23/2022	IT: Contract Worker	502-11-020-518-88-41-190	2,200.00

Inv 61126318 Total 2,200.00

Inv 61165965

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/01/2022	IT: Contract Worker	502-11-023-594-18-41-190	2,160.00

Inv 61165965 Total 2,160.00

Inv 61169926

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/05/2022	Gen Finance: Contract Worker	001-06-007-514-23-41-190	434.50

Inv 61169926 Total 434.50

59861 Total: 8,394.50

roberth - Robert Half Total: 8,394.50

safeb - Safebuilt LLC Line Item Account 130-15-034-558-50-41-000

59862 12/15/2022

Inv 0094139-IN

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/30/2022	Inspection Services for the Building Division	130-15-034-558-50-41-000	1,127.00

Inv 0094139-IN Total	1,127.00
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59862 Total:	1,127.00
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safeb - Safebuilt LLC Total:	1,127.00
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UB*03015 - Scaringi, Suzan Line Item Account

59863 12/15/2022

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/14/2022	Refund Check	401-00-000-213-10-00-000	253.89

Inv Total	253.89
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59863 Total:	253.89
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UB*03015 - Scaringi, Suzan Total:	253.89
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SOUNDK - SOUNDKIDS PRODUCTIONS, INC. Line Item Account

59864 12/15/2022

Inv REFUND

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/15/2022	PARTIAL REFUND (1 DAY) DUE TO UNHEALTHY AIR QUALI	001-12-000-347-30-00-010	175.00

Inv REFUND Total	175.00
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59864 Total:	175.00
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SOUNDK - SOUNDKIDS PRODUCTIONS, INC. Total:	175.00
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score - South Correctional Entity Line Item Account 001-08-009-523-60-41-504

59865 12/15/2022

Inv 6388

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/10/2022	Jail - October 2022 Sno Inmates	001-08-009-523-60-41-504	6,997.08

Inv 6388 Total	6,997.08
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Inv 6412

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/29/2022	Jail - November Health Services	001-08-009-523-60-41-504	638.00

Inv 6412 Total	638.00
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Inv 6437

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/02/2022	Jail - August Health Services	001-08-009-523-60-41-504	616.00

Inv 6437 Total	616.00
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59865 Total:	8,251.08
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score - South Correctional Entity Total:	8,251.08
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statewid - Statewide Security Line Item Account

59866 12/15/2022

Inv 214857

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2022	Building security maintenance	511-25-054-518-50-41-000	328.88

Inv 214857 Total	328.88
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59866 Total:	328.88
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statewid - Statewide Security Total:	328.88
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sysdesig - Systems Design West, LLC Line Item Account 001-09-014-522-70-41-090

59867 12/15/2022

Inv 20222331

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/22/2022	EMS Billing September (Ambulance Billing)	001-09-014-522-70-41-090	919.14

Inv 20222331 Total	919.14
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59867 Total:	919.14
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sysdesig - Systems Design West, LLC Total:	919.14
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stimes - The Seattle Times Line Item Account

59868 12/15/2022

Inv 43345

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2022	Public Hearing: 2023-2024 Biennial Budget	001-05-005-514-20-41-320	182.86

Inv 43345 Total	182.86
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59868 Total:	182.86
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stimes - The Seattle Times Total:	182.86
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uline - Uline Line Item Account

59869 12/15/2022

Inv 154442629

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/27/2022	STORAGE LOCKERS	001-12-028-576-80-31-300	1,108.98

Inv 154442629 Total			1,108.98
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59869 Total:			1,108.98
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uline - Uline Total:			1,108.98
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valleyd - Valley Defenders, PLLC Line Item Account 001-13-117-515-91-41-111

59870 12/15/2022

Inv Nov-22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/05/2022	Snoqualmie Public Defender - November Cases	001-13-117-515-91-41-111	6,650.00

Inv Nov-22 Total			6,650.00
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Inv Oct-22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/14/2022	Snoqualmie Public Defender - October Cases	001-13-117-515-91-41-111	6,650.00

Inv Oct-22 Total			6,650.00
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59870 Total:			13,300.00
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valleyd - Valley Defenders, PLLC Total:			13,300.00
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veriz 3 - Verizon (PD) Line Item Account 511-25-054-518-50-42-010

59871 12/15/2022

Inv 9920775578

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/16/2022	PD Cell Phones	511-25-054-518-50-42-010	1,785.38

Inv 9920775578 Total			1,785.38
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59871 Total:			1,785.38
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veriz 3 - Verizon (PD) Total:			1,785.38
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verizcs - Verizon Wireless (Central Svcs.) Line Item Account 511-25-054-518-50-42-010

59872 12/15/2022

Inv 9920735647

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/16/2022	Cell Phones	511-25-054-518-50-42-010	6,395.52

Inv 9920735647 Total			6,395.52
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59872 Total: 6,395.52

verizcs - Verizon Wireless (Central Srvcs.) Total: 6,395.52

visionq - VisionQuest Window Cleaning, Inc. Line Item Account 510-24-053-518-20-48-000

59873 12/15/2022

Inv 000677

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2022	City Hall ext. windows	510-24-053-518-20-48-000	625.00

Inv 000677 Total 625.00

Inv 000678

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/21/2022	Police Station ext. windows	510-24-053-518-20-48-000	250.00

Inv 000678 Total 250.00

59873 Total: 875.00

visionq - VisionQuest Window Cleaning, Inc. Total: 875.00

wsp bf - WA ST Patrol - B & F Servs Line Item Account

59874 12/15/2022

Inv I23002817

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/02/2022	Fingerprint Fees	633-13-000-589-30-20-000	39.75

Inv I23002817 Total 39.75

59874 Total: 39.75

wsp bf - WA ST Patrol - B & F Servs Total: 39.75

wmg - Water Management Group Line Item Account 401-19-039-539-35-41-000

59875 12/15/2022

Inv 21776

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/20/2022	December Maxicom Monitoring Service	401-19-039-539-35-41-000	3,975.00

Inv 21776 Total 3,975.00

59875 Total: 3,975.00

wmg - Water Management Group Total: 3,975.00

wml - Water Management Laboratories, Inc. Line Item Account

59876 12/15/2022

Inv 207781

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/23/2022	Total Coliform CPRG	401-18-037-534-81-41-000	345.00

Inv 207781 Total			345.00
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59876 Total:

345.00

wml - Water Management Laboratories, Inc. Total:

345.00

wlace - Westlake Ace Hardware Line Item Account

59877 12/15/2022

Inv 15307470

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/29/2022	Yak Trax Shoe Spikes For Officers	001-08-009-521-50-35-900	264.77

Inv 15307470 Total			264.77
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Inv 15307486

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/01/2022	Yak Trax Shoe Spikes for Officers	001-08-009-521-22-31-050	58.84

Inv 15307486 Total			58.84
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Inv B59267/153

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/08/2022	Grass Seed	401-18-037-534-81-31-300	27.24

Inv B59267/153 Total			27.24
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Inv B64964/153

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/18/2022	Hand Shovels	401-18-037-534-81-31-300	16.32

Inv B64964/153 Total			16.32
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59877 Total:

367.17

wlace - Westlake Ace Hardware Total:

367.17

Total:

547,776.35



Payroll
Blanket Voucher Document

Claims presented to the City to be paid on 12/15/2022 in the amount of \$ 146,955.00
which includes claim warrants numbered ____ - ____ through ____ - ____,
totaling \$ 0.00, and direct deposits totaling \$ 146,955.00.

ACH Check Register

User: 'THolden'
 Printed: 12/13/2022 - 1:50PM
 Batch: 00001.12
 Include Partial: TRUE



Check Date	Check	Partial ACH	Employee Name	Amount
12/15/2022	0	False	Reina McCauley	2,400.00
12/15/2022	0	False	Bob Sterbank	4,475.00
12/15/2022	0	False	Anna Astrakhan	3,200.00
12/15/2022	0	False	Deana Dean	2,000.00
12/15/2022	0	False	Tania Holden	700.00
12/15/2022	0	False	Jimmie Betts Jr.	1,400.00
12/15/2022	0	False	Brendon Ecker	1,775.00
12/15/2022	0	False	Mark Gerken	2,035.00
12/15/2022	0	False	Andrew Latham	1,700.00
12/15/2022	0	False	Sarah Reeder	3,050.00
12/15/2022	0	False	Christopher Miller	2,000.00
12/15/2022	0	False	Shawn Somers	2,000.00
12/15/2022	0	False	Jennifer Ferguson	3,000.00
12/15/2022	0	False	Debbie Kinsman	1,500.00
12/15/2022	0	False	Gerald Knutsen	400.00
12/15/2022	0	False	Kyla Henderson	2,000.00
12/15/2022	0	False	Tami Wood	1,500.00
12/15/2022	0	False	Danna McCall	3,000.00
12/15/2022	0	False	Brian Lynch	1,500.00
12/15/2022	0	False	Scott Bruton	2,300.00
12/15/2022	0	False	Melinda Black	1,600.00
12/15/2022	0	False	Stephanie Butler	2,800.00
12/15/2022	0	False	Austin Gutwein	2,100.00
12/15/2022	0	False	Joseph Spears	2,350.00
12/15/2022	0	False	Drew Ward	2,300.00
12/15/2022	0	False	Pamela Mandery	2,000.00
12/15/2022	0	False	James Aguirre	2,500.00
12/15/2022	0	False	Ricardo Velasquez	2,750.00
12/15/2022	0	False	Michael Liebetrau	1,800.00
12/15/2022	0	False	Deanna Mihelich	1,780.00
12/15/2022	0	False	Craig Miller	2,350.00
12/15/2022	0	False	Joseph Meadows	2,600.00
12/15/2022	0	False	Cory Hendricks	2,050.00
12/15/2022	0	False	Anthony Lemmon	2,050.00
12/15/2022	0	False	Nicholas Schulgen	2,050.00
12/15/2022	0	False	David Doucett	2,850.00
12/15/2022	0	False	Chase Smith	2,000.00
12/15/2022	0	False	Kim Stonebraker-Weiss	2,000.00
12/15/2022	0	False	James Kaae	2,000.00
12/15/2022	0	False	Jason Weiss	2,000.00
12/15/2022	0	False	Nigel Draveling	1,500.00
12/15/2022	0	False	Dmitriy Vladis	2,000.00
12/15/2022	0	False	Philip Bennett	1,440.00
12/15/2022	0	False	Jordan Jolley	1,950.00
12/15/2022	0	False	Jason Battles	1,800.00
12/15/2022	0	False	Neil MacVicar	1,700.00

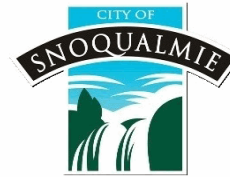
12/15/2022	0	False	Roger Friesen	2,500.00
12/15/2022	0	False	Ryan Barnet	1,775.00
12/15/2022	0	False	Michael Chambless	4,750.00
12/15/2022	0	False	Kevin Aspy	1,585.00
12/15/2022	0	False	Patrick Fry	2,900.00
12/15/2022	0	False	Andrew Vining	2,950.00
12/15/2022	0	False	Hind Ahmed	3,200.00
12/15/2022	0	False	Thomas Holmes	1,100.00
12/15/2022	0	False	Alec Bagley	1,900.00
12/15/2022	0	False	Joan Quade	1,150.00
12/15/2022	0	False	Ryan Dalziel	1,200.00
12/15/2022	0	False	Jason George	1,400.00
12/15/2022	0	False	Kevin Halbert	1,350.00
12/15/2022	0	False	Timothy Barrett	1,950.00
12/15/2022	0	False	Donald Harris	200.00
12/15/2022	0	False	Kevin Snyder	1,500.00
12/15/2022	0	False	Christopher Wilson	1,865.00
12/15/2022	0	False	Todd Shinn	1,000.00
12/15/2022	0	False	John Cooper	800.00
12/15/2022	0	False	Ilyse Treptow	950.00
12/15/2022	0	False	Jason Rogers	2,500.00
12/15/2022	0	False	Dylan Gamble	1,875.00
12/15/2022	0	False	Michael Bailey	1,400.00
12/15/2022	0	False	Tylor Fischer	2,000.00
12/15/2022	0	False	Jacob Fouts	600.00
12/15/2022	0	False	Darby Summers	1,200.00
12/15/2022	0	False	Gregory Heath	2,200.00
12/15/2022	0	False	Matthew West	1,500.00
12/15/2022	0	False	Robert Lasswell	1,400.00
				0.00
				146,955.00
Total			75	146,955.00

Item 9.

Accounts Payable

Blanket Voucher Approval Document

User: THolden
 Printed: 12/02/2022 - 11:51AM
 Warrant Request Date: 11/30/2022
 DAC Fund:



Batch: 00007.11.2022 - PV 11- 2022

City of Snoqualmie

Claims presented to the City to be paid in the amount of \$ 656,547.70 (Incl. ACH),
 for claims warrants numbered 59745 through 59758 & dated 11/30/2022.

Line	Claimant	Voucher No.	Amount
1	AFLAC	000000000	78.13
2	AWC BENEFITS	000000000	159,798.02
3	CITY OF SNOQUALMIE	000059745	902.50
4	Dept of Retirement Syst.-PERS	000000000	94,261.85
5	Dept. of Labor & Industries	000059746	25,072.88
6	Dept. of Retirement Syst.- DCP	000000000	39,966.00
7	Dept. of Retirement Syst.- PSERS	000000000	1,589.62
8	Dept. of Retirement Syst.-LEOFF	000000000	55,754.14
9	DiMartino Associates	000059747	346.50
10	Employment Security Dept.	000059748	1,967.72
11	Employment Security Dept.	000059749	4,905.90
12	IAFF Firepac-Political Affairs Dept.	000059750	8.36
13	IAFF LOCAL #2878	000059751	2,476.91
14	ICMA Retirement Trust -303907	000059752	9,636.00
15	IRS-Payroll EFTPS	000000000	227,940.96
16	NWFFT TRUST	000059753	22,034.80
17	Office of Support Enforcement - DSHS	000000000	2,044.91
18	Snoqualmie Police Association	000059754	2,000.00
19	Teamsters Local Union #763	000059755	3,395.00
20	Voya Institutional Trust Company	000059756	450.00
21	Western States Police Medical Trust	000059757	1,092.50
22	WSCFF	000059758	825.00
Page Total:			\$656,547.70
Grand Total:			\$656,547.70

Accounts Payable

Check Detail

User: THolden
Printed: 12/12/2022 - 10:34AM



Item 9.

Check Number	Check Date	Amount
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90000 - AWC BENEFITS Line Item Account

0 11/30/2022

Inv

Line Item Date	Line Item Description	Line Item Account	
11/29/2022	PR Batch 00002.11.2022 AWC Medical Benefits Employee	631-00-000-231-50-14-000	702.38
11/29/2022	PR Batch 00002.11.2022 AWC - Medical Benefits/HF 250	631-00-000-231-50-14-000	107,303.56
11/29/2022	PR Batch 00002.11.2022 AWC-Vision Employee	631-00-000-231-50-14-000	3.81
11/29/2022	PR Batch 00002.11.2022 AWC Dental Benefits Employee	631-00-000-231-50-14-000	47.99
11/29/2022	PR Batch 00002.11.2022 AWC-Life Insurance Police	631-00-000-231-50-14-000	900.00
11/29/2022	PR Batch 00002.11.2022 AWC Life Insurance Employee	631-00-000-231-50-14-000	4.80
11/29/2022	PR Batch 00002.11.2022 AWC-Dental Benefits	631-00-000-231-50-14-000	12,136.53
11/29/2022	PR Batch 00002.11.2022 AWC-Vision	631-00-000-231-50-14-000	1,797.23
11/29/2022	PR Batch 00002.11.2022 AWC-Medical Benefits/HF 500	631-00-000-231-50-14-000	32,512.08
11/29/2022	PR Batch 00002.11.2022 Kaiser Medical Benefits/200	631-00-000-231-50-14-000	2,127.26
11/29/2022	PR Batch 00002.11.2022 AWC Life Insurance	631-00-000-231-50-14-000	520.20

Inv Total	158,055.84
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Inv 11-2022

Line Item Date	Line Item Description	Line Item Account	
11/29/2022	Edmund Crosson Medical Premium	001-08-009-521-22-22-400	1,742.18

Inv 11-2022 Total	1,742.18
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0 Total:	159,798.02
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90000 - AWC BENEFITS Total:	159,798.02
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90010 - Dept. of Labor & Industries Line Item Account

59746 11/30/2022

Inv

Line Item Date	Line Item Description	Line Item Account	
11/29/2022	PR Batch 00002.11.2022 L&I Employee	631-00-000-231-50-73-000	4,565.37
11/29/2022	PR Batch 00002.11.2022 L&I Employer	631-00-000-231-50-73-000	20,507.51

Inv Total	25,072.88
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59746 Total:	25,072.88
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90010 - Dept. of Labor & Industries Total:	25,072.88
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90020 - Employment Security Dept. Line Item Account

59748 11/30/2022

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/29/2022	PR Batch 00002.11.2022 Emp Sec- Unemployment Tax	631-00-000-231-50-50-000	1,967.72
Inv Total			1,967.72

59748 Total:

1,967.72

90020 - Employment Security Dept. Total:

1,967.72

90022 - Employment Security Dept. Line Item Account

59749 11/30/2022

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/29/2022	PR Batch 00002.11.2022 WA Paid Family & Medical Leave	631-00-000-231-50-32-000	3,592.03
11/29/2022	PR Batch 00002.11.2022 WA Paid Family & Medical Leave	631-00-000-231-50-32-000	1,313.87
Inv Total			4,905.90

59749 Total:

4,905.90

90022 - Employment Security Dept. Total:

4,905.90

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

0 11/30/2022

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/29/2022	PR Batch 00002.11.2022 LEOFF 2 Employee	631-00-000-231-50-16-000	34,387.75
11/29/2022	PR Batch 00002.11.2022 LEOFF 2 Employer	631-00-000-231-50-16-000	21,366.39
Inv Total			55,754.14

0 Total:

55,754.14

90030 - Dept. of Retirement Syst.-LEOFF Total:

55,754.14

90035 - IAFF Firepac-Political Affairs Dept. Line Item Account

59750 11/30/2022

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/29/2022	PR Batch 00002.11.2022 IAFF-FirePac	631-00-000-231-50-50-000	8.36
Inv Total			8.36

59750 Total:

8.36

90035 - IAFF Firepac-Political Affairs Dept. Total:

8.36

90040 - Teamsters Local Union #763 Line Item Account

59755 11/30/2022

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/29/2022	PR Batch 00002.11.2022 Teamsters Union Dues	631-00-000-231-50-21-000	3,395.00
Inv Total			3,395.00

59755 Total:

3,395.00

90040 - Teamsters Local Union #763 Total:

3,395.00

90045 - IAFF LOCAL #2878 Line Item Account

59751 11/30/2022

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/29/2022	PR Batch 00002.11.2022 IAFF-Local 2878 Fire	631-00-000-231-50-21-000	2,476.91
Inv Total			2,476.91

59751 Total:

2,476.91

90045 - IAFF LOCAL #2878 Total:

2,476.91

90060 - Office of Support Enforcement - DSHS Line Item Account

0 11/30/2022

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/29/2022	PR Batch 00002.11.2022 Child Support	631-00-000-231-50-30-000	2,044.91
Inv Total			2,044.91

0 Total:

2,044.91

90060 - Office of Support Enforcement - DSHS Total:

2,044.91

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

0 11/30/2022

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/29/2022	PR Batch 00002.11.2022 PERS2 Employee	631-00-000-231-50-16-000	31,046.75
11/29/2022	PR Batch 00002.11.2022 PERS 2 Employer	631-00-000-231-50-16-000	50,719.41
11/29/2022	PR Batch 00002.11.2022 PERS 3 Employer	631-00-000-231-50-16-000	7,184.52
11/29/2022	PR Batch 00002.11.2022 PERS 3 Employee	631-00-000-231-50-16-000	5,311.17

Inv Total	94,261.85
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0 Total:	94,261.85
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90070 - Dept of Retirement Syst.-PERS Total:	94,261.85
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90075 - Dept. of Retirement Syst.- PSERS Line Item Account

0 11/30/2022

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/29/2022	PR Batch 00002.11.2022 PSERS Employer	631-00-000-231-50-16-000	980.71
11/29/2022	PR Batch 00002.11.2022 PSERS Employee	631-00-000-231-50-16-000	608.91

Inv Total	1,589.62
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0 Total:	1,589.62
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90075 - Dept. of Retirement Syst.- PSERS Total:	1,589.62
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90085 - IRS-Payroll EFTPS Line Item Account

0 11/30/2022

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/29/2022	PR Batch 00002.11.2022 Federal Income Tax	631-00-000-231-50-27-000	114,827.47
11/29/2022	PR Batch 00002.11.2022 Medicare Employee	631-00-000-231-50-27-000	14,615.22
11/29/2022	PR Batch 00002.11.2022 FICA Employer	631-00-000-231-50-27-000	41,731.78
11/29/2022	PR Batch 00002.11.2022 Imputed Income Tax	631-00-000-231-50-50-000	662.50
11/29/2022	PR Batch 00002.11.2022 Medicare Employer	631-00-000-231-50-27-000	14,372.21
11/29/2022	PR Batch 00002.11.2022 FICA Employee	631-00-000-231-50-27-000	41,731.78

Inv Total	227,940.96
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0 Total:	227,940.96
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90085 - IRS-Payroll EFTPS Total:	227,940.96
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90095 - Voya Institutional Trust Company Line Item Account

59756 11/30/2022

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/29/2022	PR Batch 00002.11.2022 Voya-Employee	631-00-000-231-50-19-000	250.00
11/29/2022	PR Batch 00002.11.2022 Voya-Employer	631-00-000-231-50-19-000	200.00

Inv Total	450.00
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59756 Total:	450.00
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90095 - Voya Institutional Trust Company Total:

450.00

90099 - CITY OF SNOQUALMIE Line Item Account

59745 11/30/2022

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/29/2022	PR Batch 00002.11.2022 FSA	631-00-000-231-50-15-000	902.50
Inv Total			902.50

59745 Total:

902.50

90099 - CITY OF SNOQUALMIE Total:

902.50

90100 - ICMA Retirement Trust -303907 Line Item Account

59752 11/30/2022

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/29/2022	PR Batch 00002.11.2022 ICMA-Employee	631-00-000-231-50-19-000	7,411.00
11/29/2022	PR Batch 00002.11.2022 ICMA-Employer Supplement	631-00-000-231-50-19-000	350.00
11/29/2022	PR Batch 00002.11.2022 ICMA-Employer	631-00-000-231-50-19-000	1,875.00
Inv Total			9,636.00

59752 Total:

9,636.00

90100 - ICMA Retirement Trust -303907 Total:

9,636.00

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

0 11/30/2022

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/29/2022	PR Batch 00002.11.2022 DCP-Employer-Supplement	631-00-000-231-50-19-000	2,915.00
11/29/2022	PR Batch 00002.11.2022 DCP Employee	631-00-000-231-50-19-000	25,069.00
11/29/2022	PR Batch 00002.11.2022 DCP-Employer	631-00-000-231-50-19-000	11,982.00
Inv Total			39,966.00

0 Total:

39,966.00

90105 - Dept. of Retirement Syst.- DCP Total:

39,966.00

90110 - AFLAC Line Item Account

0 11/30/2022

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/29/2022	PR Batch 00002.11.2022 AFLAC-Pre Tax	631-00-000-231-50-19-000	78.13

Inv Total	78.13
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0 Total:	78.13
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90110 - AFLAC Total:	78.13
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90120 - WSCFF Line Item Account

59758 11/30/2022

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/29/2022	PR Batch 00002.11.2022 WSCFF-BENEFIT TRUST FF ER	631-00-000-231-50-22-000	825.00

Inv Total	825.00
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59758 Total:	825.00
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90120 - WSCFF Total:	825.00
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90180 - Snoqualmie Police Association Line Item Account

59754 11/30/2022

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/29/2022	PR Batch 00002.11.2022 Police Union Dues	631-00-000-231-50-21-000	2,000.00

Inv Total	2,000.00
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59754 Total:	2,000.00
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90180 - Snoqualmie Police Association Total:	2,000.00
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90300 - DiMartino Associates Line Item Account

59747 11/30/2022

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/29/2022	PR Batch 00002.11.2022 Brown & Brown DBA DiMartino	631-00-000-231-50-14-000	346.50

Inv Total	346.50
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59747 Total:	346.50
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90300 - DiMartino Associates Total:	346.50
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90310 - NWFFT TRUST Line Item Account

59753 11/30/2022

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/29/2022	PR Batch 00002.11.2022 Dental Benefits	631-00-000-231-50-14-000	1,989.97
11/29/2022	PR Batch 00002.11.2022 Medical/Vision Benefits	631-00-000-231-50-14-000	20,044.83

Inv Total	22,034.80
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59753 Total:	22,034.80
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90310 - NWFFT TRUST Total:	22,034.80
----------------------------	-----------

90400 - Western States Police Medical Trust Line Item Account

59757 11/30/2022

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/29/2022	PR Batch 00002.11.2022 W States Police Medical Trust	631-00-000-231-50-17-000	1,092.50

Inv Total	1,092.50
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59757 Total:	1,092.50
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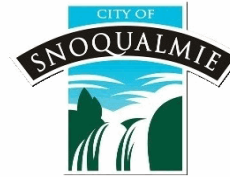
90400 - Western States Police Medical Trust Total:	1,092.50
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Total:	656,547.70
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Accounts Payable

Blanket Voucher Approval Document

User: THolden
 Printed: 12/15/2022 - 4:12PM
 Warrant Request Date: 12/15/2022
 DAC Fund:



Batch: 00005.12.2022 - PV12-2022#1

City of Snoqualmie

Claims presented to the City to be paid in the amount of \$ 2,719.50 (incl. ACH),
 for claims warrants numbered 59878 through 59879 & dated 12/15/2022.

Line	Claimant	Voucher No.	Amount
1	Employment Security Dept.	000059878	22.00
2	Employment Security Dept.	000059879	66.00
3	IRS-Payroll EFTPS	000000000	2,631.50
Page Total:			\$2,719.50
Grand Total:			\$2,719.50

Accounts Payable

Check Detail

User: THolden
Printed: 12/15/2022 - 4:30PM



Item 9.

Check Number	Check Date			Amount
90020 - Employment Security Dept. Line Item Account				
59878	12/15/2022	Inv		
		<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
		12/15/2022	PR Batch 00002.12.2022 Emp Sec- Unemployment Tax	631-00-000-231-50-50-000
				22.00
		Inv Total		22.00
59878 Total:				22.00
90020 - Employment Security Dept. Total:				22.00
90022 - Employment Security Dept. Line Item Account				
59879	12/15/2022	Inv		
		<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
		12/15/2022	PR Batch 00002.12.2022 WA Paid Family & Medical Leave	631-00-000-231-50-32-000
		12/15/2022	PR Batch 00002.12.2022 WA Paid Family & Medical Leave	631-00-000-231-50-32-000
				17.68
				48.32
		Inv Total		66.00
59879 Total:				66.00
90022 - Employment Security Dept. Total:				66.00
90085 - IRS-Payroll EFTPS Line Item Account				
0	12/15/2022	Inv		
		<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
		12/15/2022	PR Batch 00002.12.2022 Medicare Employee	631-00-000-231-50-27-000
		12/15/2022	PR Batch 00002.12.2022 Federal Income Tax	631-00-000-231-50-27-000
		12/15/2022	PR Batch 00002.12.2022 FICA Employer	631-00-000-231-50-27-000
		12/15/2022	PR Batch 00002.12.2022 Medicare Employer	631-00-000-231-50-27-000
		12/15/2022	PR Batch 00002.12.2022 FICA Employee	631-00-000-231-50-27-000
				159.50
				948.50
				682.00
				159.50
				682.00
		Inv Total		2,631.50
0 Total:				2,631.50

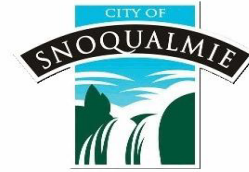
90085 - IRS-Payroll EFTPS Total:	2,631.50
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Total:	2,719.50
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Payroll
Blanket Voucher Document

Claims presented to the City to be paid on 12/ 15 /2022 in the amount of \$ 9,161.68
which includes claim warrants numbered 72752 through 72753,
totaling \$ 9,161.68, and direct deposits totaling \$ 0.00.



Computer Check Register

User: THolden
Printed: 12/15/2022 - 11:43AM
Batch: 00002.12.2022 - P12-2022 #1

Check	Check		
72752	12/15/2022	Jayce Gutzler	5,801.00
72753	12/15/2022	Brady Lanham	3,360.68
Total		Total for	9,161.68



BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB23-002
January 9, 2023
Choose an item.

AGENDA BILL INFORMATION

TITLE:	AB23-002: Amendment with RH2 Engineering for Water Reclamation Facility Phase 3 Services	☐ Discussion Only
PROPOSED COUNCIL ACTION:	Approve an amendment to the design services agreement with RH2 Engineering.	☒ Action Needed: ☒ Motion ☐ Ordinance ☐ Resolution

REVIEW:	Department Director/Peer	Mike Chambless	12/29/2022
	Finance	Drew Bouta	12/28/2022
	Legal	Anna Astrakhan	12/19/2022
	City Administrator	Mike Sauerwein	Click or tap to enter a date.

DEPARTMENT:	Parks & Public Works		
STAFF:	Andrew Vining		
COMMITTEE:	Parks & Public Works	COMMITTEE DATE: January 4, 2023	
MEMBERS:	Bryan Holloway	Ethan Benson	Jo Johnson
EXHIBITS:	1. Amendment to RH2 Services Agreement 2. CIP Excerpt: Water Reclamation Facility Phase 3		

AMOUNT OF EXPENDITURE	\$ 158,000
AMOUNT BUDGETED	\$ 13,357,000 (23-24 Biennium)
APPROPRIATION REQUESTED	\$ 0

SUMMARY

INTRODUCTION

This agenda bill seeks to amend the existing services agreement with RH2 Engineering for the Water Reclamation Facility (WRF) Phase 3 to include engineering support services during construction and Supervisory Control and Data Acquisition (SCADA) Programming of the Kimball Creek Lift Station Improvements. These improvements will increase efficiency at the WRF and replace aging equipment at the Kimball Creek Lift Station.

LEGISLATIVE HISTORY

The original contract with RH2 Engineering was approved by Council on February 28, 2022 under [AB22-031](#) to complete preliminary design of the WRF Phase 3 Improvements which included preliminary and final design of the Kimball Creek Lift Station Improvements. On August 22, 2022 under [AB22-108](#) Council Approved Amendment No. 1 to the services agreement to include services during bidding of the Kimball Creek Lift Station Improvements.

BACKGROUND

The City's General Sewer Plan identified multiple projects for the Phase 3 of the WRF Improvements including the Kimball Creek Lift Station Project. This project will replace one of the three pumps with a smaller baseflow pump operated on a variable frequency drive (VFD) to smooth out the flow to the WRF. This project will also upgrade the original 1997 electrical gear with modern controls to allow for the WRF to communicate directly to the lift station. These improvements will increase efficiency throughout the WRF.

The City contracted with RH2 in February 2022 to complete design of the WRF Phase 3 including the Kimball Creek Lift Station Improvements. The design work began in February 2022 and the Kimball Creek Lift Station Improvements was advertised to bidders on November 14th, 2022. Early bidding and award of these improvements allows for the contractor to procure electrical equipment with long lead times. Engineering support for this work is scheduled to begin in winter 2023 as the contractor begins submittals for early equipment procurement.

Below is summary of the current and proposed engineering services related to the Kimball Creek Lift Station Improvements:

- Task 3 – Preliminary and Final Design of Kimball Creek Lift Station (Completed under original contract)
- Task 5 – Services During Bidding for Kimball Creek Lift Station (Completed under Amendment 1)
- Task 9 – Services During Construction for Kimball Creek Lift Station (Proposed Amendment 2)
- Task 10 – Supervisory Control and Data Acquisition (SCADA) Programming for Kimball Creek Lift Station (Proposed Amendment 2)

ANALYSIS

The intent of this project is to increase efficiency at the WRF and replace aging equipment at the lift station. Early bidding and award of these improvements allows for the contractor to procure electrical equipment with long lead times. Engineering support for this work is scheduled to begin in winter 2023 as the contractor begins submittals for early equipment procurement. These tasks were anticipated at the time of the original contract and the fee is consistent with original project budget estimates.

BUDGET IMPACTS

Administration recommends approving a contract with RH2 Engineering in the amount of \$158,000 to provide engineering support services for the Kimball Creek Lift Station improvements, which is a subproject of the larger Water Reclamation Facility Improvements – Phase 3 project. The City incorporated the larger project into the 2023-2028 Capital Improvement Plan (CIP) (see Exhibit #2) for a total project budget of \$15,262,217 and into the 2023-2024 Biennial Budget for a budget of \$13,357,000 during the biennium. When accounting for the expenditures previously incurred, the outstanding value of contracts previously approved, the value of this contract, and the value of the contract in AB23-001, the City has a remaining project budget of \$12,673,895 and remaining budget of \$11,256,317 for the biennium (please see the table below or on the next page). Therefore, sufficient appropriation exists within the 2023-2024 Biennial Budget (Utilities Capital Fund #417) to fund the contract.

Water Reclamation Facility Improvements – Phase 3 Budget Table:

	Life-of-Project Budget <i>(Multiple Bienniums)</i>	2023-2024 Biennial Budget
Beginning Budget	\$ 15,262,217	\$ 13,357,000
Expenditures	\$ (487,639)	-
Outstanding Contract Value <i>(Previously Approved)</i>	\$ (711,376)	\$ (711,376)
Current Available Budget	\$ 14,063,202	\$ 12,645,624
Value of this Contract <i>(AB23-002)</i>	\$ (158,000)	\$ (158,000)
Value of Contract in AB23-001	\$ (1,231,307)	\$ (1,231,307)
Available Budget after AB23-001 & AB23-002	\$ 12,673,895	\$11,256,317

NEXT STEPS

Following Council approval staff will work with the Mayor to execute Amendment No. 2 with RH2 Engineering. RH2 will begin submittal review for early equipment procurement in winter 2023. Mechanical and electrical construction at the lift station is expected to occur spring 2024, following the wet season and following receipt of electrical gear. The lift station pump improvements will be operational by October 2024 following commissioning and SCADA programming.

PROPOSED ACTION

Move to approve an amendment to the WRF Phase 3 design services agreement with RH2 Engineering.

CITY OF SNOQUALMIE
 AGREEMENT FOR CONSULTANT SERVICES
 Amendment No. 2
 Water Reclamation Facility Phase 3 Improvements

This Amendment No. 2 to Agreement for Consulting Services is entered into this ____ day of January, 2023 by and between the City of Snoqualmie, a Washington municipal corporation (“City”) and RH2 Engineering, Inc., a Washington corporation (“Consultant”). City and Consultant are collectively referred to herein as “the Parties.”

WHEREAS, the City and Consultant previously entered into an Agreement for Consultant Services on March 1, 2022 (“Agreement”), which provided for Consultant to complete preliminary design of the WRF Phase 3 improvements; and

WHEREAS, on August 22, 2022, Council approved Amendment No. 1 to the Agreement that included final project design, permitting and support during bidding; and

WHEREAS, the City has requested Consultant to provide additional services including engineering support services during construction of the Kimball Creek Lift Station Improvements and Supervisory Control and Data Acquisition (SCADA) Programming of the Kimball Creek Lift Station Improvements; and

WHEREAS, Consultant has the resources and capability to perform this work and has provided a scope of work and an hour and fee estimate for such additional work;

NOW, THEREFORE, the parties herein do mutually agree as follows:

Section 1. Scope of Work Amended. Exhibit A (“Scope of Work”) to the March 1, 2022 Agreement is hereby amended to add the additional work tasks set forth in Exhibit A to this Amendment No. 2.

Section 2. Compensation Amended. Section 2 of the March 1, 2022 Agreement (“Compensation”) is hereby amended to increase the total compensation to be paid Consultant for the work from \$1,197,104 to \$1,355,104.

Section 3. Exhibit B (“Compensation”) Amended. Exhibit B to the March 1, 2022 Agreement is hereby amended to add the additional compensation and fee details set forth in Exhibit B to this Amendment No. 2.

CITY OF SNOQUALMIE,
WASHINGTON

By:_____

Its: Mayor

Date:_____

CONSULTANT – RH2.

By:_____

Typed/Printed Name:_____

Its:_____

Date:_____

ATTEST:

Deana Dean, City Clerk

Date:_____

APPROVED AS TO FORM:

Bob C. Sterbank, City Attorney

Date:_____

EXHIBIT A
Scope of Work
Amendment No. 2
City of Snoqualmie
Water Reclamation Facility Phase 3 Improvements
Kimball Creek Lift Station Services During Construction
December 2022

Background

The City of Snoqualmie (City) owns and operates the Water Reclamation Facility (WRF) and the Kimball Creek Lift Station (LS). To accommodate projected flows and loads, handle replacement of aging components installed over 20 years ago, and meet regulatory requirements, the City's 2021 *General Sewer Plan* (GSP) identified multiple projects for Phase 3 of the WRF Improvements and the Kimball LS. These projects will be sequenced to mitigate impacts to the existing facility and promote efficient construction. RH2 Engineering, Inc., (RH2) envisions this work as generally combined into the following two construction projects. RH2 completed the design of the improvements for the Kimball Creek LS in November 2022.

The previous Scope of Work included the following tasks:

- Task 1 – Project Management**
- Task 2 – Preliminary Design of Major WRF Improvements**
- Task 3 – Preliminary and Final Design of Kimball Creek LS**
- Task 4 – Management Reserve**
- Task 5 – Services During Bidding (SDB) for Kimball Creek LS**
- Task 6 – Final Design of Major WRF Improvements**
- Task 7 – Washington State Department of Ecology (Ecology) Review and City Permitting for Major WRF Improvements**
- Task 8 – SDB for Major WRF Improvements**

This Scope of Work includes the addition of the following tasks:

- Task 9 – Services During Construction (SDC) for Kimball Creek LS**
- Task 10 – Supervisory Control and Data Acquisition (SCADA) Programming for Kimball Creek LS**

Future tasks include the following:

- Task 11 – SDC Major WRF Improvements**
- Task 12 – SCADA Programming for Major WRF Improvements**
- Task 13 – Preliminary Design for Minor WRF Improvements (as identified in the GSP)**

This Scope of Work captures elements for SDC for the Kimball Creek LS project.

Task 9 – Services During Construction for Kimball Creek LS

Objective: Provide engineering services during construction for the Kimball Creek LS improvements project to the level of effort stated in the Fee Estimate. *If additional effort is needed, that extra work will be mutually determined by the City and RH2.*

Approach:

- 9.1 Attend Pre-Construction Meeting: Prepare pre-construction meeting agenda. Send notice of meeting location, date and time, and agenda to invitees. Facilitate the meeting. Prepare meeting minutes and distribute to attendees. Provide hard copies of the plans and specifications for use by the City, contractor, and RH2 during construction.
- 9.2 Provide Construction Document Reviews: Consult with the City on construction costs, scheduling, and constructability issues. Review shop drawings and catalog submittals for items requested in the technical specifications. Provide a written response to the contractor and the City accepting or rejecting each shop drawing and reviewed catalog submittal. Review written requests for information (RFIs) and change order proposals, and provide written responses to the contractor and the City. Review the contractor-provided operations and maintenance (O&M) manuals for consistency with installed valves and instrumentation.
- 9.3 Coordinate Temporary Pumping Startup Activities: Coordinate with the City and contractor for the contractor's set up of the temporary bypass of the sewage system. Attend two (2) site visits, one (1) each for the contractor's completed set up of the system and prior to commissioning the temporary pumping. Coordinate with the City and contractor for the scheduled testing and startup activities. *This coordination will include the review and supplementation of the testing protocols developed by the contractor and temporary pump representatives, and review of the tests and request for corrections.* Review and supplement startup protocols developed by the contractor and manufacturers' representatives.
- 9.4 Provide On-Site Observations and Attend Construction Progress Meetings: Provide up to fifty (50) on-site construction observations and attend up to ten (10) construction progress meetings as requested by the City. Prepare a construction observation report for each visit and meeting agenda and minutes for the construction progress meetings.
- 9.5 Attend City and RH2 Construction Coordination Meetings: Attend up to ten (10) meetings to occur between RH2 and the City prior to the construction progress meetings. These meetings will review the construction progress meeting agenda and cover design issues during construction. *It is assumed these meetings will be held virtually.*
- 9.6 Attend Startup and Final On-Site Observation: Provide on-site observation to document activities and coordinate with the City and contractor during startup. Discuss with the City and contractor work that has not been completed by the contractor (punch list) and discuss contractor rectification. Attend final on-site observation with the City and prepare a letter of recommendation for project acceptance to the City.

- 9.7 Prepare Construction Record Drawings: Obtain contractor and City construction field records. Review field records, including RH2's, and revise the design plan drawings to construction record plan drawings.

Assumptions:

- *The City will be the primary point of contact for the general contractor during construction. RH2 will provide daily construction observation services for up to fifty (50) days.*
- *The City will review monthly pay requests by the contractor. RH2's support of the pay request process will be limited to assisting the City's tracking of schedule of values progress.*
- *The observation for the grouting around the pre-rotation basin for Pump No. 1 is included in one of the on-site observations task.*
- *RH2 is not responsible for site safety, for determining means and methods, or for directing the contractor in their work.*

Provided by City:

- Meeting space and attendance at the pre-construction meeting and the construction progress meetings.
- Primary point of contact for the general contractor.
- Construction documentation correspondence and construction activities scheduling coordination with RH2.
- Review and process payments to the contractor.
- Contractor and City construction field records.

RH2 Deliverables:

- One (1) PDF and one (1) Word file (for the City) of the pre-construction meeting agenda and hard copies for attendees.
- Notice to invitees of the pre-construction meeting location, date, and time.
- One (1) PDF and one (1) Word file (for the City) of the weekly construction meeting agenda and hard copies for attendees.
- One (1) hard copy, one (1) PDF, and one (1) Word file of the pre-construction meeting minutes.
- One (1) hard copy, one (1) PDF, and one (1) Word file of the weekly construction meeting minutes.
- Two (2) full-size hard copies and two (2) half-size hard copies of the bid-ready construction plans, two (2) hard copies of the bid-ready construction specifications and appendices, and one (1) PDF of the bid-ready construction plans, specifications, and appendices for the contractor.

- Five (5) hard copies, one (1) PDF, and one (1) Word file (specifications) of the bid-ready construction plans (half-size), specifications, and appendices for the City and RH2.
- Written responses for contractor-provided shop drawings and submittals, O&M manuals, RFIs, and change orders in PDF format.
- Construction observation reports in PDF and Word formats.
- Written responses to contractor-provided testing and startup protocols and for requests to contractor for correction in PDF format.
- Startup checklists and summaries of startup results in PDF and Excel formats.
- Written punchlist to contractor and one (1) hard copy, one (1) PDF, and one (1) Word file for the City.
- One (1) hard copy, one (1) PDF, and one (1) Word file of letter of recommendation for project acceptance to the City.
- Two (2) full-size hard copies, one (1) PDF, and AutoCAD .dwg files of the construction record plan drawings.
- Attendance at factory testing, field testing, startup, and commissioning.

Task 10 – SCADA Programming for Kimball Creek LS

Objective: Provide software services for the new Kimball Creek LS control panel equipment, factory testing, commissioning, startup, and training.

- 10.1 Prepare SCADA Control Strategy: Document supervisory control and data acquisition (SCADA) control strategy in a technical memorandum for approval by City project staff.
- Identify standards for programmable logic controller (PLC), operator interface (OI), and human machine interface (HMI) software development.
 - Identify the control strategy for the facility.
 - Identify OI features.
 - Provide communications methodology for monitoring and control.
- 10.2 Develop PLC and OI Software: Develop PLC ladder logic software as required for monitoring and controlling equipment. Develop OI software as required for monitoring and controlling lift station equipment.
- 10.3 Develop HMI Software: Develop HMI modifications only to add new lift station features to existing application.
- 10.4 Attend Factory Testing: Attend control panel equipment factory testing at the panel shop fabricators site. Testing report will be included with O&M materials at the end of the project.

10.5 Attend Field Testing, Startup, and Commissioning: Attend field testing, startup, and commissioning, to include the following:

- Attend factory witness testing of the motor control center and pump control panel.
- Test control panel in field.
- Test PLC, OI, SCADA computer systems, and communications equipment for end-to-end data transmission integrity and accuracy.
- Test OI screens for connectivity, software completeness, and accuracy of information displayed.
- Test SCADA alarm, navigation, and intrusion security configurations and functions.

10.6 Develop O&M Materials: Develop Kimball Creek LS SCADA system O&M material.

10.7 Provide Training: Provide on-site Kimball Creek LS SCADA system training to City staff on manual, program, communications, and software operation aspects of the system utilizing the O&M manual as a training aid.

Assumptions:

- *RH2 will use the current City of Snoqualmie LS2 as a standard for the software development (PLC, OI, HMI) where applicable. All new tag names in HMI following LS2 standard.*
- *RH2 will have remote access to Kimball PLC/OI/VFD over the city VPN.*

RH2 Deliverables:

- SCADA control strategy technical memorandum developed during subtask 10.1.
- PLC, OI, and HMI software developed in subtasks 10.2 and 10.3.
- Attendance at factory testing.
- One (1) electronic copy of PLC and OI software.
- One (1) electronic copy of the following items:
 - Project spreadsheet file that includes information about the software configuration, addressing, data point names, alarms, control loops, and descriptions.
 - Kimball Creek LS O&M material for SCADA system software.
 - Testing reports.
- On-site Kimball Creek LS SCADA system training for City staff.

Project Schedule

RH2 anticipates that this project will begin in January 2023 with a target completion of the end of October 2024.

EXHIBIT B**Fee Estimate****Amendment No. 2****City of Snoqualmie****Water Reclamation Facility Phase 3 Improvements****Kimball Creek Lift Station Services During Construction****Dec-22**

Description		Total Hours	Total Labor	Total Expense	Total Cost
Task 9	Services During Construction for Kimball Creek LS	560	\$ 117,630	\$ 8,597	\$ 126,227
9.1	Attend Pre-Construction Meeting	18	\$ 3,962	\$ 1,520	\$ 5,482
9.2	Provide Construction Document Reviews	104	\$ 21,436	\$ 775	\$ 22,211
9.3	Coordinate Temporary Pumping Startup Activities	16	\$ 3,442	\$ 188	\$ 3,630
9.4	Provide On-Site Observations and Attend Construction Progress Meetings	276	\$ 58,204	\$ 3,808	\$ 62,012
9.5	Attend City and RH2 Construction Coordination Meetings	50	\$ 10,600	\$ 265	\$ 10,865
9.6	Attend Startup and Final On-Site Observation	52	\$ 11,774	\$ 576	\$ 12,350
9.7	Prepare Construction Record Drawings	44	\$ 8,212	\$ 1,465	\$ 9,677
Task 10	SCADA Programming for Kimball Creek LS	127	\$ 30,487	\$ 1,286	\$ 31,773
10.1	Prepare SCADA Control Strategy	16	\$ 3,818	\$ 98	\$ 3,916
10.2	Develop PLC and OI Software	22	\$ 5,406	\$ 135	\$ 5,541
10.3	Develop HMI Software	18	\$ 4,554	\$ 114	\$ 4,668
10.4	Attend Factory Testing	8	\$ 1,864	\$ 109	\$ 1,973
10.5	Attend Field Testing, Startup, and Commissioning	44	\$ 10,676	\$ 634	\$ 11,310
10.6	Develop O&M Materials	10	\$ 2,058	\$ 96	\$ 2,154
10.7	Provide Training	9	\$ 2,111	\$ 100	\$ 2,211
PROJECT TOTAL		687	\$ 148,117	\$ 9,883	\$ 158,000

EXHIBIT C RH2 ENGINEERING, INC. 2023 SCHEDULE OF RATES AND CHARGES		
RATE LIST	RATE	UNIT
Professional I	\$161	\$/hr
Professional II	\$178	\$/hr
Professional III	\$198	\$/hr
Professional IV	\$217	\$/hr
Professional V	\$233	\$/hr
Professional VI	\$247	\$/hr
Professional VII	\$265	\$/hr
Professional VIII	\$278	\$/hr
Professional IX	\$278	\$/hr
Technician I	\$126	\$/hr
Technician II	\$137	\$/hr
Technician III	\$154	\$/hr
Technician IV	\$169	\$/hr
Technician V	\$184	\$/hr
Technician VI	\$203	\$/hr
Technician VII	\$220	\$/hr
Technician VIII	\$231	\$/hr
Administrative I	\$84	\$/hr
Administrative II	\$98	\$/hr
Administrative III	\$117	\$/hr
Administrative IV	\$137	\$/hr
Administrative V	\$158	\$/hr
CAD/GIS System	\$27.50	\$/hr
CAD Plots - Half Size	\$2.50	price per plot
CAD Plots - Full Size	\$10.00	price per plot
CAD Plots - Large	\$25.00	price per plot
Copies (bw) 8.5" X 11"	\$0.09	price per copy
Copies (bw) 8.5" X 14"	\$0.14	price per copy
Copies (bw) 11" X 17"	\$0.20	price per copy
Copies (color) 8.5" X 11"	\$0.90	price per copy
Copies (color) 8.5" X 14"	\$1.20	price per copy
Copies (color) 11" X 17"	\$2.00	price per copy
Technology Charge	2.50%	% of Direct Labor
Mileage	\$0.6250	price per mile (or Current IRS Rate)
Subconsultants	15%	Cost +
Outside Services	at cost	



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

AB23-004
January 9, 2023
Committee Report

AGENDA BILL INFORMATION

TITLE:	AB23-004: Missing Middle Housing Analysis	☐ Discussion Only
RECOMMENDED ACTION:	Approve Missing Middle Housing LDC Contract (Agreement and Scope of Work)	☒ Action Needed: ☒ Motion ☐ Ordinance ☐ Resolution

REVIEW:	Department Director/Peer	Emily Arteche	12/29/2022
	Finance	n/a	Click or tap to enter a date.
	Legal	Anna Astrakhan	12/29/2022
	City Administrator	Mike Sauerwein	Click or tap to enter a date.

DEPARTMENT:	Community Development		
STAFF:	Emily Arteche, Community Development Director		
COMMITTEE:	Community Development	Meeting Date: January 9, 2023	
COUNCIL LIAISON:	Matthew Laase	Jo Johnson	James Mayhew
EXHIBITS:	1. LDC, Inc Contract 2. Department of Commerce Grant Agreement		

AMOUNT OF EXPENDITURE	\$ 94,200
AMOUNT BUDGETED	\$ 0
APPROPRIATION REQUESTED	\$ n/a

SUMMARY

The contract, (see exhibit 1) between the City of Snoqualmie and LDC, Incorporated establishes terms and conditions for producing a 'Missing Middle' housing report and a buildable lands analysis report which is reimbursable with \$112,500 grant monies provided by the State of Washington, Department of Commerce, (see exhibit 2). The total LDC, Inc. contract value is \$94,200.

BACKGROUND

The City applied for and received funding from the Washington Department of Commerce to fund new mandates associated with amendments to RCW 36.70A.070 (2); Housing Element. Grantee jurisdictions must conduct actions relating to adopting ordinances that authorize middle housing types on at least 30% of lots currently zoned as single family residential. The city must use a racial equity analysis and establish anti-

displacement policies to ensure there will be no net displacement of very low, low or moderate-income households, as defined in RCW 43.63A.510, or individuals from racial, ethnic and religious communities which have been subject to discriminatory housing policies in the past. The LDC scope of work also includes a Snoqualmie buildable land/land capacity analysis report. These work products will inform the City's 2024 Comprehensive Plan Update Housing and Land Use Elements.

ANALYSIS

The Missing Middle housing types include duplexes, triplexes, fourplexes, fiveplexes, sixplexes, townhouses, courtyard apartments, cottage housing, and stacked flats. "Missing Middle" is a term used to describe housing types that sit in the middle of a spectrum between detached single-family homes and mid-rise to high-rise apartment buildings, in terms of form and scale. Missing Middle provides for increased number of units and often, affordable units.

The analysis and buildable lands report will identify opportunities for additional housing types and affordable units. The report will provide potential development code and comprehensive plan amendments that will allow the city to stay in compliance with the city's Grantee Agreement, (Exhibit 2) as well as the State Growth Management Act, Puget Sound Regional Council and King County governments.

BUDGET IMPACTS

N/A

NEXT STEPS

Move to authorize approval of contract on January 9, 2023.

RECOMMENDED ACTIONS

Staff recommends that city council authorize the mayor to sign the LDC, Incorporated contract.

**CITY OF SNOQUALMIE
AGREEMENT FOR CONSULTANT SERVICES
Contract Title: Snoqualmie Housing Action Plan**

THIS AGREEMENT made and entered into by and between the CITY OF SNOQUALMIE, a Washington municipal corporation (the "City"), and LDC, Inc, a corporation ("Consultant") is dated this 14 day of December 2022.

Consultant Business: LDC, Inc
Consultant Address: 20210 142nd Ave NE

Consultant Phone: 425-806-1869

Contact Name: Clay White

Contact e-mail: cwhite@ldccorp.com

Federal Employee ID No.: 91-2184193

Authorized City Representative for this contract: Emily Arteche, Community Development Director

WHEREAS, the City desires to Produce a Missing Middle Housing and Buildable lands Report;

WHEREAS, public convenience and necessity require the City to obtain the services of a consultant with expertise in the area of Planning and Housing; and

WHEREAS, the City finds that Consultant is qualified to perform and is experienced in performing the required services; and

WHEREAS, the city desires to engage the Consultant to Produce a Missing Middle Housing and Buildable lands Report.

NOW, THEREFORE, the parties herein do mutually agree as follows:

1. Employment of Consultant.

A. The City retains the Consultant to provide the services described in "Exhibit A" (the "Work"). Any inconsistency between this Agreement and the Scope of Work shall be resolved in favor of this Agreement. The Consultant shall perform the Work according to the terms and conditions of this Agreement.

B. The City may revise the Work and the compensation only by a written Change Order signed by the authorized City representative that shall become a part of this Agreement.

C. The project manager(s) of the Work shall be Clay White. The project manager(s) shall not be replaced without the prior written consent of the City.

D. Work shall commence when the City issues a notice to proceed and it shall be completed no later than July 30, 2023, unless the completion date is extended in writing by the City.

2. Compensation.

A. The total compensation to be paid to Consultant, including all services and expenses, shall not exceed \$ 94,200 as shown on Exhibit B, which shall be full compensation for the Work. Consultant shall notify the City when its requests for payment reach eighty-five percent of the total compensation.

B. Consultant shall be reimbursed for Eligible Expenses actually incurred. "Eligible Expenses" means those types and amounts of expenses that are approved for reimbursement by the City in writing before the expense is incurred. If travel and/or overnight lodging is authorized, Consultant shall lodge within the corporate limits of City.

3. Request for Payment.

A. Not more than once Monthly the Consultant shall file its request for payment, accompanied by evidence satisfactory to the City justifying the request for payment, including a report of Work accomplished and tasks completed, and an itemization of Eligible Expenses with copies of receipts and invoices.

B. All requests for payment should be sent to

City of Snoqualmie
Attn: Emily Arteché
38624 SE River Street
P.O. Box 987
Snoqualmie, WA 98065

4. Work Product.

A. The Consultant shall submit all reports and other documents specified in Exhibit A according to the schedule established in Exhibit A. If, after review by the City, the information is found to be unacceptable, Consultant, at its expense, shall expeditiously correct such unacceptable work. If Consultant fails to correct unacceptable work, the City may withhold from any payment due an amount that the City reasonably believes will equal the cost of correcting the work.

B. All reports, drawings, plans, specifications, and intangible property created in furtherance of the Work, and any intellectual property in such documents, are property of the City and may be used by the City for any purpose; provided that re-use without Consultant's permission shall be at the City's sole risk.

5. Termination of Contract. City may terminate this Agreement by sending a written notice of termination to Consultant ("Notice") that specifies a termination date ("Termination Date") at least fourteen (14) days after the date of the Notice; provided, however, that in the event of a material breach of this Agreement, termination may be effective immediately or upon such date as determined by the City in its sole discretion. For purposes of this Agreement, "material breach" is defined as misfeasance, malfeasance or violation of any criminal law, ordinance or regulation.. Upon receipt of the Notice, the Consultant shall acknowledge receipt to the City in writing and immediately commence to end the Work in a reasonable and orderly manner. Unless terminated for Consultant's material breach, the Consultant shall be paid or reimbursed for all hours worked and Eligible Expenses incurred up to the Termination date, less all payments previously made; provided that work performed after date of the Notice is reasonably necessary to terminate the Work in an orderly manner. The Notice may be sent by any method reasonably believed to provide Consultant actual notice in a timely manner

6. Assignment of Contract – Subcontractors. Consultant shall not assign this contract or sub-contract or assign any of the Work without the prior written consent of the City.

7. Indemnification.

A. To the extent provided by law and irrespective of any insurance required of the Consultant, the Consultant shall defend and indemnify the City from any and all Claims arising out of or in any way relating to this Agreement; provided, however, the requirements of this paragraph shall not apply to that portion of such Claim that reflects the percentage of negligence of the City compared to the total negligence of all persons, firms or corporations that resulted in the Claim.

B. Consultant agrees that the provisions of this paragraph 7 apply to any claim of injury or damage to the persons or property of consultant's employees. As to such claims and with respect to the City only, consultant waives any right of immunity, which it may have under industrial insurance (Title 51 RCW and any amendment thereof or substitution therefore). **THIS WAIVER IS SPECIFICALLY NEGOTIATED BY THE PARTIES AND IS SOLELY FOR THE BENEFIT OF THE CITY AND CONSULTANT.**

C. As used in this paragraph: (1) "City" includes the City's officers, employees, agents, and representatives; (2) "Consultant" includes employees, agents, representatives sub-consultants; and (3) "Claims" include, but is not limited to, any and all losses, claims, causes of action, demands, expenses, attorney's fees and litigation expenses, suits, judgments, or damage arising from injury to persons or property.

D. Consultant shall ensure that each sub-consultant shall agree to defend and indemnify the City to the extent and on the same terms and conditions as the Consultant pursuant to this paragraph.

8. Insurance.

A. Consultant shall comply with the following conditions and procure and keep in force at all times during the term of this Agreement, at Consultant's expense, the following policies of insurance with companies authorized to do business in the State of Washington. The Consultant's insurance shall be rated by A. M. Best Company at least "A" or better with a numerical rating of no less than seven (7) and otherwise acceptable to the City.

1. Workers' Compensation Insurance as required by Washington law and Employer's Liability Insurance with limits not less than \$1,000,000 per occurrence. If the City authorizes sublet work, the Consultant shall require each sub-consultant to provide Workers' Compensation Insurance for its employees, unless the Consultant covers such employees.
2. Commercial General Liability Insurance on an occurrence basis in an amount not less than \$1,000,000 per occurrence and at least \$2,000,000 in the annual aggregate, including but not limited to: premises/operations (including off-site operations), blanket contractual liability and broad form property damage.
3. Business Automobile Liability Insurance in an amount not less than \$1,000,000 per occurrence, extending to any automobile used by Consultant in the course of the Work. A statement by Consultant and approved by the City Administrator, certifying that no vehicle will be used in accomplishing this Agreement, may be substituted for this insurance requirement.
4. Professional Errors and Omissions Insurance in an amount not less than \$1,000,000 per occurrence and \$1,000,000 in the annual aggregate. Coverage may be written

on a claims made basis; provided that the retroactive date on the policy or any renewal policy shall be the effective date of this Agreement or prior, and that the extended reporting or discovery period shall not be less than 36 months following expiration of the policy. The City may waive the requirement for Professional Errors and Omissions Insurance whenever the Work does not warrant such coverage or the coverage is not available.

5. Each policy shall contain a provision that the policy shall not be canceled or materially changed without 30 days prior written notice to the City.

Upon written request to the City, the insurer will furnish, before or during performance of any Work, a copy of any policy cited above, certified to be a true and complete copy of the original.

B. Before the Consultant performs any Work, Consultant shall provide the City with a Certificate of Insurance acceptable to the City Attorney evidencing the above-required insurance and naming the City of Snoqualmie, its officers, employees and agents as Additional Insured on the Commercial General Liability Insurance policy and the Business Automobile Liability Insurance policy with respect to the operations performed and services provided under this Agreement and that such insurance shall apply as primary insurance on behalf of such Additional Insured. Receipt by the City of any certificate showing less coverage than required is not a waiver of the Consultant's obligations to fulfill the requirements.

C. Consultant shall comply with the provisions of Title 51 of the Revised Code of Washington before commencing the performance of the Work. Consultant shall provide the City with evidence of Workers' Compensation Insurance (or evidence of qualified self-insurance) before any Work is commenced.

D. In case of the breach of any provision of this section, the City may provide and maintain at the expense of Consultant insurance in the name of the Consultant and deduct the cost of providing and maintaining such insurance from any sums due to Consultant under this Agreement, or the City may demand Consultant to promptly reimburse the City for such cost.

9. Independent Contractor. The Consultant is an independent Contractor responsible for complying with all obligations of an employer imposed under federal or state law. Personnel employed by Consultant shall not acquire any rights or status regarding the City.

10. Employment. The Consultant warrants that it did not employ or retain any company or person, other than a bona fide employee working solely for the Consultant, to solicit or secure this Agreement or pay or agree to pay any such company or person any consideration, contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, the City shall have the right either to terminate this Agreement without liability or to deduct from the Agreement price or consideration or to otherwise recover, the full amount of such consideration.

11. Audits and Inspections. The Consultant shall make available to the City during normal business hours and as the City deems necessary for audit and copying all of the Consultant's records and documents with respect to all matters covered by this Agreement.

12. City of Snoqualmie Business License. Consultant shall obtain a City of Snoqualmie business license before performing any Work.

13. Compliance with Federal, State and Local Laws. Consultant shall comply with and obey all federal, state and local laws, regulations, and ordinances applicable to the operation of its business and to its performance of the Work.

14. Waiver. Any waiver by the Consultant or the City of the breach of any provision of this Agreement by the other party will not operate, or be construed, as a waiver of any subsequent breach by either party or prevent either party from thereafter enforcing any such provisions.

15. Complete Agreement. This Agreement contains the complete and integrated understanding and agreement between the parties and supersedes any understanding, agreement or negotiation whether oral or written not set forth herein.

16. Modification of Agreement. This Agreement may be modified by a Change Order as provided in Paragraph 1, or by a writing that is signed by authorized representatives of the City and the Consultant.

17. Severability. If any part of this Agreement is found to be in conflict with applicable laws, such part shall be inoperative, null and void, insofar as it is in conflict with said laws, the remainder of the Agreement shall remain in full force and effect.

18. Notices.

A. Notices to the City of Snoqualmie shall be sent to the following address:

City of Snoqualmie
Attn: Emily Arteché
38624 SE River Street
P.O. Box 987
Snoqualmie, WA 98065

B. Notices to the Consultant shall be sent to the following address:

19. Venue. This Agreement shall be governed by the law of the State of Washington and venue for any lawsuit arising out of this Agreement shall be in King County.

IN WITNESS WHEREOF, the City and Consultant have executed this Agreement as of the date first above written.

CONSULTANT: Please fill in the spaces and sign in the box appropriate for your business entity.

CITY OF SNOQUALMIE,
WASHINGTON

By: _____
Its: Mayor
Date: _____

Corporation

[Consultant's Complete Legal Name]

By: _____
Typed/Printed Name: _____
Its: _____
Date: _____

ATTEST:

Deana Dean, City Clerk
Date: _____

APPROVED AS TO FORM:

Bob C. Sterbank, City Attorney
Date: _____

Exhibit A
Scope of Work

EXHIBIT B
COMPENSATION

COVER LETTER

November 22, 2022

Emily Arteché, AICP
Community Development Director
38624 SE River St.
Snoqualmie, WA 98065

RE: Request for Proposal City of Snoqualmie Missing Middle Housing project

Dear Emily:

The LDC team is pleased to present our proposal for supporting the City of Snoqualmie with the Missing Middle Housing project. Our team brings a breadth of experience that will ensure each element of this project is a success. As the Director of Planning with LDC and proposed lead for this project, I bring over 20 years of planning experience to this project. This includes significant experience working with cities on housing policy and implementing regulations tailored to fit the needs of the community. We have vast knowledge of state laws that guide housing requirements, including new housing element requirements from House Bill 1220. The LDC team is the strategic choice for this project:

- **City of Snoqualmie experience:** LDC is currently working on the Housing Action Plan (HAP) for the city. Many elements of the HAP directly correlate to the Missing Middle Housing project.
- **Planning experience:** we bring over 30 years of Growth Management Act (GMA) planning experience to this project. This includes vast experience with the development of housing plans, code writing, policy development, and community engagement.
- **Project experience:** we have recently completed or are currently working on housing plans with twelve cities. Each project has included development and implementation of a public participation plan, housing policy review and recommendations, and strategies and actions that each city can take to better facilitate middle housing.
- **Plans that work:** we understand the balance between implementing community vision and values and planning requirements that drive comprehensive planning. Housing solutions that work in one community may not work in another. We tailor our work to ensure that our plan works well for your community when implemented.

Our approach to this project is simple – to provide you with action on our living motto: “Service Above the Standard”; we strive to provide you with service beyond what you would typically expect. We hope to have the opportunity to earn your trust, assist your team, and serve the citizens of the City of Snoqualmie on this exciting project. Thank you again for this opportunity and please let me know if you have any questions.

Sincerely,



Clay White, Director of Planning
Land Development Consultants (DBA: LDC, Inc.)

COMPANY OVERVIEW

LDC, Inc. is a multi-disciplinary, minority-owned firm with its headquarters in Woodinville, Washington that provides long-range planning, permitting, civil engineering, and surveying services to both public and private sector clients throughout the Northwest. The LDC planning team provides a diverse range of services to all corners of Washington State. This includes on-call permitting and planning for cities and counties, code development, complex permitting, and long-range planning services. Our specialty is utilizing our keen understanding of land use law, policy, and regulations to assist our clients with the development of policy and regulations that work. This unique but important perspective is ingrained in our approach because of our experience writing codes and policies that we also have had to implement at the front counter.

Primary Contact

Clay White, Director of Planning



425.892.9572



425.749.9744



Cwhite@LDCcorp.com

Each of our team members brings a variety of professional experiences to the table – from public and private sector work experience to policy writing, public facilitation, data analysis and representation. Together, we provide a wide range of planning services for our valued clients. LDC is experienced in developing and translating housing strategies and policy to codes and permit processes. Every community is different and has unique needs. We get to know and listen to the communities we work with to produce strategies and actions that help communities thrive.

TEAMS CAPABILITIES

The LDC team has experience at the local, state, and federal levels conducting planning and analysis work. Our team has assisted dozens of local jurisdictions with planning efforts ranging from housing plans, comprehensive plans, countywide planning policies, and growth targets to development code updates, and on-call planning and permitting assistance. In addition, LDC works at the state level on state laws and policies that impact planning work at the local level. Our strength is a deep understanding of how plans are implemented and how policies and plans can help directly improve communities. Below is our proposed team and their roles for this project. We have the expertise to develop a complete analysis for the city and do not anticipate the use of subs on this assignment.

PROJECT UNDERSTANDING

This project provides an opportune moment. The City of Snoqualmie is required to update its comprehensive plan by December 31, 2024. As part of that project, the city will be working to accommodate additional growth out to 2044 and meet Housing Element requirements, which have recently been amended by the legislature.

There is a huge opportunity to sync this work with the work you will already be required to complete as part of that project. That includes creating and implementing an engagement plan; developing policy recommendations to accommodate middle housing; and looking at strategies to ensure issues like displacement are mitigated as redevelopment occurs.

This project can be expedited by developing strategies upfront on how this work can complement and not be redundant with processes that will be undertaken as part of the comprehensive plan update. The strategies should fit together. Based on the schedule outlined by the city, meeting the June 15, 2023, grant deadline should not be an issue. However, the time saver will be linking this project with the update.

PROJECT APPROACH

TASK 1: COMMUNITY ENGAGEMENT PLAN AND RESPONSE DATA

LDC will develop a community engagement plan. The plan will include working with community-based organizations and city staff. The outreach efforts could include surveys and outreach to allow historically under-represented groups to participate. Survey work can occur through the project webpage; mini surveys conducted at community outreach events; or through individual interviews. These efforts will include, but is not limited to, representative groups of for-profit or non-profit residential developers, renters, and owner-occupied households in residential neighborhoods through online surveys and in-person polling.

One option that would be advantageous is to connect the engagement plan and project with the engagement efforts for the 2024 update. While this project is more specific than the overall update, those we engage with should understand the goals of this project in context with the planning requirements the city will be taking up as part of the update. There is an opportunity to not only have a community conversation about housing but relate it to growth planning that the city is undertaking.

Task 1 Deliverables:

- *Public Engagement Plan Development. Develop a community engagement plan to solicit input and feedback from representatives regarding middle housing types and anti-displacement.*
- *Project Outreach; can include surveys, developing informational materials, individual interviews, and connecting with the community at community events.*
- *Includes coordination with the city team on the development of a project website, if desired. The website can help bridge the gap between this project and the overall comprehensive plan update.*
- *If desired, the engagement plan and outreach efforts can be coupled with the 2024 Comprehensive Plan strategy.*
- *Coordination and meetings with city included with task.*

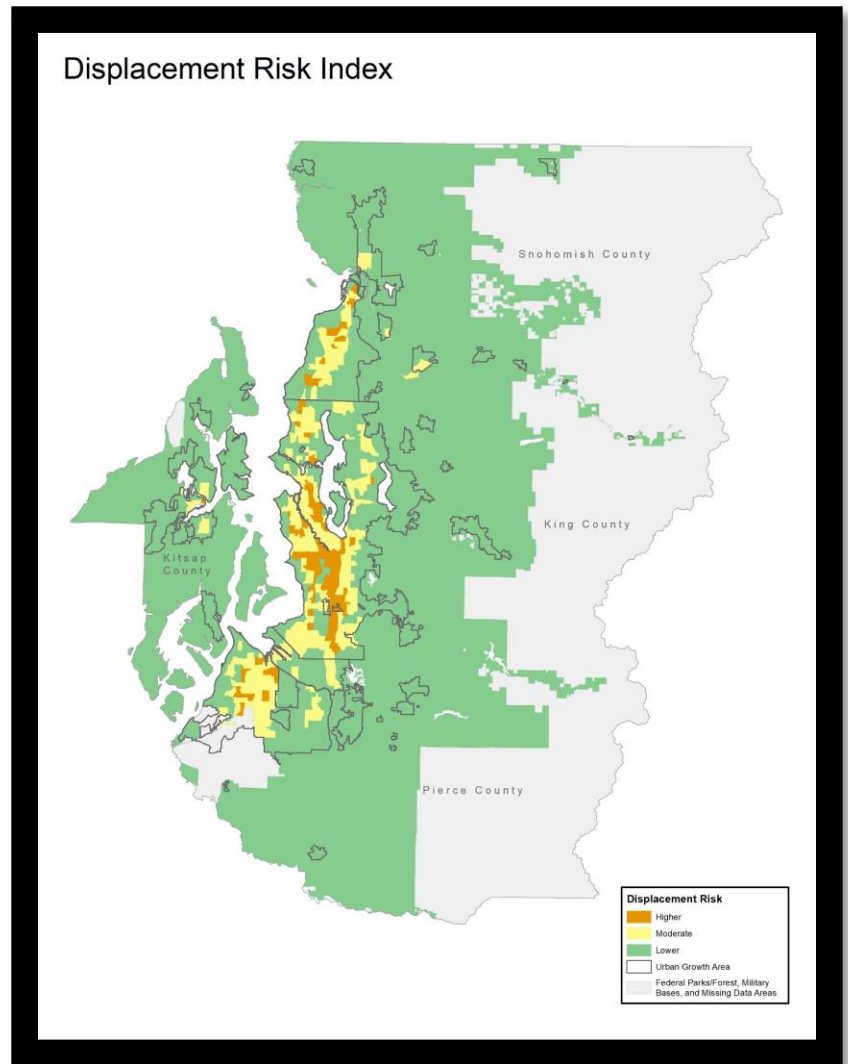
TASK 2: RACIAL EQUITY AND DISPLACEMENT ANALYSIS

LDC will develop a short report which will outline local policies and regulations that may have resulted in racially disparate impacts, displacement, and exclusion in housing, including zoning that may have a discriminatory effect, disinvestment, and infrastructure availability. The requirement to analyze these issues is a Housing Element requirement (RCW 36.70A.070(2)) therefore the work completed for this task will assist the city in fulfilling these requirements as part of the comprehensive plan update. Commerce guidance will be followed to ensure the report is complete and policy recommendations will be provided which could be considered during the comprehensive plan update.

In addition, there are numerous tools which can assist with displacement analysis. The PSRC displacement risk map, for example, can be utilized to better understand where there are risks for displacement in the future. While the risk for displacement in the city is low, the analysis must also be paired with land use changes that may be considered which could increase the risk.

Task 2 Deliverable:

- *Develop report approach.*
- *Develop draft report outlining local policies and regulations that may have resulted in racially disparate impacts, displacement, and exclusion in housing, including zoning that may have a discriminatory effect, disinvestment, and infrastructure availability.*
- *Evaluate displacement risk of locally owned businesses*
- *Develop strategies, policies and identify regulations to address and begin to undo the impacts of policies and regulations that result in racially disparate impacts, displacement, and exclusion in housing. Will develop a schedule of programs and actions to implement the anti-displacement strategies, including a timeline, for implementation.*
- *Includes draft report, public input, review by the city, and one round of edits.*
- *Includes presentation with planning commission or city council to present draft findings and recommendations.*
- *Findings incorporated into public engagement and information on the website, if developed.*
- *Coordination and meetings with city included with task.*



TASK 3: PROPOSED POLICIES/OUTLINE REGULATIONS TO ADDRESS ANTI-DISPLACEMENT

LDC will review and evaluate the current housing element (and other comprehensive plan elements) and development code with a focus on middle housing. LDC proposes to complete a policy and regulation gap analysis for each section of RCW 36.70A.070(2). The analysis will compare current policies with the updated housing element so policy and regulations gaps can be identified. Recommendations for new policies will then be developed which may be considered as part of the comprehensive plan update.

In addition, there is a great opportunity to pair the gap analysis with potential strategies the city would like to consider to encourage more middle housing. If policy gap recommendations to implement new Housing Element requirements are connected to strategies the city would like to employ, this work would provide a solid foundation for land use options the city could consider during the update. This can save time and connect the issues clearer for people the city is engaging with on these important but complicated issues.

Task 3 Deliverable: A report in PDF and Word format:

- *Prepare policy gap analysis which compares the current city Housing Policies with the requirements of RCW 36.70A.070(2).*
- *Based on the gap analysis, develop recommended strategies and policy options the city could consider. We would also develop a schedule for implementation. We would recommend that policies be further considered as part of the overall comprehensive plan update.*
- *Work with the city team to connect recommendations within this task to possible strategies the city may consider accommodating growth and middle housing as part of the comprehensive plan update. This will ensure that the policy approach for Housing Element consistency also matches what the city and community would like to see as growth occurs in the future.*
- *Middle housing staff report on changes needed to support middle housing including recommended changes to policies, regulations, fee structures, incentives and permitting procedures for consideration with periodic update.*
- *Develop a menu of strategies (policies, regulations, fee structures, incentives, and permitting procedures) to increase the supply of middle housing types for consideration within their periodic update.*
- *Includes draft gap analysis and one set of edits.*
- *Includes presentation with planning commission or city council to present draft findings and recommendations.*
- *Findings incorporated into public engagement and information on the website, if developed.*
- *Coordination and meetings with city included with task.*

TASK 4: UPDATED BUILDABLE LANDS/LAND CAPACITY ANALYSIS (OPTIONAL)

LDC will prepare an updated buildable lands report/land capacity analysis for the city to better determine the available capacity of land that may be developable or redevelopable during the planning period. This will be able to be utilized as part of the comprehensive plan update.

Task 4 Deliverable: Updated buildable lands study/land capacity analysis:

- *Updating buildable lands geospatial data and tweaking methodology with pipeline projects since data were collected*

- *Review parcels at a closer level to determine redevelopment possibility*
- *Producing finished maps*
- *Coordination with city staff on data needs*
- *Writing and formatting a land capacity analysis memo, with two rounds of edits*

WHY CHOOSE LDC

There are several factors that differentiate and make LDC the right choice for this project.

- **LDC has significant experience working with the City of Snoqualmie.** We understand the challenges and opportunities that planning for growth brings to the city and we are excited to work with city staff as planning for the future takes place. We know that finding available capacity for growth is a challenge.
- **LDC has vast experience working with and implementing the Growth Management Act.** Currently, we are leading the Collaborative Roadmap Phase III project for the Department of Commerce. This project is focused on making recommended changes to our state growth policy framework. We understand state law and the approaches cities can take to implement these requirements. This ranges from policy review to strategies and actions to encourage a variety of housing types.
- **LDC has always focused on providing clients with policy options that meet community needs** and that will work when implemented. Our team has worked the permit counter; we understand the difference between policies and regulations that sound good vs. those that work well.
- **LDC is politically savvy.** We firmly understand that planning is challenging. As we plan for growth, it means that communities are going to change. These are not always easy community conversations. We are adept and experienced with these challenging issues. LDC has vast experience working with and presenting to Planning Commissions and Councils. We listen, are empathetic, and believe there are ways to grow where the community character can be maintained.

TEAM RESUMES



CLAY WHITE DIRECTOR OF PLANNING

22 YEARS OF EXPERIENCE

EDUCATION

- Bachelor in Geography
- Bachelor in Anthropology

EXPERTISE

- Project Management
- Housing Needs Analysis
- Housing Policy
- Housing Action Plans
- Consensus Building
- Elected Official Presentations
- Policy & Code Updates
- Land Use Planning
- Long Range Planning
- Land Use Legislation
- QA/QC

Clay is the Director of Planning with LDC, Inc. He has over 20 years of experience serving cities and counties throughout Washington as a land use planner. Prior to joining LDC in 2016, Clay spent 16 years working for local government. Throughout his career, Clay has focused his work on assisting local governments to develop and implement sound policies that help further the goals of the jurisdiction. This includes significant experience working on housing policy and developing comprehensive plans and regulations to implement GMA goals and requirements. Clay is adept at working with appointed and elected officials on complex planning issues.

Clay has extensive code and policy experience, including leading the development of several Housing Action Plans and the implementation of the plans. Clay has also focused on neighborhood planning efforts and statewide policy projects focused on finding solutions to housing issues for all income levels. He has served as President of the Washington State Association of Regional and County Planning Directors and been a member of the Washington State Transportation Improvement Board.

RELEVANT EXPERIENCE

- Missing Middle Housing Study, Snohomish
- Missing Middle Housing Study, Kenmore
- Housing Action Plan, City of Bonney Lake and Sumner (joint plan)
- Housing Action Plan, City of University Place
- Housing Action Plan, City of Prosser
- Housing Action Plan, City of Bainbridge Island
- Housing Action Plan, City of Woodinville
- Housing Action Plan, City of Snoqualmie
- Housing Memo: Housing Availability & Affordability, Washington Department of Commerce
- On-call Planning & Interim Planning Director, City of Everett
- On-call Planning and Interim Planning Manager, City of Mill Creek
- On-call Planning, City of Woodinville
- Development Code Update, City of Sumner
- Development Code Update, City of Bonney Lake
- Development Code Update, City of Walla Walla
- Public Participation Plan and Community Survey, City of Kenmore
- Comprehensive Plan Update, Kitsap County
- Comprehensive Plan Update, City of Stanwood
- Collaborative Roadmap Phase III, Washington Department of Commerce



MATT COVERT, AICP SENIOR PLANNER

10 YEARS OF EXPERIENCE

EDUCATION

- Master of Science in Environment and Resources, University of Wisconsin-Madison

EXPERTISE

- Project Management
- Housing Needs Analysis
- Housing Action Plans
- Code Writing
- Land Use Analysis
- Plan Review
- Permitting
- Community Engagement
- State & Regional Growth Law & Policy
- Elected Official Presentations
- Policy & Code Updates
- Long Range Planning

Matt is an AICP-certified Senior Planner with 10 years of experience in the planning field. Matt provides a variety of planning services for public sector clients, including housing action plans and housing needs analyses, code updates, writing comprehensive plan updates, conducting gap analyses, and assisting on projects such as the Department of Commerce's Collaborative Roadmap Phase III project to recommend updates to the state laws that cover growth policy. He has also provided on-call planning review services for several cities and has vast experience in plan implementation from the applicant's side of the counter. Prior to LDC, Matt served as a planner with a regional planning agency in Wisconsin where he conducted scenario planning, land use analysis, and housing market analysis.

RELEVANT EXPERIENCE

- Missing Middle Housing Study, Snohomish
- Missing Middle Housing Study, Kenmore
- Land Use and Economic Analysis, City of Snohomish
- Housing Action Plan, City of Oak Harbor
- Housing Action Plan, City of Monroe
- Housing Action Plan, City of University Place
- Housing Action Plan, City of Bonney Lake and Sumner (joint plan)
- Housing Action Plan, City of Snoqualmie
- Housing Action Plan, City of Woodinville
- Housing Action Plan, City of Bainbridge Island
- Development Code Update, City of Sultan
- Development Code Update, City of Sumner
- Development Code Update, City of Walla Walla
- Buildable Lands Analysis, City of Lake Stevens
- Sub-area Plan and Economic Analysis, City of Snohomish
- On-call Planning, City of Everett
- On-call Planning, City of Woodinville
- Comprehensive Plan Update, City of Sultan
- Comprehensive Plan Update, Kitsap County
- Collaborative Roadmap Phase III, Washington Department of Commerce



SAMANTHA ADAMS ASSOCIATE PLANNER

3 YEARS OF EXPERIENCE

EDUCATION

- BA Urban Planning & Sustainable Development, Western Washington University
- Geographic Information Sciences (GIS) Certificate

EXPERTISE

- Permitting
- Land Use Permitting
- Demographic & Geospatial Analysis & Modeling
- Report Production
- Research & Analysis
- Public Outreach

Samantha Adams is an associate planner at LDC and has a certificate in Geographic Information Sciences (GIS). At LDC Samantha assists the team with research for long-range, comprehensive planning, housing, and land use policy as well as providing mapping and graphic support. In addition, Samantha has been assisting on several permitting and land use review projects.

RELEVANT EXPERIENCE

- Land Use and Economic Analysis, City of Snohomish
- On-call permitting assistance, City of Snohomish
- On-call Planning, City of Woodinville
- Oak Harbor Housing Action Plan, City of Oak Harbor
- Monroe Housing Action Plan, City of Monroe
- Carnation Housing Action Plan, City of Carnation
- Prosser Housing Action Plan, City of Prosser
- Snoqualmie Housing Action Plan, City of Snoqualmie
- Woodinville Housing Action Plan, City of Woodinville

REFERENCES / PROJECT EXPERIENCE

LDC has years of collective experience working with and for local governments to successfully engage, develop, and implement sound housing data, comprehensive plans and policies that work for communities. We believe our collective experience would be a great fit for the City of Snoqualmie. The following are a few examples of our work.

UNIVERSITY PLACE HOUSING ACTION PLAN (2020 -2021)

Client Contact: David Swindale | P: 253.460.2519 | E: DSwindale@CityUP.com

LDC planning was hired to assist the City of University Place to develop their Housing Action Plan and conduct an audit of their Housing Element and development code. Tasks for this project included quantifying existing housing needs for various income levels; analysis of comprehensive plan goals and policies; development of strategies identifying housing needs at various income levels including development regulation and zoning amendments; and public outreach and engagement. In addition, we worked with the city to develop a project website that contained project information, draft plans, and allowed those interested in the project to provide feedback online. LDC's expertise in local planning and housing policy allowed the team to provide the city with a useful and implementable HAP that assists city leaders in achieving both short-term and long-term housing goals for the community. The University Place HAP was completed on time and within budget. LDC has recently been hired by the city to further implement this plan by leading the 2024 comprehensive plan update.



SIMILAR PROJECT ELEMENTS

- HAP Development
- Stakeholder Engagement
- Code Review & Analysis
- Data Collection
- Public Participation Plan
- Housing Needs Assessment

SUMNER CODE UPDATES (2022)

Client Contact: Ryan Windish, Community Development Director | P: 253.299.5524 | E: ryanw@sumnerwa.gov

After successfully assisting the city with their Housing Action Plan (HAP), the City of Sumner hired LDC to prepare several sets of code amendments as part of implementing their HAP. Projects include development of updated Accessory Dwelling Unit regulations, creating a new unit lot subdivision code, and updating SEPA exemptions as provided for in WAC 197-11-800(1). Work includes scoping code amendments, preparing background materials, preparing draft and final language, presenting to the Planning Commission and City Council, and assisting the city with engagement throughout the process.



SIMILAR PROJECT ELEMENTS

- SEPA Review
- Review Existing Conditions
- Community Engagement
- Code Recommendations
- Policy Writing
- Research & Analysis

BONNEY LAKE / SUMNER JOINT HOUSING ACTION PLAN (2020)

Client Contact: Jason Sullivan | P: 253.447.4355 | E: sullivanJ@cobl.us

LDC was hired by the Cities of Bonney Lake and Sumner to create a joint Housing Action Plan. The tasks for this project include the development of a project charter; a robust public participation plan; housing data collection and analysis; and development of a housing action plan. The two cities, located in south Puget Sound, share similar geographies and have traditionally provided more affordable housing relative to the overall region. While this is still the case, the two cities are not immune to the economic growth, which in turn has put additional pressure on housing availability and affordability. This project outlined options to address these issues while recognizing the unique qualities and challenges of each of these communities. LDC was project lead for this project.



SIMILAR PROJECT ELEMENTS

- HAP Development
- Stakeholder Engagement
- Code Review & Analysis
- Data Collection
- Public Participation Plan
- Housing Needs Assessment

MONROE HOUSING ACTION PLAN (2020-2021)

Client Contact: Anita Marrero | P: 360.863.4513 | E: AMarrenro@monroewa.gov

LDC assisted the City of Monroe with the development of a housing action plan (HAP). The tasks for this project include development of a project charter; a public participation plan; a housing needs assessment; and housing action plan. LDC assisted the city with housing policies. Like many cities, the City of Monroe is struggling with providing for a variety of housing choices that are affordable for existing and new residents. The Housing Action Plan project engaged both existing stakeholders from the City's Affordable Housing Committee, as well as community residents and agencies. LDC assisted city staff with community engagement.



SIMILAR PROJECT ELEMENTS

- HAP Development
- Stakeholder Engagement
- Code Review & Analysis
- Data Collection
- Public Participation Plan
- Housing Needs Assessment

ADDITIONAL EXPERTISE

The LDC planning team brings extensive qualifications and expertise for each of the project elements. The following outlines recent projects as they relate to qualifications and expertise the city is seeking as part of the project.

Project Title	The LDC Team has extensive experience and insight on Housing Action Plans (HAP) and their implementation.										
	Developing Housing Strategies / Actions	HAP Implementation Strategies	Affordable Housing Policies / Strategies	RCW 36.70A.070(2) Gap Analysis	Housing Regulation Development	Public Engagement / Outreach	Presentations / Meetings	Project Schedule Met	Project Budget Met	Survey Creation	Evaluate Zoning / Development
Sumner/Bonney Lake Housing Action	●	●	●		●		●	●	●	●	●
University Place Housing Action Plan	●	●	●				●	●	●	●	●
Oak Harbor Housing Action Plan	●	●	●				●	●	●	●	●
Sultan Development Regulation Update	●	●	●		●	●	●	●	●		●
Monroe Housing Action Plan	●	●	●				●	●	●		●
Snoqualmie Housing Action Plan	●	●					●	●	●		
Kitsap Comprehensive Plan Update			●	●	●	●	●	●	●	●	●
Kenmore Public Participation Plan						●		●	●	●	
Bonney Lake Policy Gap Analysis				●		●	●	●	●		
Kitsap Countywide Planning Policies			●			●	●	●	●		
Stanwood Comprehensive Plan Update				●	●	●	●	●	●		●
Kenmore Housing Study					●	●	●	●	●		●
Sumner Code Update		●			●		●	●	●		

FEE PROPOSAL

This preliminary budget is based on LDC's assumptions of tasks and hourly estimates. Cost estimates will adjust depending on the final negotiated scope. We anticipate completing this project by June 15, 2023 if work can commence no later than December 15, 2022.

TASKS	ANTICIPATED DAYS	COST
TASK 1: PUBLIC ENGAGEMENT PLAN AND RESPONSE DATA		5,000
TASK 2: RACIAL EQUITY AND DISPLACEMENT ANALYSIS		20,000
TASK 3: PROPOSED POLICIES TO ADDRESS ANTI-DISPLACEMENT		50,000
TASK 4: UPDATED BUILDABLE LANDS/LAND CAPACITY ANALYSIS		19,200
PROJECT TOTAL (INCLUDING SALES TAX)		\$75,000
PROJECT TOTAL (INCLUDING SALES TAX) WITH TASK 04		\$94,200

STATEMENT OF AVAILABILITY

The LDC is available to begin this project immediately. Our team is firmly committed to meeting the scope, task timeframes, and overall project schedule.

EVIDENCE OF INSURANCE

We have attached a copy of our Evidence of Insurance which outlines our current insurance coverage and demonstrates our compliance with the City of Snoqualmie's requirements.



Interagency Agreement with

City of Snoqualmie

through

Growth Management Services

For

Middle Housing Grant

Start date:

Date of Execution

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Attachment A, Scope of Work

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FACE SHEET

Item 11.

Contract Number: 23-63326-024

**Washington State Department of Commerce
Local Government Division
Growth Management Services
Middle Housing Grant**

1. Contractor City of Snoqualmie 38264 SE River Street Snoqualmie, WA 98065		2. Regional planner Matt Ojennus Senior Planner 360-292-3435 matthew.ojennus@commerce.wa.gov			
3. Contractor Representative Dylan Gamble DGamble@snoqualmiewa.gov 425-888-5337		4. COMMERCE Representative <table style="width: 100%;"> <tr> <td style="width: 50%;">Joe Tovar Senior Planner (360) 725-3088 joe.tovar@commerce.wa.gov</td> <td style="width: 50%;">PO Box 42525 1011 Plum Street SE Olympia Washington 98504-2525</td> </tr> </table>		Joe Tovar Senior Planner (360) 725-3088 joe.tovar@commerce.wa.gov	PO Box 42525 1011 Plum Street SE Olympia Washington 98504-2525
Joe Tovar Senior Planner (360) 725-3088 joe.tovar@commerce.wa.gov	PO Box 42525 1011 Plum Street SE Olympia Washington 98504-2525				
5. Contract Amount \$112,500	6. Funding Source Federal: ☐ State: ☒ Other: ☐ N/A: ☐		7. Start Date Date of Execution		
8. End Date June 30, 2023					
9. Federal Funds (as applicable) NA		Federal Agency: NA			
CFDA Number NA					
10. Tax ID # NA	11. SWV # 0007167-00	12. UBI # 79-000-205	13. DUNS # NA		
14. Contract Purpose Implementation of Middle Housing grant for the purpose of funding actions needed to evaluate the adoption of middle housing types on thirty percent (30%) or more of lots that, before this work, only allowed single family development.					
15. Signing Statement COMMERCE, defined as the Department of Commerce, and the Contractor, as defined above, acknowledge and accept the terms of this Contract and Attachments and have executed this Contract on the date below and warrant they are authorized to bind their respective agencies. The rights and obligations of both parties to this Contract are governed by this Contract and the following documents hereby incorporated by reference: Attachment "A" – Scope of Work and Attachment "B" – Budget.					
FOR CONTRACTOR  Katherine Ross, Mayor City of Snoqualmie 12/13/2022 Date		FOR COMMERCE DocuSigned by:  80312B04865C458 Mark K. Barkley, Assistant Director Local Government Division 12/14/2022 5:48 PM PST Date APPROVED AS TO FORM ONLY BY ASSISTANT ATTORNEY GENERAL 08/22/2019. APPROVAL ON FILE.			

**SPECIAL TERMS AND CONDITIONS
INTERAGENCY AGREEMENT
STATE FUNDS**

1. AUTHORITY

COMMERCE and Contractor enter into this Contract pursuant to the authority granted by Chapter 39.34 RCW.

2. CONTRACT MANAGEMENT

The Representative for each of the parties shall be responsible for and shall be the contact person for all communications and billings regarding the performance of this Contract.

The Representative for COMMERCE and their contact information are identified on the Face Sheet of this Contract.

The Representative for the Contractor and their contact information are identified on the Face Sheet of this Contract.

3. COMPENSATION

COMMERCE shall pay an amount not to exceed one-hundred and twelve thousand and five-hundred dollars (\$112,500) for the performance of all things necessary for or incidental to the performance of work under this Contract as set forth in the performance-based Scope of Work (Attachment A) and Budget (Attachment B).

4. BILLING PROCEDURES AND PAYMENT

COMMERCE will pay Contractor upon acceptance of services provided and receipt of properly completed invoices, which shall be submitted to the Representative for COMMERCE not more often than quarterly.

The parties agree this is a performance-based contract intended to produce the deliverables identified in Scope of Work (Attachment A). Payment of any invoice shall be dependent upon COMMERCE'S acceptance of Contractor's performance and/or deliverable. The invoices shall describe and document, to COMMERCE's satisfaction, a description of the work performed, the progress of the project, and fees. The invoice shall include the Contract Number 23-63326-024.

Payment shall be considered timely if made by COMMERCE within thirty (30) calendar days after receipt of properly completed invoices. Payment shall be sent to the address designated by the Contractor.

COMMERCE may, in its sole discretion, terminate the Contract or withhold payments claimed by the Contractor for services rendered if the Contractor fails to satisfactorily comply with any term or condition of this Contract.

No payments in advance or in anticipation of services or supplies to be provided under this Agreement shall be made by COMMERCE.

The grantees must invoice for all expenses by June 17, 2023. All contracts with community based organizations must be submitted by June 17, 2023.

COMMERCE will pay Contractor for costs incurred prior to the start date of this Agreement, if such costs would have been allowable on or after July 1, 2022. To be allowable, such costs must be limited to the completion of tasks and deliverables outlined in the Scope of Work (Attachment A).

Duplication of Billed Costs

The Contractor shall not bill COMMERCE for services performed under this Agreement, and COMMERCE shall not pay the Contractor, if the Contractor is entitled to payment or has been or will be paid by any other source, including grants, for that service.

Disallowed Costs

The Contractor is responsible for any audit exceptions or disallowed costs incurred by its own organization or that of its subcontractors.

**SPECIAL TERMS AND CONDITIONS
INTERAGENCY AGREEMENT
STATE FUNDS**

5. INSURANCE

Each party certifies that it is self-insured under the State's or local government self-insurance liability program, and shall be responsible for losses for which it is found liable.

6. SUBCONTRACTOR DATA COLLECTION

Contractor will submit reports, in a form and format to be provided by Commerce and at intervals as agreed by the parties, regarding work under this Agreement performed by subcontractors and the portion of funds expended for work performed by subcontractors, including but not necessarily limited to minority-owned, woman-owned, and veteran-owned business subcontractors. "Subcontractors" shall mean subcontractors of any tier.

7. ORDER OF PRECEDENCE

In the event of an inconsistency in this Contract, the inconsistency shall be resolved by giving precedence in the following order:

- Applicable federal and state of Washington statutes and regulations
- Special Terms and Conditions
- General Terms and Conditions
- Attachment A – Scope of Work
- Attachment B – Budget

**GENERAL TERMS AND CONDITIONS
INTERAGENCY AGREEMENT
STATE FUNDS**

1. DEFINITIONS

As used throughout this Contract, the following terms shall have the meaning set forth below:

- A. "Authorized Representative" shall mean the Director and/or the designee authorized in writing to act on the Director's behalf.
- B. "COMMERCE" shall mean the Department of Commerce.
- C. "Contract" or "Agreement" means the entire written agreement between COMMERCE and the Contractor, including any attachments, documents, or materials incorporated by reference. E-mail or facsimile transmission of a signed copy of this contract shall be the same as delivery of an original.
- D. "Contractor" shall mean the entity identified on the face sheet performing service(s) under this Contract, and shall include all employees and agents of the Contractor.
- E. "Personal Information" shall mean information identifiable to any person, including, but not limited to, information that relates to a person's name, health, finances, education, business, use or receipt of governmental services or other activities, addresses, telephone numbers, social security numbers, driver license numbers, other identifying numbers, and any financial identifiers.
- F. "State" shall mean the state of Washington.
- G. "Subcontractor" shall mean one not in the employment of the Contractor, who is performing all or part of those services under this Contract under a separate contract with the Contractor. The terms "subcontractor" and "subcontractors" mean subcontractor(s) in any tier.

2. ALL WRITINGS CONTAINED HEREIN

This Contract contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Contract shall be deemed to exist or to bind any of the parties hereto.

3. AMENDMENTS

This Contract may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

4. ASSIGNMENT

Neither this Contract, work thereunder, nor any claim arising under this Contract, shall be transferred or assigned by the Contractor without prior written consent of COMMERCE.

5. CONFIDENTIALITY AND SAFEGUARDING OF INFORMATION

- A. "Confidential Information" as used in this section includes:
 - i. All material provided to the Contractor by COMMERCE that is designated as "confidential" by COMMERCE;
 - ii. All material produced by the Contractor that is designated as "confidential" by COMMERCE; and
 - iii. All personal information in the possession of the Contractor that may not be disclosed under state or federal law.
- B. The Contractor shall comply with all state and federal laws related to the use, sharing, transfer, sale, or disclosure of Confidential Information. The Contractor shall use Confidential Information solely for the purposes of this Contract and shall not use, share, transfer, sell or disclose any Confidential Information to any third party except with the prior written consent of COMMERCE or as may be required by law. The Contractor shall take all necessary steps to assure that Confidential Information is safeguarded to prevent unauthorized use, sharing, transfer, sale or disclosure of Confidential Information or violation of any state or federal laws related thereto. Upon request, the Contractor shall provide COMMERCE with its policies and procedures on confidentiality.

**GENERAL TERMS AND CONDITIONS
INTERAGENCY AGREEMENT
STATE FUNDS**

COMMERCE may require changes to such policies and procedures as they apply to this Contract whenever COMMERCE reasonably determines that changes are necessary to prevent unauthorized disclosures. The Contractor shall make the changes within the time period specified by COMMERCE. Upon request, the Contractor shall immediately return to COMMERCE any Confidential Information that COMMERCE reasonably determines has not been adequately protected by the Contractor against unauthorized disclosure.

- C. Unauthorized Use or Disclosure. The Contractor shall notify COMMERCE within five (5) working days of any unauthorized use or disclosure of any confidential information, and shall take necessary steps to mitigate the harmful effects of such use or disclosure.

6. COPYRIGHT

Unless otherwise provided, all Materials produced under this Contract shall be considered "works for hire" as defined by the U.S. Copyright Act and shall be owned by COMMERCE. COMMERCE shall be considered the author of such Materials. In the event the Materials are not considered "works for hire" under the U.S. Copyright laws, the Contractor hereby irrevocably assigns all right, title, and interest in all Materials, including all intellectual property rights, moral rights, and rights of publicity to COMMERCE effective from the moment of creation of such Materials.

"Materials" means all items in any format and includes, but is not limited to, data, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. "Ownership" includes the right to copyright, patent, register and the ability to transfer these rights.

For Materials that are delivered under the Contract, but that incorporate pre-existing materials not produced under the Contract, the Contractor hereby grants to COMMERCE a nonexclusive, royalty-free, irrevocable license (with rights to sublicense to others) in such Materials to translate, reproduce, distribute, prepare derivative works, publicly perform, and publicly display. The Contractor warrants and represents that the Contractor has all rights and permissions, including intellectual property rights, moral rights and rights of publicity, necessary to grant such a license to COMMERCE.

The Contractor shall exert all reasonable effort to advise COMMERCE, at the time of delivery of Materials furnished under this Contract, of all known or potential invasions of privacy contained therein and of any portion of such document which was not produced in the performance of this Contract. The Contractor shall provide COMMERCE with prompt written notice of each notice or claim of infringement received by the Contractor with respect to any Materials delivered under this Contract. COMMERCE shall have the right to modify or remove any restrictive markings placed upon the Materials by the Contractor.

7. DISPUTES

In the event that a dispute arises under this Agreement, it shall be determined by a Dispute Board in the following manner: Each party to this Agreement shall appoint one member to the Dispute Board. The members so appointed shall jointly appoint an additional member to the Dispute Board. The Dispute Board shall review the facts, Agreement terms and applicable statutes and rules and make a determination of the dispute. The Dispute Board shall thereafter decide the dispute with the majority prevailing. The determination of the Dispute Board shall be final and binding on the parties hereto. As an alternative to this process, either of the parties may request intervention by the Governor, as provided by RCW 43.17.330, in which event the Governor's process will control.

8. GOVERNING LAW AND VENUE

This Contract shall be construed and interpreted in accordance with the laws of the state of Washington, and any applicable federal laws, and the venue of any action brought hereunder shall be in the Superior Court for Thurston County.

9. INDEMNIFICATION

Each party shall be solely responsible for the acts of its employees, officers, and agents.

**GENERAL TERMS AND CONDITIONS
INTERAGENCY AGREEMENT
STATE FUNDS**

10. LICENSING, ACCREDITATION AND REGISTRATION

The Contractor shall comply with all applicable local, state, and federal licensing, accreditation and registration requirements or standards necessary for the performance of this Contract.

11. RECAPTURE

In the event that the Contractor fails to perform this Contract in accordance with state laws, federal laws, and/or the provisions of this Contract, COMMERCE reserves the right to recapture funds in an amount to compensate COMMERCE for the noncompliance in addition to any other remedies available at law or in equity.

Repayment by the Contractor of funds under this recapture provision shall occur within the time period specified by COMMERCE. In the alternative, COMMERCE may recapture such funds from payments due under this Contract.

12. RECORDS MAINTENANCE

The Contractor shall maintain books, records, documents, data and other evidence relating to this contract and performance of the services described herein, including but not limited to accounting procedures and practices that sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this contract.

The Contractor shall retain such records for a period of six (6) years following the date of final payment. At no additional cost, these records, including materials generated under the contract, shall be subject at all reasonable times to inspection, review or audit by COMMERCE, personnel duly authorized by COMMERCE, the Office of the State Auditor, and federal and state officials so authorized by law, regulation or agreement.

If any litigation, claim or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.

13. SAVINGS

In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this Contract and prior to normal completion, COMMERCE may suspend or terminate the Contract under the "Termination for Convenience" clause, without the ten calendar day notice requirement. In lieu of termination, the Contract may be amended to reflect the new funding limitations and conditions.

14. SEVERABILITY

The provisions of this contract are intended to be severable. If any term or provision is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of the contract.

15. SUBCONTRACTING

The Contractor may only subcontract work contemplated under this Contract if it obtains the prior written approval of COMMERCE. Subcontracting with multiple community based organizations is encouraged for this granting program. COMMERCE shall approve each community based organization, such approval to be provided in writing.

If COMMERCE approves subcontracting, the Contractor shall maintain written procedures related to subcontracting, as well as copies of all subcontracts and records related to subcontracts. For cause, COMMERCE in writing may: (a) require the Contractor to amend its subcontracting procedures as they relate to this Contract; (b) prohibit the Contractor from subcontracting with a particular person or entity; or (c) require the Contractor to rescind or amend a subcontract.

Every subcontract shall bind the Subcontractor to follow all applicable terms of this Contract. The Contractor is responsible to COMMERCE if the Subcontractor fails to comply with any applicable term or condition of this Contract. The Contractor shall appropriately monitor the activities of the Subcontractor to assure fiscal conditions of this Contract. In no event shall the existence of a

**GENERAL TERMS AND CONDITIONS
INTERAGENCY AGREEMENT
STATE FUNDS**

subcontract operate to release or reduce the liability of the Contractor to COMMERCE for any breach in the performance of the Contractor's duties.

Every subcontract shall include a term that COMMERCE and the State of Washington are not liable for claims or damages arising from a Subcontractor's performance of the subcontract.

16. SURVIVAL

The terms, conditions, and warranties contained in this Contract that by their sense and context are intended to survive the completion of the performance, cancellation or termination of this Contract shall so survive.

17. TERMINATION FOR CAUSE

In the event COMMERCE determines the Contractor has failed to comply with the conditions of this contract in a timely manner, COMMERCE has the right to suspend or terminate this contract. Before suspending or terminating the contract, COMMERCE shall notify the Contractor in writing of the need to take corrective action. If corrective action is not taken within 30 calendar days, the contract may be terminated or suspended.

In the event of termination or suspension, the Contractor shall be liable for damages as authorized by law including, but not limited to, any cost difference between the original contract and the replacement or cover contract and all administrative costs directly related to the replacement contract, e.g., cost of the competitive bidding, mailing, advertising and staff time.

COMMERCE reserves the right to suspend all or part of the contract, withhold further payments, or prohibit the Contractor from incurring additional obligations of funds during investigation of the alleged compliance breach and pending corrective action by the Contractor or a decision by COMMERCE to terminate the contract. A termination shall be deemed a "Termination for Convenience" if it is determined that the Contractor: (1) was not in default; or (2) failure to perform was outside of his or her control, fault or negligence.

The rights and remedies of COMMERCE provided in this contract are not exclusive and are in addition to any other rights and remedies provided by law.

18. TERMINATION FOR CONVENIENCE

Except as otherwise provided in this Contract, COMMERCE may, by ten (10) business days written notice, beginning on the second day after the mailing, terminate this Contract, in whole or in part. If this Contract is so terminated, COMMERCE shall be liable only for payment required under the terms of this Contract for services rendered or goods delivered prior to the effective date of termination.

19. TERMINATION PROCEDURES

Upon termination of this contract, COMMERCE, in addition to any other rights provided in this contract, may require the Contractor to deliver to COMMERCE any property specifically produced or acquired for the performance of such part of this contract as has been terminated. The provisions of the "Treatment of Assets" clause shall apply in such property transfer.

COMMERCE shall pay to the Contractor the agreed upon price, if separately stated, for completed work and services accepted by COMMERCE, and the amount agreed upon by the Contractor and COMMERCE for (i) completed work and services for which no separate price is stated, (ii) partially completed work and services, (iii) other property or services that are accepted by COMMERCE, and (iv) the protection and preservation of property, unless the termination is for default, in which case the Authorized Representative shall determine the extent of the liability of COMMERCE. Failure to agree with such determination shall be a dispute within the meaning of the "Disputes" clause of this contract. COMMERCE may withhold from any amounts due the Contractor such sum as the Authorized Representative determines to be necessary to protect COMMERCE against potential loss or liability.

The rights and remedies of COMMERCE provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this contract.

**GENERAL TERMS AND CONDITIONS
INTERAGENCY AGREEMENT
STATE FUNDS**

After receipt of a notice of termination, and except as otherwise directed by the Authorized Representative, the Contractor shall:

- A. Stop work under the contract on the date, and to the extent specified, in the notice;
- B. Place no further orders or subcontracts for materials, services, or facilities except as may be necessary for completion of such portion of the work under the contract that is not terminated;
- C. Assign to COMMERCE, in the manner, at the times, and to the extent directed by the Authorized Representative, all of the rights, title, and interest of the Contractor under the orders and subcontracts so terminated, in which case COMMERCE has the right, at its discretion, to settle or pay any or all claims arising out of the termination of such orders and subcontracts;
- D. Settle all outstanding liabilities and all claims arising out of such termination of orders and subcontracts, with the approval or ratification of the Authorized Representative to the extent the Authorized Representative may require, which approval or ratification shall be final for all the purposes of this clause;
- E. Transfer title to COMMERCE and deliver in the manner, at the times, and to the extent directed by the Authorized Representative any property which, if the contract had been completed, would have been required to be furnished to COMMERCE;
- F. Complete performance of such part of the work as shall not have been terminated by the Authorized Representative; and
- G. Take such action as may be necessary, or as the Authorized Representative may direct, for the protection and preservation of the property related to this contract, which is in the possession of the Contractor and in which the Authorized Representative has or may acquire an interest.

20. TREATMENT OF ASSETS

Title to all property furnished by COMMERCE shall remain in COMMERCE. Title to all property furnished by the Contractor, for the cost of which the Contractor is entitled to be reimbursed as a direct item of cost under this contract, shall pass to and vest in COMMERCE upon delivery of such property by the Contractor. Title to other property, the cost of which is reimbursable to the Contractor under this contract, shall pass to and vest in COMMERCE upon (i) issuance for use of such property in the performance of this contract, or (ii) commencement of use of such property in the performance of this contract, or (iii) reimbursement of the cost thereof by COMMERCE in whole or in part, whichever first occurs.

- A. Any property of COMMERCE furnished to the Contractor shall, unless otherwise provided herein or approved by COMMERCE, be used only for the performance of this contract.
- B. The Contractor shall be responsible for any loss or damage to property of COMMERCE that results from the negligence of the Contractor or which results from the failure on the part of the Contractor to maintain and administer that property in accordance with sound management practices.
- C. If any COMMERCE property is lost, destroyed or damaged, the Contractor shall immediately notify COMMERCE and shall take all reasonable steps to protect the property from further damage.
- D. The Contractor shall surrender to COMMERCE all property of COMMERCE prior to settlement upon completion, termination or cancellation of this contract

All reference to the Contractor under this clause shall also include Contractor's employees, agents or Subcontractors.

21. WAIVER

Waiver of any default or breach shall not be deemed to be a waiver of any subsequent default or breach. Any waiver shall not be construed to be a modification of the terms of this Contract unless stated to be such in writing and signed by Authorized Representative of COMMERCE.

Scope of Work

SOURCE: Section 189 of [Engrossed Substitute Senate Bill 5693](#), of the supplemental operating budget for fiscal year 2023 is provided solely for Commerce to administer grants to eligible cities for actions relating to adopting ordinances that would authorize middle housing types on at least 30 percent of lots currently zoned as single family residential. For the purposes of this grant program, "middle housing types" include duplexes, triplexes, fourplexes, fiveplexes, sixplexes, townhouses, courtyard apartments, cottage housing, and stacked flats.

- (a) A city is eligible to receive a grant if:
 - i. The city is required to plan under RCW 36.70A.040; and
 - ii. The city is required to take action on or before June 30, 2024, to review and, if needed, revise its comprehensive plan and development regulations pursuant to RCW 36.70A.130(5)(a).
- (b) Grant recipients must use grant funding for costs to conduct at least three of the following activities:
 - i. Analyzing comprehensive plan policies and municipal code to determine the extent of amendments required to meet the goal of authorizing middle housing types on at least 30 percent of lots currently zoned as single family residential;
 - ii. Preparing informational material for the public;
 - iii. Conducting outreach, including with the assistance of community-based organizations, to inform and solicit feedback from a representative group of renters and owner-occupied households in residential neighborhoods, and from for-profit and nonprofit residential developers;
 - iv. Drafting proposed amendments to zoning ordinances for consideration by the city planning commission and city council;
 - v. Holding city planning commission public hearings;
 - vi. Publicizing and presenting the city planning commission's recommendations to the city council; and
 - vii. Holding city council public hearings on the planning commission's recommendations.
- (c) Before updating their zoning ordinances, a city must use a racial equity analysis and establish antidisplacement policies as required under RCW 36.70A.070(2)(e) through (h) to ensure there will be no net displacement of very low, low, or moderate-income households, as defined in RCW 43.63A.510, or individuals from racial, ethnic, and religious communities which have been subject to discriminatory housing policies in the past.
- (d) Commerce will prioritize applicants who:
 - i. Aim to authorize middle housing types in the greatest proportion of zones; and
 - ii. Subcontract with multiple community-based organizations that represent different vulnerable populations in overburdened communities, as defined in RCW 70A.02.010, that have traditionally been disparately impacted by planning and zoning policies and practices, to engage in eligible activities as described in (b) of this subsection.

Commerce will be monitoring the contracts biannually to review progress in meeting milestones, deliverables and invoicing.

Grant Objective	Land use assessments and the development and review of policy and program actions to consider allowing a minimum of 30% of land area or lots currently zoned single family residential as places where middle housing types are considered		
Actions/ Steps/ Deliverables	Description	Start Date	End Date
Action 1	Public Engagement Activities	January 2023	May 2023
Step 1.1	Develop community engagement plan	January 2023	February 2023
Step 1.3	Inform and solicit feedback from a representative group of for-profit and nonprofit residential developers, renters, and owner-occupied households in residential neighborhoods.	January 2023	April, 2023
Step 1.4	Developing informational materials for the public	January 2023	April 2023
Deliverable 1a	Public Engagement Plan		February 1, 2023
Deliverable 1b	Public Engagement Results w/ Informational Materials		May 1, 2023
Action 2	Racial Equity Report	January 2023	May , 2023
Step 2.1	<i>Identify local policies and regulations that result in racially disparate impacts, displacement, and exclusion in housing, including: zoning that may have a discriminatory effect; disinvestment; and infrastructure availability.</i>	January 2023	April , 2023
Step 2.2	<i>Identify areas that may be at higher risk of displacement from market forces that occur with changes to zoning development regulations.</i>	January 2023	April , 2023
Steps 2.3	Evaluate displacement risk of very-low, low, and moderate-income households.	January 2023	April , 2023
Step 2.4	Evaluate displacement risk of individuals from racial, ethnic, and religious communities which have been subject to discriminatory housing policies in the past.	January 2023	April , 2023
Step 2.5	Evaluate displacement risk of locally owned businesses.	January 2023	April , 2023
Step 2.6	<i>Develop policies and regulations to address and begin to undo the impacts of local policies and regulations that result in racially disparate impacts, displacement, and exclusion in housing. This is consistent with Pierce County</i>	January 2023	April , 2023
Step 2.7	<i>Develop anti-displacement strategies, including strategies to minimize displacement of low-income residents resulting from redevelopment.</i>	January, 2023	April , 2023
Steps 2.8	Develop anti-displacement policy documents that include a schedule of programs and actions to implement the anti-displacement strategies including a timeline.	January 2023	April, 2023
Deliverable 2	Racial equity analysis report and proposed policies to address anti-displacement		May 1 , 2023
Action 3	Policy, Code and Program Development	January 2023	June 2023

Step 3.1	<i>Review and evaluate the current comprehensive housing element and their alignment with middle housing type development.</i>	January 2023	May 2023
Step 3.2	Review buildable lands report and current residential land uses for potential to allow middle housing, or where development areas or higher intensity uses might be defined, or where commercial areas might be converted or residential to mixed-use development.	January 2023	May 2023
Step 3.3	Review current programs, development regulations, impact fees, system development charges, and permitting processes as to how they might encourage or discourage the development of middle housing types.	January 2023	May, 2023
Step 3.4	Consider incentives for affordable housing to accompany any changes in zoning that increase density to accommodate middle housing types.	January 2023	May 2023
Step 3.5	Gather data, analyze and review to understand the realistic potential of the various changes to support and/or encourage the development of middle housing types, and conduct financial feasibility analysis of developing new various housing typologies in various zones.	January 2023	May 2023
Deliverable 3a	Staff report with analysis of comprehensive plan policies and the municipal code to determine the extent of amendments required to meet the goal of authorizing middle housing types on at least 30 percent of lots currently zoned as single family residential.		June 15 , 2023
Deliverable 3b	Identification of amendments to the zoning ordinance needed to authorize middle housing types on at least 30 percent of lots currently zoned as single family residential. Draft proposed amendments to zoning ordinances for consideration by the city planning commission and city council; which will may be amended after the granting period before consideration.		June 15, 2023
Action 4	Update Buildable Lands/Land Capacity Analysis within City limits and City Potential Annexation Area		
Step 4.1	Gather data and review all geospatial data from existing data sources such as critical areas/buffer, tribal owed and King County tax assessor. Evaluate “market factor” assumptions as well as pipeline projects. Coordinate with staff to identify updated information on vacant and redevelop-able property.	January 2023	May 2023
Step 4.2	Produce new building lands/capacity maps/tables.	January 2023	May 2023
Step 4.3	Data analysis with finalized maps.	January 2023	May 2023
Step 4.4	Draft and format a land capacity analysis memo	January 2023	May 2023
Deliverable 4	Staff report and draft Buildable Lands/Land Capacity Analysis		June 15 , 2023

Budget

Deliverables	Commerce Funds
Deliverable 1a Public Engagement Plan	\$1,000
Deliverable 1b Public Engagement Results w/ Informational Materials	\$5,000
Deliverable 2 Racial equity analysis report and proposed policies to address anti-displacement	\$20,000
Deliverable 3a. Staff report with analysis of comprehensive plan policies and municipal code to determine the extent of amendments required to meet the goal of authorizing middle housing types on at least 30 percent of lots currently zoned as single family residential.	\$30,000
Deliverable 3b Identification of amendments to the zoning ordinance needed to authorize middle housing types on at least 30 percent of lots currently zoned as single family residential. This can be in the form of a draft ordinance or a detailed outline of code sections that would need to be amended.	\$20,000
Deliverable 4 Staff report and draft Buildable Lands/Land Capacity Analysis	\$36,500
Total:	\$ 112,500



BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB23-006
January 9, 2023
Regular Business

AGENDA BILL INFORMATION

TITLE:	AB23-006: Resolution No. 1632 ratifying Emergency Proclamation 22-21A	☐ Discussion Only
RECOMMENDED ACTION:	Approve Resolution No. 1632	☒ Action Needed: ☐ Motion ☐ Ordinance ☒ Resolution

DEPARTMENT:	Administration		
STAFF:	Deana Dean, City Clerk		
COMMITTEE:	Finance & Administration	Meeting Date: 1/4/2023	
COUNCIL LIAISON:	James Mayhew	Bryan Holloway	Cara Christensen
EXHIBITS:	1. Proclamation No. 22-21	2. Proclamation No. 22-01	

SUMMARY

In accordance with Snoqualmie Municipal Code [2.48.050](#)(A)(2), Resolution No. 1632 ratifies the Emergency Proclamation dated December 29, 2022.

BACKGROUND

On December 22, 2022, a severe winter storm was forecasted for the City of Snoqualmie and was predicted to produce snowfall, ice, and potential flooding causing hazardous driving conditions and disruption of governmental services, emergency public works operations, and flood preparation in the City of Snoqualmie. The severe winter storm conditions constitute a threat to life and property and an emergency as defined by the Snoqualmie Comprehensive Emergency Services and Management Plan. Emergency Proclamation 22-21 was issued. On December 28, 2022, due to the severe winter storm, power outages were widespread throughout Snoqualmie causing critical emergencies to public works operations. Emergency Proclamation 22-21A was issued on December 29, 2022. Snoqualmie Municipal Code [2.48.050](#)(A)(2) authorizes the Mayor to take all necessary actions and measures to combat a disaster; protect persons, property, and natural resources; and provide emergency assistance to victims of the disaster and exercise powers authorized in [RCW 38.52.070](#).

BUDGET IMPACTS

Budget impacts, if any, are unknown at this time.

RECOMMENDED ACTION

Move to approve Resolution No. 1632 ratifying Emergency Proclamation 22-21A dated December 29, 2022.

RESOLUTION NO. 1632

A RESOLUTION OF THE CITY OF SNOQUALMIE, WASHINGTON, RATIFYING THE DECEMBER 29, 2022, AMENDED PROCLAMATION OF EMERGENCY

WHEREAS, it was reported to the Office of the Mayor, that beginning December 22, 2022, a severe winter storm was predicted to produce snowfall, ice, and potential flooding causing hazardous driving conditions and disruption of governmental services, emergency public works operations, and flood preparation in the City of Snoqualmie; and

WHEREAS, it was reported to the Office of the Mayor on December 28, 2022, that due to the severe winter storm, power outages were widespread throughout Snoqualmie causing critical emergencies to public works operations; and

WHEREAS, the severe winter storm conditions constitute a threat to life and property; and

WHEREAS, the severe winter storm conditions constitute an emergency as defined by the Snoqualmie Comprehensive Emergency Services and Management Plan, and necessitates the utilization of emergency powers granted pursuant Snoqualmie Municipal Code Chapter 2.48 and RCW 35.33.081(2); and

WHEREAS, Section 2.48.020(B) of the Snoqualmie Municipal Code defines an “emergency” as including “an event or set of circumstances which demands immediate action to preserve public health, protect life, protect property, protect natural resources or to provide relief to any stricken community overtaken by such occurrences”; and

WHEREAS, SMC 2.48.050(A)(2) authorizes the Mayor to, among other things, “[i]ssue and transmit to federal, state, regional and local agencies a proclamation of local emergency authorizing the mayor and city staff to, *inter alia*, take all necessary actions and measures to combat a disaster; protect persons, property, and natural resources; and provide emergency assistance to victims of the disaster and exercise powers authorized in RCW 38.52.070; and

WHEREAS, on December 22, 2022, Mayor Katherine Ross issued a Proclamation of Emergency indicating that an emergency exists in Snoqualmie; and

WHEREAS, on December 29, 2022, Mayor Katherine Ross issued an Amended Proclamation of Emergency to include power outages as a contributing factor to the emergency, and authorizing the Mayor, City Administrator, and City of Snoqualmie departments to

- (1) Enter into contracts for services and mutual aid agreements, rent equipment, purchase supplies and materials, and incur obligations on behalf of the City as necessary to respond to and/or combat the severe winter conditions and related emergency conditions, to protect the health and safety of persons and property;
- (2) Close or restrict access to, and evacuate, such roads, streets or other areas of the City as may be adversely affected by the emergency;
- (3) Provide appropriate emergency assistance to the victims of the emergency; and
- (4) Other, as determined appropriate by the Mayor, City Administrator or Department Heads, as applicable.

WHEREAS, SMC Section 2.48.050(A)(2) provides that “following its issuance, such a proclamation [of emergency] must be approved by the City Council when practical”; and

NOW, THERFORE, BE IT HEREBY RESOLVED that the City Council of the City of Snoqualmie, Washington hereby ratifies the Proclamation of Emergency issued December 22, 2022, which was subsequently amended on December 29, 2022, attached hereto as Exhibit A & B, and all emergency actions taken by the City under the authority thereof; and

PASSED by the City Council of the City of Snoqualmie, Washington this 9th day of January 2023.

Katherine Ross, Mayor

Attest:

Deana Dean, City Clerk

Approved as to form:

Bob Sterbank, City Attorney



CITY OF SNOQUALMIE, WASHINGTON

PROCLAMATION OF EMERGENCY

WHEREAS, a severe winter storm is forecasted for the City of Snoqualmie beginning on December 22, 2022, and is predicted to produce snowfall, ice, and potential flooding, causing hazardous driving conditions and disruption of governmental services, emergency public works operations, and flood preparation in the City of Snoqualmie; and

WHEREAS, the severe winter storm conditions constitute a threat to life and property; and

WHEREAS, the severe winter storm conditions constitute an emergency as defined by the Snoqualmie Comprehensive Emergency Services and Management Plan, and necessitates the utilization of emergency powers granted pursuant Snoqualmie Municipal Code Chapter 2.48 and RCW 35.33.081(2);

NOW, THEREFORE, BE IT HEREBY PROCLAIMED by the Mayor of the City of Snoqualmie that an emergency exists in Snoqualmie, and in order to respond to said emergency, and to protect the public health, safety, order and welfare within the City of Snoqualmie, the following actions are authorized:

The Mayor, City Administrator, and each City of Snoqualmie department or office is authorized to exercise the powers vested under this Proclamation of Emergency, including, but not limited to, the following:

- (1) Enter into contracts for services and mutual aid agreements, rent equipment, purchase supplies and materials, and incur obligations on behalf of the City as necessary to respond to and/or combat the severe winter conditions and related emergency conditions, to protect the health and safety of persons and property;
- (2) Close or restrict access to, and evacuate, such roads, streets or other areas of the City as may be adversely affected by the emergency;
- (3) Provide appropriate emergency assistance to the victims of the emergency; and
- (4) Other, as determined appropriate by the Mayor, City Administrator or Department Heads, as applicable.

The foregoing actions and exercise of emergency powers may be undertaken without regard to time consuming procedure and the formalities prescribed by law (excepting mandatory constitutional requirements), such as budget law limitations, requirements of competitive bidding and publication of notices, provisions pertaining to the performance of public work, entering into contracts, the incurring of obligations, the employment of temporary workers, the appropriation and expenditures of public funds, and/or provisions relating to collective bargaining.

It is the policy of City of Snoqualmie that no guarantee is implied by actions authorized above, and that there is no perfect emergency response system. In any given set of circumstances, the City of Snoqualmie, its officers, employees and agents, and its assets and

systems may be overwhelmed, and the City can only endeavor to make every reasonable effort to respond based on the situation, and information and resources available at this time.

The emergency declared herein shall be in place immediately upon the date of adoption and continue and shall remain in place until terminated, extended, or amended by further Proclamation of the Mayor and/or action of the City Council.

Dated this 22nd day of December, 2022



Katherine Ross, Mayor

Attest:



Deana Dean, City Clerk

Approved as to Form:



Bob C. Sterbank, City Attorney



CITY OF SNOQUALMIE, WASHINGTON

AMENDED - PROCLAMATION OF EMERGENCY

WHEREAS, a severe winter storm is forecasted for the City of Snoqualmie beginning on December 22, 2022, and is predicted to produce snowfall, ice, potential flooding, and power outages, causing hazardous driving conditions and disruption of governmental services, emergency public works operations, and flood preparation in the City of Snoqualmie; and

WHEREAS, the severe winter storm conditions constitute a threat to life and property; and

WHEREAS, the severe winter storm conditions constitute an emergency as defined by the Snoqualmie Comprehensive Emergency Services and Management Plan, and necessitates the utilization of emergency powers granted pursuant Snoqualmie Municipal Code Chapter 2.48 and RCW 35.33.081(2);

NOW, THEREFORE, BE IT HEREBY PROCLAIMED by the Mayor of the City of Snoqualmie that an emergency exists in Snoqualmie, and in order to respond to said emergency, and to protect the public health, safety, order and welfare within the City of Snoqualmie, the following actions are authorized:

The Mayor, City Administrator, and each City of Snoqualmie department or office is authorized to exercise the powers vested under this Proclamation of Emergency, including, but not limited to, the following:

- (1) Enter into contracts for services and mutual aid agreements, rent equipment, purchase supplies and materials, and incur obligations on behalf of the City as necessary to respond to and/or combat the severe winter conditions and related emergency conditions, to protect the health and safety of persons and property;
- (2) Close or restrict access to, and evacuate, such roads, streets or other areas of the City as may be adversely affected by the emergency;
- (3) Provide appropriate emergency assistance to the victims of the emergency; and
- (4) Other, as determined appropriate by the Mayor, City Administrator or Department Heads, as applicable.

The foregoing actions and exercise of emergency powers may be undertaken without regard to time consuming procedure and the formalities prescribed by law (excepting mandatory constitutional requirements), such as budget law limitations, requirements of competitive bidding and publication of notices, provisions pertaining to the performance of public work, entering into contracts, the incurring of obligations, the employment of temporary workers, the appropriation and expenditures of public funds, and/or provisions relating to collective bargaining.

It is the policy of City of Snoqualmie that no guarantee is implied by actions authorized above, and that there is no perfect emergency response system. In any given set of circumstances, the City of Snoqualmie, its officers, employees and agents, and its assets and

systems may be overwhelmed, and the City can only endeavor to make every reasonable effort to respond based on the situation, and information and resources available at this time.

The emergency declared herein shall be in place immediately upon the date of adoption and continue and shall remain in place until terminated, extended, or amended by further Proclamation of the Mayor and/or action of the City Council.

Dated this 29th day of December, 2022



Katherine Ross, Mayor

Attest:



Deana Dean, City Clerk



BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB23-013
January 3, 2023
Committee Report

Item 13.

AGENDA BILL INFORMATION

TITLE:	Interlocal Agreement (ILA) with South King County Fire Training Consortium	☐ Discussion Only
PROPOSED ACTION:	Move to approve the ILA and authorize the Mayor to sign	☒ Action Needed: ☒ Motion ☐ Ordinance ☐ Resolution

REVIEW:	Department Director/Peer	Mark Correia	12/30/2022
	Finance	Drew Bouta	12/30/2022
	Legal	Anna Astrakhan	5/13/2022
	City Administrator	Mike Sauerwein	12/30/2022

DEPARTMENT:	Fire		
STAFF:	Mark Correia, Fire Chief		
COMMITTEE:	Public Safety	COMMITTEE DATE: January 3, 2023	
MEMBERS:	Cara Christensen	Ethan Benson	Rob Wotton
EXHIBITS:	1. AB23-013x1 SKCFTC_ILA 2023-2025		

AMOUNT OF EXPENDITURE	\$ 6,576
AMOUNT BUDGETED	\$ 6,576
APPROPRIATION REQUESTED	\$ 0

SUMMARY

INTRODUCTION

As discussed in 2022, the Fire Department will return to the South King County Fire Training Consortium (SKCFTC) in 2023. To facilitate this action, the City must re-sign the interlocal agreement (ILA) with the other agencies.

LEGISLATIVE HISTORY

In 2019, the City Council approved AB19-055 authorizing the Mayor to execute an agreement with the SKCFTC. This agreement had a term from 2019 through 2022.

BACKGROUND

As an accredited agency, the Fire Department pursues excellence in everything it does. The Department was a member of the SKCFTC from 2019 to July 2022. The Department separated from the Consortium because its primary mutual aid partner was also separating. The Department reorganized to add a Training and Volunteer Coordinator position and planned to use internal staff

to support its training effort. However, in October and November, the Department lost over forty years of experience with the separation of three senior members. This loss lessened the experience level of the organization and forced the Department to reevaluate its options moving forward. After evaluating three options, it was decided the best option was to return to the SKCFTC as they were expanding into the north region of King County allowing Duvall, Fall City and Eastside Fire Departments to also become members.

ANALYSIS

The Department evaluated three options: stand alone, partner with Fall City and Duvall, or return to the SKCFTC. With the other mutual aid agencies joining the Consortium, it made sense for the City to pursue a similar path.

BUDGET IMPACTS

Administration recommends approving the Interlocal Agreement (ILA) with the South King County Fire Training Consortium (SKCFTC). Participating in SKCFTC is expected to cost the City \$6,576 in 2023. The original 2023 cost of joining the SKCFTC was \$63,076. However, the City will receive two credits of \$46,500 and \$10,000 respectively to offset the total cost. The assignment of the Fire Training Captain to the consortium for 15 weeks per year results in the first credit and the lack of participation in SKCFTC's fire academy results the second credit. The City budgeted a total of \$40,000 over the 2023-2024 biennium for Fire related travel and training. Therefore, sufficient appropriation exists within the 2023-2024 Biennial Budget (General Fund #001 – Fire & Emergency Management Functional Classification) to fund the ILA.

NEXT STEPS

Approve the ILA and authorize the Mayor to sign.

PROPOSED ACTION

Move to approve the ILA and authorize the Mayor to sign

South King County Fire Training Consortium (Interlocal Agreement)

This agreement is made and entered into by and between the undersigned municipal corporations, collectively referred to as "Agency" or "Agencies."

RECITALS

1. This agreement is entered into in conformity with chapter 39.34 RCW, the Interlocal Cooperation Act.
2. The Agencies currently each maintain and operate their own fire departments to provide emergency responder services, including fire protection, fire suppression, and emergency medical services and non-emergent medical care in their respective areas.
3. It is recognized that the Agencies have staff that are performing similar tasks, on a daily basis, and that have varied talents, skills, and expertise; and by allowing the staff to coordinate and collaborate, the skills and abilities of the individuals could be used in a manner that increases the level and efficiency of training.
4. The Agencies desire to provide training at the highest possible level while managing the costs by eliminating duplication of effort and/or expenses where feasible and making the most effective use of combined resources.
5. The Agencies have concluded that collaboration based on equal participation would provide the highest level of training with the least duplication and cost and allow for the completion of functions not possible within current funding.
6. The South King County Fire Training Consortium has adopted the following Mission and Vision Statements:
 - a. **Mission:** Develop and deliver superior training to improve performance and safety.
 - b. **Vision:** Unify and enhance regional training that improves operational consistency, implements industry best practices, and promotes a shared culture of excellence.

AGREEMENT

NOW, THEREFORE, in consideration of the mutual promises and benefits contained herein, it is agreed between the Agencies as follows:

1. **Purpose and Scope of Agreement.** The purpose and scope of this Agreement is to maintain a Training Consortium to enable joint training activities and operations. Each Agency shall retain full authority for and jurisdiction over fire protection, prevention and suppression, emergency medical services, boundaries, elections, and budgets and all other matters not specifically addressed in this Agreement.

2. Governing Structure of Training Consortium

2.1 Administrative Board.

- (a) The Administrative Board shall be composed of the Fire Chief or Administrator of each Agency to this Agreement. The Administrative Board shall be responsible for:
 - (i) Overseeing administration of the fiscal arrangements as set forth in this Agreement ("Fiscal Agent").
 - (ii) Directing, guiding, and overseeing the actions of the Operations Board.
 - (iii) Implementing the recommendations of the Training Chief; and
 - (iv) Communicating with the governing bodies of the Agencies to this Agreement.
- (b) The Administrative Board shall meet every other month. Members of the Administrative Board shall elect by majority vote a Chief to serve as presiding officer of the Administrative Board. The Chair shall serve a two-year term, which may be renewed by a majority vote. The Chair shall have responsibility to schedule the meetings of the Administrative Board, to serve as presiding officer at board meetings, to gather information and to prepare the agenda for board meetings. In the event a Chair is unable or unwilling to complete his or her term, nominations shall be accepted by the Administrative Board for a replacement Chair, who shall be elected by majority vote of the board and who shall complete the term of the resigning Chair. Each Chief shall have an equal vote on matters that come before the Administrative Board. Any decisions of the Administrative Board that involve the expenditure or obligation of an Agency's funds shall constitute a recommendation to the governing bodies of the Agencies and shall not be effective until the governing bodies of each Agency have approved such recommendation.

2.2. Operations Advisory Team "OAT"

- (a) The OAT shall be composed of the Training Consortium's Training Chief and the operations chiefs from each Agency to this Agreement. The OAT shall be responsible for:
 - (i) Consulting and communicating with the Training Chief on matters involving Agency operations.
 - (ii) Work with the Training Chief to establish consistency in Agency operations.
 - (iii) Work with the Training Chief to ensure the training curriculum is consistent with Agency operations.
 - (iv) A designee from the Operations Chiefs in each of zone 1 and zone 3 shall report directly to the Administrative Board.

2.3. Training Consortium Chief.

- (a) The Training Consortium Chief "Training Chief" shall be appointed by the Administrative Board, selected from one of the agencies of the Training Consortium. The appointment

will be for a period of three years. This term may be amended by a majority vote of the administrative board. The Training Chief shall be responsible for:

- (i) Recommending annual goals and objectives to the Administrative Board.
- (ii) Developing common operating guidelines for all Agencies.
- (iii) Developing common training programs, processes, and instructional materials for all Agencies.
- (iv) Developing common training calendars for all Agencies.
- (v) Performing such other tasks as directed by the Administrative Board.
- (vi) Developing an annual Budget for the Training Consortium.
- (vii) Managing the Training Consortium on a day-to-day basis.

2.4. Firefighter Training Advisory Committee "FTAC"

- (a) The FTAC shall be composed of uniformed staff participating in the Training Consortium as appointed by the Training Chief and each agency in a manner that ensures each Agency is adequately represented. The FTAT shall be responsible for:
 - (i) Providing feedback and input to the Training Chief regarding the content of the training provided.
 - (ii) Coordinating communications between the Training Chief and the employees receiving training from the Training Consortium

3. Joint Decision Making

- 3.1. This Agreement does not alter the current command structure or organizational responsibilities of any Agency. However, this agreement will allow for joint decision-making by the Administrative Board to modify command structures or organizational responsibilities relating to training within the Training Consortium.
- 3.2. Joint decision-making shall be exercised through the Administrative Board and shall apply only to those areas specifically identified by this Agreement. The Administrative Board shall make joint decisions using the following procedure. Joint decisions shall only be made at a meeting of the Administrative Board attended by a quorum of Agency representatives. A majority of the currently appointed Agency representatives shall constitute a quorum. Joint decisions shall be made by a majority vote. A Chief unable to attend a meeting may vote by proxy by either sending a designated representative or by notifying the Administrative Board of the Chief's vote via email or fax prior to the meeting or by providing a written proxy to another Chief attending the meeting.

4. Fiscal Arrangements

- 4.1.** The Puget Sound RFA shall be the entity that manages the finances of the Training Consortium as part of the Puget Sound RFA's annual budget.
- 4.2.** On or about August 1st of each year, the Administrative Board shall approve an annual budget for the Training Consortium's operations that identifies each Agency's personnel and financial responsibilities for the following year. The financial responsibilities will be based on a cost per member as identified by the following components:
- (a) **Training Officer Cost.** The cost of a Training Officer shall be based on the average costs of a Puget Sound RFA Battalion Chief, Captain, and Firefighter respectively.
 - (b) **Administrative Costs.** The amount shall cover the Puget Sound RFA's administrative costs in managing the Training Consortium, including funds to reimburse the agency providing the Training Chief, necessary administrative support staff and other civilian positions as approved by the board.
 - (c) **Supplies and Maintenance Costs.** The amount shall cover the Puget Sound RFA's costs in purchasing consumable supplies, professional services and other expenses associated with the delivery of Training.
 - (d) **Facilities Costs.** The amount shall cover the South King County Fire Training Consortium facility lease and related expenses, as well as costs associated with the use of Training facilities.
 - (e) **Cost Per Member.**
$$\text{FTE Cost} + \text{Administrative Costs} + \text{Supplies and Maintenance Costs} + \text{Facility Costs} / \text{Total number of uniformed members having the rank of Battalion Chief or below} = \text{Cost per Member}.$$
 - (f) **Annual Agency Cost.** The Annual Agency Cost shall be based upon the agency's number of uniformed members having the rank of Battalion Chief or below for the budget cycle.
 - (g) The Annual Agency Cost may be satisfied by contributions of personnel (at the FTE value established above), cash, use of training facilities or other services as approved by the Administrative Board.
 - (h) Member agencies may choose to request additional services from the training consortium other than those provided for their uniformed staff. These services may include training events for volunteers or use of the Learning Management System (LMS) for civilians. These additional services shall be provided at the discretion of the Training Chief and with the approval of the Administrative Board. The Training Chief will establish a fee for service that ensures the training is cost neutral for the consortium.
- 4.3.** In the event the Administrative Board determines, during the course of the year, that additional expenditures or contributions from one or more participating Agencies are necessary, the Administrative Board shall make a recommendation/request to the appropriate Agency.

4.4. In the event an Agency satisfies its Annual Agency Cost with a cash payment, the full value of such cash payment shall be made to the Puget Sound RFA on or before February 1st of each year. In the event an Agency that provides personnel or equipment is entitled to receive a cash payment in return, the Training Consortium shall make such cash payment to the Agency on or before February 1st of each year.

5. Resources: This Agreement allows for the collaborative acquisition, use, and management of property and equipment, ("Resources"). Prior to commingling any Resources under this Agreement, all equipment and property with a value of more than \$1,000.00 used in the performance of this Agreement shall be appropriately marked and inventoried by the contributing Agency. Ownership of Resources shall remain with the Agency that purchases or provides the Resource. Jointly owned resources, if any, may be purchased pursuant to a separate agreement by the Agencies, and shall be listed in **EXHIBIT A** to this Agreement "Joint Resources." The ownership and distribution of jointly owned resources shall be governed by the following paragraphs:

5.1. The ownership of Joint Resources acquired after the execution of this agreement shall be documented on **Exhibit A**. Such Joint Resources shall be owned by the Agencies to this agreement in proportion to the financial and in-kind contribution of each Agency in the year of acquisition of such Resources "Ownership Share."

5.2. If this agreement is terminated as to all Agencies the depreciated value of the Joint Resources acquired under the terms of this agreement shall be divided in accordance with the Ownership Shares.

5.3. In the event an Agency withdraws from this Agreement, such Agency shall be entitled to receive the depreciated value of its Ownership Share in the Joint Resources as determined in the sole reasonable discretion of the Administrative Board.

6. Personnel. Each Agency shall cooperate with the Administrative Board and shall allow its employees and volunteers ("Training Personnel") to perform the functions as assigned by the Training Chief exercising authority under this Agreement.

6.1. The Training Chief shall have the authority to determine the working location and conditions for Training Personnel when assigned to the Training Division. Through the joint decision-making process as defined herein, the Agencies may be asked to fill positions or roles not currently staffed within any of the Agencies. Such assignments, if they do not create additional financial responsibilities or litigation impacts for an Agency, shall be controlled by the Administrative Board and shall not require further approval by any Agency.

6.2. Each Agency shall remain as the employer of its own Training Personnel and shall be responsible for establishing and paying Training Personnel compensation and benefits.

6.3. It is understood by the Agencies that the services provided by Training Personnel pursuant to this Agreement will mutually benefit each Agency in proportion to the benefits received by that Agency.

- 6.4.** The Administrative Board shall establish the chain of command for Training Personnel under this Agreement. However, the responsibility for hiring, evaluating, firing, and disciplining Training Personnel shall remain with the employing Agency. An employing Agency may seek input from the Administrative Board in hiring, evaluating, firing, or disciplining Training Personnel, but such guidance shall be optional and nonbinding on the Agency seeking guidance.
- 6.5.** Training Personnel filling a shared functional position will be provided an explanation of roles, responsibilities, duties, and expectations of the shared position prepared by the Training Chief.
- 6.6.** To the extent this Agreement would result in any personnel changes that affect the wages, benefits or working conditions of any represented employees, the Training Chief shall assist the governing body of the affected employing Agencies and the affected bargaining units to address such impacts prior to the implementation of the change.

7. Training Consortium Chief

- 7.1.** The agency that employs the Training Chief that is appointed by the Administrative Board agrees to hire and staff the Training Consortium Chief position. The agencies intend that the best candidate will be selected by the Administrative Board to serve as the Training Consortium Chief as contemplated by this Agreement. In recognition of this understanding the parties agree to work cooperatively in accordance with the following provisions to assist the Agency that employs the Training Chief in maintaining and rotating this position within the Training Consortium Agencies.
 - (a)** The agency that employs the Training Chief will remain the employer of the Training Chief. Accordingly, that Agency shall be solely responsible for all matters related to the Training Chief's human resource management, performance appraisals, employee relations, work related practices, performance effectiveness and responsiveness, conformance with Consortium expectations, and discipline. The Administrative Board will also provide feedback concerning the performance of the said Training Chief to the Agency that is the employer of the Training Chief.

8. Insurance

- 8.1.** The Agencies shall each provide and maintain-suitable commercial general liability and auto liability insurance policies to protect it from casualty losses by reason of the activities contemplated by this Agreement. The limits of liability for each coverage shall be at least \$2,000,000 for each occurrence. Each Agency shall provide the Consortium with a Certificate of Liability Insurance or Evidence of Coverage, which the PSRFA shall maintain on file, provided that any Agency that is self-insured will provide a letter of self-insurance as evidence of coverage.

9. Indemnification

- 9.1.** Each Agency shall be responsible for the wrongful or negligent actions of its employees while participating in this Agreement, as their respective liability shall appear under the laws of the State of Washington and/or Federal Law, and this Agreement is not intended to diminish or expand such liability. Provided however each Agency, by executing this Agreement hereby expressly appoints the Consortium Training Chief as its limited attorney in fact with the limited express authority to enter into and bind the Agency to liability waivers, indemnification or hold harmless agreements or releases required by third parties for the use of any training facilities, training props or private property necessary for the conduct of Training Consortium operations.
- 9.2.** To that end, each Agency promises to indemnify, defend, and hold harmless all the other Agencies from any loss, claim or liability arising from or out of the negligent or otherwise tortious actions or omissions of its employees, officers, and officials. Such liability shall be apportioned among the Agencies or other at fault persons or entities in accordance with the laws of the State of Washington. Each agency shall be solely responsible for its own attorney fees and any litigation related costs.
- 9.3.** Nothing herein shall be interpreted to:
- (a) Waive any defense arising out of RCW Title 51, provided; however, each Agency agrees that its obligations under this provision extend to any claim, demand, and/or cause of action brought by or on behalf of any of its employees or agents. The foregoing indemnity is specifically and expressly intended to constitute a waiver of each Agency's immunity under Washington's Industrial Insurance Act, RCW Title 51, with respect to the other Agencies only, and only to the extent necessary to provide each Agency with a full and complete indemnity of claims made by the other Agency's employees. The Agencies acknowledge that these provisions were specifically negotiated and agreed upon by them.
 - (b) Limit the ability of a participant to exercise any right, defense, or remedy which an Agency may have with respect to third party Agencies or the officer(s) whose action or omission give rise to loss, claim or liability, including but not limited to an assertion that the employee was acting beyond the scope of his or her employment.
 - (c) Cover or require indemnification or payment of any judgment against any individual or Agency for intentionally wrongful conduct outside the scope of employment of any individual or for any judgment for punitive damages against any individual or Agency. Payment of punitive damage awards, fines or sanctions shall be the sole responsibility of the individual against whom said judgment, fine or sanction is rendered and/or his or her employer, should that employer elect to make said payment voluntarily. This agreement does not require indemnification of any punitive damage awards or for any order imposing fines or sanctions.

10. Dispute Resolution.

- 10.1.** Prior to any other action, the Administrative Board shall meet and attempt to negotiate a resolution to any dispute arising under this agreement.

- 10.2.** If the parties are unable to resolve the dispute through negotiation, any party may demand mediation through a process to be mutually agreed to in good faith between the parties within 30 days. The parties shall share equally the costs of mediation and shall be responsible for their own costs in preparation and participation in the mediation, including expert witness fees and reasonable attorney's fees.
- 10.3.** If a mediation process cannot be agreed upon or if the mediation fails to resolve the dispute, then within 30 calendar days any party may submit the matter to binding arbitration according to the procedures of the Superior Court Rules for Mandatory Arbitration, including the Local Mandatory Arbitration Rules of the King County Superior Court, King County, Washington, as amended, unless the parties agree in writing to an alternative dispute resolution process. The arbitration shall be before a disinterested arbitrator with both parties sharing equally in the cost of the arbitrator. The location of the arbitration shall be mutually agreed or established by the assigned Arbitrator, and the laws of Washington will govern its proceedings. Each party shall be responsible for its own costs in preparing for and participating in the arbitration, including expert witness fees and reasonable attorney's fees.
- 10.4.** Unless otherwise agreed in writing, this dispute resolution process shall be the sole, exclusive and final remedy to or for any party for any dispute regarding this Agreement, and its interpretation, application, or breach, regardless of whether the dispute is based in contract, tort, any violation of federal law, state statute or local ordinance or for any breach of administrative rule or regulation and regardless of the amount or type of relief demanded.

11. Term of Agreement

- 11.1.** In the event any Agency shall desire to renegotiate any of the provisions of this agreement, such Agency shall give one-year advance written notice to the other Agencies. The written notice shall specify the provision to be negotiated, the requested change and the reasons, therefore. Such requests to renegotiate shall not be considered a notice of termination.
- 11.2.** This agreement shall be effective on January 1, 2023 and shall continue for a term of three (3) years.

12. Termination/Withdrawal

- 12.1.** Any Agency may withdraw from this Agreement at the end of any calendar year by filing with the Administrative Board a notice of termination by December 31st of the preceding calendar year. In the event an Agency terminates its participation under this paragraph but the remaining Agencies continue the Agreement, the Agency that terminated its participation shall be considered a withdrawing Agency that is not entitled to any refund of its prior contributions, but it shall be entitled to reimbursement of its depreciated share of any Jointly Owned Resource and return of any equipment or property owned by the Agency and used by the Consortium under this agreement.
- 12.2.** This agreement may be terminated by consensus of a majority of the Agencies, effective the end of any calendar year, upon giving written notice thereof to the other Agencies by July 1 of the preceding year. In the event of a termination under this paragraph any Joint Resources shall be allocated among the parties in the manner specified in Section

5.

- 12.3.** If an Agency consolidates with another municipal or local government entity through merger, annexation, or through the creation of a Regional Fire Protection Authority, the consolidated entity shall become an Agency to this Agreement and a successor in interest to the Agency's interest on the effective date of the consolidation without any action by the remaining Agencies, unless otherwise required.

13. Additional Agencies.

- 131.** Additional Agencies may join the South King County Fire Training Consortium when approved by a majority vote of the Administrative Board and upon approval and execution of this Interlocal Agreement.
- 132.** The Administrative Board may authorize one year "Associate Agency" Interlocal Agreements with municipal corporations for one-year trial participation in the South King County Fire Training Consortium. Such Associate Agencies shall be required to agree to the indemnification, insurance and personnel provisions of this Agreement and to contribute financially in accordance with the financial terms in Paragraph 4 but shall have no interest in joint resources and no administrative or decision-making authority.

14 Miscellaneous

- 141.** Notices. All communications regarding this Agreement shall be sent to the parties at the addresses listed on the signature page of the Agreement, unless notified to the contrary. Any written notice hereunder shall become effective upon personal service or three (3) business days after the date of mailing by registered or certified mail via the United States Postal Service and shall be deemed sufficiently given if sent to the addressee at the address stated in this Agreement or such other address as may be hereafter specified in writing.
- 142.** Benefits. This Agreement is entered into for the benefit of the Agencies to this agreement only and shall confer no benefits, direct or implied, on any third persons.
- 143.** Severability. If any provision of this agreement or its application is held invalid, the remainder of this Agreement shall not be affected.
- 144.** Amendments. This Agreement represents the entire agreement of the Agencies regarding the subjects addressed herein. Amendments to this Agreement may be proposed by the Administrative Board or by any Agency to the Agreement. To become binding, Amendments must be made in writing and must be recommended for approval by the Administrative Board and approved by the unanimous consent of the Agencies to the Agreement. In the event that changes in federal or state law or changes in the boundaries of any or all Agencies significantly affect the performance of any Agency, the Agencies agree to enter into good faith negotiations so that continuation of the operations of the Training Consortium are not impaired.

15 Execution.

~~151~~ This Agreement may be executed in any number of counterparts, each of which shall constitute an original, and all of which will together constitute this one Agreement.

IN WITNESS WHEREOF, the Agencies by the signatures of their authorized representatives have executed this Agreement effective upon the date of signatures.

SIGNATURE PAGES FOLLOW

Puget Sound Fire

By: Matthew L. Morris, Fire Chief

Signature:

Date:

Approved
as to Form:

Name: Brian Snure

Title: Attorney for Puget Sound RFA

Renton Regional Fire Authority

By: Steve Heitman, Fire Chief

Signature:

Date:

Enumclaw Fire Department

By: Randy Fehr, Fire Chief

Signature:

Date:

King County Fire District #2

By: Mike Marrs, Fire Chief

Signature:

Date:

King County Fire District #20

By: Eric Hicks, Fire Chief

Signature:

Date:

King County International Airport Fire Dept.

By: Greg Thomas, Police Chief

Signature:

Date:

Mountain View Fire & Rescue

By: Greg Smith, Fire Chief

Signature:

Date:

South King Fire & Rescue

By: Dave Mataftin, Fire Chief

Signature:

Date:

Valley Regional Fire Authority

By: Brad Thompson, Fire Chief

Signature:

Date:

Vashon Island Fire & Rescue

By: Matthew Vinci, Fire Chief

Signature:

Date:

Eastside Fire & Rescue

By: Ben Lane, Fire Chief

Signature:

Date:

Snoqualmie Fire Department

By: Mark Correia, Fire Chief

Signature:

Date:

King County Fire District #45 – Duvall

By: Josh Erskine, Fire Chief

Signature:

Date:

EXHIBIT A
JOINTLY OWNED RESOURCES



BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB23-005
January 9, 2023
Ordinance

Item 14.

AGENDA BILL INFORMATION

TITLE:	Ordinance amending SMC Chapters 14.30, 14.40, 17.35 and 17.80	☐ Discussion Only
PROPOSED ACTION:	Adopt Ordinance 1273, Amending SMC Chapters 14.30, 14.40, 17.35 and 17.80	☒ Action Needed: ☐ Motion ☒ Ordinance ☐ Resolution

REVIEW:	Department Director/Peer	Emily Arteche	12/29/2022
	Finance	n/a	Click or tap to enter a date.
	Legal	Anna Astrakhan	12/29/2022
	City Administrator	Mike Sauerwein	Click or tap to enter a date.

DEPARTMENT:	Community Development		
STAFF:	Jason Rogers, Senior Planner		
COMMITTEE:	Community Development	COMMITTEE DATE: January 3, 2023	
MEMBERS:	Jo Johnson	Matthew Laase	James Mayhew
EXHIBITS:	1. Ordinance 1273 2. Planning Commission Recommendation 3. Table of Changes 4. Proposed Ordinance 1273 with CD Committee recommended amendments		

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

SUMMARY

INTRODUCTION

Several draft code amendments were introduced at the Planning Commission beginning in the Fall of 2022 identifying opportunities in the Snoqualmie Municipal Code (SMC) to clarify, simplify, and enhance permit processing in the areas of historic design review, landmarks, and design review.

The draft amendments include project permit processing procedures for all permit types, Snoqualmie landmark designation criteria, landmark nomination procedures, landmark-related definitions, thresholds for historic design review, and a new permit type, "Site Plan Permit". Other draft code amendments set a time and day for receiving appeals of historic design review decisions.

LEGISLATIVE HISTORY

Previously adopted ordinances include:

744	1995
768	1996
874	2001
960	2004
1120	2013
1198	2017
1203	2018
1234	2020
1262	2022

BACKGROUND

The current version of Chapter 17.35 SMC, Historic Overlay Zones and Landmarks, was originally adopted in 2001 and has received only minor updates since. At the time, the chapter adopted several sections of the King County Code (KCC) by reference, including sections related to landmark designation procedures. Some existing code language also requires city coordination with an King County office that no longer exists.

In addition, the City's code does not provide for a comprehensive site plan review process. Site plan permits guide applicants early in the permit review process and assures that quality physical development occurs in compliance with the development code. Municipal Research Service Center (MRSC) describes a site plan permit as a *"general site plan review typically involves physical details that relate to the site and the type of use proposed and addresses such things as landscaping, design, parking location, and other site-specific issues. Site plan review typically applies to commercial and industrial development and multifamily projects of a certain size - not single-family residential development. Site plan review may be required before or concurrent with a building permit, a conditional use approval, or other type of land use review process."*

More information about site plan permit processes is available at <https://mrsc.org/explore-topics/planning/development-regulations/site-plans-and-binding-site-plans>

The Planning Commission reviewed the draft code amendments at its meetings on September 6, October 3 and 17, November 7 and 21, and December 5. This included a public hearing on November 21, continued to December 5. The Planning Commission's recommendation to the City Council is attached as Exhibit 2. State Environmental Policy Act (SEPA) review was completed and a SEPA Determination of Non-Significance (DNS) was issued on December 2, 2022.

ANALYSIS

The draft code amendments provide opportunities in the SMC to clarify, simplify, and enhance permit processing specifically in the areas of historic design review and landmarks, and design review by:

- Clarifying the initial decision maker, appeal body and other requirements applicable to each category of permit in category of permits table [SMC 14.30.020]. Appeals of all historic design review decisions would be processed by the City Hearing Examiner).
- Clarifying the deadline for filing appeals [SMC 14.40.010].
- Enhancing how the Historic Design Review Board operates [multiple sections in Chapter 17.35 SMC].
- Simplifying the code with the deletion of KC development code references [SMC 17.35.030].
- Enhancing the code with the addition of KC development codes including Snoqualmie landmark designation criteria and nomination procedures and related definitions [multiple sections in Chapter 17.35 SMC].
- Clarifying the parameters of various types of historic design review [SMC 17.35.120 and .150].

- Enhancing the code with the addition of a Site Plan Permit and permit criteria [Chapter 17.80 SMC].

PLEASE NOTE: after the Planning Commission recommendation on December 5, 2022, (see Exhibit 2) Staff identified one additional recommended draft code amendment for City Council consideration noted on the draft ordinance (Exhibit 1, p. 13) which provides consistency with the existing code (SMC 17.75.050) by deleting a reference to temporary signs for less than 60 days from Historic Design Review Board reviews.

COMMITTEE REVIEW

At its January 3, 2023, meeting, the Community Development Committee discussed the proposed ordinance. The Committee discussion included conversation around the involvement of elected and/or appointed bodies for decisions and/or appeals of decisions involving discretion and/or judgment. Where a decision-maker is applying the code in a manner that leaves little or no room for interpretation and judgment, the Committee agrees with the Planning Commission that providing for an appeals process using the Hearing Examiner is appropriate. However, in cases where some level of judgment is needed, such as for a variance, the Committee believes that such appeals should be to an elected body, specifically the City Council. This provides a suitable level of knowledge of local conditions and accountability within the decision-making process, while keeping the City Council out of the more routine aspects of the permitting process.

Exhibit 4 shows proposed amendments to the ordinance (in yellow highlight) that would provide for appeals of historic design review variance decisions be to the City Council, instead of to the Hearing Examiner.

BUDGET IMPACTS

None.

NEXT STEPS

The proposed ordinance is for first reading/introduction on January 9, 2023, and City Council action on January 23, 2023. The City Council should consider the Community Development Committee's discussion and proposed amendments to the draft ordinance.

PROPOSED ACTION

[For January 9, 2023] None; for introduction only.

[For January 23, 2023]: Move to approve Ordinance No. 1273, adopting amendments to Chapters 14.30, 14.40, 17.35 and 17.80 of the Snoqualmie Municipal Code.

ORDINANCE NO. 1273

**AN ORDINANCE OF THE CITY OF SNOQUALMIE, WASHINGTON,
AMENDING CHAPTER 14.30, CHAPTER 14.40, CHAPTER 17.35, AND
CHAPTER 17.80 OF THE SNOQUALMIE MUNICIPAL CODE**

WHEREAS, RCW 36.70A.130(4) requires continuous review and evaluation of the City's Comprehensive Plan and development regulations; and

WHEREAS, City staff routinely identify areas of the development code with inconsistencies, conflicts, and typographical errors; and

WHEREAS, the City desires to ensure consistency and clarity in its development code; and

WHEREAS, the City staff identified several areas in the City's development code warranting clarification; and

WHEREAS, the required 60-day notice was sent to the State of Washington Department of Commerce on November 23, 2022; and

WHEREAS, a State Environmental Policy Act, SEPA Determination of Non-Significance (DNS) was issued on December 2, 2022; and

WHEREAS, the Planning Commission held public meetings on the proposed amendments on September 6, 2022, October, 3 2022, October, 17, 2022 and November 14 2022 and a duly-noticed public hearing on November 21, 2022, continued on December 5, 2022, to receive testimony on the proposed code amendments; and

WHEREAS, the Planning Commission, by motion on December 5, 2022, recommended approval of the proposed amendments; and

WHEREAS, the Community Development Committee of the Snoqualmie City Council reviewed the Planning Commission's recommendation on January 3, 2023; and

WHEREAS, the Snoqualmie City Council has considered the recommendations of the Community Development Committee, the Planning Commission and City Administration and has determined to take the actions set forth in this ordinance:

NOW, THEREFORE, BE IT HEREBY ORDAINED by the City Council of the City of Snoqualmie, Washington, as follows:

Section 1. Chapters 14.30, 14.40, 17.35, and 17.80 of the Snoqualmie Municipal Code are hereby amended to read as shown in Exhibit A attached hereto.

Section 2. Severability. If any one or more section, subsection or sentence of this ordinance or the Snoqualmie Municipal Code amendments adopted in Section 1 herein is held to

be unconstitutional or invalid, such decision shall not affect the validity of the remaining portion of this ordinance or the Snoqualmie Municipal Code sections, and the same shall remain in full force and effect.

Section 3. Corrections by City Clerk or Code Reviser. Upon approval of the City Attorney, the City Clerk, and either the Community Development Department Director or the Parks and Public Works Department Director, as applicable, code revisers are authorized to make necessary corrections to this ordinance and Snoqualmie Municipal Code sections, including the correction of clerical errors; references to other local, state or federal laws, codes, rules, or regulations; or ordinance or Snoqualmie Municipal Code section numbering and section/subsection numbering.

Section 4. Effective Date. This ordinance shall be effective five (5) days after passage and publication, as provided by law.

PASSED by the City Council of the City of Snoqualmie, Washington, this ____ day of January, 2023.

City of Snoqualmie

Katherine Ross, Mayor

Attest:

Deana Dean, City Clerk

Approved as to form:

Bob C. Sterbank, City Attorney

Exhibit A

Chapter 14.30 PROJECT PERMIT PROCESSING

14.30.020 Categories of permits.

- A. The categories of permits shall be as follows:
1. Category I constitutes those permits which are categorically exempt from environmental review, or for which SEPA has already been done, do not require any public comment period or an open record predecision hearing, and for which the staff decision is final unless appealed;
 2. Category II constitutes those permits which require a threshold environmental determination, but do not require a predecision open record hearing, or those permits where other sections of the Snoqualmie Municipal Code require a public comment period but do not require an open record hearing, and for which the staff decision is final unless appealed;
 3. Category III constitutes those permits which require a predecision open record hearing, but do not provide for a closed record appeal (i.e., recommendation by planning commission or hearing examiner and decision by city council); and
 4. Category IV constitutes those permits which require an open record predecision hearing, and provide for a closed record appeal hearing (i.e., decision by planning commission or hearing examiner and appeal to city council).
- B. The initial decision maker, appeal body and other requirements applicable to each category of permit shall be as follows:

	Permits	Preapplication Process	Determination of Completeness	Notice of Application and Comment Period	Predecision Open Record Hearing	Decision	Distribution of Notice of Decision	Appeal To/ Open - Closed Record
Cat I	Clearing and Grading Permit (Chapter 15.20 SMC) Flood Improvement Permit (Chapter 15.12 SMC) Lot Line Adjustment (SMC 16.04.030.E.) Historic Design Review, Type I (Chapter 17.35 SMC)	Yes, unless exempt	Yes	No	No	S	No	HE/Open

	Permits	Preapplication Process	Determination of Completeness	Notice of Application and Comment Period	Predecision Open Record Hearing	Decision	Distribution of Notice of Decision	Appeal To/ Open - Closed Record
	Temporary Use Permit (17.55.050) Sign Permit (Chapter 17.75 SMC) Wireless Communication Facility Permit (Chapter 17.77 SMC) Site Plan Permit (Chapter 17.80 SMC)							
Cat II	Clearing and Grading Permit (Chapter 15.20 SMC) Short Subdivision (Chapter 16.08 SMC) Binding Site Improvement Plan, 4 or fewer lots (SCM 16.12.030) Historic Design Review, Type I (Chapter 17.35 SMC) Temporary Use Permit (SMC 17.55.050) Wireless Communication Facility Permit (Chapter 17.77 SMC)	Yes	Yes	Yes	No	S	Yes	HE/Open

	Permits	Preapplication Process	Determination of Completeness	Notice of Application and Comment Period	Predecision Open Record Hearing	Decision	Distribution of Notice of Decision	Appeal To/ Open - Closed Record
	Site Plan Permit (Chapter 17.80 SMC)							
Cat III	Planned Residential Plan (SMC 17.15.050) Planned Commercial/Industrial Plan (SMC 17.20.050) Mixed Use Plan/ Mixed Use Final Plan (Chapter 17.30 SMC) Planned Unit Development (Chapter 17.50 SMC) Unclassified Use Permit (Chapter 17.60 SMC) Wireless Communication Conditional Use Permit (Chapter 17.77 SMC) Zoning Code Map or Text Amendment (SMC 17.85.010) Comprehensive Plan Amendment	Yes	Yes	Yes	Yes/PC or HE *Landmarks & Heritage Comm. for Landmark Designation	CC *PC for Types II-III Historic Design Rev. & Landmark Desig.	Yes	SC/Closed *HE/Closed for Types II-III Historic Design Rev. & Landmark Desig.

	Permits	Preapplication Process	Determination of Completeness	Notice of Application and Comment Period	Predecision Open Record Hearing	Decision	Distribution of Notice of Decision	Appeal To/ Open - Closed Record
	(Chapter 21.30 SMC) *Historic Design Review Types II – III and Landmark Designation (Chapter 17.35 SMC)*							
Cat IV	Long Subdivision (Chapter 16.10 SMC) Binding Site Improvement Plan, 5 or more lots (SMC 16.12.040) Conditional Use Permit (SMC 17.55.030) Variance (SMC 17.85.020)	Yes	Yes	Yes	Yes/PC or HE	HE or PC	Yes	CC/Closed

S = Staff HE = Hearing Examiner PC = Planning Commission CC = City Council SC = Superior Court

- C. Only one administrative appeal is allowed. See SMC 14.40.020, Limitation on hearings and appeals.

Chapter 14.40 APPEALS OF PROJECT PERMIT DECISIONS

14.40.010 Time limit for appeals.

- A. Notwithstanding any provision of this code to the contrary, all appeals ~~to city council~~ of Category I, II and IV project permit decisions shall be filed with 14 days after the notice of decision or other notice that the decision has been made and is appealable; provided:
1. The period for appeal shall be extended for an additional seven days if public consent is allowed on a determination of nonsignificance issued as a part of the appealable project permit decision; and

2. The date from which the 14-day appeal period shall run for any city staff decision made prior to the date of the single report shall be the issuance date of the single report containing a statement that the decision has been made and is appealable.

- B. ~~Unless otherwise specified by another provision of this code, appeals must be received by the Community Development Department prior to 5:00pm on the last day of the appeal period. The notice of appeal shall set forth the factual and legal basis for appeal.~~
- C. Notwithstanding any provision of this code to the contrary, all appeals of land use decisions to Superior Court shall be filed and served within 21 days after of issuance of the decision ~~is issued~~, as provided in Chapter 36.70C RCW.

14.40.030 Procedure for appeal.

- A. Appeals of Category I and Category II project permit decisions shall be open record appeals, heard by the hearing examiner. Such appeals shall be heard and determined within 90 days after filing of the notice of appeal.
- B. Appeals of Category IV project permit decisions shall be closed record appeals, and shall be heard and determined within 60 days after filing of the notice of appeal. Such appeals shall be heard on the basis of the record before the hearing examiner or planning commission; provided, additional oral testimony or exhibits may be received by stipulation or if required in the discretion of city council to clarify or supplement such record. The city council shall affirm the decision and findings of the hearing examiner or planning commission unless the city council shall find such finding and decision to be clearly erroneous.
- C. The time limitations set forth in subsections A and B of this section may be extended by agreement of all parties to the appeal.
- D. Appeals of Category III project permit decisions to Superior Court shall be as provided by Chapter 36.70C RCW.
- E. The provisions of SMC 2.14.100 and SMC 2.14.105 shall apply to all appeals under this chapter.

Chapter 17.35 HISTORIC OVERLAY ZONES AND LANDMARKS

~~17.35.030 King County Code sections incorporated by reference.~~

~~Except so far as expressly altered in this chapter, the following sections of Chapter 20.62 of the King County Code, copies of which shall be maintained on file by the city clerk and available for public inspection and copying during normal business hours, are hereby incorporated by reference herein and made a part of this chapter specifically applicable only to sites, buildings, structures and objects within the downtown landmark district defined in this chapter:~~

- A. ~~KCC 20.62.020, Definitions, except as follows:~~
- ~~1. Paragraph D is changed to read "Commission" as the "Snoqualmie landmarks and heritage commission";~~
 - ~~2. Paragraph F is changed to read "Council" as the "Snoqualmie City Council";~~
- B. ~~KCC 20.62.040, Designation Criteria, except all references to "King County" are changed to read "Snoqualmie";~~
- C. ~~KCC 20.62.050, Nomination Procedure;~~
- D. ~~KCC 20.62.070, Designation Procedure, except all references to "King County" are changed to read "Snoqualmie";~~
- E. ~~KCC 20.62.100, Evaluation of Economic Impact;~~
- F. ~~KCC 20.62.110, Appeal Procedure; and~~
- G. ~~KCC 20.62.140, Special Valuation for Historic Properties.~~

17.35.040 Definitions.

The following words shall have the following meanings in this chapter; ~~provided, that in the event of a conflict, the definitions of Chapter 20.62 KCC incorporated by reference shall control with respect to sites, buildings, structures and objects within the downtown landmark district:~~

- A. "Alteration" is any construction, demolition, removal, modification, excavation, restoration or remodeling of a landmark.
- B. "Applicant" means any person, corporation or other legal entity applying for a permit for a regulated improvement, a business license for which a change of use permit is required or any subdivision or short subdivision within a designated historic district overlay zone.
- BC. "Approved color" shall mean a color from a palette approved by the historic design review board and maintained on file by the historic preservation officer.
- ED. "Architectural features" means the exterior architectural treatment and general arrangement of the portions of a building or structure and its site open to external view, including but not limited to the kind, color and texture of building materials, type of windows and doors, attached and detached signs, landscaping, screening, parking areas, exterior lighting, walkways and other appurtenances. With respect to landmarks only, it shall have the same meaning as "significant feature" as defined herein.
- E. "Board" means the historical design review board established by this chapter.
- F. "Building" is a structure created to shelter any form of human activity, such as a house, barn, church, hotel or similar structure. Building may refer to a historically related complex, such as a courthouse and jail or a house and barn.
- G. "Certificate of appropriateness" is written authorization issued by the Snoqualmie Landmarks and Heritage Commission or its designee permitting an alteration to a significant feature of a designated landmark.
- H. "Commission" means the "Snoqualmie Landmarks and Heritage Commission";
- I. "Council" means the "Snoqualmie City Council";
- DJ. "Contributing building or site" shall mean a building or site located within a landmark district as defined herein, which is of historical significance and has substantially retained its original appearance, and is identified as such in the landmark designation report.
- K. "Designation" is the act of the Commission determining that an historic resource meets the criteria established by this chapter.
- L. "Designation report" is a report issued by the Commission after a public hearing setting forth its determination to designate a landmark and specifying the significant feature or features thereof.
- M. "Director" is the director of the Snoqualmie Community Development Department or designee.
- N. "Downtown Master Plan" means the Snoqualmie Downtown Master Plan, approved by Snoqualmie city council on April 12, 2010 (city of Snoqualmie Resolution No. 948).
- O. "Downtown Vision Plan" means the Snoqualmie Downtown Vision Plan, approved by Snoqualmie city council on April 23, 2007 (city of Snoqualmie Resolution No. 814).
- P. "Heritage" is a discipline relating to historic preservation and archaeology, history, ethnic history, traditional cultures and folklore.
- EQ. "Historic district" means the downtown historic district overlay zone and the Meadowbrook historic district overlay zone, the boundaries of which are as shown on the official zoning map. The respective boundaries of the historic districts are as established in Ordinance No. 744.
- FR. "Historic preservation officer" shall mean the director of the Snoqualmie Community Development Department, or equivalent city official however denominated, or his or her designee.
- S. "Historic resource" is a district, site, building, structure or object significant in national, state or local history, architecture, archaeology, and culture.
- T. "Historic resource inventory" is an organized compilation of information on historic resources considered to be significant according to the criteria listed in K.C.C. 20.62.040.A. The historic

resource inventory is kept on file by the historic preservation officer and is updated from time to time to include newly eligible resources and to reflect changes to resources.

U. "Incentives" are such compensation, rights or privileges or combination thereof, which the council, or other local, state or federal public body or agency, by virtue of applicable present or future legislation, may be authorized to grant to or obtain for the owner or owners of designated landmarks. Examples of economic incentives include but are not limited to tax relief, conditional use permits, rezoning, street vacation, planned unit development, transfer of development rights, facade easements, gifts, preferential leasing policies, private or public grants-in-aid, beneficial placement of public improvements, or amenities, or the like.

V. "Interested person of record" is any individual, corporation or partnership that notifies the commission or the council in writing of its interest in any matter before the commission.

W. "Landmark" is an historic resource designated as a landmark pursuant to this chapter.

~~XX.~~ "Landmark district" means the Snoqualmie historic downtown commercial landmark district, the boundaries of which are shown on the official zoning map. The boundaries of the Snoqualmie historic downtown commercial landmark district are as established by the Snoqualmie landmarks and heritage commission pursuant to authority of Ordinance No. 746. The term "landmark district" shall also include any additional districts which may be subsequently established ~~subsequent to the adoption~~ under the authority of this chapter.

~~YY.~~ "Noncontributing building or site" shall mean any building or site not specifically designated as a contributing building or site in a landmark district.

Z. "Nomination" is a proposal that an historic resource be designated a landmark.

AA. "Object" is a material thing of functional, aesthetic, cultural, historical, or scientific value that may be, by nature or design, movable yet related to a specific setting or environment.

BB. "Owner" is a person having a fee simple interest, a substantial beneficial interest of record or a substantial beneficial interest known to the commission in an historic resource. Where the owner is a public agency or government, that agency shall specify the person or persons to receive notices under this chapter.

CC. "Person" is any individual, partnership or corporation.

DD. "Person in charge" is the person or persons in possession of a landmark including, but not limited to, a mortgagee or vendee in possession, an assignee of rents, a receiver, executor, trustee, lessee, tenant, agent, or any other person directly or indirectly in control of the landmark.

EE. "Preliminary determination" is a decision of the commission determining that an historic resource which has been nominated for designation is of significant value and is likely to satisfy the criteria for designation.

~~FF.~~ "Regulated improvement" means any construction, addition, demolition, repair, remodeling, moving or change to an architectural feature of any building, structure or site, public or private, landscaping, and any placement of street furniture within a designated historic district or to a designated landmark. The term shall also include any proposed subdivision or short subdivision of land, boundary line adjustment, rezone or change of use within a historic district.

~~GG.~~ "Street furniture" means improvements located within the street, public right-of-way, parking areas or other open areas, including but not limited to light standards, utility poles, newspaper stands, bus shelters, planters, benches, retaining walls, litter containers and telephone booths.

~~K.~~ "Downtown Master Plan" means the Snoqualmie Downtown Master Plan, approved by Snoqualmie city council on April 12, 2010 (city of Snoqualmie Resolution No. 948).

~~L.~~ "Downtown Vision Plan" means the Snoqualmie Downtown Vision Plan, approved by Snoqualmie city council on April 23, 2007 (city of Snoqualmie Resolution No. 814).

HH. "Significant feature" is any element of a landmark which the commission has designated pursuant to this chapter as of importance to the historic, architectural or archaeological value of the landmark.

- II. "Site" is the location of a significant event, a prehistoric or historic occupation or activity, or a building or structure, whether standing, ruined, or vanished, where the location itself maintains an historical or archaeological value regardless of the value of any existing structures.
- JJ. "Structure" is any functional construction, including a building as defined herein.

17.35.050 Snoqualmie historical design review board – Created.

- A. There is hereby created the Snoqualmie historical design review board consisting of five members, at least three of whom shall reside within the city. The members of the historic design review board shall be appointed by the mayor and confirmed by city council. The historic design review board shall be made up as follows:
1. One member shall be a member of the Snoqualmie planning commission.
 2. One member shall be a property owner or business owner within the downtown or Meadowbrook historic district overlay zone.
 3. One member shall be a property owner or business owner within the downtown commercial landmark district.
 4. One member shall be the special member of the Snoqualmie landmarks and heritage commission.
 5. One member shall be a person with demonstrated interest or expertise in historic architecture, local history or historic preservation.
- B. The historical design review board shall by resolution adopt rules governing its organization and procedures. The board shall meet not less than once a month, ~~and shall establish its regular meeting date and time by resolution.~~ The board shall may hold special meetings on such notice as is required by law as may be required to render historical design review decisions in a timely manner.
- ~~C. The board may in its discretion refer any matter coming before it to the Snoqualmie landmarks and heritage commission for historical design review; provided, such referral shall be made within 30 days of receipt of a complete application.~~
- D. The ~~director historic preservation officer~~ or his or her designee shall advise the historical design review board, ~~and additional advice and training may be requested as deemed appropriate from the King County office of cultural resources.~~

17.35.103 Designation criteria.

- A. An historic resource may be designated as a City of Snoqualmie landmark if it is more than forty years old or, in the case of a landmark district, contains resources that are more than forty years old, and possesses integrity of location, design, setting, materials, quality of work, feeling or association, or any combination of the foregoing aspects of integrity, sufficient to convey its historic character, and:
1. Is associated with events that have made a significant contribution to the broad patterns of national, state or local history;
 2. Is associated with the lives of persons significant in national, state or local history;
 3. Embodies the distinctive characteristics of a type, period, style or method of design or construction, or that represents a significant and distinguishable entity whose components may lack individual distinction;
 4. Has yielded, or may be likely to yield, information important in prehistory or history; or
 5. Is an outstanding work of a designer or builder who has made a substantial contribution to the art.
- B. An historic resource may be designated a community landmark because it is an easily identifiable visual feature of a neighborhood or the county and contributes to the distinctive quality or identity of such neighborhood or county or because of its association with significant historical events or historic themes, association with important or prominent persons in the community or county or recognition

by local citizens for substantial contribution to the neighborhood or community. An improvement or site qualifying for designation solely by virtue of satisfying criteria set out in this section shall be designated a community landmark and shall not be subject to SMC 17.35.

- C. Cemeteries, birthplaces or graves of historical figures, properties owned by religious institutions or used for religious purposes, structures that have been moved from their original locations, reconstructed historic buildings, properties primarily commemorative in nature and properties that have achieved significance within the past forty years shall not be considered eligible for designation. However, such a property shall be eligible for designation if they are:
1. An integral part of districts that meet the criteria set out in subsection A. of this section or if it is;
 2. A religious property deriving primary significance from architectural or artistic distinction or historical importance;
 3. A building or structure removed from its original location but that is significant primarily for its architectural value, or which is the surviving structure most importantly associated with a historic person or event;
 4. A birthplace, grave or residence of a historical figure of outstanding importance if there is no other appropriate site or building directly associated with the historical figure's productive life;
 5. A cemetery that derives its primary significance from graves of persons of transcendent importance, from age, from distinctive design features or from association with historic events;
 6. A reconstructed building when accurately executed in a suitable environment and presented in a dignified manner or as part of a restoration master plan, and when no other building or structure with the same association has survived;
 7. A property commemorative in intent if design, age, tradition or symbolic value has invested it with its own historical significance; or
 8. A property achieving significance within the past forty years if it is of exceptional importance.

17.35.105 Nomination procedure.

- A. Any person, including the historic preservation officer and any member of the commission, may nominate an historic resource for designation as a landmark or community landmark. The procedures set forth in this section and 17.35.107 may be used to amend existing designations or to terminate an existing designation based on changes which affect the applicability of the criteria for designation set forth in Section 17.35.103. The nomination or designation of an historic resource as a landmark shall constitute nomination or designation of the land which is occupied by the historic resource unless the nomination provides otherwise. Nominations shall be made on official nomination forms provided by the historic preservation officer, shall be filed with the historic preservation officer, and shall include all data required by the commission.
- B. Upon receipt by the historic preservation officer of any nomination for designation, the officer shall review the nomination, consult with the person or persons submitting the nomination, and the owner, and prepare any amendments to or additional information on the nomination deemed necessary by the officer. The historic preservation officer may refuse to accept any nomination for which inadequate information is provided by the person or persons submitting the nomination. It is the responsibility of the person or persons submitting the nomination to perform such research as is necessary for consideration by the commission. The historic preservation officer may assume responsibility for gathering the required information or appoint an expert or experts to carry out this research in the interest of expediting the consideration.
- C. When the historic preservation officer is satisfied that the nomination contains sufficient information and complies with the commission's regulations for nomination, the officer shall give notice in writing, certified mail/return receipt requested, to the owner of the property or object, to the person submitting the nomination and interested persons of record that a preliminary or a designation determination on the nomination will be made by the commission. The notice shall include:

1. The date, time, and place of hearing;
 2. The address and description of the historic resource and the boundaries of the nominated resource;
 3. A statement that, upon a designation or upon a preliminary determination of significance, the historical design review procedure set out in this chapter will apply;
 4. A statement that, upon a designation or a preliminary determination of significance, no significant feature may be changed without first undergoing historical design review under this chapter, whether or not a building or other permit is required. A copy of the historical design review provisions of this chapter shall be included with the notice;
 5. A statement that all proceedings to review the action of the commission at the hearing on a preliminary determination or a designation will be based on the record made at such hearing and that no further right to present evidence on the issue of preliminary determination or designation is afforded pursuant to this chapter.
- D. The historic preservation officer shall, after mailing the notice required herein, refer the nomination and all supporting information to the commission for consideration on the date specified in the notice. No nomination shall be considered by the commission less than thirty nor more than forty five calendar days after notice setting the hearing date has been mailed except where the historic preservation officer or members of the commission have reason to believe that immediate action is necessary to prevent destruction, demolition or defacing of an historic resource, in which case the notice setting the hearing shall so state.

17.35.107 Designation procedure.

- A. The commission may approve, deny, amend or terminate the designation of a historic resource as a landmark or community landmark only after a public hearing. At the designation hearing the commission shall receive evidence and hear argument only on the issues of whether the historic resource meets the criteria for designation of landmarks or community landmarks as specified in K.C.C. 20.62.040 and merits designation as a landmark or community landmark; and the significant features of the landmark. The hearing may be continued from time to time at the discretion of the commission. If the hearing is continued, the commission may make a preliminary determination of significance if the commission determines, based on the record before it that the historic resource is of significant value and likely to satisfy the criteria for designation in K.C.C. 20.62.040. The preliminary determination shall be effective as of the date of the public hearing at which it is made. Where the commission makes a preliminary determination it shall specify the boundaries of the nominated resource, the significant features thereof and such other description of the historic resource as it deems appropriate. Within five working days after the commission has made a preliminary determination, the historic preservation officer shall file a written notice of the action with the director and mail copies of the notice, certified mail, return receipt requested, to the owner, the person submitting the nomination and interested persons of record. The notice shall include:
1. A copy of the commission's preliminary determination; and
 2. A statement that while proceedings pursuant to this chapter are pending, or six months from the date of the notice, whichever is shorter, and thereafter if the designation is approved by the commission, the certificate of appropriateness procedures in K.C.C. 20.62.080, a copy of which shall be enclosed, shall apply to the described historic resource whether or not a building or other permit is required. The decision of the commission shall be made after the close of the public hearing or at the next regularly scheduled public meeting of the commission thereafter.
- B. Whenever the commission approves the designation of a historic resource under consideration for designation as a landmark, it shall, within fourteen calendar days of the public meeting at which the decision is made, issue a written designation report, which shall include:

1. The boundaries of the nominated resource and such other description of the resource sufficient to identify its ownership and location;
 2. The significant features and such other information concerning the historic resource as the commission deems appropriate;
 3. Findings of fact and reasons supporting the designation with specific reference to the criteria for designation in SMC 17.35.103; and
 4. A statement that no significant feature may be changed, whether or not a building or other permit is required, without first undergoing historic design review as provided in this chapter
- C. Whenever the commission rejects the nomination of a historic resource under consideration for designation as a landmark, it shall, within fourteen calendar days of the public meeting at which the decision is made, issue a written decision including findings of fact and reasons supporting its determination that the criteria in SMC 17.35.103 have not been met. If a historic resource has been nominated as a landmark and the commission designates the historic resource as a community landmark, the designation shall be treated as a rejection of the nomination for Snoqualmie landmark status and the foregoing requirement for a written decision shall apply. Nothing contained herein shall prevent renominating any historic resource rejected under this subsection as a Snoqualmie landmark at a future time.
- D. A copy of the commission's designation report or decision rejecting a nomination shall be delivered or mailed to the owner, to interested persons of record and the director within five working days after it is issued. If the commission rejects the nomination and it has made a preliminary determination of significance with respect to the nomination, it shall include in the notice to the director a statement that historical design review provisions of this chapter no longer apply to the subject historic resources.
- E. If the commission approves, or amends a landmark designation, the historical design review provisions of this chapter shall apply to the landmark designation as approved or amended. A copy of the commission's designation report or designation amendment shall be recorded with the records and licensing services division, or its successor agency, together with a legal description of the designated resource and notification that the historical design review provisions of this chapter apply. If the commission terminates the designation of a historic resource, the historical design review provisions of this chapter shall no longer apply to the historic resource.

17.35.120 Types of projects requiring historical design review –Designated

There are hereby established three types of projects for which historical design review shall be required, to be known as Type I, Type II, and Type III, as follows:

- A. Type I projects include the following:
1. Routine maintenance, and repair or replacement of exterior features of noncontributing buildings or structures ~~that use the same materials and design as used on the building before 1940, and using approved colors;~~
 2. Exterior painting of noncontributing buildings or structures, using approved colors; and
 3. ~~Temporary signs to be placed for not more than 60 days;~~
 4. Routine maintenance, and repair or replacement of exterior features of contributing buildings or structures that use the same materials and design as used on the building before 1940, and using approved colors;
 5. All additions to non-contributing buildings or structures; and
 6. All permanent signs.
- B. Type II projects include the following:
1. For contributing buildings or structures, any alteration in exterior appearance or replacement of historic materials with nonhistoric materials;

Commented [EA1]: Staff recommended amendment not included in the PC recommended changes.

2. For noncontributing buildings or structures, any exterior repairs (other than emergency repairs needed for the immediate protection of property, life or safety) or alterations other than those designated as Type I;
 3. The demolition or removal of a non-contributing building or structure, or demolition or removal of a significant portion thereof~~All permanent signs;~~
 4. All additions to any-contributing buildings or structures; and
 5. All new construction.
- C. Type III projects include the following:
1. The demolition or removal of a contributing building~~or structure;~~
 2. The or demolition or removal of a significant feature of a contributing building or structure, including removal of a significant portion thereof~~;~~
 3. ~~excavation~~ Excavation of a designated landmark site; and
 4. ~~or excavations~~ Excavation, test boring, site clearing or grading activity on an archaeological site.

17.35.150 Historical design review.

- A. Type I projects shall be reviewed by the historic preservation officer, who shall approve, approve with conditions, or refer the project to the historical design review board. The historic preservation officer shall render a decision on a Type I project or refer such project to the historical design review board within 15 calendar days from the receipt-determination of a complete application. Referral of a Type I project to the historical design review board shall be at the sole discretion of the historic preservation officer. If a Type I project is referred to the historical design review board, the board shall render its decision on such project at the next regular meeting of the board, unless the applicant consents to a longer period of time, or the board determines that additional information must be submitted in order for it to render its decision. Type I projects shall be considered Category I or II permits per SMC 14.30.020.
- B. Type II and Type III projects shall be reviewed by the historic preservation officer, who ~~shall inform the King County office of cultural resources of all such applications.~~ The historic preservation officer shall make a staff report and recommendation to the historical design review board. The historic preservation officer shall may, at their sole discretion, request the technical assistance of the King County historic preservation program staff with respect to any proposed project with a landmark district or relating to a designated landmark outside a landmark district. The board may request the technical assistance of the King County historic preservation program staff ~~with respect to any proposed project not located within a landmark district or relating to a designated landmark.~~ The board shall consider the application at a regular or special meeting open to the public within 45 days after the receipt-determination of a complete application. The board shall render its decision within 30 days after the meeting at which the application was first considered, which may be to approve, approve with conditions or deny the application; provided, such time periods may be extended by the board in the event modifications to the project require consideration at more than one meeting of the board. Type II and III projects shall be considered Category III permits per SMC 14.30.020.
- C. The standards established in this chapter are mandatory. The board may consider variances from the strict application of the standards of this chapter if the applicant demonstrates the need for such a variance; and provided, that the request is in keeping with the intent and purposes of this chapter. Should an applicant for a Type I project request a variance from the strict application of the standards of this chapter, the board shall review and make a decision on the project and the variance. The board shall take the following factors into consideration with respect to decisions on variances:
1. The extent to which the project would adversely affect the character of the building or the overall historic district;

2. The reasonableness of the proposed project in light of other alternatives available to achieve the objectives of the owner and the applicant; and
 3. The extent to which the proposed variance may be necessary to meet the requirements of a law or regulation, such as the building code, including the Washington State Barrier Free regulations, the Model Toxic Control Act or the Flood Hazard regulations.
- D. Type III projects, to the extent that they represent an irreplaceable loss to the historic fabric of the city in the opinion of the board, may only be approved when the action is required to alleviate a threat to public health and safety, when needed due to economic impacts, or when required to accomplish a significant public purpose. The ~~commission board~~ shall consider such application at a public meeting within 45 days after the date of referral, and render its decision within 30 days after the meeting at which the application was ~~first~~ considered.
- E. The respective decisions of the historic preservation officer ~~and~~ historical design review board ~~and Snoqualmie landmarks and heritage commission~~ shall be in writing, and state applicable findings, ~~conclusions~~, and decision, including any conditions; provided, the historical design review board may adopt all or portions of the staff report as their findings and conditions. A copy of the findings and decision shall be provided ~~by personal delivery or by registered mail, return receipt requested,~~ to the property owner and applicant within five days after the decision, and shall be provided ~~by ordinary mail~~ to each person who has requested a copy of such findings and decision.

17.35.155 Evaluation of economic impact.

- A. ~~At the public hearing on any application for a Type II or Type III historical design review, or Type I if referred to the board by the historic preservation officer, the board shall, when requested by the property owner, consider evidence of the economic impact on the owner of the denial or partial denial of a proposed project. In no case may a project be denied, in whole or in part, when it is established that the denial or partial denial will, when available incentives are utilized, deprive the owner of a reasonable economic use of the historic resource and there is no viable and reasonable alternative which would have less impact on the features of significance specified in the preliminary determination report or the designation report.~~
- B. ~~To prove the existence of a condition of unreasonable economic return, the applicant must establish and the board must find, both of the following:~~
1. ~~The landmark or historic resource is incapable of earning a reasonable economic return without making the alterations proposed. This finding shall be made by considering and the applicant shall submit to the commission evidence establishing each of the following factors:~~
 - a. ~~The current level of economic return on the landmark as considered in relation to the following:~~
 - (1) ~~The amount paid for the landmark or historic resource, the date of purchase, and party from whom purchased, including a description of the relationship, if any, between the owner and the person from whom the landmark or historic resource was purchased;~~
 - (2) ~~The annual gross and net income, if any, from the landmark or historic resource for the previous five (5) years; itemized operating and maintenance expenses for the previous five (5) years; and depreciation deduction and annual cash flow before and after debt service, if any, during the same period;~~
 - (3) ~~The remaining balance on any mortgage or other financing secured by the landmark or historic resource and annual debt service, if any, during the prior five (5) years;~~
 - (4) ~~Real estate taxes for the previous four (4) years and assessed value of the landmark or historic resource according to the two (2) most recent assessed valuations;~~
 - (5) ~~All appraisals obtained within the previous three (3) years by the owner in connection with the purchase, financing or ownership of the landmark or historic resource;~~

- (6) The fair market value of the landmark or historic resource immediately prior to its designation and the fair market value of the landmark or historic resource (in its protected status as a designated landmark or historic resource) at the time the application is filed;
- (7) Form of ownership or operation of the landmark, whether sole proprietorship, for profit or not-for-profit corporation, limited partnership, joint venture, or both;
- (8) Any state or federal income tax returns on or relating to the landmark or historic resource for the past two (2) years.
- b. The landmark or historic resource is not marketable or able to be sold when listed for sale or lease. The sale price asked, and offers received, if any, within the previous two (2) years, including testimony and relevant documents shall be submitted by the property owner. The following also shall be considered:
 - (1) Any real estate broker or firm engaged to sell or lease the landmark or historic resource;
 - (2) Reasonableness of the price or lease sought by the owner;
 - (3) Any advertisements placed for the sale or lease of the landmark or historic resource.
- c. The unfeasibility of alternative uses that can earn a reasonable economic return for the landmark or historic resource as considered in relation to the following:
 - (1) A report from a licensed engineer or architect with experience in historic restoration or rehabilitation as to the structural soundness of the landmark or historic resource and its suitability for restoration or rehabilitation;
 - (2) Estimates of the proposed cost of the proposed alteration and an estimate of any additional cost that would be incurred to comply with the recommendation and decision of the commission concerning the appropriateness of the proposed alteration;
 - (3) Estimated market value of the landmark or historic resource in the current condition after completion of the proposed alteration; and, in the case of proposed demolition, after renovation of the landmark for continued use;
 - (4) In the case of proposed demolition, the testimony of an architect, developer, real estate consultant, appraiser or other real estate professional experienced in historic restoration or rehabilitation as to the economic feasibility of rehabilitation or reuse of the existing landmark or historic resource;
 - (5) The unfeasibility of new construction around, above, or below the historic resource.
- d. Potential economic incentives and/or funding available to the owner through federal, state, county, city or private programs.
- 2. The owner has the present intent and the secured financial ability, demonstrated by appropriate documentary evidence to complete the alteration.
- C. Notwithstanding the foregoing enumerated factors, the property owner may demonstrate other appropriate factors applicable to economic return.
- D. Upon reasonable notice to the owner, the commission may appoint an expert or experts to provide advice and/or testimony concerning the value of the landmark or historic resource, the availability of incentives and the economic impacts of approval, denial or partial denial of a proposed project.
- E. Any adverse economic impact caused intentionally or by willful neglect shall not constitute a basis for approval of a proposed project.

17.35.160 Reconsideration.

In the event new information becomes available, or if the owner or applicant believes that the decision of the historical design review board was based upon erroneous findings, the owner or applicant may file a request for reconsideration within 14 days of the date of ~~delivery or 17 days of the date of certified mailing of~~ the decision. Such request shall be filed with the historic preservation officer, and shall include all supporting documentation. The request for reconsideration shall be heard and decided within 70 days

of the date of filing of the request. A request for reconsideration shall not be deemed a prerequisite for appeal of any decision.

17.35.170 Appeal.

- A. The findings and decision of the historic preservation officer for a Type I project, and the findings and decision of the historical design review board for a Type II or Type III project, may be appealed to the historical design review board/hearing examiner by the property owner or applicant by filing a notice of appeal within 10 days after delivery of the decision or within 13 days after the date of the certified mailing of the decision as specified in Chapter 14.40 SMC. The board/hearing examiner shall render its/their decision on the appeal at its next regular meeting more than 14 days after the date of filing of the appeal. The decision of the board shall be final per Chapter 14.40 SMC and Chapter 2.14 SMC.
- ~~B. Decisions of the historical design review board for a Type II or Type III project located within the landmark district may be appealed to the Snoqualmie landmarks and heritage commission by filing a notice of appeal within 21 calendar days after delivery of the decision or 24 calendar days after the date of certified mailing. The commission shall hear the appeal within 45 days and render its decision within 70 days of the date of filing.~~
- ~~C. Decisions of the Snoqualmie landmarks and heritage commission designating, amending, removing or terminating the designation of a historic resource under SMC 17.35.107 historical design review board for a Type II or Type III projects within a designated historic district but outside the landmark district may be appealed to the hearing examiner city council by filing a notice of appeal within 21 calendar days after delivery of the decision or 24 calendar days after the date of certified mailing as specified in Chapter 14.40 SMC. The hearing examiner city council shall hear the appeal within 45 days and render its decision within 70 days of the date of filing render its decision on the appeal per Chapter 14.40 SMC.~~
- ~~D. All notices of appeal shall be filed with the city clerk, which shall identify the decision being appealed and shall contain a statement of the factual and legal grounds for the appeal.~~
- ~~E. The decisions of the Snoqualmie landmarks and heritage commission/hearing examiner or the city council on appeals shall be final unless appealed to the superior court pursuant to Ch. 36.70C RCW, the Land Use Petition Act, within the time period therein provided.~~

Chapter 17.80 DESIGN REVIEW BOARD

Sections:

- 17.80.010** Purpose and objectives.
- 17.80.020** Membership~~Design Review Board~~.
- 17.80.030** Scope of authority – Design Review Board.
- 17.80.035** Site Plan Permit.
- 17.80.040** Application requirements.
- 17.80.050** Design Review guidelines.
- 17.80.055** Site Plan Review criteria
- 17.80.060** Action by the design review board or director.

17.80.010 Purpose and objectives.

It is the purpose of this chapter to:

- A. ~~provide~~Provide for the review by public officials of land development and building design in order to promote the public health, safety, and welfare. ~~Specifically, the design review board shall~~
- B. ~~encourage~~Encourage well designed developments that are creative and harmonious with the natural and manmade environments and that embody good design principles that will result in high quality development on the subject property.
- C. Review a proposal for compliance with the provisions of this code and all other applicable law.
- D. Ensure that a proposal is coordinated, as is reasonable and appropriate, with other known or anticipated development on private properties in the area and with known or anticipated right-of-way and other public improvement projects within the area.

17.80.020 Membership~~Design Review Board.~~

There is hereby created a design review board. The design review board shall consist of the members of the planning commission. ~~The members of the planning commission shall also sit as members of the design review board.~~

17.80.030 Scope of authority – Design Review Board.

- A. The rules and regulations of the design review board shall be the same as those stated for the planning commission in the bylaws of the planning commission. The board shall have the authority to approve, approve with conditions, or deny all plans submitted to it using guidelines in SMC 17.80.050.
- B. The design review board shall review proposed development plans for the following described land use actions:
 - 1. All proposed developments, excluding the following:
 - a. ~~single~~Single-family homes;
 - b. ~~and further excluding any~~Any proposed development for which historic design review is required pursuant to Chapter 17.35 SMC, unless the design review board is sitting as the historic design review board in accordance with SMC 17.35.055;
 - c. The expansion, remodel, or alteration of any building or other structure by less than ten percent of its existing floor area, or overall size in cases where floor area standards are not applicable, provided the proposed design is generally consistent with the existing design as determined by the director;
 - 2. Approval by the design review board is required for all landscape plans in the MU zone. The design review board may modify all minimum width requirements according to scale of the property upon request of the applicant;
 - 3. Proposed development which, as a condition of approval of any rezone or other land use action of the city council, or as a condition of the responsible official's decision pursuant to the State Environmental Policy Act, is referred to the board for design review.

17.80.035 Site Plan Permit

- A. The Community Development Department shall review proposed site plans for the following described actions:
 - 1. The new construction of a nonresidential building or other structure;
 - 2. The expansion, remodel, or alteration of any building or other structure by more than ten percent of its existing floor area, or overall size in cases where floor area standards are not applicable;
 - 3. The expansion of any building or structure that creates a new dwelling unit;

4. A change of use, or where traffic, parking, noise or other impacts are greater than the impacts for the previously existing use, as determined by the director; or
5. The construction and reconstruction of driveway approaches, gates, roads, shared access facilities, alleys, and driving surfaces within ingress/egress easements.

17.80.040 Application requirements.

Applications for ~~design review~~ or site plan review by the design review board under this chapter must be submitted to the ~~planning commission~~ Community Development Department prior to or concurrently with a building permit application, but in no case less than at least two weeks prior to the meeting of the design review board or director. All applications shall be accompanied by a filing fee as required in SMC 17.85.030 and shall include but not be limited to site plans, exterior building elevations, the environmental checklist, if applicable, and other materials as required by the ~~planning commission~~ director.

17.80.050 Design Review guidelines.

In reviewing any application, the following guidelines shall be used by the design review board in its decision-making:

- A. Relationship of the Structure to the Site.
 1. The site should be planned to accomplish a desirable transition with the streetscape and to provide for adequate landscaping and pedestrian movement.
 2. Parking and service areas should be located, designed, and screened to moderate the visual impact of large paved areas.
 3. The height and scale of each building should be considered in relation to its site.
- B. Relationship of the Structure and Site to Adjoining Area.
 1. Harmony in texture, lines, and masses is encouraged.
 2. Appropriate landscape transition to adjoining properties should be provided.
 3. Public buildings and structures should be consistent with the established neighborhood character.
 4. Compatibility of vehicular pedestrian circulation patterns and loading facilities in terms of safety, efficiency, and convenience should be encouraged.
 5. Compatibility of on-site vehicular circulation with street circulation should be encouraged.
- C. Landscape and Site Treatment.
 1. Where existing topographic patterns contribute to beauty and utility of a development, they should be recognized and preserved and enhanced.
 2. Grades of walks, parking spaces, terraces, and other paved areas should promote safety and provide an inviting and stable appearance.
 3. Landscape treatment should enhance architectural features, provide buffers between incompatible land uses, and provide shade.
 4. In locations where plants will be susceptible to injury by pedestrian or motor traffic, mitigating steps should be taken.
 5. Where building sites limit planting, the placement of trees or shrubs in paved areas is encouraged.
 6. Screening of service yards, and other places which tend to be unsightly, should be accomplished by use of walls, fencing, planting, or combinations of these. Screening should be effective in winter and summer.
 7. In areas where general planting will not prosper, other materials such as fences, walls, and paving of wood, brick, stone, or gravel may be used.

8. Exterior lighting, when used, should enhance the building design and the adjoining landscape. Lighting standards and fixtures should be of a design and size compatible with the building and adjacent area. Lighting should be shielded and restrained in design.
- D. Building Design.
 1. Architectural style is not restricted, evaluation of a project should be based on quality of its design and relationship to surroundings.
 2. Buildings should be to appropriate scale and be in harmony with permanent neighboring developments.
 3. Building components, such as windows, doors, eaves, and parapets, should have good proportions and relationship to one another. Building components and ancillary parts shall be consistent with anticipated life of the structure.
 4. Paint and material colors shall be selected to coordinate the entire facade and to be compatible with adjacent buildings. Bright or brilliant colors shall be used only for accent.
 5. Mechanical equipment or other utility hardware on roof, ground, or buildings should be screened from view.
 6. Exterior lighting should be part of the architectural concept. Fixtures, standards, and all exposed accessories should be harmonious with building design.
 7. Monotony of design in single or multiple building projects should be avoided. Variety of detail, form, and siting should be used to provide visual interest.
- E. Miscellaneous Structures and Street Furniture.
 1. Miscellaneous structures and street furniture should be designed to be part of the architectural concept of design and landscape. Materials should be compatible with buildings, scale should be appropriate, colors should be in harmony with buildings and surroundings, and proportions should be to scale.
 2. Lighting in connection with miscellaneous structures and street furniture should meet the guidelines applicable to the site, landscape, and buildings.

17.80.055 Site Plan Review Criteria

A. Lot-based standards are typically applied to each individual lot within the site or for site plan review where such standards have been applied to the site as if it consisted of one parcel. The director may approve an application for site plan permit if it is consistent with the following criteria:

1. The use standards in Chapter 17.55 SMC;
2. The area, height, setback, and miscellaneous provisions in SMC 17.20.040;
3. The parking standards in Chapter 17.65 SMC;
4. The landscape standards in Chapter 17.70 SMC;
5. The streets and utilities in the area of the subject property are adequate to serve the anticipated demand from the proposal;
6. The proposed access to the subject property is at the optimal location and configuration for access; and
7. Traffic safety impacts for all modes of transportation, both on and off site, are adequately mitigated.

17.80.060 Action by the design review board or director.

- A. Approval. If the design review board or director approves the proposed development, a building permit may be issued by the appropriate city official, providing they have complied with all other requirements of the building code and ordinances of the city.

- B. Approval with Conditions. If the design review board [or director](#) approves the proposed development plans with conditions, it may require that such conditions shall be fulfilled prior to the issuance of a building or occupancy permit, where appropriate.
- C. Denial. The design review board [or director](#) may deny the proposed development plans if they do not satisfy the guidelines of SMC 17.80.050 [or SMC 17.80.055, as applicable](#).



COMMUNITY DEVELOPMENT DEPARTMENT

Item 14.

38624 SE River St
PO Box 987
Snoqualmie, WA 98065

Office: (425) 888-5337
Fax: (425) 831-6041

www.snoqualmiewa.gov

The Planning Commission voted 5-0 to recommend APPROVAL of the proposed code amendments to the Snoqualmie Municipal Code (SMC) pertaining to a Site Plan Permit and Historic Chapter Procedures regulations.

It is the recommendation of the Planning Commission to approve the SMC amendments as presented in the staff report and attachments submitted by Senior Planner, Jason Rogers at the December 5, 2022, meeting.

**RECOMMENDED BY THE CITY OF SNOQUALMIE PLANNING COMMISSION
ON THE 5TH DAY OF December 2022.**

Luke Marusiak Date 12/25/2022

Luke Marusiak
Commission Chair

Attest by:

Ashley Wragge

Ashley Wragge
Planning Technician

~~17.35.030 King County Code sections incorporated by reference.~~

~~Except so far as expressly altered in this chapter, the following sections of Chapter 20.62 of the King County Code, copies of which shall be maintained on file by the city clerk and available for public inspection and copying during normal business hours, are hereby incorporated by reference herein and made a part of this chapter specifically applicable only to sites, buildings, structures and objects within the downtown landmark district defined in this chapter:~~

~~A. KCC 20.62.020, Definitions, except as follows:~~

~~1. Paragraph D is changed to read "Commission" as the "Snoqualmie landmarks and heritage commission";~~

~~2. Paragraph F is changed to read "Council" as the "Snoqualmie City Council";~~

~~B. KCC 20.62.040, Designation Criteria, except all references to "King County" are changed to read "Snoqualmie";~~

~~C. KCC 20.62.050, Nomination Procedure;~~

~~D. KCC 20.62.070, Designation Procedure, except all references to "King County" are changed to read "Snoqualmie";~~

~~E. KCC 20.62.100, Evaluation of Economic Impact;~~

~~F. KCC 20.62.110, Appeal Procedure; and~~

~~G. KCC 20.62.140, Special Valuation for Historic Properties.~~

17.35.040 Definitions.

The following words shall have the following meanings in this chapter; ~~provided, that in the event of a conflict, the definitions of Chapter 20.62 KCC incorporated by reference shall control with respect to sites, buildings, structures and objects within the downtown landmark district:~~

A. "Alteration" is any construction, demolition, removal, modification, excavation, restoration or remodeling of a landmark.

B. "Applicant" means any person, corporation or other legal entity applying for a permit for a regulated improvement, a business license for which a change of use permit is required or any subdivision or short subdivision within a designated historic district overlay zone.

BC. "Approved color" shall mean a color from a palette approved by the historic design review board and maintained on file by the historic preservation officer.

ED. "Architectural features" means the exterior architectural treatment and general arrangement of the portions of a building or structure and its site open to external view, including but not limited to the kind, color and texture of building materials, type of windows and doors, attached and detached signs, landscaping, screening, parking areas, exterior lighting, walkways and other appurtenances. With respect to landmarks only, it shall have the same meaning as "significant feature" as defined herein.

E. "Board" means the historical design review board established by this chapter.

F. "Building" is a structure created to shelter any form of human activity, such as a house, barn, church, hotel or similar structure. Building may refer to a historically related complex, such as a courthouse and jail or a house and barn.

G. "Certificate of appropriateness" is written authorization issued by the Snoqualmie Landmarks and Heritage Commission or its designee permitting an alteration to a significant feature of a designated landmark.

H. "Commission" means the "Snoqualmie Landmarks and Heritage Commission";

I. "Council" means the "Snoqualmie City Council";

- 46 ~~DJ~~. "Contributing building or site" shall mean a building or site located within a landmark district as
 47 defined herein, which is of historical significance and has substantially retained its original
 48 appearance, and is identified as such in the landmark designation report.
- 49 K. "Designation" is the act of the Commission determining that an historic resource meets the criteria
 50 established by this chapter.
- 51 L. "Designation report" is a report issued by the Commission after a public hearing setting forth its
 52 determination to designate a landmark and specifying the significant feature or features thereof.
- 53 M. "Director" is the director of the Snoqualmie Community Development Department or designee.
- 54 N. "Downtown Master Plan" means the Snoqualmie Downtown Master Plan, approved by Snoqualmie
 55 city council on April 12, 2010 (city of Snoqualmie Resolution No. 948).
- 56 O. "Downtown Vision Plan" means the Snoqualmie Downtown Vision Plan, approved by Snoqualmie city
 57 council on April 23, 2007 (city of Snoqualmie Resolution No. 814).
- 58 P. "Heritage" is a discipline relating to historic preservation and archaeology, history, ethnic history,
 59 traditional cultures and folklore.
- 60 EQ. "Historic district" means the downtown historic district overlay zone and the Meadowbrook historic
 61 district overlay zone, the boundaries of which are as shown on the official zoning map. The
 62 respective boundaries of the historic districts are as established in Ordinance No. 744.
- 63 FR. "Historic preservation officer" shall mean the director of the Snoqualmie Community Development
 64 Department, or equivalent city official however denominated, or his or her designee.
- 65 S. "Historic resource" is a district, site, building, structure or object significant in national, state or local
 66 history, architecture, archaeology, and culture.
- 67 T. "Historic resource inventory" is an organized compilation of information on historic resources
 68 considered to be significant according to the criteria listed in K.C.C. 20.62.040.A. The historic
 69 resource inventory is kept on file by the historic preservation officer and is updated from time to time
 70 to include newly eligible resources and to reflect changes to resources.
- 71 U. "Incentives" are such compensation, rights or privileges or combination thereof, which the council, or
 72 other local, state or federal public body or agency, by virtue of applicable present or future
 73 legislation, may be authorized to grant to or obtain for the owner or owners of designated landmarks.
 74 Examples of economic incentives include but are not limited to tax relief, conditional use permits,
 75 rezoning, street vacation, planned unit development, transfer of development rights, facade
 76 easements, gifts, preferential leasing policies, private or public grants-in-aid, beneficial placement of
 77 public improvements, or amenities, or the like.
- 78 V. "Interested person of record" is any individual, corporation or partnership that notifies the
 79 commission or the council in writing of its interest in any matter before the commission.
- 80 W. "Landmark" is an historic resource designated as a landmark pursuant to this chapter.
- 81 GX. "Landmark district" means the Snoqualmie historic downtown commercial landmark district, the
 82 boundaries of which are shown on the official zoning map. The boundaries of the Snoqualmie historic
 83 downtown commercial landmark district are as established by the Snoqualmie landmarks and
 84 heritage commission pursuant to authority of Ordinance No. 746. The term "landmark district" shall
 85 also include any additional districts which may be subsequently established ~~subsequent to the~~
 86 ~~adoption~~ under the authority of this chapter.
- 87 HY. "Noncontributing building or site" shall mean any building or site not specifically designated as a
 88 contributing building or site in a landmark district.
- 89 Z. "Nomination" is a proposal that an historic resource be designated a landmark.
- 90 AA. "Object" is a material thing of functional, aesthetic, cultural, historical, or scientific value that may be,
 91 by nature or design, movable yet related to a specific setting or environment.

BB. "Owner" is a person having a fee simple interest, a substantial beneficial interest of record or a substantial beneficial interest known to the commission in an historic resource. Where the owner is a public agency or government, that agency shall specify the person or persons to receive notices under this chapter.

CC. "Person" is any individual, partnership or corporation.

DD. "Person in charge" is the person or persons in possession of a landmark including, but not limited to, a mortgagee or vendee in possession, an assignee of rents, a receiver, executor, trustee, lessee, tenant, agent, or any other person directly or indirectly in control of the landmark.

EE. "Preliminary determination" is a decision of the commission determining that an historic resource which has been nominated for designation is of significant value and is likely to satisfy the criteria for designation.

FF. "Regulated improvement" means any construction, addition, demolition, repair, remodeling, moving or change to an architectural feature of any building, structure or site, public or private, landscaping, and any placement of street furniture within a designated historic district or to a designated landmark. The term shall also include any proposed subdivision or short subdivision of land, boundary line adjustment, rezone or change of use within a historic district.

GG. "Street furniture" means improvements located within the street, public right-of-way, parking areas or other open areas, including but not limited to light standards, utility poles, newspaper stands, bus shelters, planters, benches, retaining walls, litter containers and telephone booths.

~~K. "Downtown Master Plan" means the Snoqualmie Downtown Master Plan, approved by Snoqualmie city council on April 12, 2010 (city of Snoqualmie Resolution No. 948).~~

~~L. "Downtown Vision Plan" means the Snoqualmie Downtown Vision Plan, approved by Snoqualmie city council on April 23, 2007 (city of Snoqualmie Resolution No. 814).~~

HH. "Significant feature" is any element of a landmark which the commission has designated pursuant to this chapter as of importance to the historic, architectural or archaeological value of the landmark.

II. "Site" is the location of a significant event, a prehistoric or historic occupation or activity, or a building or structure, whether standing, ruined, or vanished, where the location itself maintains an historical or archaeological value regardless of the value of any existing structures.

JJ. "Structure" is any functional construction, including a building as defined herein.

17.35.050 Snoqualmie historical design review board – Created.

A. There is hereby created the Snoqualmie historical design review board consisting of five members, at least three of whom shall reside within the city. The members of the historic design review board shall be appointed by the mayor and confirmed by city council. The historic design review board shall be made up as follows:

1. One member shall be a member of the Snoqualmie planning commission.
2. One member shall be a property owner or business owner within the downtown or Meadowbrook historic district overlay zone.
3. One member shall be a property owner or business owner within the downtown commercial landmark district.
4. One member shall be the special member of the Snoqualmie landmarks and heritage commission.
5. One member shall be a person with demonstrated interest or expertise in historic architecture, local history or historic preservation.

B. The historical design review board shall by resolution adopt rules governing its organization and procedures. The board shall meet not less than once a month, ~~and shall establish its regular meeting~~

~~date and time by resolution.~~ The board ~~shall~~ may hold special meetings on such notice as is required by law as may be required to render historical design review decisions in a timely manner.

~~C. The board may in its discretion refer any matter coming before it to the Snoqualmie landmarks and heritage commission for historical design review; provided, such referral shall be made within 30 days of receipt of a complete application.~~

D. The ~~director~~ historic preservation officer or his or her designee shall advise the historical design review board, ~~and additional advice and training may be requested as deemed appropriate from the King County office of cultural resources.~~

17.35.103 Designation criteria.

A. An historic resource may be designated as a City of Snoqualmie landmark if it is more than forty years old or, in the case of a landmark district, contains resources that are more than forty years old, and possesses integrity of location, design, setting, materials, quality of work, feeling or association, or any combination of the foregoing aspects of integrity, sufficient to convey its historic character, and:

1. Is associated with events that have made a significant contribution to the broad patterns of national, state or local history;
2. Is associated with the lives of persons significant in national, state or local history;
3. Embodies the distinctive characteristics of a type, period, style or method of design or construction, or that represents a significant and distinguishable entity whose components may lack individual distinction;
4. Has yielded, or may be likely to yield, information important in prehistory or history; or
5. Is an outstanding work of a designer or builder who has made a substantial contribution to the art.

B. An historic resource may be designated a community landmark because it is an easily identifiable visual feature of a neighborhood or the county and contributes to the distinctive quality or identity of such neighborhood or county or because of its association with significant historical events or historic themes, association with important or prominent persons in the community or county or recognition by local citizens for substantial contribution to the neighborhood or community. An improvement or site qualifying for designation solely by virtue of satisfying criteria set out in this section shall be designated a community landmark and shall not be subject to SMC 17.35.

C. Cemeteries, birthplaces or graves of historical figures, properties owned by religious institutions or used for religious purposes, structures that have been moved from their original locations, reconstructed historic buildings, properties primarily commemorative in nature and properties that have achieved significance within the past forty years shall not be considered eligible for designation. However, such a property shall be eligible for designation if they are:

1. An integral part of districts that meet the criteria set out in subsection A. of this section or if it is:
2. A religious property deriving primary significance from architectural or artistic distinction or historical importance;
3. A building or structure removed from its original location but that is significant primarily for its architectural value, or which is the surviving structure most importantly associated with a historic person or event;
4. A birthplace, grave or residence of a historical figure of outstanding importance if there is no other appropriate site or building directly associated with the historical figure's productive life;

5. A cemetery that derives its primary significance from graves of persons of transcendent importance, from age, from distinctive design features or from association with historic events;
6. A reconstructed building when accurately executed in a suitable environment and presented in a dignified manner or as part of a restoration master plan, and when no other building or structure with the same association has survived;
7. A property commemorative in intent if design, age, tradition or symbolic value has invested it with its own historical significance; or
8. A property achieving significance within the past forty years if it is of exceptional importance.

17.35.105 Nomination procedure.

- A. Any person, including the historic preservation officer and any member of the commission, may nominate an historic resource for designation as a landmark or community landmark. The procedures set forth in this section and 17.35.107 may be used to amend existing designations or to terminate an existing designation based on changes which affect the applicability of the criteria for designation set forth in Section 17.35.103. The nomination or designation of an historic resource as a landmark shall constitute nomination or designation of the land which is occupied by the historic resource unless the nomination provides otherwise. Nominations shall be made on official nomination forms provided by the historic preservation officer, shall be filed with the historic preservation officer, and shall include all data required by the commission.
- B. Upon receipt by the historic preservation officer of any nomination for designation, the officer shall review the nomination, consult with the person or persons submitting the nomination, and the owner, and prepare any amendments to or additional information on the nomination deemed necessary by the officer. The historic preservation officer may refuse to accept any nomination for which inadequate information is provided by the person or persons submitting the nomination. It is the responsibility of the person or persons submitting the nomination to perform such research as is necessary for consideration by the commission. The historic preservation officer may assume responsibility for gathering the required information or appoint an expert or experts to carry out this research in the interest of expediting the consideration.
- C. When the historic preservation officer is satisfied that the nomination contains sufficient information and complies with the commission's regulations for nomination, the officer shall give notice in writing, certified mail/return receipt requested, to the owner of the property or object, to the person submitting the nomination and interested persons of record that a preliminary or a designation determination on the nomination will be made by the commission. The notice shall include:
 1. The date, time, and place of hearing;
 2. The address and description of the historic resource and the boundaries of the nominated resource;
 3. A statement that, upon a designation or upon a preliminary determination of significance, the historical design review procedure set out in this chapter will apply;
 4. A statement that, upon a designation or a preliminary determination of significance, no significant feature may be changed without first undergoing historical design review under this chapter, whether or not a building or other permit is required. A copy of the historical design review provisions of this chapter shall be included with the notice;
 5. A statement that all proceedings to review the action of the commission at the hearing on a preliminary determination or a designation will be based on the record made at such hearing and that no further right to present evidence on the issue of preliminary determination or designation is afforded pursuant to this chapter.

D. The historic preservation officer shall, after mailing the notice required herein, refer the nomination and all supporting information to the commission for consideration on the date specified in the notice. No nomination shall be considered by the commission less than thirty nor more than forty five calendar days after notice setting the hearing date has been mailed except where the historic preservation officer or members of the commission have reason to believe that immediate action is necessary to prevent destruction, demolition or defacing of an historic resource, in which case the notice setting the hearing shall so state.

17.35.107 Designation procedure.

- A. The commission may approve, deny, amend or terminate the designation of a historic resource as a landmark or community landmark only after a public hearing. At the designation hearing the commission shall receive evidence and hear argument only on the issues of whether the historic resource meets the criteria for designation of landmarks or community landmarks as specified in K.C.C. 20.62.040 and merits designation as a landmark or community landmark; and the significant features of the landmark. The hearing may be continued from time to time at the discretion of the commission. If the hearing is continued, the commission may make a preliminary determination of significance if the commission determines, based on the record before it that the historic resource is of significant value and likely to satisfy the criteria for designation in K.C.C. 20.62.040. The preliminary determination shall be effective as of the date of the public hearing at which it is made. Where the commission makes a preliminary determination it shall specify the boundaries of the nominated resource, the significant features thereof and such other description of the historic resource as it deems appropriate. Within five working days after the commission has made a preliminary determination, the historic preservation officer shall file a written notice of the action with the director and mail copies of the notice, certified mail, return receipt requested, to the owner, the person submitting the nomination and interested persons of record. The notice shall include:
1. A copy of the commission's preliminary determination; and
 2. A statement that while proceedings pursuant to this chapter are pending, or six months from the date of the notice, whichever is shorter, and thereafter if the designation is approved by the commission, the certificate of appropriateness procedures in K.C.C. 20.62.080, a copy of which shall be enclosed, shall apply to the described historic resource whether or not a building or other permit is required. The decision of the commission shall be made after the close of the public hearing or at the next regularly scheduled public meeting of the commission thereafter.
- B. Whenever the commission approves the designation of a historic resource under consideration for designation as a landmark, it shall, within fourteen calendar days of the public meeting at which the decision is made, issue a written designation report, which shall include:
1. The boundaries of the nominated resource and such other description of the resource sufficient to identify its ownership and location;
 2. The significant features and such other information concerning the historic resource as the commission deems appropriate;
 3. Findings of fact and reasons supporting the designation with specific reference to the criteria for designation in SMC 17.35.103; and
 4. A statement that no significant feature may be changed, whether or not a building or other permit is required, without first undergoing historic design review as provided in this chapter
- C. Whenever the commission rejects the nomination of a historic resource under consideration for designation as a landmark, it shall, within fourteen calendar days of the public meeting at which the decision is made, issue a written decision including findings of fact and reasons supporting its

determination that the criteria in SMC 17.35.103 have not been met. If a historic resource has been nominated as a landmark and the commission designates the historic resource as a community landmark, the designation shall be treated as a rejection of the nomination for Snoqualmie landmark status and the foregoing requirement for a written decision shall apply. Nothing contained herein shall prevent renominating any historic resource rejected under this subsection as a Snoqualmie landmark at a future time.

D. A copy of the commission's designation report or decision rejecting a nomination shall be delivered or mailed to the owner, to interested persons of record and the director within five working days after it is issued. If the commission rejects the nomination and it has made a preliminary determination of significance with respect to the nomination, it shall include in the notice to the director a statement that historical design review provisions of this chapter no longer apply to the subject historic resources.

E. If the commission approves, or amends a landmark designation, the historical design review provisions of this chapter shall apply to the landmark designation as approved or amended. A copy of the commission's designation report or designation amendment shall be recorded with the records and licensing services division, or its successor agency, together with a legal description of the designated resource and notification that the historical design review provisions of this chapter apply. If the commission terminates the designation of a historic resource, the historical design review provisions of this chapter shall no longer apply to the historic resource.

17.35.120 Types of projects requiring historical design review –Designated

There are hereby established three types of projects for which historical design review shall be required, to be known as Type I, Type II, and Type III, as follows:

A. Type I projects include the following:

1. Routine maintenance, and repair or replacement of exterior features of noncontributing buildings or structures ~~that use the same materials and design as used on the building before 1940, and using approved colors;~~
2. Exterior painting of noncontributing buildings or structures, using approved colors; and
3. Temporary signs to be placed for not more than 60 days;
4. Routine maintenance, and repair or replacement of exterior features of contributing buildings or structures that use the same materials and design as used on the building before 1940, and using approved colors;
5. All additions to non-contributing buildings or structures; and
6. All permanent signs.

B. Type II projects include the following:

1. For contributing buildings or structures, any alteration in exterior appearance or replacement of historic materials with nonhistoric materials;
2. For noncontributing buildings or structures, any exterior repairs (other than emergency repairs needed for the immediate protection of property, life or safety) or alterations other than those designated as Type I;
3. The demolition or removal of a non-contributing building or structure, or demolition or removal of a significant portion thereof~~All permanent signs;~~
4. All additions to ~~any~~ contributing buildings or structures; and
5. All new construction.

C. Type III projects include the following:

1. The demolition or removal of a contributing building ~~or~~ structure;

2. ~~The or demolition or removal of a~~ significant feature of a contributing building or structure, including removal of a significant portion thereof;
 3. ~~excavation~~ Excavation of a designated landmark site; and
 4. ~~or excavations~~ Excavation, test boring, site clearing or grading activity on an archaeological site.

17.35.150 Historical design review.

- A. Type I projects shall be reviewed by the historic preservation officer, who shall approve, approve with conditions, or refer the project to the historical design review board. The historic preservation officer shall render a decision on a Type I project or refer such project to the historical design review board within 15 calendar days from the ~~receipt determination~~ of a complete application. Referral of a Type I project to the historical design review board shall be at the sole discretion of the historic preservation officer. If a Type I project is referred to the historical design review board, the board shall render its decision on such project at the next regular meeting of the board, unless the applicant consents to a longer period of time, or the board determines that additional information must be submitted in order for it to render its decision. Type I projects shall be considered Category I or II permits per SMC 14.30.020.
- B. Type II and Type III projects shall be reviewed by the historic preservation officer, who ~~shall inform the King County office of cultural resources of all such applications. The historic preservation officer~~ shall make a staff report and recommendation to the historical design review board. The historic preservation officer ~~shall may, at their sole discretion,~~ request the technical assistance of the King County historic preservation program staff with respect to any proposed project with a landmark district or relating to a designated landmark outside a landmark district. The board may request the technical assistance of the King County historic preservation program staff ~~with respect to any proposed project not located within a landmark district or relating to a designated landmark.~~ The board shall consider the application at a regular or special meeting open to the public within 45 days after the ~~receipt determination~~ of a complete application. The board shall render its decision within 30 days after the meeting at which the application was first considered, which may be to approve, approve with conditions or deny the application; provided, such time periods may be extended by the board in the event modifications to the project require consideration at more than one meeting of the board. Type II and III projects shall be considered Category III permits per SMC 14.30.020.
- C. The standards established in this chapter are mandatory. The board may consider variances from the strict application of the standards of this chapter if the applicant demonstrates the need for such a variance; and provided, that the request is in keeping with the intent and purposes of this chapter. Should an applicant for a Type I project request a variance from the strict application of the standards of this chapter, the board shall review and make a decision on the project and the variance. The board shall take the following factors into consideration with respect to decisions on variances:
1. The extent to which the project would adversely affect the character of the building or the overall historic district;
 2. The reasonableness of the proposed project in light of other alternatives available to achieve the objectives of the owner and the applicant; and
 3. The extent to which the proposed variance may be necessary to meet the requirements of a law or regulation, such as the building code, including the Washington State Barrier Free regulations, the Model Toxic Control Act or the Flood Hazard regulations.
- D. Type III projects, to the extent that they represent an irreplaceable loss to the historic fabric of the city in the opinion of the board, may only be approved when the action is required to alleviate a

threat to public health and safety, when needed due to economic impacts, or when required to accomplish a significant public purpose. The ~~commission board~~ shall consider such application at a public meeting within 45 days after the date of referral, and render its decision within 30 days after the meeting at which the application was ~~first~~ considered.

- E. The respective decisions of the historic preservation officer ~~and~~, historical design review board ~~and Snoqualmie landmarks and heritage commission~~ shall be in writing, and state applicable findings, ~~conclusions~~, and decision, including any conditions; provided, the historical design review board may adopt all or portions of the staff report as their findings and conditions. A copy of the findings and decision shall be provided ~~by personal delivery or by registered mail, return receipt requested,~~ to the property owner and applicant within five days after the decision, and shall be provided ~~by ordinary mail~~ to each person who has requested a copy of such findings and decision.

17.35.155 Evaluation of economic impact.

A. At the public hearing on any application for a Type II or Type III historical design review, or Type I if referred to the board by the historic preservation officer, the board shall, when requested by the property owner, consider evidence of the economic impact on the owner of the denial or partial denial of a proposed project. In no case may a project be denied, in whole or in part, when it is established that the denial or partial denial will, when available incentives are utilized, deprive the owner of a reasonable economic use of the historic resource and there is no viable and reasonable alternative which would have less impact on the features of significance specified in the preliminary determination report or the designation report.

B. To prove the existence of a condition of unreasonable economic return, the applicant must establish and the board must find, both of the following:

1. The landmark or historic resource is incapable of earning a reasonable economic return without making the alterations proposed. This finding shall be made by considering and the applicant shall submit to the commission evidence establishing each of the following factors:

a. The current level of economic return on the landmark as considered in relation to the following:

- (1) The amount paid for the landmark or historic resource, the date of purchase, and party from whom purchased, including a description of the relationship, if any, between the owner and the person from whom the landmark or historic resource was purchased;
- (2) The annual gross and net income, if any, from the landmark or historic resource for the previous five (5) years; itemized operating and maintenance expenses for the previous five (5) years; and depreciation deduction and annual cash flow before and after debt service, if any, during the same period;
- (3) The remaining balance on any mortgage or other financing secured by the landmark or historic resource and annual debt service, if any, during the prior five (5) years;
- (4) Real estate taxes for the previous four (4) years and assessed value of the landmark or historic resource according to the two (2) most recent assessed valuations;
- (5) All appraisals obtained within the previous three (3) years by the owner in connection with the purchase, financing or ownership of the landmark or historic resource;
- (6) The fair market value of the landmark or historic resource immediately prior to its designation and the fair market value of the landmark or historic resource (in its protected status as a designated landmark or historic resource) at the time the application is filed;

- (7) Form of ownership or operation of the landmark, whether sole proprietorship, for profit or not-for-profit corporation, limited partnership, joint venture, or both;
 (8) Any state or federal income tax returns on or relating to the landmark or historic resource for the past two (2) years.
- b. The landmark or historic resource is not marketable or able to be sold when listed for sale or lease. The sale price asked, and offers received, if any, within the previous two (2) years, including testimony and relevant documents shall be submitted by the property owner. The following also shall be considered:
- (1) Any real estate broker or firm engaged to sell or lease the landmark or historic resource;
 (2) Reasonableness of the price or lease sought by the owner;
 (3) Any advertisements placed for the sale or lease of the landmark or historic resource.
- c. The unfeasibility of alternative uses that can earn a reasonable economic return for the landmark or historic resource as considered in relation to the following:
- (1) A report from a licensed engineer or architect with experience in historic restoration or rehabilitation as to the structural soundness of the landmark or historic resource and its suitability for restoration or rehabilitation;
 (2) Estimates of the proposed cost of the proposed alteration and an estimate of any additional cost that would be incurred to comply with the recommendation and decision of the commission concerning the appropriateness of the proposed alteration;
 (3) Estimated market value of the landmark or historic resource in the current condition after completion of the proposed alteration; and, in the case of proposed demolition, after renovation of the landmark for continued use;
 (4) In the case of proposed demolition, the testimony of an architect, developer, real estate consultant, appraiser or other real estate professional experienced in historic restoration or rehabilitation as to the economic feasibility of rehabilitation or reuse of the existing landmark or historic resource;
 (5) The unfeasibility of new construction around, above, or below the historic resource.
- d. Potential economic incentives and/or funding available to the owner through federal, state, county, city or private programs.
2. The owner has the present intent and the secured financial ability, demonstrated by appropriate documentary evidence to complete the alteration.
- C. Notwithstanding the foregoing enumerated factors, the property owner may demonstrate other appropriate factors applicable to economic return.
- D. Upon reasonable notice to the owner, the commission may appoint an expert or experts to provide advice and/or testimony concerning the value of the landmark or historic resource, the availability of incentives and the economic impacts of approval, denial or partial denial of a proposed project.
- E. Any adverse economic impact caused intentionally or by willful neglect shall not constitute a basis for approval of a proposed project.

17.35.160 Reconsideration.

In the event new information becomes available, or if the owner or applicant believes that the decision of the historical design review board was based upon erroneous findings, the owner or applicant may file a request for reconsideration within 14 days of the date of ~~delivery or 17 days of the date of certified mailing of~~ the decision. Such request shall be filed with the historic preservation officer, and shall include all supporting documentation. The request for reconsideration shall be heard and decided within 70 days

of the date of filing of the request. A request for reconsideration shall not be deemed a prerequisite for appeal of any decision.

17.35.170 Appeal.

- A. The findings and decision of the historic preservation officer for a Type I project, and the findings and decision of the historical design review board for a Type II or Type III project, may be appealed to the historical design review board ~~hearing examiner by the property owner or applicant~~ by filing a notice of appeal within 10 days after delivery of the decision or within 13 days after the date of the certified mailing of the decision as specified in Chapter 14.40 SMC. The ~~board~~ hearing examiner shall render ~~its~~ their decision on the appeal at its next regular meeting more than 14 days after the date of filing of the appeal. The decision of the board shall be final per Chapter 14.40 SMC and Chapter 2.14 SMC.
- ~~B. Decisions of the historical design review board for a Type II or Type III project located within the landmark district may be appealed to the Snoqualmie landmarks and heritage commission by filing a notice of appeal within 21 calendar days after delivery of the decision or 24 calendar days after the date of certified mailing. The commission shall hear the appeal within 45 days and render its decision within 70 days of the date of filing.~~
- ~~CB. Decisions of the Snoqualmie landmarks and heritage commission designating, amending, removing or terminating the designation of a historic resource under SMC 17.35.107 historical design review board for a Type II or Type III projects within a designated historic district but outside the landmark district may be appealed to the hearing examiner city council by filing a notice of appeal within 21 calendar days after delivery of the decision or 24 calendar days after the date of certified mailing as specified in Chapter 14.40 SMC. The hearing examiner city council shall hear the appeal within 45 days and render its decision within 70 days of the date of filing render its decision on the appeal per Chapter 14.40 SMC.~~
- ~~D. All notices of appeal shall be filed with the city clerk, which shall identify the decision being appealed and shall contain a statement of the factual and legal grounds for the appeal.~~
- ~~EC. The decisions of the Snoqualmie landmarks and heritage commission~~ hearing examiner or the city council on appeals shall be final unless appealed to the superior court pursuant to Ch. 36.70C RCW, the Land Use Petition Act, within the time period therein provided.

14.40.010 Time limit for appeals.

- A. Notwithstanding any provision of this code to the contrary, all appeals ~~to city council~~ of Category I, II and IV project permit decisions shall be filed with 14 days after the notice of decision or other notice that the decision has been made and is appealable; provided:
1. The period for appeal shall be extended for an additional seven days if public consent is allowed on a determination of nonsignificance issued as a part of the appealable project permit decision; and
 2. The date from which the 14-day appeal period shall run for any city staff decision made prior to the date of the single report shall be the issuance date of the single report containing a statement that the decision has been made and is appealable.
- B. Unless otherwise specified by another provision of this code, appeals must be received by the Community Development Department prior to 5:00pm on the last day of the appeal period. ~~The notice of appeal shall set forth the factual and legal basis for appeal.~~

- 501 C. Notwithstanding any provision of this code to the contrary, all appeals of land use decisions to
502 Superior Court shall be filed and served within 21 days after-of issuance of the decision ~~is issued~~, as
503 provided in Chapter 36.70C RCW.

504
505 **14.40.030 Procedure for appeal.**

- 506 A. Appeals of Category I and Category II project permit decisions shall be open record appeals, heard
507 by the hearing examiner. Such appeals shall be heard and determined within 90 days after filing of
508 the notice of appeal.
- 509 B. Appeals of Category IV project permit decisions shall be closed record appeals, and shall be heard
510 and determined within 60 days after filing of the notice of appeal. Such appeals shall be heard on the
511 basis of the record before the hearing examiner or planning commission; provided, additional oral
512 testimony or exhibits may be received by stipulation or if required in the discretion of city council to
513 clarify or supplement such record. The city council shall affirm the decision and findings of the
514 hearing examiner or planning commission unless the city council shall find such finding and decision
515 to be clearly erroneous.
- 516 C. The time limitations set forth in subsections A and B of this section may be extended by agreement
517 of all parties to the appeal.
- 518 D. Appeals of Category III project permit decisions to Superior Court shall be as provided by Chapter
519 36.70C RCW.
- 520 E. The provisions of SMC 2.14.100 and SMC 2.14.105 shall apply to all appeals under this chapter.
521

14.30.020 Categories of permits.**A. The categories of permits shall be as follows:**

1. Category I constitutes those permits which are categorically exempt from environmental review, or for which SEPA has already been done, do not require any public comment period or an open record predecision hearing, and for which the staff decision is final unless appealed;
2. Category II constitutes those permits which require a threshold environmental determination, but do not require a predecision open record hearing, or those permits where other sections of the Snoqualmie Municipal Code require a public comment period but do not require an open record hearing, and for which the staff decision is final unless appealed;
3. Category III constitutes those permits which require a predecision open record hearing, but do not provide for a closed record appeal (i.e., recommendation by planning commission or hearing examiner and decision by city council); and
4. Category IV constitutes those permits which require an open record predecision hearing, and provide for a closed record appeal hearing (i.e., decision by planning commission or hearing examiner and appeal to city council).

B. The initial decision maker, appeal body and other requirements applicable to each category of permit shall be as follows:

	<u>Permits</u>	Preapplication Process	Determination of Completeness	Notice of Application and Comment Period	Predecision Open Record Hearing	Decision	Distribution of Notice of Decision	Appeal To/ Open - Closed Record
Cat I	Clearing and Grading Permit (Chapter 15.20 SMC) Flood Improvement Permit (Chapter 15.12 SMC) Lot Line Adjustment (SMC 16.04.030.E.) Historic Design Review, Type I (Chapter 17.35 SMC) Temporary Use Permit (17.55.050) Sign Permit (Chapter 17.75 SMC)	Yes, unless exempt	Yes	No	No	S	No	HE/Open

	Permits	Preapplication Process	Determination of Completeness	Notice of Application and Comment Period	Predecision Open Record Hearing	Decision	Distribution of Notice of Decision	Appeal To/ Open - Closed Record
	Wireless Communication Facility Permit (Chapter 17.77 SMC) Site Plan Permit (Chapter 17.80 SMC)							
Cat II	Clearing and Grading Permit (Chapter 15.20 SMC) Short Subdivision (Chapter 16.08 SMC) Binding Site Improvement Plan, 4 or fewer lots (SCM 16.12.030) Historic Design Review, Type I (Chapter 17.35 SMC) Temporary Use Permit (SMC 17.55.050) Wireless Communication Facility Permit (Chapter 17.77 SMC) Site Plan Permit (Chapter 17.80 SMC)	Yes	Yes	Yes	No	S	Yes	HE/Open

	Permits	Preapplication Process	Determination of Completeness	Notice of Application and Comment Period	Predecision Open Record Hearing	Decision	Distribution of Notice of Decision	Appeal To/ Open - Closed Record
Cat III	Planned Residential Plan (SMC 17.15.050) Planned Commercial/ Industrial Plan (SMC 17.20.050) Mixed Use Plan/ Mixed Use Final Plan (Chapter 17.30 SMC) Planned Unit Development (Chapter 17.50 SMC) Unclassified Use Permit (Chapter 17.60 SMC) Wireless Communication Conditional Use Permit (Chapter 17.77 SMC) Zoning Code Map or Text Amendment (SMC 17.85.010) Comprehensive Plan Amendment (Chapter 21.30 SMC) *Historic Design Review Types II – III	Yes	Yes	Yes	Yes/PC or HE * Landmarks & Heritage Comm. for Landmark Designation	CC *PC for Types II-III Historic Design Rev. & Landmark Desig.	Yes	SC/Closed *HE/Closed for Types II-III Historic Design Rev. & Landmark Desig.

	Permits	Preapplication Process	Determination of Completeness	Notice of Application and Comment Period	Predecision Open Record Hearing	Decision	Distribution of Notice of Decision	Appeal To/ Open - Closed Record
	and Landmark Designation (Chapter 17.35 SMC)*							
Cat IV	Long Subdivision (Chapter 16.10 SMC) Binding Site Improvement Plan, 5 or more lots (SMC 16.12.040) Historic Design Review (Chapter 17.35 SMC) Conditional Use Permit (SMC 17.55.030) Variance (SMC 17.85.020)	Yes	Yes	Yes	Yes/PC or HE	HE or PC	Yes	CC/Closed

S = Staff HE = Hearing Examiner PC = Planning Commission CC = City Council SC = Superior Court

C. Only one administrative appeal is allowed. See SMC 14.40.020, Limitation on hearings and appeals.

Chapter 17.80 DESIGN REVIEW BOARD

Sections:

- 17.80.010** Purpose and objectives.
- 17.80.020** [Membership Design Review Board.](#)
- 17.80.030** Scope of authority – [Design Review Board.](#)
- 17.80.035** [Site Plan Permit.](#)
- 17.80.040** Application requirements.
- 17.80.050** [Design Review guidelines.](#)
- 17.80.055** [Site Plan Review criteria](#)
- 17.80.060** Action by the design review board [or director.](#)

17.80.010 Purpose and objectives.

It is the purpose of this chapter to:

- A. ~~provide~~ Provide for the review by public officials of land development and building design in order to promote the public health, safety, and welfare. ~~Specifically, the design review board shall~~
- B. ~~encourage~~ Encourage well designed developments that are creative and harmonious with the natural and manmade environments ~~and that embody good design principles that will result in high quality development on the subject property.~~
- C. Review a proposal for compliance with the provisions of this code and all other applicable law.
- D. Ensure that a proposal is coordinated, as is reasonable and appropriate, with other known or anticipated development on private properties in the area and with known or anticipated right-of-way and other public improvement projects within the area.

17.80.020 Membership ~~Design Review Board.~~

~~There is hereby created a design review board.~~ The design review board shall consist of the members of the planning commission. ~~The members of the planning commission shall also sit as members of the design review board.~~

17.80.030 Scope of authority – Design Review Board.

- A. The rules and regulations of the design review board shall be the same as those stated for the planning commission in the bylaws of the planning commission. The board shall have the authority to approve, approve with conditions, or deny all plans submitted to it using guidelines in SMC 17.80.050.
- B. The design review board shall review proposed development plans for the following described land use actions:
 - 1. All proposed developments, excluding ~~the following:~~
 - a. ~~single~~ Single-family homes;
 - b. ~~and further excluding any~~ Any proposed development for which historic design review is required pursuant to Chapter 17.35 SMC, unless the design review board is sitting as the historic design review board in accordance with SMC 17.35.055;
 - c. ~~The expansion, remodel, or alteration of any building or other structure by less than ten percent of its existing floor area, or overall size in cases where floor area standards are not applicable, provided the proposed design is generally consistent with the existing design as determined by the director;~~
 - 2. Approval by the design review board is required for all landscape plans in the MU zone. The design review board may modify all minimum width requirements according to scale of the property upon request of the applicant;
 - 3. Proposed development which, as a condition of approval of any rezone or other land use action of the city council, or as a condition of the responsible official's decision pursuant to the State Environmental Policy Act, is referred to the board for design review.

17.80.035 Site Plan Permit

- A. ~~The Community Development Department shall review proposed site plans for the following described actions:~~
 - 1. ~~The new construction of a nonresidential building or other structure;~~
 - 2. ~~The expansion, remodel, or alteration of any building or other structure by more than ten percent of its existing floor area, or overall size in cases where floor area standards are not applicable;~~

3. The expansion of any building or structure that creates a new dwelling unit;
4. A change of use, or where traffic, parking, noise or other impacts are greater than the impacts for the previously existing use, as determined by the director; or
5. The construction and reconstruction of driveway approaches, gates, roads, shared access facilities, alleys, and driving surfaces within ingress/egress easements.

17.80.040 Application requirements.

Applications for design review or site plan review by the design review board under this chapter must be submitted to the ~~planning commission~~ Community Development Department prior to or concurrently with a building permit application, but in no case less than at least two weeks prior to the meeting of the design review board. Building permits shall not be granted until approval of plans by the design review board or director. All applications shall be accompanied by a filing fee as required in SMC 17.85.030 and shall include but not be limited to site plans, exterior building elevations, the environmental checklist, if applicable, and other materials as required by the ~~planning commission~~ director.

17.80.050 Design Review guidelines.

In reviewing any application, the following guidelines shall be used by the design review board in its decision-making:

A. Relationship of the Structure to the Site.

1. The site should be planned to accomplish a desirable transition with the streetscape and to provide for adequate landscaping and pedestrian movement.
2. Parking and service areas should be located, designed, and screened to moderate the visual impact of large paved areas.
3. The height and scale of each building should be considered in relation to its site.

B. Relationship of the Structure and Site to Adjoining Area.

1. Harmony in texture, lines, and masses is encouraged.
2. Appropriate landscape transition to adjoining properties should be provided.
3. Public buildings and structures should be consistent with the established neighborhood character.
4. Compatibility of vehicular pedestrian circulation patterns and loading facilities in terms of safety, efficiency, and convenience should be encouraged.
5. Compatibility of on-site vehicular circulation with street circulation should be encouraged.

C. Landscape and Site Treatment.

1. Where existing topographic patterns contribute to beauty and utility of a development, they should be recognized and preserved and enhanced.
2. Grades of walks, parking spaces, terraces, and other paved areas should promote safety and provide an inviting and stable appearance.
3. Landscape treatment should enhance architectural features, provide buffers between incompatible land uses, and provide shade.
4. In locations where plants will be susceptible to injury by pedestrian or motor traffic, mitigating steps should be taken.
5. Where building sites limit planting, the placement of trees or shrubs in paved areas is encouraged.
6. Screening of service yards, and other places which tend to be unsightly, should be accomplished by use of walls, fencing, planting, or combinations of these. Screening should be effective in winter and summer.

7. In areas where general planting will not prosper, other materials such as fences, walls, and paving of wood, brick, stone, or gravel may be used.
8. Exterior lighting, when used, should enhance the building design and the adjoining landscape. Lighting standards and fixtures should be of a design and size compatible with the building and adjacent area. Lighting should be shielded and restrained in design.

D. Building Design.

1. Architectural style is not restricted, evaluation of a project should be based on quality of its design and relationship to surroundings.
2. Buildings should be to appropriate scale and be in harmony with permanent neighboring developments.
3. Building components, such as windows, doors, eaves, and parapets, should have good proportions and relationship to one another. Building components and ancillary parts shall be consistent with anticipated life of the structure.
4. Paint and material colors shall be selected to coordinate the entire facade and to be compatible with adjacent buildings. Bright or brilliant colors shall be used only for accent.
5. Mechanical equipment or other utility hardware on roof, ground, or buildings should be screened from view.
6. Exterior lighting should be part of the architectural concept. Fixtures, standards, and all exposed accessories should be harmonious with building design.
7. Monotony of design in single or multiple building projects should be avoided. Variety of detail, form, and siting should be used to provide visual interest.

E. Miscellaneous Structures and Street Furniture.

1. Miscellaneous structures and street furniture should be designed to be part of the architectural concept of design and landscape. Materials should be compatible with buildings, scale should be appropriate, colors should be in harmony with buildings and surroundings, and proportions should be to scale.
2. Lighting in connection with miscellaneous structures and street furniture should meet the guidelines applicable to the site, landscape, and buildings.

17.80.055 Site Plan Review Criteria

A. Lot-based standards are typically applied to each individual lot within the site or for site plan review where such standards have been applied to the site as if it consisted of one parcel. The director may approve an application for site plan permit if it is consistent with the following criteria:

1. The use standards in Chapter 17.55 SMC;
2. The area, height, setback, and miscellaneous provisions in SMC 17.20.040;
3. The parking standards in Chapter 17.65 SMC;
4. The landscape standards in Chapter 17.70 SMC;
5. The streets and utilities in the area of the subject property are adequate to serve the anticipated demand from the proposal;
6. The proposed access to the subject property is at the optimal location and configuration for access; and
7. Traffic safety impacts for all modes of transportation, both on and off site, are adequately mitigated.

17.80.060 Action by the design review board or director.

- 172 A. Approval. If the design review board [or director](#) approves the proposed development, a building
173 permit may be issued by the appropriate city official, providing they have complied with all other
174 requirements of the building code and ordinances of the city.
- 175 B. Approval with Conditions. If the design review board [or director](#) approves the proposed development
176 plans with conditions, it may require that such conditions shall be fulfilled prior to the issuance of a
177 building or occupancy permit, where appropriate.
- 178 C. Denial. The design review board [or director](#) may deny the proposed development plans if they do not
179 satisfy the guidelines of SMC 17.80.050 [or SMC 17.80.055, as applicable](#).
180

Clarify	Simplify	Enhance				
SMC		Proposed Amendment	C	S	E	Notes
14.30.020(B)	Add complete set of permits and requirements applicable to each category of permit, including types. Add historic design review appeals.			x		Add list of City permits to the table See Historic Design Review (HDR) procedures amendments. HDR appeals are to HE.
17.80.010	Add letters A-D including two new statements for compliance with code and other development.			x		Add purpose statements to align with site plan permit
17.80.020	Amending language to add “design review board” and deleting the word “membership” and duplicate language.		x			General language cleanup – less wordy
17.80.030	Add “Design Review Board” (DRB) to the scope of authority and add language for thresholds of review.	x		x		Allow for some administrative review and to clarify the DRB’s authority
17.80.035	Add new section identifying “Site Plan Permit” and language establishing threshold for permit.			x		Add scope of Site Plan Permit reviews

Clarify	Simplify	Enhance				
SMC		Proposed Amendment	C	S	E	Notes
17.80.040	Add application requirements	x				
17.80.050	Add word “Design” to title.	x				
17.80.055	Add criteria (1-7) for a site plan permit.			x		Establishing a new section .055
17.80.060	Add words “or director” to the section for additional code references for denial.	x				Minor clarifications to support SPP
17.35.030	Delete section			x		Move King County provisions directly into Snoqualmie code
17.35.040	Add definitions from King County code and additional definitions for clarity	x		x		Copying definitions from King County code
17.35.050(A)	Add “owner” and deleting “commercial”	x				
17.35.050(B)	Delete board schedule resolution requirement		x			
17.35.050(C)	Delete Referral to Snoqualmie Landmark and Heritage Commission		x			This is the King County landmarks and heritage commission
17.35.050(D)	Add “historic preservation officer”	x				
17.35.103 (A-C)	Add a new section, designation			x		Copied from King County code

Clarify	Simplify	Enhance				
SMC		Proposed Amendment	C	S	E	Notes
		criteria for landmarks				
17.35.105 (A-D)	Add Nomination procedures for landmarks				x	Copied from King County code
17.35.107	Add Designation procedures for landmarks				x	Copied from King County code
17.35.120(A)	Add language for additional minor projects				x	Shift some projects to Type 1 (from Type 2)
17.35.120(B) and (C)	Add language to draw distinctions between contributing and non-contributing buildings	x				
17.35.150(A)	Add language determining referrals to Board. Add Type 1 and 2 as Category I Permits.	x			x	Historic Preservation officer, i.e. the Director would decide if a Type 1 project would need to go to the Board.
17.35.150(B)	Delete KC Cultural Office. Add Type 3 as Category IV Permit.	x			x	No such office, Cultural Resources Protection Program, artifacts
17.35.150(C)	Add language, Type I variance reviewed by the Board	x				Currently refers to a variance.
17.35.150(D)	Adding “Board” and “first”	x				
17.35.150(E)	Delete referral to Snoqualmie LH Commission and mailing requirement			x		Refer to process in SMC 14.30.110 Notice of decision (mailings)

Clarify	Simplify	Enhance				
SMC		Proposed Amendment	C	S	E	Notes
17.35.155	Add Evaluation of economic impact				x	Copied from King County code
17.35.160	Delete reference to certified mail			x		
17.35.170(A)	Add language for HE appeals of Historic Design Review, adding SMC reference to appeals	x			x	Separate the Board from review of appeals and send appeals to the Hearing Examiner.
17.35.170(B)	Delete language for Type 2 and 3 appeals by SLH Commission				x	Type 2 and 3 appeals would be to the Hearing Examiner.
17.35.170(C)	Add language for Landmark Commission appeals by Council				x	City Council would review appeals of Landmark Commission decisions.
17.35.170(D)	Delete language to City Clerk submittal	x				
17.35.170(E)	Add language on HE	x				Accounts for adjustment of appeals process
14.40.010(B)	Add a time for receipt of appeal	x				5:00 PM
14.40.030(E)	Add reference to Chapter SMC 2.14 HE	x				

CD COMMITTEE PROPOSED CHANGES VERSION**ORDINANCE NO. 1273****AN ORDINANCE OF THE CITY OF SNOQUALMIE, WASHINGTON,
AMENDING CHAPTER 14.30, CHAPTER 14.40, CHAPTER 17.35, AND
CHAPTER 17.80 OF THE SNOQUALMIE MUNICIPAL CODE**

WHEREAS, RCW 36.70A.130(4) requires continuous review and evaluation of the City's Comprehensive Plan and development regulations; and

WHEREAS, City staff routinely identify areas of the development code with inconsistencies, conflicts, and typographical errors; and

WHEREAS, the City desires to ensure consistency and clarity in its development code; and

WHEREAS, the City staff identified several areas in the City's development code warranting clarification; and

WHEREAS, the required 60-day notice was sent to the State of Washington Department of Commerce on November 23, 2022; and

WHEREAS, a State Environmental Policy Act, SEPA Determination of Non-Significance (DNS) was issued on December 2, 2022; and

WHEREAS, the Planning Commission held public meetings on the proposed amendments on September 6, 2022, October, 3 2022, October, 17, 2022 and November 14 2022 and a duly-noticed public hearing on November 21, 2022, continued on December 5, 2022, to receive testimony on the proposed code amendments; and

WHEREAS, the Planning Commission, by motion on December 5, 2022, recommended approval of the proposed amendments; and

WHEREAS, the Community Development Committee of the Snoqualmie City Council reviewed the Planning Commission's recommendation on January 3, 2023; and

WHEREAS, the Snoqualmie City Council has considered the recommendations of the Community Development Committee, the Planning Commission and City Administration and has determined to take the actions set forth in this ordinance:

NOW, THEREFORE, BE IT HEREBY ORDAINED by the City Council of the City of Snoqualmie, Washington, as follows:

Section 1. Chapters 14.30, 14.40, 17.35, and 17.80 of the Snoqualmie Municipal Code are hereby amended to read as shown in Exhibit A attached hereto.

Section 2. Severability. If any one or more section, subsection or sentence of this ordinance or the Snoqualmie Municipal Code amendments adopted in Section 1 herein is held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portion of this ordinance or the Snoqualmie Municipal Code sections, and the same shall remain in full force and effect.

Section 3. Corrections by City Clerk or Code Reviser. Upon approval of the City Attorney, the City Clerk, and either the Community Development Department Director or the Parks and Public Works Department Director, as applicable, code revisers are authorized to make necessary corrections to this ordinance and Snoqualmie Municipal Code sections, including the correction of clerical errors; references to other local, state or federal laws, codes, rules, or regulations; or ordinance or Snoqualmie Municipal Code section numbering and section/subsection numbering.

Section 4. Effective Date. This ordinance shall be effective five (5) days after passage and publication, as provided by law.

PASSED by the City Council of the City of Snoqualmie, Washington, this ____ day of January, 2023.

City of Snoqualmie

Katherine Ross, Mayor

Attest:

Deana Dean, City Clerk

Approved as to form:

Bob C. Sterbank, City Attorney

Exhibit A

Chapter 14.30 PROJECT PERMIT PROCESSING

14.30.020 Categories of permits.

A. The categories of permits shall be as follows:

1. Category I constitutes those permits which are categorically exempt from environmental review, or for which SEPA has already been done, do not require any public comment period or an open record predecision hearing, and for which the staff decision is final unless appealed;
2. Category II constitutes those permits which require a threshold environmental determination, but do not require a predecision open record hearing, or those permits where other sections of the Snoqualmie Municipal Code require a public comment period but do not require an open record hearing, and for which the staff decision is final unless appealed;
3. Category III constitutes those permits which require a predecision open record hearing, but do not provide for a closed record appeal (i.e., recommendation by planning commission or hearing examiner and decision by city council); and
4. Category IV constitutes those permits which require an open record predecision hearing, and provide for a closed record appeal hearing (i.e., decision by planning commission or hearing examiner and appeal to city council).

B. The initial decision maker, appeal body and other requirements applicable to each category of permit shall be as follows:

	Permits	Preapplication Process	Determination of Completeness	Notice of Application and Comment Period	Predecision Open Record Hearing	Decision	Distribution of Notice of Decision	Appeal To/ Open - Closed Record
Cat I	Clearing and Grading Permit (Chapter 15.20 SMC) Flood Improvement Permit (Chapter 15.12 SMC) Lot Line Adjustment (SMC 16.04.030.E.) Historic Design Review, Type I (Chapter 17.35 SMC)	Yes, unless exempt	Yes	No	No	S	No	HE/Open

	<u>Permits</u>	Preapplication Process	Determination of Completeness	Notice of Application and Comment Period	Predecision Open Record Hearing	Decision	Distribution of Notice of Decision	Appeal To/ Open - Closed Record
	Temporary Use Permit (17.55.050) Sign Permit (Chapter 17.75 SMC) Wireless Communication Facility Permit (Chapter 17.77 SMC) Site Plan Permit (Chapter 17.80 SMC)							
Cat II	Clearing and Grading Permit (Chapter 15.20 SMC) Short Subdivision (Chapter 16.08 SMC) Binding Site Improvement Plan, 4 or fewer lots (SCM 16.12.030) Historic Design Review, Type I (Chapter 17.35 SMC) Temporary Use Permit (SMC 17.55.050) Wireless Communication Facility Permit (Chapter 17.77 SMC)	Yes	Yes	Yes	No	S	Yes	HE/Open

	Permits	Preapplication Process	Determination of Completeness	Notice of Application and Comment Period	Predecision Open Record Hearing	Decision	Distribution of Notice of Decision	Appeal To/ Open - Closed Record
	Site Plan Permit (Chapter 17.80 SMC)							
Cat III	Planned Residential Plan (SMC 17.15.050) Planned Commercial/Industrial Plan (SMC 17.20.050) Mixed Use Plan/ Mixed Use Final Plan (Chapter 17.30 SMC) Planned Unit Development (Chapter 17.50 SMC) Unclassified Use Permit (Chapter 17.60 SMC) Wireless Communication Conditional Use Permit (Chapter 17.77 SMC) Zoning Code Map or Text Amendment (SMC 17.85.010) Comprehensive Plan Amendment	Yes	Yes	Yes	Yes/PC or HE *Landmarks & Heritage Comm. for Landmark Designation	CC *PC for Types II-III Historic Design Rev. & Landmark Desig.	Yes	SC/Closed *HE/Closed for Types II-III Historic Design Rev. & Landmark Desig.

	Permits	Preapplication Process	Determination of Completeness	Notice of Application and Comment Period	Predecision Open Record Hearing	Decision	Distribution of Notice of Decision	Appeal To/ Open - Closed Record
	(Chapter 21.30 SMC) *Historic Design Review Types II – III and Landmark Designation (Chapter 17.35 SMC)*							
Cat IV	Long Subdivision (Chapter 16.10 SMC) Binding Site Improvement Plan, 5 or more lots (SMC 16.12.040) Historic Design Review Variance (SMC 17.35.170(C)) Conditional Use Permit (SMC 17.55.030) Variance (SMC 17.85.020)	Yes	Yes	Yes	Yes/PC or HE	HE or PC *PC for Historic Design Review Variance	Yes	CC/Closed

S = Staff HE = Hearing Examiner PC = Planning Commission CC = City Council SC = Superior Court

C. Only one administrative appeal is allowed. See SMC 14.40.020, Limitation on hearings and appeals.

Chapter 14.40 APPEALS OF PROJECT PERMIT DECISIONS

14.40.010 Time limit for appeals.

A. Notwithstanding any provision of this code to the contrary, all appeals ~~to city council~~ of Category I, II and IV project permit decisions shall be filed with 14 days after the notice of decision or other notice that the decision has been made and is appealable; provided:

1. The period for appeal shall be extended for an additional seven days if public consent is allowed on a determination of nonsignificance issued as a part of the appealable project permit decision; and
 2. The date from which the 14-day appeal period shall run for any city staff decision made prior to the date of the single report shall be the issuance date of the single report containing a statement that the decision has been made and is appealable.
- B. ~~Unless otherwise specified by another provision of this code, appeals must be received by the Community Development Department prior to 5:00pm on the last day of the appeal period. The notice of appeal shall set forth the factual and legal basis for appeal.~~
- C. Notwithstanding any provision of this code to the contrary, all appeals of land use decisions to Superior Court shall be filed and served within 21 days ~~after of issuance of~~ the decision ~~is issued~~, as provided in Chapter 36.70C RCW.

14.40.030 Procedure for appeal.

- A. Appeals of Category I and Category II project permit decisions shall be open record appeals, heard by the hearing examiner. Such appeals shall be heard and determined within 90 days after filing of the notice of appeal.
- B. Appeals of Category IV project permit decisions shall be closed record appeals, and shall be heard and determined within 60 days after filing of the notice of appeal. Such appeals shall be heard on the basis of the record before the hearing examiner or planning commission; provided, additional oral testimony or exhibits may be received by stipulation or if required in the discretion of city council to clarify or supplement such record. The city council shall affirm the decision and findings of the hearing examiner or planning commission unless the city council shall find such finding and decision to be clearly erroneous.
- C. The time limitations set forth in subsections A and B of this section may be extended by agreement of all parties to the appeal.
- D. Appeals of Category III project permit decisions to Superior Court shall be as provided by Chapter 36.70C RCW.
- E. The provisions of SMC 2.14.100 and SMC 2.14.105 shall apply to all appeals under this chapter.

Chapter 17.35 HISTORIC OVERLAY ZONES AND LANDMARKS

~~17.35.030 King County Code sections incorporated by reference.~~

~~Except so far as expressly altered in this chapter, the following sections of Chapter 20.62 of the King County Code, copies of which shall be maintained on file by the city clerk and available for public inspection and copying during normal business hours, are hereby incorporated by reference herein and made a part of this chapter specifically applicable only to sites, buildings, structures and objects within the downtown landmark district defined in this chapter:~~

- ~~A. KCC 20.62.020, Definitions, except as follows:~~
- ~~1. Paragraph D is changed to read "Commission" as the "Snoqualmie landmarks and heritage commission";~~
 - ~~2. Paragraph F is changed to read "Council" as the "Snoqualmie City Council";~~
- ~~B. KCC 20.62.040, Designation Criteria, except all references to "King County" are changed to read "Snoqualmie";~~
- ~~C. KCC 20.62.050, Nomination Procedure;~~
- ~~D. KCC 20.62.070, Designation Procedure, except all references to "King County" are changed to read "Snoqualmie";~~
- ~~E. KCC 20.62.100, Evaluation of Economic Impact;~~

- ~~F. KCC 20.62.110, Appeal Procedure; and~~
~~G. KCC 20.62.140, Special Valuation for Historic Properties.~~

17.35.040 Definitions.

The following words shall have the following meanings in this chapter; ~~provided, that in the event of a conflict, the definitions of Chapter 20.62 KCC incorporated by reference shall control with respect to sites, buildings, structures and objects within the downtown landmark district.~~

- A. "Alteration" is any construction, demolition, removal, modification, excavation, restoration or remodeling of a landmark.
- B. "Applicant" means any person, corporation or other legal entity applying for a permit for a regulated improvement, a business license for which a change of use permit is required or any subdivision or short subdivision within a designated historic district overlay zone.
- BC. "Approved color" shall mean a color from a palette approved by the historic design review board and maintained on file by the historic preservation officer.
- ED. "Architectural features" means the exterior architectural treatment and general arrangement of the portions of a building or structure and its site open to external view, including but not limited to the kind, color and texture of building materials, type of windows and doors, attached and detached signs, landscaping, screening, parking areas, exterior lighting, walkways and other appurtenances. With respect to landmarks only, it shall have the same meaning as "significant feature" as defined herein.
- E. "Board" means the historical design review board established by this chapter.
- F. "Building" is a structure created to shelter any form of human activity, such as a house, barn, church, hotel or similar structure. Building may refer to a historically related complex, such as a courthouse and jail or a house and barn.
- G. "Certificate of appropriateness" is written authorization issued by the Snoqualmie Landmarks and Heritage Commission or its designee permitting an alteration to a significant feature of a designated landmark.
- H. "Commission" means the "Snoqualmie Landmarks and Heritage Commission";
- I. "Council" means the "Snoqualmie City Council";
- DJ. "Contributing building or site" shall mean a building or site located within a landmark district as defined herein, which is of historical significance and has substantially retained its original appearance, and is identified as such in the landmark designation report.
- K. "Designation" is the act of the Commission determining that an historic resource meets the criteria established by this chapter.
- L. "Designation report" is a report issued by the Commission after a public hearing setting forth its determination to designate a landmark and specifying the significant feature or features thereof.
- M. "Director" is the director of the Snoqualmie Community Development Department or designee.
- N. "Downtown Master Plan" means the Snoqualmie Downtown Master Plan, approved by Snoqualmie city council on April 12, 2010 (city of Snoqualmie Resolution No. 948).
- O. "Downtown Vision Plan" means the Snoqualmie Downtown Vision Plan, approved by Snoqualmie city council on April 23, 2007 (city of Snoqualmie Resolution No. 814).
- P. "Heritage" is a discipline relating to historic preservation and archaeology, history, ethnic history, traditional cultures and folklore.
- EQ. "Historic district" means the downtown historic district overlay zone and the Meadowbrook historic district overlay zone, the boundaries of which are as shown on the official zoning map. The respective boundaries of the historic districts are as established in Ordinance No. 744.
- FR. "Historic preservation officer" shall mean the director of the Snoqualmie Community Development Department, or equivalent city official however denominated, or his or her designee.

- S. "Historic resource" is a district, site, building, structure or object significant in national, state or local history, architecture, archaeology, and culture.
- T. "Historic resource inventory" is an organized compilation of information on historic resources considered to be significant according to the criteria listed in K.C.C. 20.62.040.A. The historic resource inventory is kept on file by the historic preservation officer and is updated from time to time to include newly eligible resources and to reflect changes to resources.
- U. "Incentives" are such compensation, rights or privileges or combination thereof, which the council, or other local, state or federal public body or agency, by virtue of applicable present or future legislation, may be authorized to grant to or obtain for the owner or owners of designated landmarks. Examples of economic incentives include but are not limited to tax relief, conditional use permits, rezoning, street vacation, planned unit development, transfer of development rights, facade easements, gifts, preferential leasing policies, private or public grants-in-aid, beneficial placement of public improvements, or amenities, or the like.
- V. "Interested person of record" is any individual, corporation or partnership that notifies the commission or the council in writing of its interest in any matter before the commission.
- W. "Landmark" is an historic resource designated as a landmark pursuant to this chapter.
- ~~GX.~~ "Landmark district" means the Snoqualmie historic downtown commercial landmark district, the boundaries of which are shown on the official zoning map. The boundaries of the Snoqualmie historic downtown commercial landmark district are as established by the Snoqualmie landmarks and heritage commission pursuant to authority of Ordinance No. 746. The term "landmark district" shall also include any additional districts which may be subsequently established ~~subsequent to the adoption~~ under the authority of this chapter.
- ~~HY.~~ "Noncontributing building or site" shall mean any building or site not specifically designated as a contributing building or site in a landmark district.
- Z. "Nomination" is a proposal that an historic resource be designated a landmark.
- AA. "Object" is a material thing of functional, aesthetic, cultural, historical, or scientific value that may be, by nature or design, movable yet related to a specific setting or environment.
- BB. "Owner" is a person having a fee simple interest, a substantial beneficial interest of record or a substantial beneficial interest known to the commission in an historic resource. Where the owner is a public agency or government, that agency shall specify the person or persons to receive notices under this chapter.
- CC. "Person" is any individual, partnership or corporation.
- DD. "Person in charge" is the person or persons in possession of a landmark including, but not limited to, a mortgagee or vendee in possession, an assignee of rents, a receiver, executor, trustee, lessee, tenant, agent, or any other person directly or indirectly in control of the landmark.
- EE. "Preliminary determination" is a decision of the commission determining that an historic resource which has been nominated for designation is of significant value and is likely to satisfy the criteria for designation.
- ~~FF.~~ "Regulated improvement" means any construction, addition, demolition, repair, remodeling, moving or change to an architectural feature of any building, structure or site, public or private, landscaping, and any placement of street furniture within a designated historic district or to a designated landmark. The term shall also include any proposed subdivision or short subdivision of land, boundary line adjustment, rezone or change of use within a historic district.
- ~~JGG.~~ "Street furniture" means improvements located within the street, public right-of-way, parking areas or other open areas, including but not limited to light standards, utility poles, newspaper stands, bus shelters, planters, benches, retaining walls, litter containers and telephone booths.
- ~~K.~~ "Downtown Master Plan" means the Snoqualmie Downtown Master Plan, approved by Snoqualmie city council on April 12, 2010 (city of Snoqualmie Resolution No. 948).

~~L. "Downtown Vision Plan" means the Snoqualmie Downtown Vision Plan, approved by Snoqualmie city council on April 23, 2007 (city of Snoqualmie Resolution No. 814).~~

~~HH. "Significant feature" is any element of a landmark which the commission has designated pursuant to this chapter as of importance to the historic, architectural or archaeological value of the landmark.~~

~~II. "Site" is the location of a significant event, a prehistoric or historic occupation or activity, or a building or structure, whether standing, ruined, or vanished, where the location itself maintains an historical or archaeological value regardless of the value of any existing structures.~~

~~JJ. "Structure" is any functional construction, including a building as defined herein.~~

17.35.050 Snoqualmie historical design review board – Created.

A. There is hereby created the Snoqualmie historical design review board consisting of five members, at least three of whom shall reside within the city. The members of the historic design review board shall be appointed by the mayor and confirmed by city council. The historic design review board shall be made up as follows:

1. One member shall be a member of the Snoqualmie planning commission.
2. One member shall be a property owner or business owner within the downtown or Meadowbrook historic district overlay zone.
3. One member shall be a property owner or business owner within the downtown commercial landmark district.
4. One member shall be the special member of the Snoqualmie landmarks and heritage commission.
5. One member shall be a person with demonstrated interest or expertise in historic architecture, local history or historic preservation.

B. The historical design review board shall by resolution adopt rules governing its organization and procedures. The board shall meet not less than once a month, ~~and shall establish its regular meeting date and time by resolution.~~ The board shall may hold special meetings on such notice as is required by law as may be required to render historical design review decisions in a timely manner.

~~C. The board may in its discretion refer any matter coming before it to the Snoqualmie landmarks and heritage commission for historical design review; provided, such referral shall be made within 30 days of receipt of a complete application.~~

D. The ~~director~~ historic preservation officer or his or her designee shall advise the historical design review board, ~~and additional advice and training may be requested as deemed appropriate from the King County office of cultural resources.~~

17.35.103 Designation criteria.

A. An historic resource may be designated as a City of Snoqualmie landmark if it is more than forty years old or, in the case of a landmark district, contains resources that are more than forty years old, and possesses integrity of location, design, setting, materials, quality of work, feeling or association, or any combination of the foregoing aspects of integrity, sufficient to convey its historic character, and:

1. Is associated with events that have made a significant contribution to the broad patterns of national, state or local history;
2. Is associated with the lives of persons significant in national, state or local history;
3. Embodies the distinctive characteristics of a type, period, style or method of design or construction, or that represents a significant and distinguishable entity whose components may lack individual distinction;
4. Has yielded, or may be likely to yield, information important in prehistory or history; or
5. Is an outstanding work of a designer or builder who has made a substantial contribution to the art.

- B. An historic resource may be designated a community landmark because it is an easily identifiable visual feature of a neighborhood or the county and contributes to the distinctive quality or identity of such neighborhood or county or because of its association with significant historical events or historic themes, association with important or prominent persons in the community or county or recognition by local citizens for substantial contribution to the neighborhood or community. An improvement or site qualifying for designation solely by virtue of satisfying criteria set out in this section shall be designated a community landmark and shall not be subject to SMC 17.35.
- C. Cemeteries, birthplaces or graves of historical figures, properties owned by religious institutions or used for religious purposes, structures that have been moved from their original locations, reconstructed historic buildings, properties primarily commemorative in nature and properties that have achieved significance within the past forty years shall not be considered eligible for designation. However, such a property shall be eligible for designation if they are:
1. An integral part of districts that meet the criteria set out in subsection A. of this section or if it is:
 2. A religious property deriving primary significance from architectural or artistic distinction or historical importance;
 3. A building or structure removed from its original location but that is significant primarily for its architectural value, or which is the surviving structure most importantly associated with a historic person or event;
 4. A birthplace, grave or residence of a historical figure of outstanding importance if there is no other appropriate site or building directly associated with the historical figure's productive life;
 5. A cemetery that derives its primary significance from graves of persons of transcendent importance, from age, from distinctive design features or from association with historic events;
 6. A reconstructed building when accurately executed in a suitable environment and presented in a dignified manner or as part of a restoration master plan, and when no other building or structure with the same association has survived;
 7. A property commemorative in intent if design, age, tradition or symbolic value has invested it with its own historical significance; or
 8. A property achieving significance within the past forty years if it is of exceptional importance.

17.35.105 Nomination procedure.

- A. Any person, including the historic preservation officer and any member of the commission, may nominate an historic resource for designation as a landmark or community landmark. The procedures set forth in this section and 17.35.107 may be used to amend existing designations or to terminate an existing designation based on changes which affect the applicability of the criteria for designation set forth in Section 17.35.103. The nomination or designation of an historic resource as a landmark shall constitute nomination or designation of the land which is occupied by the historic resource unless the nomination provides otherwise. Nominations shall be made on official nomination forms provided by the historic preservation officer, shall be filed with the historic preservation officer, and shall include all data required by the commission.
- B. Upon receipt by the historic preservation officer of any nomination for designation, the officer shall review the nomination, consult with the person or persons submitting the nomination, and the owner, and prepare any amendments to or additional information on the nomination deemed necessary by the officer. The historic preservation officer may refuse to accept any nomination for which inadequate information is provided by the person or persons submitting the nomination. It is the responsibility of the person or persons submitting the nomination to perform such research as is necessary for consideration by the commission. The historic preservation officer may assume responsibility for gathering the required information or appoint an expert or experts to carry out this research in the interest of expediting the consideration.

- C. When the historic preservation officer is satisfied that the nomination contains sufficient information and complies with the commission's regulations for nomination, the officer shall give notice in writing, certified mail/return receipt requested, to the owner of the property or object, to the person submitting the nomination and interested persons of record that a preliminary or a designation determination on the nomination will be made by the commission. The notice shall include:
1. The date, time, and place of hearing;
 2. The address and description of the historic resource and the boundaries of the nominated resource;
 3. A statement that, upon a designation or upon a preliminary determination of significance, the historical design review procedure set out in this chapter will apply;
 4. A statement that, upon a designation or a preliminary determination of significance, no significant feature may be changed without first undergoing historical design review under this chapter, whether or not a building or other permit is required. A copy of the historical design review provisions of this chapter shall be included with the notice;
 5. A statement that all proceedings to review the action of the commission at the hearing on a preliminary determination or a designation will be based on the record made at such hearing and that no further right to present evidence on the issue of preliminary determination or designation is afforded pursuant to this chapter.
- D. The historic preservation officer shall, after mailing the notice required herein, refer the nomination and all supporting information to the commission for consideration on the date specified in the notice. No nomination shall be considered by the commission less than thirty nor more than forty five calendar days after notice setting the hearing date has been mailed except where the historic preservation officer or members of the commission have reason to believe that immediate action is necessary to prevent destruction, demolition or defacing of an historic resource, in which case the notice setting the hearing shall so state.

17.35.107 Designation procedure.

- A. The commission may approve, deny, amend or terminate the designation of a historic resource as a landmark or community landmark only after a public hearing. At the designation hearing the commission shall receive evidence and hear argument only on the issues of whether the historic resource meets the criteria for designation of landmarks or community landmarks as specified in K.C.C. 20.62.040 and merits designation as a landmark or community landmark; and the significant features of the landmark. The hearing may be continued from time to time at the discretion of the commission. If the hearing is continued, the commission may make a preliminary determination of significance if the commission determines, based on the record before it that the historic resource is of significant value and likely to satisfy the criteria for designation in K.C.C. 20.62.040. The preliminary determination shall be effective as of the date of the public hearing at which it is made. Where the commission makes a preliminary determination it shall specify the boundaries of the nominated resource, the significant features thereof and such other description of the historic resource as it deems appropriate. Within five working days after the commission has made a preliminary determination, the historic preservation officer shall file a written notice of the action with the director and mail copies of the notice, certified mail, return receipt requested, to the owner, the person submitting the nomination and interested persons of record. The notice shall include:
1. A copy of the commission's preliminary determination; and
 2. A statement that while proceedings pursuant to this chapter are pending, or six months from the date of the notice, whichever is shorter, and thereafter if the designation is approved by the commission, the certificate of appropriateness procedures in K.C.C. 20.62.080, a copy of which shall be enclosed, shall apply to the described historic resource whether or not a building or other

permit is required. The decision of the commission shall be made after the close of the public hearing or at the next regularly scheduled public meeting of the commission thereafter.

B. Whenever the commission approves the designation of a historic resource under consideration for designation as a landmark, it shall, within fourteen calendar days of the public meeting at which the decision is made, issue a written designation report, which shall include:

1. The boundaries of the nominated resource and such other description of the resource sufficient to identify its ownership and location;
2. The significant features and such other information concerning the historic resource as the commission deems appropriate;
3. Findings of fact and reasons supporting the designation with specific reference to the criteria for designation in SMC 17.35.103; and
4. A statement that no significant feature may be changed, whether or not a building or other permit is required, without first undergoing historic design review as provided in this chapter

C. Whenever the commission rejects the nomination of a historic resource under consideration for designation as a landmark, it shall, within fourteen calendar days of the public meeting at which the decision is made, issue a written decision including findings of fact and reasons supporting its determination that the criteria in SMC 17.35.103 have not been met. If a historic resource has been nominated as a landmark and the commission designates the historic resource as a community landmark, the designation shall be treated as a rejection of the nomination for Snoqualmie landmark status and the foregoing requirement for a written decision shall apply. Nothing contained herein shall prevent renominating any historic resource rejected under this subsection as a Snoqualmie landmark at a future time.

D. A copy of the commission's designation report or decision rejecting a nomination shall be delivered or mailed to the owner, to interested persons of record and the director within five working days after it is issued. If the commission rejects the nomination and it has made a preliminary determination of significance with respect to the nomination, it shall include in the notice to the director a statement that historical design review provisions of this chapter no longer apply to the subject historic resources.

E. If the commission approves, or amends a landmark designation, the historical design review provisions of this chapter shall apply to the landmark designation as approved or amended. A copy of the commission's designation report or designation amendment shall be recorded with the records and licensing services division, or its successor agency, together with a legal description of the designated resource and notification that the historical design review provisions of this chapter apply. If the commission terminates the designation of a historic resource, the historical design review provisions of this chapter shall no longer apply to the historic resource.

17.35.120 Types of projects requiring historical design review –Designated

There are hereby established three types of projects for which historical design review shall be required, to be known as Type I, Type II, and Type III, as follows:

A. Type I projects include the following:

1. Routine maintenance, and repair or replacement of exterior features of ~~non~~contributing buildings or structures that use the same materials and design as used on the building before 1940, and using approved colors;
2. Exterior painting of noncontributing buildings or structures, using approved colors; and
3. ~~Temporary signs to be placed for not more than 60 days;~~
4. Routine maintenance, and repair or replacement of exterior features of contributing buildings or structures that use the same materials and design as used on the building before 1940, and using approved colors;
5. All additions to non-contributing buildings or structures; and

Commented [EA1]: Staff recommended amendment not included in the PC recommended changes.

6. All permanent signs.

- B. Type II projects include the following:
1. For contributing buildings or structures, any alteration in exterior appearance or replacement of historic materials with nonhistoric materials;
 2. For noncontributing buildings or structures, any exterior repairs (other than emergency repairs needed for the immediate protection of property, life or safety) or alterations other than those designated as Type I;
 3. The demolition or removal of a non-contributing building or structure, or demolition or removal of a significant portion thereof~~All permanent signs;~~
 4. All additions to any contributing buildings or structures; and
 5. All new construction.
- C. Type III projects include the following:
1. The demolition or removal of a contributing building or structure;
 2. The or demolition or removal of a significant feature of a contributing building or structure, including removal of a significant portion thereof;~~;~~
 3. excavation~~Excavation~~ of a designated landmark site; and
 4. or excavations~~Excavation~~, test boring, site clearing or grading activity on an archaeological site.

17.35.150 Historical design review.

- A. Type I projects shall be reviewed by the historic preservation officer, who shall approve, approve with conditions, or refer the project to the historical design review board. The historic preservation officer shall render a decision on a Type I project or refer such project to the historical design review board within 15 calendar days from the receipt determination of a complete application. Referral of a Type I project to the historical design review board shall be at the sole discretion of the historic preservation officer. If a Type I project is referred to the historical design review board, the board shall render its decision on such project at the next regular meeting of the board, unless the applicant consents to a longer period of time, or the board determines that additional information must be submitted in order for it to render its decision. Type I projects shall be considered Category I or II permits per SMC 14.30.020.
- B. Type II and Type III projects shall be reviewed by the historic preservation officer, who ~~shall inform the King County office of cultural resources of all such applications. The historic preservation officer~~ shall make a staff report and recommendation to the historical design review board. The historic preservation officer ~~shall may, at their sole discretion,~~ request the technical assistance of the King County historic preservation program staff with respect to any proposed project with a landmark district or relating to a designated landmark outside a landmark district. The board may request the technical assistance of the King County historic preservation program staff ~~with respect to any proposed project not located within a landmark district or relating to a designated landmark.~~ The board shall consider the application at a regular or special meeting open to the public within 45 days after the receipt determination of a complete application. The board shall render its decision within 30 days after the meeting at which the application was first considered, which may be to approve, approve with conditions or deny the application; provided, such time periods may be extended by the board in the event modifications to the project require consideration at more than one meeting of the board. Type II and III projects shall be considered Category III permits per SMC 14.30.020.
- C. The standards established in this chapter are mandatory. The board may consider variances from the strict application of the standards of this chapter if the applicant demonstrates the need for such a variance; and provided, that the request is in keeping with the intent and purposes of this chapter. Should an applicant for a Type I project request a variance from the strict application of the standards of this chapter, the board shall review and make a decision on the project and the

variance. The board shall take the following factors into consideration with respect to decisions on variances:

1. The extent to which the project would adversely affect the character of the building or the overall historic district;
 2. The reasonableness of the proposed project in light of other alternatives available to achieve the objectives of the owner and the applicant; and
 3. The extent to which the proposed variance may be necessary to meet the requirements of a law or regulation, such as the building code, including the Washington State Barrier Free regulations, the Model Toxic Control Act or the Flood Hazard regulations.
- D. Type III projects, to the extent that they represent an irreplaceable loss to the historic fabric of the city in the opinion of the board, may only be approved when the action is required to alleviate a threat to public health and safety, when needed due to economic impacts, or when required to accomplish a significant public purpose. The commission-board shall consider such application at a public meeting within 45 days after the date of referral, and render its decision within 30 days after the meeting at which the application was first considered.
- E. The respective decisions of the historic preservation officer and historical design review board and Snoqualmie landmarks and heritage commission shall be in writing, and state applicable findings, conclusions, and decision, including any conditions; provided, the historical design review board may adopt all or portions of the staff report as their findings and conditions. A copy of the findings and decision shall be provided by personal delivery or by registered mail, return receipt requested, to the property owner and applicant within five days after the decision, and shall be provided by ordinary mail to each person who has requested a copy of such findings and decision.

17.35.155 Evaluation of economic impact.

- A. At the public hearing on any application for a Type II or Type III historical design review, or Type I if referred to the board by the historic preservation officer, the board shall, when requested by the property owner, consider evidence of the economic impact on the owner of the denial or partial denial of a proposed project. In no case may a project be denied, in whole or in part, when it is established that the denial or partial denial will, when available incentives are utilized, deprive the owner of a reasonable economic use of the historic resource and there is no viable and reasonable alternative which would have less impact on the features of significance specified in the preliminary determination report or the designation report.
- B. To prove the existence of a condition of unreasonable economic return, the applicant must establish and the board must find, both of the following:
1. The landmark or historic resource is incapable of earning a reasonable economic return without making the alterations proposed. This finding shall be made by considering and the applicant shall submit to the commission evidence establishing each of the following factors:
 - a. The current level of economic return on the landmark as considered in relation to the following:
 - (1) The amount paid for the landmark or historic resource, the date of purchase, and party from whom purchased, including a description of the relationship, if any, between the owner and the person from whom the landmark or historic resource was purchased;
 - (2) The annual gross and net income, if any, from the landmark or historic resource for the previous five (5) years; itemized operating and maintenance expenses for the previous five (5) years; and depreciation deduction and annual cash flow before and after debt service, if any, during the same period;
 - (3) The remaining balance on any mortgage or other financing secured by the landmark or historic resource and annual debt service, if any, during the prior five (5) years;

- (4) Real estate taxes for the previous four (4) years and assessed value of the landmark or historic resource according to the two (2) most recent assessed valuations;
- (5) All appraisals obtained within the previous three (3) years by the owner in connection with the purchase, financing or ownership of the landmark or historic resource;
- (6) The fair market value of the landmark or historic resource immediately prior to its designation and the fair market value of the landmark or historic resource (in its protected status as a designated landmark or historic resource) at the time the application is filed;
- (7) Form of ownership or operation of the landmark, whether sole proprietorship, for profit or not-for-profit corporation, limited partnership, joint venture, or both;
- (8) Any state or federal income tax returns on or relating to the landmark or historic resource for the past two (2) years.
- b. The landmark or historic resource is not marketable or able to be sold when listed for sale or lease. The sale price asked, and offers received, if any, within the previous two (2) years, including testimony and relevant documents shall be submitted by the property owner. The following also shall be considered:
 - (1) Any real estate broker or firm engaged to sell or lease the landmark or historic resource;
 - (2) Reasonableness of the price or lease sought by the owner;
 - (3) Any advertisements placed for the sale or lease of the landmark or historic resource.
- c. The unfeasibility of alternative uses that can earn a reasonable economic return for the landmark or historic resource as considered in relation to the following:
 - (1) A report from a licensed engineer or architect with experience in historic restoration or rehabilitation as to the structural soundness of the landmark or historic resource and its suitability for restoration or rehabilitation;
 - (2) Estimates of the proposed cost of the proposed alteration and an estimate of any additional cost that would be incurred to comply with the recommendation and decision of the commission concerning the appropriateness of the proposed alteration;
 - (3) Estimated market value of the landmark or historic resource in the current condition after completion of the proposed alteration; and, in the case of proposed demolition, after renovation of the landmark for continued use;
 - (4) In the case of proposed demolition, the testimony of an architect, developer, real estate consultant, appraiser or other real estate professional experienced in historic restoration or rehabilitation as to the economic feasibility of rehabilitation or reuse of the existing landmark or historic resource;
 - (5) The unfeasibility of new construction around, above, or below the historic resource.
- d. Potential economic incentives and/or funding available to the owner through federal, state, county, city or private programs.
- 2. The owner has the present intent and the secured financial ability, demonstrated by appropriate documentary evidence to complete the alteration.
- C. Notwithstanding the foregoing enumerated factors, the property owner may demonstrate other appropriate factors applicable to economic return.
- D. Upon reasonable notice to the owner, the commission may appoint an expert or experts to provide advice and/or testimony concerning the value of the landmark or historic resource, the availability of incentives and the economic impacts of approval, denial or partial denial of a proposed project.
- E. Any adverse economic impact caused intentionally or by willful neglect shall not constitute a basis for approval of a proposed project.

17.35.160 Reconsideration.

In the event new information becomes available, or if the owner or applicant believes that the decision of the historical design review board was based upon erroneous findings, the owner or applicant may file a request for reconsideration within 14 days of the date of ~~delivery or 17 days of the date of certified mailing of~~ the decision. Such request shall be filed with the historic preservation officer, and shall include all supporting documentation. The request for reconsideration shall be heard and decided within 70 days of the date of filing of the request. A request for reconsideration shall not be deemed a prerequisite for appeal of any decision.

17.35.170 Appeal.

- A. The findings and decision of the historic preservation officer for a Type I project, ~~and the findings and decision of the historical design review board for a Type II or Type III project,~~ may be appealed to the ~~historical design review board~~ hearing examiner ~~by the property owner or applicant~~ by filing a notice of appeal ~~within 10 days after delivery of the decision or within 13 days after the date of the certified mailing of the decision as specified in Chapter 14.40 SMC.~~ The ~~board~~ hearing examiner shall render ~~its~~ their decision on the appeal ~~at its next regular meeting more than 14 days after the date of filing of the appeal. The decision of the board shall be final per Chapter 14.40 SMC and Chapter 2.14 SMC.~~
- B. Decisions of the historical design review board for a variance under SMC 17.35.150(C) Type II or Type III project located within the landmark district may be appealed to the Snoqualmie City Council landmarks and heritage commission by filing a notice of appeal within 21 calendar days after delivery of the decision or 24 calendar days after the date of certified mailing as specified in Chapter 14.40 SMC. The City Council commission shall hear the appeal within 45 days and render its decision on the appeal per Chapter 14.40 SMC within 70 days of the date of filing.
- C. Decisions of the Snoqualmie landmarks and heritage commission designating, amending, removing or terminating the designation of a historic resource under SMC 17.35.107 historical design review board for ~~a Type II or Type III projects within a designated historic district but outside the landmark district~~ may be appealed to the hearing examiner city council by filing a notice of appeal within 21 calendar days after delivery of the decision or 24 calendar days after the date of certified mailing as specified in Chapter 14.40 SMC. The hearing examiner city council shall hear the appeal within 45 days and render its decision within 70 days of the date of filing render its decision on the appeal per Chapter 14.40 SMC.
- D. All notices of appeal shall be filed with the city clerk, which shall identify the decision being appealed and shall contain a statement of the factual and legal grounds for the appeal.
- EED. The decisions of the Snoqualmie ~~landmarks and heritage commission~~ hearing examiner ~~or the city council~~ on appeals shall be final unless appealed to the superior court pursuant to Ch. 36.70C RCW, the Land Use Petition Act, within the time period therein provided.

Chapter 17.80 DESIGN REVIEW BOARD

Sections:

- | | |
|-------------------------|--|
| 17.80.010 | Purpose and objectives. |
| 17.80.020 | <u>Membership</u> Design Review Board. |
| 17.80.030 | Scope of authority – Design Review Board. |
| <u>17.80.035</u> | <u>Site Plan Permit.</u> |
| 17.80.040 | Application requirements. |
| 17.80.050 | <u>Design</u> Review guidelines. |
| <u>17.80.055</u> | <u>Site Plan Review criteria</u> |

17.80.060 Action by the design review board or director.

17.80.010 Purpose and objectives.

It is the purpose of this chapter to:

- A. ~~provide~~ Provide for the review by public officials of land development and building design in order to promote the public health, safety, and welfare. ~~Specifically, the design review board shall~~
- B. ~~encourage~~ Encourage well designed developments that are creative and harmonious with the natural and manmade environments and that embody good design principles that will result in high quality development on the subject property.
- C. Review a proposal for compliance with the provisions of this code and all other applicable law.
- D. Ensure that a proposal is coordinated, as is reasonable and appropriate, with other known or anticipated development on private properties in the area and with known or anticipated right-of-way and other public improvement projects within the area.

17.80.020 ~~Membership~~ Design Review Board.

There is hereby created a design review board. The design review board shall consist of the members of the planning commission. The members of the planning commission shall also sit as members of the design review board.

17.80.030 Scope of authority – Design Review Board.

- A. The rules and regulations of the design review board shall be the same as those stated for the planning commission in the bylaws of the planning commission. The board shall have the authority to approve, approve with conditions, or deny all plans submitted to it using guidelines in SMC 17.80.050.
- B. The design review board shall review proposed development plans for the following described land use actions:
 - 1. All proposed developments, excluding the following:
 - a. ~~single~~ Single-family homes;
 - b. ~~and further excluding any~~ Any proposed development for which historic design review is required pursuant to Chapter 17.35 SMC, unless the design review board is sitting as the historic design review board in accordance with SMC 17.35.055;
 - c. The expansion, remodel, or alteration of any building or other structure by less than ten percent of its existing floor area, or overall size in cases where floor area standards are not applicable, provided the proposed design is generally consistent with the existing design as determined by the director;
 - 2. Approval by the design review board is required for all landscape plans in the MU zone. The design review board may modify all minimum width requirements according to scale of the property upon request of the applicant;
 - 3. Proposed development which, as a condition of approval of any rezone or other land use action of the city council, or as a condition of the responsible official's decision pursuant to the State Environmental Policy Act, is referred to the board for design review.

17.80.035 Site Plan Permit

A. The Community Development Department shall review proposed site plans for the following described actions:

- 1. The new construction of a nonresidential building or other structure;

2. The expansion, remodel, or alteration of any building or other structure by more than ten percent of its existing floor area, or overall size in cases where floor area standards are not applicable;
3. The expansion of any building or structure that creates a new dwelling unit;
4. A change of use, or where traffic, parking, noise or other impacts are greater than the impacts for the previously existing use, as determined by the director; or
5. The construction and reconstruction of driveway approaches, gates, roads, shared access facilities, alleys, and driving surfaces within ingress/egress easements.

17.80.040 Application requirements.

Applications for design review or site plan review by the design review board under this chapter must be submitted to the planning commission Community Development Department prior to or concurrently with a building permit application, but in no case less than at least two weeks prior to the meeting of the design review board. Building permits shall not be granted until approval of plans by the design review board or director. All applications shall be accompanied by a filing fee as required in SMC 17.85.030 and shall include but not be limited to site plans, exterior building elevations, the environmental checklist, if applicable, and other materials as required by the planning commission director.

17.80.050 Design Review guidelines.

In reviewing any application, the following guidelines shall be used by the design review board in its decision-making:

- A. Relationship of the Structure to the Site.
 1. The site should be planned to accomplish a desirable transition with the streetscape and to provide for adequate landscaping and pedestrian movement.
 2. Parking and service areas should be located, designed, and screened to moderate the visual impact of large paved areas.
 3. The height and scale of each building should be considered in relation to its site.
- B. Relationship of the Structure and Site to Adjoining Area.
 1. Harmony in texture, lines, and masses is encouraged.
 2. Appropriate landscape transition to adjoining properties should be provided.
 3. Public buildings and structures should be consistent with the established neighborhood character.
 4. Compatibility of vehicular pedestrian circulation patterns and loading facilities in terms of safety, efficiency, and convenience should be encouraged.
 5. Compatibility of on-site vehicular circulation with street circulation should be encouraged.
- C. Landscape and Site Treatment.
 1. Where existing topographic patterns contribute to beauty and utility of a development, they should be recognized and preserved and enhanced.
 2. Grades of walks, parking spaces, terraces, and other paved areas should promote safety and provide an inviting and stable appearance.
 3. Landscape treatment should enhance architectural features, provide buffers between incompatible land uses, and provide shade.
 4. In locations where plants will be susceptible to injury by pedestrian or motor traffic, mitigating steps should be taken.
 5. Where building sites limit planting, the placement of trees or shrubs in paved areas is encouraged.

6. Screening of service yards, and other places which tend to be unsightly, should be accomplished by use of walls, fencing, planting, or combinations of these. Screening should be effective in winter and summer.
 7. In areas where general planting will not prosper, other materials such as fences, walls, and paving of wood, brick, stone, or gravel may be used.
 8. Exterior lighting, when used, should enhance the building design and the adjoining landscape. Lighting standards and fixtures should be of a design and size compatible with the building and adjacent area. Lighting should be shielded and restrained in design.
- D. Building Design.
1. Architectural style is not restricted, evaluation of a project should be based on quality of its design and relationship to surroundings.
 2. Buildings should be to appropriate scale and be in harmony with permanent neighboring developments.
 3. Building components, such as windows, doors, eaves, and parapets, should have good proportions and relationship to one another. Building components and ancillary parts shall be consistent with anticipated life of the structure.
 4. Paint and material colors shall be selected to coordinate the entire facade and to be compatible with adjacent buildings. Bright or brilliant colors shall be used only for accent.
 5. Mechanical equipment or other utility hardware on roof, ground, or buildings should be screened from view.
 6. Exterior lighting should be part of the architectural concept. Fixtures, standards, and all exposed accessories should be harmonious with building design.
 7. Monotony of design in single or multiple building projects should be avoided. Variety of detail, form, and siting should be used to provide visual interest.
- E. Miscellaneous Structures and Street Furniture.
1. Miscellaneous structures and street furniture should be designed to be part of the architectural concept of design and landscape. Materials should be compatible with buildings, scale should be appropriate, colors should be in harmony with buildings and surroundings, and proportions should be to scale.
 2. Lighting in connection with miscellaneous structures and street furniture should meet the guidelines applicable to the site, landscape, and buildings.

17.80.055 Site Plan Review Criteria

A. Lot-based standards are typically applied to each individual lot within the site or for site plan review where such standards have been applied to the site as if it consisted of one parcel. The director may approve an application for site plan permit if it is consistent with the following criteria:

1. The use standards in Chapter 17.55 SMC;
2. The area, height, setback, and miscellaneous provisions in SMC 17.20.040;
3. The parking standards in Chapter 17.65 SMC;
4. The landscape standards in Chapter 17.70 SMC;
5. The streets and utilities in the area of the subject property are adequate to serve the anticipated demand from the proposal;
6. The proposed access to the subject property is at the optimal location and configuration for access; and
7. Traffic safety impacts for all modes of transportation, both on and off site, are adequately mitigated.

17.80.060 Action by the design review board [or director](#).

- A. Approval. If the design review board [or director](#) approves the proposed development, a building permit may be issued by the appropriate city official, providing they have complied with all other requirements of the building code and ordinances of the city.
- B. Approval with Conditions. If the design review board [or director](#) approves the proposed development plans with conditions, it may require that such conditions shall be fulfilled prior to the issuance of a building or occupancy permit, where appropriate.
- C. Denial. The design review board [or director](#) may deny the proposed development plans if they do not satisfy the guidelines of SMC 17.80.050 [or SMC 17.80.055, as applicable](#).



BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB23-001
January 9, 2023
Choose an item.

AGENDA BILL INFORMATION

TITLE:	AB23-001: Awarding the Kimball Creek Lift Station Improvements	☐ Discussion Only
PROPOSED COUNCIL ACTION:	Adopt Resolution No. 1633 awarding the Kimball Creek Lift Station Improvements to Pease & Sons, Inc. and authorize the Mayor to sign.	☒ Action Needed: ☒ Motion ☐ Ordinance ☐ Resolution

REVIEW:	Department Director/Peer	Mike Chambless	12/29/2022
	Finance	Drew Bouta	12/28/2022
	Legal	Anna Astrakhan	12/16/2022
	City Administrator	Mike Sauerwein	Click or tap to enter a date.

DEPARTMENT:	Parks & Public Works		
STAFF:	Andrew Vining		
COMMITTEE:	Parks & Public Works	COMMITTEE DATE: January 4, 2023	
MEMBERS:	Bryan Holloway	Ethan Benson	Jo Johnson
EXHIBITS:	1. Resolution No. 1633 with agreement attached 2. Figure: Flow Pattern to the WRF Headworks 3. Bid Results: Kimball Creek Lift Station Improvements 4. Letter from RH2 Engineering Recommending Bid Award to Pease & Sons, Inc. 5. CIP Excerpt: Water Reclamation Facility Phase 3		

AMOUNT OF EXPENDITURE	\$ 1,231,307
AMOUNT BUDGETED	\$ 13,357,000 (23-24 Biennium)
APPROPRIATION REQUESTED	\$ 0

SUMMARY

INTRODUCTION

This agenda bill seeks adoption of Resolution 1633 awarding the Kimball Creek Lift Station Improvements project to Pease & Sons, Inc. Excessive flow cycling and spikes from Kimball Creek Lift Station create inefficiencies at the Water Reclamation Facility (WRF). The Kimball Creek Lift Station Improvements will replace one of the three pumps and upgrade all electrical gear to provide more efficient operations at the WRF.

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 Kimball Creek Lift Station Improvements as a part of WRF Phase 3.

BACKGROUND

The Kimball Creek Lift Station is the largest lift station in the City and is located at the bottom of Snoqualmie Parkway. The lift station houses three pumps which convey all wastewater from Downtown and Snoqualmie Ridge directly to the WRF headworks. Originally constructed in 1997, the lift station consisted of two pumps and associated electrical gear. In 2012 a third pump was installed for added redundancy. All three pumps are equal size and far exceed the projected 2040 peak flow conditions. As a result, during periods of low flow conditions the lift station creates excessive flow cycling and spikes at the WRF which results in treatment inefficiency and excessive wear on equipment. This project will replace one of the three pumps with a smaller baseflow pump operated on a variable frequency drive (VFD) to smooth out the flow to the WRF. This project will also upgrade the original 1997 electrical gear with modern controls to allow for the WRF to communicate directly to the lift station. These improvements will increase efficiency throughout the WRF.

The Kimball Creek Lift Station Improvements was advertised to contractors for bidding on November 14th, 2022. Four bids were received, and the lowest bid was from Pease & Sons, Inc. for \$1,231,307 including tax. RH2 and City Staff determined Pease & Sons, Inc. to be the lowest responsive and responsible bidder. Due to long lead time on electrical gear and wet weather flow restrictions the project is currently on schedule for construction in spring 2024.

ANALYSIS

The intent of this project is to increase efficiency at the WRF and replace aging equipment at the lift station. The lowest bid received was \$1,231,307 which is 5 percent below the engineers estimate of \$1,297,000. Early bidding and award of these improvements allows for the contractor to procure electrical equipment with long lead times. City Staff and RH2 Engineering have reviewed the bids and recommended awarding the Kimball Creek Lift Station Improvements to Pease & Sons, Inc.

BUDGET IMPACTS

Administration recommends approving a contract with Pease & Sons, Inc. in the amount of \$1,231,307 to complete the Kimball Creek Lift Station improvements, which is a subproject of the larger Water Reclamation Facility Improvements – Phase 3 project. The City incorporated the larger project into the 2023-2028 Capital Improvement Plan (CIP) (see Exhibit #5) for a total project budget of \$15,262,217 and into the 2023-2024 Biennial Budget for a budget of \$13,357,000 during the biennium. When accounting for the expenditures previously incurred, the outstanding value of contracts previously approved, the value of this contract, and the value of the contract in AB23-002, the City has a remaining project budget of \$12,673,895 and remaining budget of \$11,256,317 for the biennium (please see the table below). Therefore, sufficient appropriation exists within the 2023-2024 Biennial Budget (Utilities Capital Fund #417) to fund the contract.

Water Reclamation Facility Improvements – Phase 3 Budget Table:

	Life-of-Project Budget (Multiple Bienniums)	2023-2024 Biennial Budget
Beginning Budget	\$ 15,262,217	\$ 13,357,000
Expenditures	\$ (487,639)	-
Outstanding Contract Value (Previously Approved)	\$ (711,376)	\$ (711,376)
Current Available Budget	\$ 14,063,202	\$ 12,645,624
Value of this Contract (AB23-001)	\$ (1,231,307)	\$ (1,231,307)
Value of Contract in AB23-002	\$ (158,000)	\$ (158,000)
Available Budget after AB23-001 & AB23-002	\$ 12,673,895	\$11,256,317

NEXT STEPS

Following Council approval staff will work with the Mayor to execute the final contract agreement with Pease & Sons, Inc. The contractor is expected to begin electrical equipment submittal and procurement during winter 2023. Mechanical and electrical construction at the lift station is expected to occur spring 2024, following the wet season and following receipt of electrical gear. The lift station pump improvements will be operational by October 2024.

PROPOSED ACTION

Move to adopt Resolution No. 1633 awarding the Kimball Creek Lift Station Improvements to Pease & Sons, Inc. and authorize the Mayor to sign.

RESOLUTION NO. 1633**A RESOLUTION OF THE CITY COUNCIL OF CITY OF SNOQUALMIE, WASHINGTON DETERMINING THE LOWEST RESPONSIBLE, RESPONSIVE BIDDER, AND AWARDING A PUBLIC WORKS CONTRACT TO AND AUTHORIZING EXECUTION OF A CONTRACT WITH PEASE AND SONS, INC. FOR KIMBALL CREEK LIFT STATION 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 November 14, 2022, the City advertised the Kimball Creek Lift Station Improvements Project ("the Project") for bid, and four responsive bids were received; and

WHEREAS, the lowest responsive bid was from Pease and Sons, Inc. for \$1,231,307 including tax; and

WHEREAS, the City's consultant team has checked references and otherwise determined that Pease and Sons, 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 Pease and Sons, 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, Pease and Sons, Inc. is the lowest responsive, responsible bidder for the Kimball Creek Lift Station Improvements.

Section 2. Award of Public Works Contract. The contract for the Kimball Creek Lift Station Improvements project is hereby awarded to Pease and Sons, Inc. in accordance with its bid proposal.

Section 3. Authorization for Contract Execution. The Mayor is authorized to execute a contract with Pease and Sons, Inc. in substantially the form attached hereto as Exhibit A.

Passed, by the City Council of the City of Snoqualmie, Washington, this 9th day of January 2023.

Katherine Ross, Mayor

Attest:

Deana Dean, City Clerk

Approved as to form:

Bob C. Sterbank, City Attorney

KIMBALL CREEK LIFT STATION IMPROVEMENTS

Section 00 05 00 AGREEMENT

KIMBALL CREEK LIFT STATION IMPROVEMENTS

THIS AGREEMENT is made on this _____, 2023 between the City of Snoqualmie ("City"), a municipal corporation located in the State of Washington and Pease & Sons, 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 entitled **"Kimball Creek Lift Station Improvements: Bid Proposal, Contract Documents and Specifications, Vol. I of II,"** 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), Technical Provisions, Appendices A & B, Addenda 1 & 2, and any project drawings or plans.
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 \$1,231,307 including sales tax, 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 50 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 \$4,000 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.

00 05 00 - 1
Contract

KIMBALL CREEK LIFT STATION IMPROVEMENTS

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.

00 05 00 - 2
Contract

CITY OF SNOQUALMIE
KIMBALL CREEK LIFT STATION IMPROVEMENTS

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")

PEASE & SONS, INC.

By _____

By _____

Typed Name: Katherine Ross _____

Typed Name _____

Its: Mayor _____

Its _____

Phone: _____

Phone: _____

Fax: _____

Fax: _____

Date: _____

Date: _____

WA Contractor's License No.

PEASES*302PO

00 05 00 - 3
Contract

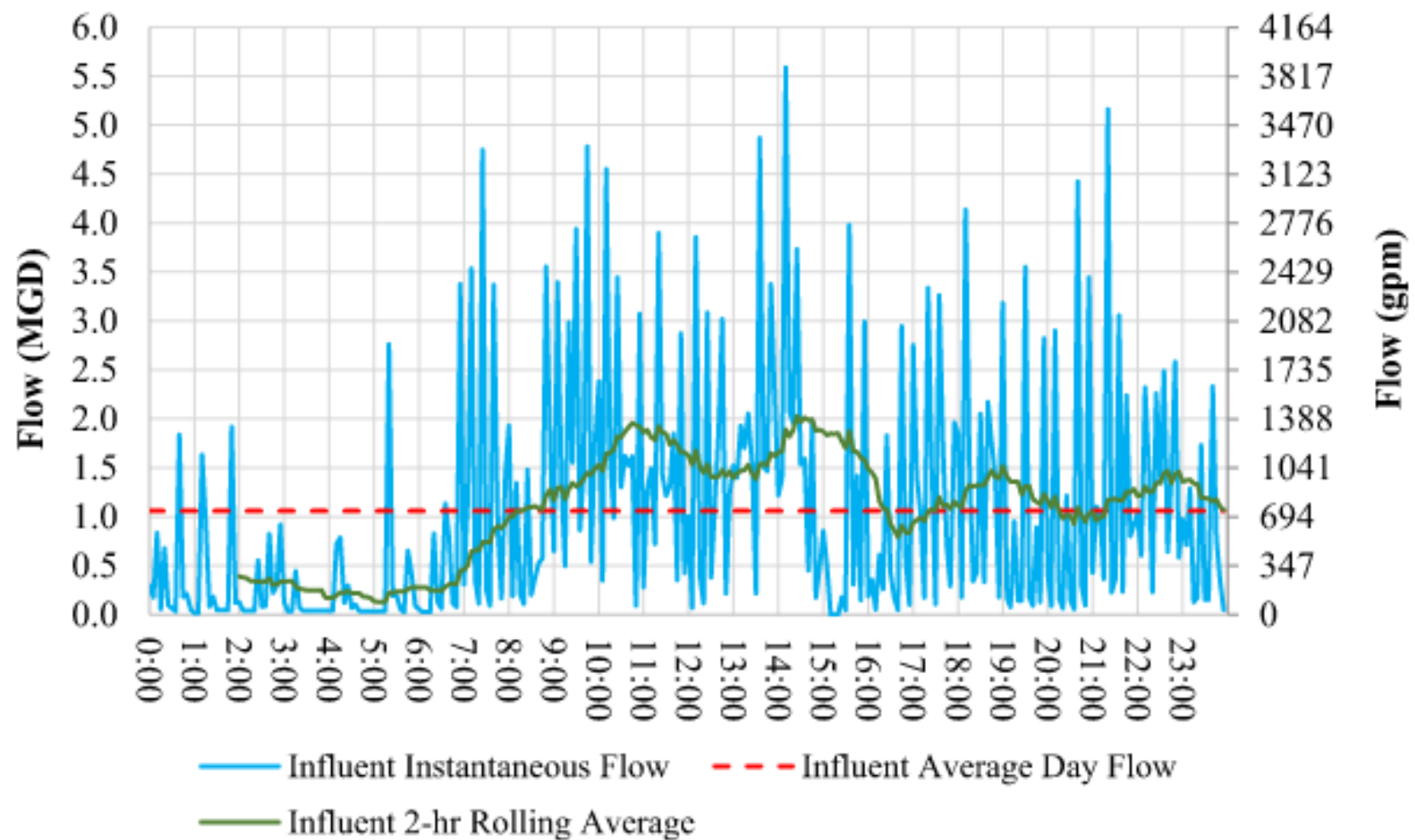


Figure 1
Typical Dry Weather Influent Flow Pattern to the WRF Headworks (August 2014)

City of Snoqualmie Kimball Creek Lift Station Improvements

Bid Tabulation
12/13/2022

Bid Item	Description	Matl Units	Quantity	Engineer's Estimate		Northwest Cascade, Inc.		Award Construction, Inc.		Gary Harper Construction		Pease & Sons, Inc.	
				Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost
1	Mobilization, Demobilization, Site Preparation, and Clean Up (10% Max. of Total)	LS	1	\$108,500	\$108,500	\$ 131,332	\$ 131,332	\$ 100,000	\$ 100,000	\$ 130,000	\$ 130,000	\$ 109,800	\$ 109,800
2	Utility Potholing	EA	2	\$750	\$1,500	\$ 1,000	\$ 2,000	\$ 3,000	\$ 6,000	\$ 1,200	\$ 2,400	\$ 597	\$ 1,193
3	Temporary Bypass of Sewage	LS	1	\$81,000	\$81,000	\$ 279,000	\$ 279,000	\$ 160,000	\$ 160,000	\$ 293,500	\$ 293,500	\$ 62,291	\$ 62,291
4	Structural	LS	1	\$70,500	\$70,500	\$ 27,000	\$ 27,000	\$ 40,000	\$ 40,000	\$ 33,000	\$ 33,000	\$ 44,480	\$ 44,480
5	Pumps and Motors	LS	1	\$140,500	\$140,500	\$ 180,000	\$ 180,000	\$ 160,000	\$ 160,000	\$ 175,800	\$ 175,800	\$ 165,644	\$ 165,644
6	Mechanical	LS	1	\$220,000	\$220,000	\$ 216,000	\$ 216,000	\$ 165,000	\$ 165,000	\$ 204,500	\$ 204,500	\$ 204,635	\$ 204,635
7	Electrical Site Work	LS	1	\$5,000	\$5,000	\$ 10,500	\$ 10,500	\$ 8,000	\$ 8,000	\$ 5,100	\$ 5,100	\$ 1,193	\$ 1,193
8	Electrical and Automatic Control	LS	1	\$517,500	\$517,500	\$ 440,000	\$ 440,000	\$ 448,000	\$ 448,000	\$ 461,900	\$ 461,900	\$ 494,941	\$ 494,941
9	Testing, Startup and Training	LS	1	\$14,000	\$14,000	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000
10	Construction Records	LS	1	\$7,500	\$7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500
11	Minor Change	EST	1	\$25,000	\$25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
CONSTRUCTION SUBTOTAL					\$1,191,000		\$1,332,332		\$1,133,500		\$1,352,700		\$1,130,677
Tax at 8.9%					\$105,999		\$118,578		\$100,882		\$120,390		\$100,630
CONSTRUCTION TOTAL					\$1,297,000		\$1,450,910		\$1,234,382		\$1,473,090		\$1,231,307



December 16, 2022

Mr. Andrew Vining, PE
Project Engineer
City of Snoqualmie
PO Box 987
Snoqualmie, WA 98065

Sent via: Email

**Subject: Evaluation of Bids and Recommendation of Award for the
Kimball Creek Lift Station Improvements Project**

Dear Mr. Vining:

This letter presents RH2 Engineering, Inc.'s (RH2) recommendation of award and summarizes RH2's review of the four bids received on December 13, 2022, for the City of Snoqualmie's (City) Kimball Creek Lift Station Improvements project.

Pease & Sons, Inc., is the apparent low bidder. Their bid total is \$1,130,677 (excluding Washington State Sales Tax). The low bid for the project is approximately 5.1-percent below RH2's opinion of probable construction cost of \$1,191,000.00 (excluding Washington State tax). A copy of the bid tabulation is attached. All required bid forms have been completed by Pease & Sons, and their bid has been determined to be responsive.

To verify responsibility, the lowest two bidders were required to submit their Bidder Qualification criteria per the requirements of Section 00 04 00 within 72 hours of the bid opening. Both Pease & Sons, Inc., and Award Construction complied with this requirement. RH2 has evaluated Pease & Sons qualifications submittal.

Based on the contract language and requirements, RH2 considers Pease & Sons' proposal to comply with the contract requirements and we recommend award of the Kimball Creek Lift Station Improvements project to Pease & Sons, Inc.

Sincerely,

RH2 ENGINEERING, INC.

Edwin Halim, PE

Project Manager

EH/sp

Attachments: Bid Tabulation

**WASHINGTON
LOCATIONS**

Bellingham
Bothell (Corporate)
East Wenatchee
Issaquah
Richland
Tacoma

**OREGON
LOCATIONS**

Medford
Portland

**IDAHO
LOCATIONS**

Nampa

City of Snoqualmie Kimball Creek Lift Station Improvements

Bid Tabulation
12/13/2022

Bid Item	Description	Matl Units	Quantity	Engineer's Estimate		Northwest Cascade, Inc.		Award Construction, Inc.		Gary Harper Construction		Pease & Sons, Inc.	
				Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost
1	Mobilization, Demobilization, Site Preparation, and Clean Up (10% Max. of Total)	LS	1	\$108,500	\$108,500	\$ 131,332	\$ 131,332	\$ 100,000	\$ 100,000	\$ 130,000	\$ 130,000	\$ 109,800	\$ 109,800
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7	Electrical Site Work	LS	1	\$5,000	\$5,000	\$ 10,500	\$ 10,500	\$ 8,000	\$ 8,000	\$ 5,100	\$ 5,100	\$ 1,193	\$ 1,193
8	Electrical and Automatic Control	LS	1	\$517,500	\$517,500	\$ 440,000	\$ 440,000	\$ 448,000	\$ 448,000	\$ 461,900	\$ 461,900	\$ 494,941	\$ 494,941
9	Testing, Startup and Training	LS	1	\$14,000	\$14,000	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000
10	Construction Records	LS	1	\$7,500	\$7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500
11	Minor Change	EST	1	\$25,000	\$25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
CONSTRUCTION SUBTOTAL					\$1,191,000		\$1,332,332		\$1,133,500		\$1,352,700		\$1,130,677
Tax at 8.9%					\$105,999		\$118,578		\$100,882		\$120,390		\$100,630
CONSTRUCTION TOTAL					\$1,297,000		\$1,450,910		\$1,234,382		\$1,473,090		\$1,231,307



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

AB23-010
January 9, 2023
Committee Report

AGENDA BILL INFORMATION

TITLE:	AB23-010: 2023 Meeting Schedule	☐ Discussion Only
RECOMMENDED ACTION:	Discussion only.	☒ Action Needed: ☒ Motion ☐ Ordinance ☐ Resolution

DEPARTMENT:	Mayor		
STAFF:	Deana Dean, City Clerk		
COMMITTEE:	Finance & Administration	Meeting Date: 1/4/2023	
COUNCIL LIAISON:	James Mayhew	Cara Christensen	Bryan Holloway
EXHIBITS:	1. 2023 Meeting Schedule		

SUMMARY

The purpose of this Agenda Bill is to review the 2023 Council and Committee meeting schedule and cancel the following:

- March 27, 2023, City Council
- July 3 and 5, 2023 Committee
- July 10, 2023, City Council
- August 21 and 22 Committee
- August 28, 2023, City Council
- December 18 and 19, 2023 Committee
- December 26, 2023, City Council

If a regular Council meeting is canceled, there may be a need to hold a special meeting to bring forward one or more items for Council action. Meetings must be noticed pursuant to Council Rules of Procedure and the Open Public Meetings Act. This can be done up to 24 hours prior to the meeting.

If adopted, the City Clerk will distribute an updated 2023 meeting schedule with the approved changes.

RECOMMENDED ACTION

Move to adopt the 2023 council and committee meeting schedule as proposed.

City of Snoqualmie Council & Committees Meeting Schedule

2023

Item 16.

Jan 2023						
S	M	T	W	T	F	S
1	H	3	4	5	6	7
8	9	10	11	12	13	14
15	H	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Feb 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	H	21	22	23	24	25
26	27	28				

Mar 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Apr 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2023						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	H	30	31			

Jun 2023						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	H	20	21	22	23	24
25	26	27	28	29	30	

Jul 2023						
S	M	T	W	T	F	S
						1
2	3	H	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Aug 2023						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Sept 2023						
S	M	T	W	T	F	S
					1	2
3	H	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Oct 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Nov 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	H	11
12	13	14	15	16	17	18
19	20	21	22	H	H	25
26	27	28	29	30		

Dec 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	H	26	27	28	29	30
31						

Public Safety; Community Development

Monday, prior to Council, at 5 PM and 6:30 PM

Parks & Public Works; F&A Meetings

Tuesday, prior to Council, at 5 PM and 6:30 PM

City Council Meetings

Second and Fourth Monday at 6 PM (7 PM)

City Holiday

H



Communications Division

Danna McCall, Communications Coordinator

38624 SE River Street, Snoqualmie, Washington 98065
(425) 996-5285 | www.snoqualmiewa.gov

Social Media

- Facebook reach: 39.2K (up 29%), 5661 (111 new followers)
- Twitter - 3627 followers; 42K impressions (up 132%)
- Instagram - 34.6K reach (up 45%); 2495 followers (143 new)
- Focus: snow and ice storms; Winter Lights
- Top Posts: Power Outage Update & Storm Road Closures



Website

- New website launched Dec. 9
- Website users: 21k (up 24%); website sessions: 26k (up 23%)
- Top website pages: Winter Lights, Twin Peaks, Water Services
- Top news release: Winter Storm Warning
- Website emergency alert subscribers now over 500 (approximately 200 new in Dec.)



Engagement, Initiatives & Event Support

- New website launch outreach
- Winter Storm prep: graphics, fliers
- Continuous updates during storms: road closures, garbage delays, power restoration
- Videos: Mayor's budget message, Holiday Tree lighting
- Fire Station Food Drive marketing support
- City Top 10 Accomplishments
- Continued graphics and messaging to increase Emergency Alert subscribers
- Supported Mayor at Winter Lights event
- Jobs and commission member recruitment





Community Development Department

Emily Arteche, Director

38624 SE River St. | P.O. Box 987

Snoqualmie, Washington 98065

(425) 888-5337 | earteche@snoqualmiewa.gov

December 2022

Permit Activity

Permit applications to the Community Development Department remain relatively low. Inspections are picking up as a number of homes are under construction in the recently-approved Snoqualmie Ridge II Plat 29/Cascade Pointe.

	December 2022	YTD
Permit Applications	34	575
Permits Issued	38	343
Total Inspections	56	950

Planning Commission

The Planning Commission met on December 5th to consider amendments to the Snoqualmie Municipal Code SMC Chapters 14.30, 17.35 and 17.80 for the creation of a new Site Plan Permit and process as well as and amendments to appeal procedures and reviews performed by the Historic Design Review Board. The Commission unanimously recommended the City Council adopt the code amendments.

Economic Development Commission

The Economic Development Commission did not meet in December.

Arts Commission

The Arts Commission did not meet in December.

Development Projects

Timber Trails (Plat 30): The application is currently under review. The proposed application is to subdivide a parcel into 46 single-family residential (attached) lots with a mix of housing types to include duplexes and townhomes. Lot sizes range from approximately 1,285 to 10,067 square feet with an average lot size of 3,533 square feet. Parcel S14 was designated by the Snoqualmie Ridge II Mixed Use Final Plan for a density of 4-16 dwelling units per acre.

Model Train Museum/Park: The City Council authorized the Mayor to approval a Memorandum of Understanding, MOU with Northwest Trunk Lines Museum, NWTLM which was signed on December 18, 2022 to develop a park/museum on City property to showcase a model train. The proposed project includes a 20,000 square foot building, outdoor parking, community event space, a gift shop and other interactive features as well as an outdoor recreational park with picnic benches and other improvements.

The Rails: The City received a building permit from Tracy Hovinga for the vacant parcel, 784920-1430, located across the street from City Hall. The proposed project would construct a 3-story mixed use building including 11 apartments, approximately 2,000 square feet of retail/office space, and associated parking and other site improvements.

Snoqualmie Ridge Self-Storage: The city received a building permit for the expansion of Snoqualmie Ridge Self-Storage. The applicant proposes to expand the existing self-storage facility by constructing a new 3-story building with approximately 29,000 square feet of floor space to replace the existing RV storage area in the northwest corner of the property.

Comprehensive Plan: The City will kick off the 2024 major Comprehensive Plan update beginning in January 2023. The city has organized training sessions for staff and elected officials on January 9th (Puget Sound Regional Council presentation) and January 10th (staff presentation at monthly leadership meeting). Staff is nearing completion of the State Department of Commerce checklist and signed an agreement with the State to receive grant money for this work. Two additional checklists will be completed in the first quarter of 2023 for the major update.

- **Community Liaison Report – Events, Engagement, Marketing and Tourism**

- Snoqualmie Winter Lights Tree Lighting, December 3. Wintery, cold, snowy, magical night! Mayor and Santa arrived by train. Best attended tree lighting event yet!
- Snoqualmie Winter Lighting - Promoted/advertised in Seattle Met and 425 Magazine. Visitors from across the Puget Sound region and out of state visited our charming, holiday bright city!
- 425 Holiday Gift Guide promotion and December give-away featuring Carousel, Down to Earth and Sigillo. Local resident won the give-away - keeping it local.
- Blood Drive Pop-Up in City Hall, December 19, 2022.
- SnoKing Ice Arena free skate event on December 16, 2022, partnership with Chamber, City, and SnoKing. Over 400 registered skaters.
- Marketing support for Snoqualmie Volunteer Fire Fighters Annual Food Drive, December 17, 2022
- Special Event Permit coordination, two permits approved.

Staffing

- Dylan Gamble, Associate Planner left the CD Department as of 12/31/22 to join the Public Works Department.

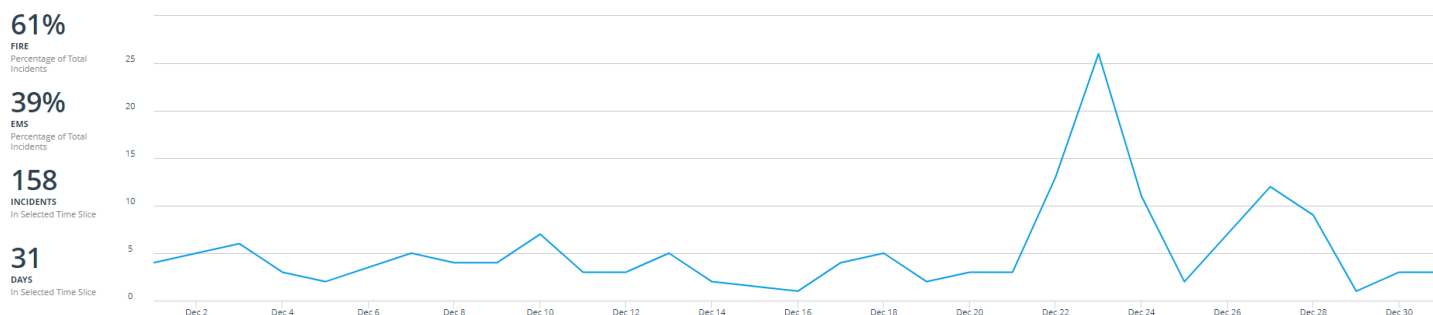


Mark Correira, Fire Chief
37600 Snoqualmie Pkwy | PO Box 987
Snoqualmie, Washington 98065
(425) 888-8003 | mcorreira@snoqualmiewa.gov

December 2022

Incident Count (June)

The Fire Department responded to 158 incidents in December, with 39% of the incidents emergency medical services and 61% were fire related incidents. The previous month (November) realized 134 incidents with 52% being EMS and 48% being Fire. The spike in incidents on December 23 was caused by a winter storm. The following chart displays incident count per day.



EMS Transports

The Fire Department responded to 62 EMS incidents in December and transported 26 patients to local hospitals. Snoqualmie Valley Hospital received 50% of these transports.

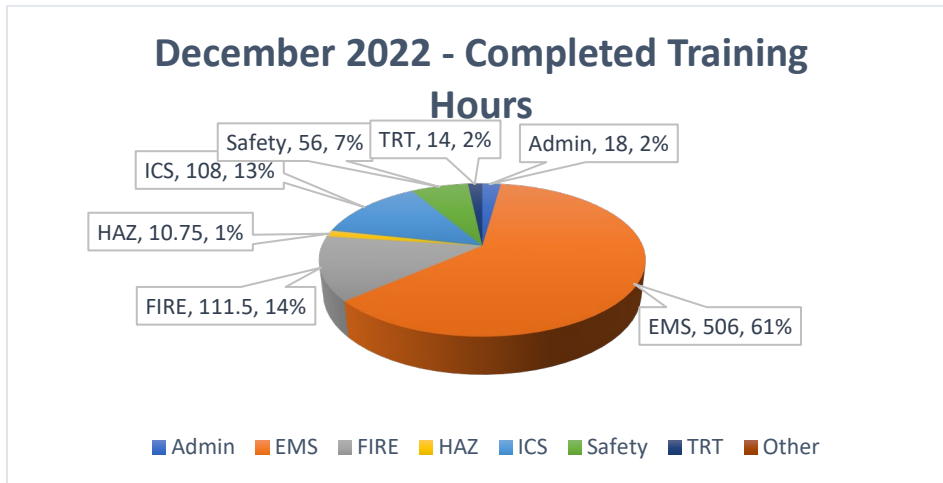


Week Ending	12/4/22	12/11/22	12/18/22	12/25/22	1/1/23	Total
Overlake Hospital	1	-	-	-	-	1
Snoqualmie Valley	1	4	1	4	3	13
Swedish / Issaquah	2	3	1	3	3	12
Total	4	7	2	7	6	26

Training:

Firefighters trained over 824 hours in December an increase of 48% from the previous month. The training covered all different categories with the majority (61%) being EMS, followed by Administrative Training (18%). The following chart compares the training hours by type:

(Admin=Administrative; Haz=Hazmat; ICS=incident command systems; TRT=Technical Rescue Training)



Notable Training events/topics:

- Two members completed EMT basic training through King County EMS
- Two members certified as incident commanders (Blue Card)
- Two members completed requirements to become acting officers (shift supervisor)
- Performed quarterly paramedic-led run-review
- Completed annual emergency vehicle driver recertification
- Planning for 2023 training with South King County Fire Training Consortium



Night pump and fire attack training.

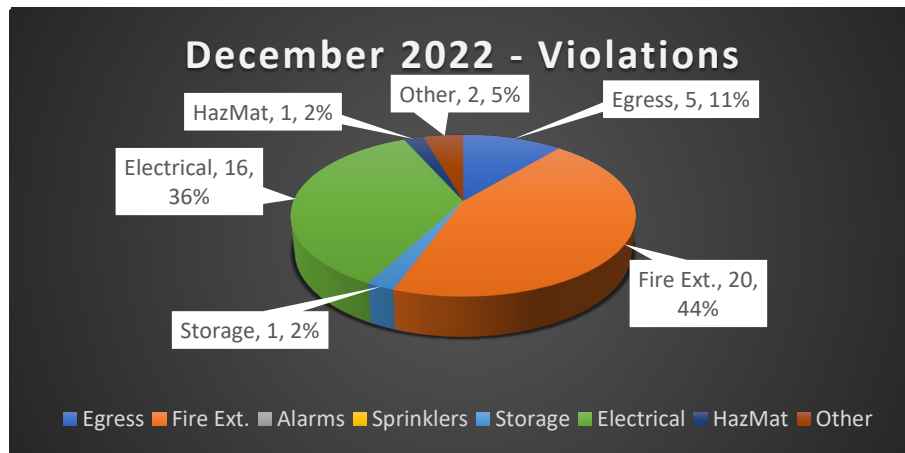


Community Risk Reduction

Item 20.

Inspections

A total of 45 inspections were completed in December. The two most areas found with violations were fire extinguishers (44%) and electrical (36%). Most electrical concerns involve the use of extension cords and power-strips. The following chart displays the violations in a chart form:



Risk Reduction Activity

- Annual inspections 90% completed
- Planning for Fire Inspector 1 Training/Certification in 2023
- Grant from King County EMS renewed for 2023 – CPR Education in schools - \$3500
- Planning for 2023 community CPR/First Aid classes
- Assisted the Snoqualmie Firefighters' Association with Santa deliveries
- Attended the Snoqualmie Tree Lighting



KING COUNTY DIVERSITY AND RECRUITMENT WORKSHOP

SATURDAY, DEC 10TH

RENTON, WA

8 A.M. TO 3:30 P.M.

ARE YOU INTERESTED IN A CAREER IN THE FIRE SERVICE?

Join the King County Fire Chiefs Association in our third Diversity and Recruitment Workshop. Designed to help potential applicants navigate the hiring process.

Fire service professionals will be discussing the ins and outs on:



Preparation for written exams



Acing the oral boards



Physical and mental wellness



Medical and psychological exams

Breakfast and lunch will be served! Connect with mentors!

REGISTRATION INFO

<https://www.kingcountyfirechiefs.org/event-details/kcfca-diversity-and-recruitment-workshop>



SCAN ME



Information Technology Department

Christopher Miller, Interim Director

38624 SE River St. | P.O. Box 987

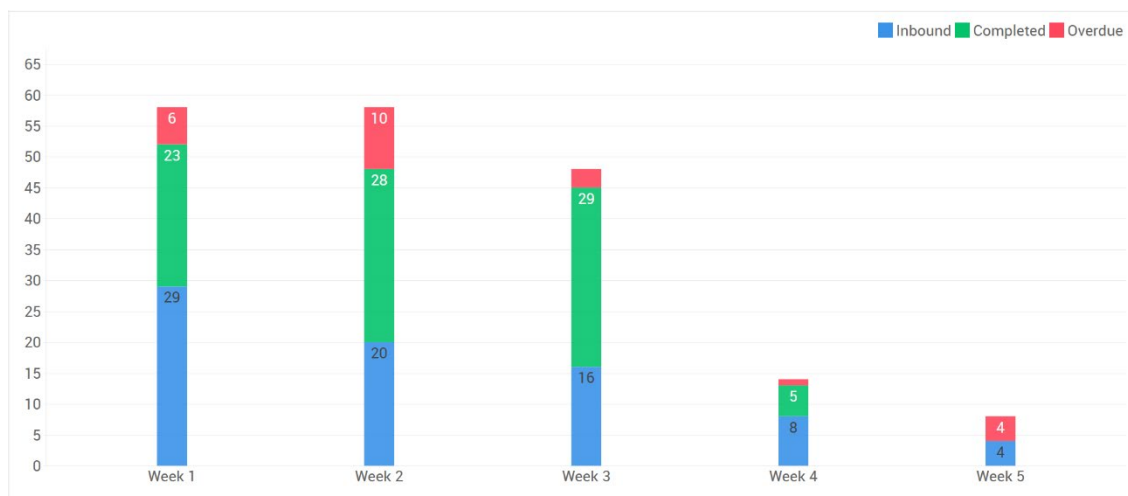
Snoqualmie, Washington 98065

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December 2022

Service Desk Requests:

Positive trends continue this month with 77 new tickets opened and 85 tickets closed. We currently have 24 open tickets that are backlogged. Resolution Time on Average Days has decreased slightly from 33.3 days to 31.3 and First Response Average in Hours has decreased drastically from 89.5 hours to 23.5. We anticipate that our target metrics will be met once we close out the older tickets which are directly impacting the data.



Hardware Procurement:

Hardware procurement continues to be an issue. We are working diligently with our vendors to procure assets that are cost effective and will arrive in a timely manner. We have received additional laptops and desktops for our scheduled replacements.

IT Projects:

Network Attached Storage:

A replacement system for the life-cycled Network Attached Storage devices has been identified and the quoted price for the replacement is ~\$28,000. In order to have sufficient space and power to conduct the migration and replacement, IT will need to identify a third location in the city to house the new equipment while configuration and migration is completed.

IT Surplus (e-waste):

Partial inventory has been completed and approved by Council. A second round of equipment surplus has been completed and identification of remaining unserviceable assets to be recycled and hard drives to be destroyed is complete. A list of assets has been completed and are awaiting for approval for recycling/disposal.

Power constraints:

Power constraints have been identified at the Fire Department where we decided was the best location for our replacement Network Attached Storage project. Coordination has begun to receive a quote from Pride Electric.

Mobile Device Management (MDM):

Implementing a MDM solution would be very beneficial as it allows us, IT, more control over an employee's city-issued cellular phone. Utilizing a MDM would grant us the capability to provision phones quicker, limit unproductive application installation, deploy preset application for ease of use, and remove the preinstalled clutter of application that most cellular phone come with. At this time our cellular carrier offers a free solution and testing will begin shortly.

Citywide VoIP Phones/Jabber Softphones:

The IT department is currently working with multiple temp agencies to acquire a Systems Engineer to finish the deployment of the Citywide phone system. Phone trees, Jabber, and consolidation of PBX systems are all part of this project.

List of upcoming projects:

- Firewall Replacement
- Council Chambers Audio/Video Upgrade
- Citywide Building Access
- Microsoft Server Upgrade



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Staffing Levels
Water – 3 Vacancies
Wastewater – 3 Vacancies

December 2022

December Summary Parks & Public Works

The Parks & Public Work Team began the month of December with the tree lighting ceremony. It was very well attended. I want to thank all the team members who rolled up their sleeves and removed tons of snow from downtown prior to the event. The Downtown Merchants were pleased, and the event was very successful. The Parks Team has spent the month trying to keep the lights on downtown. We have discovered some electrical issues that we plan on addressing this summer. We are not quite weatherproof in areas and have too few circuits in others. The Water team has lost a member to another City. Staff are once again pulling double rotations on standby, and they are back down to 4. The Sanitation Division continues to operate well. We had a bit of trouble at the Parkway Lift station where the pump literally sucking its power lines into the propeller. Staff has worked hard to restore the pump and at this time we are waiting for a new impellor. Our Engineers are continuing to work on the projects but managed to get some snowplow operator training in during some of our storms. They have become quite proficient. I am pleased to announce that Phil Bennett has been selected as the new Superintendent for the Urban Forestry and Stormwater Division. We will be working with HR and the Teamsters to get the rest of his team filled out over the next few months. Phil is full of great ideas and is “chomping at the bit” waiting for 1/3/2023. He and I want to thank the Council again for their support in establishing this division to streamline operations and establish accountability. The Fleet & Facilities Division has continued to keep our vehicles moving and our facilities operating well. I am writing this at midnight on 12/22, we are currently under threat of an ice storm. The Fleet Team (and the entire department) mobilized to get chains on half of our equipment and get as many resources under cover as possible so we will be ready to respond if necessary. The associated windstorm has caused the loss of five trees as of now. I want to close this by thanking the entire Parks & Public Works Team for all of their work to make Snoqualmie a fantastic place to live and thrive and wishing the Community, Council, Administration, and my team a Happy New Year!





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December 2022

Calls for Service

	November 2022	November 2021	December 2022	December 2021	YTD 2022	YTD 2021
Snoqualmie	631	559	531	529	7,098	6,841
North Bend	587	377	482	384	5,424	5,232

Average Response Times (in minutes & seconds)

December	Priority 2 Calls	Priority 3 Calls
Snoqualmie	3:38	7:42
North Bend	1:57	11:40
November		
Snoqualmie	2:58	10:15
North Bend	2:54	9:14

Priority 2: High priority but not an immediate threat.

Priority 3: Calls that require immediate response that could result in death if not responded to.

December	Thefts	Vehicle Prowls	Vehicle Thefts
Snoqualmie	15	6	0
North Bend	21	2	4
November			
Snoqualmie	15	4	2
North Bend	10	6	2

Year to Date Theft Comparison

January 1 – December 31

Snoqualmie 2022 2021

Thefts	185	116
Vehicle Prowls	135	84
Vehicle Thefts	33	26

North Bend 2022 2021

Thefts	236	213
Vehicle Prowls	70	68
Vehicle Thefts	22	27

Items of Importance

Hiring – 2 openings. 2 candidates in the background process. 2 newest hires have been registered to attend the Criminal Justice Training Academy.

License Plate Reader - Researching grant for possible use in the future.

Take Home Vehicles – Agenda Bill presented to City Council. More information to follow on future report.

Weather – Between 12/18 – 12/23 Officers responded to 17 calls for service related to snow, ice & wind. On the evening of 12/18, officers also responded to a 7-vehicle collision.

Community Events

Giving Tree

Sock Drive