



OFFICE OF THE MAYOR

Mathew R. Larson

38624 SE River Street
PO Box 987
Snoqualmie, WA 98065

Office: 425-888-5307
Fax: 425-831-6041

www.ci.snoqualmie.wa.us
mayor@ci.snoqualmie.wa.us

MEMO

TO: Council and members of the Public
FROM: Matthew R. Larson, Mayor
DATE: June 2019
SUBJECT: Report to Council

In addition to regularly scheduled meetings, I also

| | |
|------|---|
| | In addition to the weekly Management Staff Meetings, attended numerous other meetings with staff, consultants and constituents. |
| 5/8 | Attended the Climate Solutions 11 th Annual Breakfast |
| 5/9 | Attended the Affordable Housing Funding Testimony meeting |
| 5/22 | Attended the Chamber of Commerce Luncheon |
| | Attended the Sound Cities Association Networking Dinner |
| 5/23 | Met with Loria Yeadon, the new CEO of the YMCA of Greater Seattle |
| | Met with Mountains to Sound Greenway officials |
| 5/24 | Attended the City of Snoqualmie and Si View Metro Parks District Meeting |
| 5/30 | Attended the Puget Sound Regional Council General Assembly meeting |

Letter: Snoqualmie Valley Shelter Services
Snoqualmie Valley Food Bank

Contracts/Agreements: Una McAlinden Consulting
Fehr and Peers
Parametrix

Bob Cole

Ken

Nancy Jones

Paul R

Cindy
Abbeide

Ryan Hill

Sharon Auguststein

Carla Morgan

Coco Broth

Mayor Matt and others -

The Snoqualmie Valley Food Bank
would like to thank you for the
generous grant in the amount of
\$20,000.

Your continued support allows
us to realize our goals for
2019 which include an event for
fundraising, utilizing partnerships
and marketing strategies.

We are so grateful for your help.
The Snoqualmie Valley Food Bank Board
of Directors



May 15, 2019

City of Snoqualmie,

It's hard to believe we recently wrapped up our 7th winter shelter season! Each season seems to leave behind a specific lesson or memorable experience and this year will definitely go down in the books as the "winter it wouldn't stop snowing"!

As soon as we received word of the impending massive snow front in early February, we went to work finding locations, staff, food and funding to shift from a nighttime shelter to a 24/7 warming shelter. It was THE most amazing thing watching our little community come together to provide for the needs of our most vulnerable neighbors. Countless community members also provided monetary donations that allowed us to remain open 24 hours a day for 2-1/2 weeks! ***I'm proud to report that, due in huge part to the services our agency provides in the Upper Snoqualmie Valley, I don't believe one life was lost during that epic storm and the record-breaking low temperatures.***

But our work doesn't stop there. During this most recent winter season, ***we sheltered 112 individual people and were able to remain open for 5 full months.*** With the continued rise in housing costs and lack of affording housing, rates of homelessness also continue to rise. ***This season, we served the highest number of accompanied minors in the history of our program. 15% of all participants were under the age of 18. 75% of those we served came to us from a place not meant for human habitation. 51% of our folks reported a disability, 32% were chronically homeless and 14% were veterans. We are happy to report that 17% of our participants exited into permanent housing when leaving our shelter this season!*** Please visit our website for more information: www.svshelterservices.org/news---events.html

Our Resource Center is also an invaluable service provided to our great community. This is a place where people can access navigation, phone, computer and internet services, wash and replace clothing, take showers, cook a meal and access much-needed toiletries. This is where we can address specific barriers and do the real work of helping people move out of homelessness.

None of this would have been possible without your financial partnership and support of our agency! You are so much of the reason why we were able to save lives, build connections and help people rebuild their lives through important steps like signing up for benefits, finding and maintaining employment and moving into temporary and permanent housing. Thank you for believing in and partnering with us.

With deepest gratitude,



Jennifer Kirk
Executive Director



April 17, 2019

Mark Hofman, AICP
Community Development Director
City of Snoqualmie
(425) 888-5337 ext. 1162
MHofman@ci.snoqualmie.wa.us

Subject: SR11 Parcel S-21 Traffic Volume and LOS Monitoring – Phase II Study - Scope of Work

Mark:

As part of our on-call Transportation Planning Contract, Fehr & Peers is pleased to submit this task order to review the WSDOT modeling files related to interim improvements and ramp meters at the I-90/Snoqualmie Parkway interchange. We will review the modeling files from WSDOT and summarize our findings in a brief memorandum for review by Snoqualmie staff. Our review of the modeling files will focus on:

- Whether the model is built and calibrated to industry norms
- Conclusions about traffic congestion increases near Front Street in Issaquah in the AM peak hour
- The appropriateness of ramp meters at the westbound onramp from Snoqualmie Parkway
- The potential to improve/degrade the travel experience for Snoqualmie residents who are commuting to the west
- The degree that queue spillback at SE 99th Street/Snoqualmie Parkway is addressed by the ramp changes and ramp metering

We will bill our time reviewing the WSDOT models on a time and materials basis and prepare invoices accordingly. As of this time, we anticipate the budget to be in the \$5,000 range for the review and memo development. We will begin this work immediately and should have preliminary findings in two-to-three weeks.

Please let me know if you have any questions.

M. Hofman
April 17, 2019
Page 2 of 2



Sincerely,

FEHR & PEERS



Chris Breiland, PE

Principal

ACCEPTED BY:

Signature: Mark Hofman

Name: MARK HOFMAN

Title: C.D. Director

Agency: City of Snoqualmie

Date: 4/17/19

TASK AUTHORIZATION NO. 06

| | | |
|--------------------------|--|----------------------------|
| PARAMETRIX, INC.: | | Date: April 3, 2019 |
| Office Address: | 1019 39th Avenue SE, Suite 100, Puyallup, WA 98374 | |
| Project Number: | 216-3809-001 (Phase 06) | |
| Project Manager: | Randy Raymond | |

| | |
|---------------------------------|--|
| TASK AUTHORIZATION NAME: | SE Park Street Residences Topographic Survey |
|---------------------------------|--|

| | |
|----------------|--|
| CLIENT: | Nicole Sanders City of Snoqualmie PO Box 987, Snoqualmie, WA 98065 |
|----------------|--|

| | |
|-----------------------|--|
| SCOPE OF WORK: | <p>Perform topographic survey in support of residential demolition on three adjacent lots.</p> <ul style="list-style-type: none"> • Perform topographic survey on the lots located at 39348, 39382, and 39390 SE Park Street • Prior to performing survey, subconsultant Applied Professional Services will perform field utility locates on the three parcels. • Create a single topographic map (AutoCAD format) showing the existing features, topography, significant trees, and locatable underground utilities on the parcels from approximately the centerline of SE Park Street to the waterline (at the time of survey) of the Snoqualmie River. • Right-of-way and property lines will be approximate based on available public records; no boundary survey will be performed, and no record of survey will be filed for this project. • Survey datum will be NAD 83/91 horizontal and NAVD 88 vertical using control from the mapping on adjacent properties provided by the City. |
|-----------------------|--|

| | | | |
|---|----------------------------|---|--|
| SCHEDULE FOR COMPENSATION (check one): | | <small>[See Section 2.B of the Terms and Conditions for Description.]</small> | |
| <input type="checkbox"/> Lump Sum | Lump Sum Amount: | \$ | |
| <input type="checkbox"/> Negotiated Billing Rates | Total Compensation Amount: | \$ | |
| <input checked="" type="checkbox"/> Salary Multiplier <u>3.25</u> | Total Compensation Amount: | \$8,840.00 | |
| <input type="checkbox"/> Other: time and materials | Total Compensation Amount: | \$ | |

| | |
|--------------------------------------|---|
| SCHEDULE FOR WORK COMPLETION: | <ul style="list-style-type: none"> • Field survey will be completed between April 15 and April 26, 2019. Parametrix will provide dates of locates and survey to the City in advance to allow for notification of residents. • The base map will be completed within one week from completion of field survey. |
|--------------------------------------|---|

**OTHER
REQUIREMENTS:**

1. The City of Snoqualmie will notify the tenants of the properties to be surveyed, and Parametrix will have full access to the properties.
2. Invoicing will be based on actual costs.

This Task Authorization is subject to the terms of the PROFESSIONAL SERVICES TASK AUTHORIZATION AGREEMENT between the CLIENT and Parametrix, Inc. which became effective 12/16/2015, as amended.

For CLIENT

By: _____

Title: _____

Date: _____

[Signature]
Matthew R. Larson, Mayor
4-9-2019

For Parametrix, Inc.

By: _____

Title: _____

Date: _____

[Signature]
Water Solutions Division Manager
9/3/19

BUDGET ESTIMATE

PROJECT: SE Park Street Residences Topographic Survey

CLIENT: City of Snoqualmie

| PMX # | | | BILLING MULTIPLIER: | STAFF | Principal In Charge | Kathleen Cassou Principal | Bob Pusey PM | Jared Kennitz PM | Steven Sharpe Tech Lead | Scott Spees Party Chief | Jade Austin Surv I | Josh Kelly Surv I | Lauretha Ruffin Sr. PC | Kassie Babcock PA | TOTAL HOURS | TOTAL COST | |
|---|------|----------|--|---|---------------------|------------------------------|-----------------|---------------------|----------------------------|----------------------------|-----------------------|----------------------|---------------------------|----------------------|-------------|-------------------|-------------------|
| PHASE | TASK | ORG CODE | 3.25 | BILL RATES | \$231.43 | \$243.75 | \$206.70 | \$184.11 | \$121.10 | \$117.65 | \$80.99 | \$87.26 | \$102.12 | \$104.00 | | | |
| 6 | 1 | 2400 | Setup | | | | | 2 | | | | | 1 | | 3 | \$470.34 | |
| | | | Topo/Mapping | | | | | 2 | 16 | 24 | | 24 | | | 66 | \$7,223.65 | |
| Labor Subtotal at Current Salary Rates | | | | | | | | | | | | | | | | 69 | \$7,693.99 |
| In-House Expense | | | Item | Quantity | Unit Cost | Unit | Direct Cost | | | | | | | | | | |
| | | | Mileage | 200 | \$0.580 | mile | \$116.00 | | | | | | | | | \$116.00 | |
| | | | eBee | | \$330.00 | each | | | | | | | | | | | |
| | | | Matrice 100 Quadcopter | | \$155.00 | each | | | | | | | | | | | |
| | | | Faro 3D Scanner Private (102.00 Public F | | \$700.00 | sheet | | | | | | | | | | | |
| | | | Per diem | | \$45.00 | day | | | | | | | | | | | |
| | | | Hotel | | \$120.00 | day | | | | | | | | | | | |
| | | | equip. fee (per day) | 2 | \$155.00 | each | \$310.00 | | | | | | | | | \$310.00 | |
| Outside Expenses | | | | Description | Direct Cost | | | | | | | | | | | | |
| | | | | Private Utility Locators | 8 hours APS | \$720.00 | | | | | | | | | | | \$720.00 |
| | | | | Aerial Photogrammetry | | | | | | | | | | | | | |
| | | | | Fees for maps and publications obtain from agencies | | | | | | | | | | | | | |
| | | | | Title Company Services | | | | | | | | | | | | | |
| | | | | Certified Flagging Co. | | | | | | | | | | | | | |
| PROJECT TOTAL | | | | | | | | | | | | | | | | \$8,639.99 | |

UNA MCALINDEN CONSULTING

INVOICE

425-802-1399
info@unamcalinden.com

17024 NE 31st Ct
Bellevue, WA
98008

Attention:
Bob Larson, City Administrator
City of Snoqualmie
PO Box 987
Snoqualmie, WA 98065

5.24.19

Project Title: Community Meeting
Terms: upon receipt

Make check payable to: Una McAlinden

RECEIVED
MAY 29 2019
CITY OF SNOQUALMIE

| Description | |
|-----------------------|--------------------|
| Phase 1 - Discovery | \$3,000.00 |
| Invoice 1 of 3 | \$ 3,000.00 |

COUNT NO. 001.01.001.513.10.49.100 ¹ 3,000.00

APPROVAL DATE

**CITY OF SNOQUALMIE
AGREEMENT FOR SERVICES**

THIS AGREEMENT is entered into by and between the City of Snoqualmie, Washington, hereinafter referred to as "the City" and Una McAlinden, principal of Una McAlinden Consulting & Facilitation, hereinafter referred to as "the Contractor."

I. RECITALS

- A. The City of Snoqualmie will be holding a community meeting on June 9, 2019. The community meeting is generally focused on the proposed community center expansion. The City would like to engage the services of a consultant to facilitate the community meeting;
- B. Contractor is experienced in facilitating meetings; and
- C. The City and Contractor have agreed upon the terms and conditions for Contractor to serve as the "Facilitator" for the June 9, 2019 Town Hall meeting.

II. AGREEMENT

UPON the foregoing premises, and in consideration of the mutual undertakings herein set forth, it is agreed as follows:

- 1. **Scope of Services to be performed by Contractor.** The Contractor shall provide the City professional services in accordance with the May 22, 2019 letter attached hereto as Exhibit A.
- 2. **Compensation and Method of Payment.** The City shall pay the Contractor in accordance with the budget included in Exhibit A, not to exceed Eight Thousand Dollars (\$8,000.00). The City shall pay the Contractor in the amounts and according to the schedule set forth in Exhibit A.
- 3. **Duration of Agreement.** This Agreement shall commence on mutual acceptance.
- 4. **Termination of Agreement.** This Agreement may be terminated by either party on thirty days written notice.
- 5. **Independent Contractor.** The Contractor and the City agree that the Contractor is an independent contractor with respect to the services provided pursuant to this Agreement. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the parties hereto. Neither the Contractor nor any employee of the Contractor shall be entitled to any benefits accorded City employees by virtue of the services provided under this Agreement. The City shall not be responsible for paying, withholding, or

otherwise deducting any customary state or federal payroll deductions, including but not limited to FICA, FUTA, state industrial insurance, state workers compensation, or otherwise assuming the duties of an employer with respect to the Contractor or any employee of the Contractor.

6. 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. The City, in its sole discretion, may waive the requirement for the policies listed below where the City receives confirmation in writing that Consultant is covered by the City's self-insurance through the Washington Cities Insurance Authority ("WCIA").

1. 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).

2. 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 claim 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.

3 Business Automobile Liability Insurance (or, if Consultant is a sole proprietor, Personal Automobile Liability Insurance) in an amount not less than \$1,000,000 per occurrence, extending to any automobile. A written statement executed by Consultant and the City Administrator, certifying that no vehicle will be used in accomplishing this Agreement (other than travel to or from the City, which travel is not part of the Scope of Services), may be substituted for this insurance requirement.

4 Each policy (except Professional Liability) 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 by 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. Within fifteen (15) days following commencement of the Work, Consultant shall provide the City with a Certificate of Insurance, in a form 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 above-listed insurance policies 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.

7. **Ownership of Work Product.** The Contractor expressly asserts her intellectual property in all custom designed facilitation processes, systems, and documents and retains the rights for ongoing use. Contractor grants to the City an unlimited license for use of all materials and documents produced for the City as a result of this agreement. All reports, data, documents and computer files produced in the performance of this work shall be the property of the City. All documents shall be filed with the City and shall be public records available for inspection, except as allowed by law.


8. **Assignment and Subcontract.** The Contractor shall not assign or subcontract any portion of the services contemplated by this Agreement without the prior written consent of the City, which the City shall be entitled to withhold in its sole discretion, this being a Personal Services contract based upon the personal qualifications of Una McAlinden, of Una McAlinden Consulting & Facilitation.

9. **Entire Agreement.** The Agreement contains the entire agreement between the parties hereto, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or bind any of the parties hereto. Either party may request changes to the Agreement. Proposed changes, which are mutually agreed upon, shall be incorporated by written amendments to this Agreement.


10. **Applicable Law; Venue; Attorneys' Fees.** This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. In the event any suit, arbitration, or other proceeding is instituted to enforce any term of this Agreement, the parties specifically understand and agree that venue shall be exclusively in King County, Washington. The prevailing party in any such action shall be entitled to its attorneys' fees and costs of suit.

CITY OF SNOQUALMIE

CONTRACTOR



Matthew R. Larson, Mayor
Dated: 05/22/19



Una McAlinden, Principal
Una McAlinden Consulting & Facilitation
Dated: May 22, 2019

UNA MCALINDEN
STRATEGY CONSULTANT, PROCESS DESIGNER & CERTIFIED FACILITATOR

Bob Larson, City Manager
City of Snoqualmie
P.O. Box 987
Snoqualmie, WA 98065

May 22nd, 2019

Dear Bob,

City of Snoqualmie: Community Meeting Proposal

Thank you for the opportunity to submit a proposal for design and facilitation of the proposed community meeting scheduled for Sunday, June 9th, 2019, time to be determined. The meeting will be open to the public and anticipated attendance is estimated at 50-100 people. The general purpose of the meeting is to gather community input on the proposed expansion of the Snoqualmie Community Center/YMCA facility.

Specific design goals will be identified in the design session(s) and the broad purpose of the session is to solicit community recommendations that will help inform the city's next steps for the project.

Design and Facilitation of Retreat

- Design conference(s) with leadership planning team (Mayor, city manager, and others)
- Review relevant background
- Session design & development
- Agenda planning & material preparation
- Developing strategies for scaling for larger attendance
- Facilitating session, including room prep
- Transcribing and compiling participant group's work
- Communications with staff liaison throughout
- Debrief with leadership planning team

Project Fee

\$8,000

Consultant Background

My skills and expertise are uniquely aligned with this project:

- Nationally recognized non-profit leader with 18+ years of proven success in catalyzing creative, feasible, and sustainable action to advance organizational mission.
- Skilled designer and facilitator of effective, engaging, and action-oriented visioning and planning processes leading to system-wide strategic change.
- Experienced in context-based needs analysis, team recruitment/motivation, and program ideation.

My philosophical approach is to trust the wisdom in the group and honor their diverse experiences and perspectives while advancing the issue or focus with participatory dialogue that is action-focused. Participatory and consensus-based decisions increase group ownership and commitment leading to shared accountability and better results.

This project will use the tools of the Technology of Participation® (ToP) method developed by the Institute of Cultural Affairs, USA, and, as a certified ToP facilitator, I am proficient in both the Participatory Facilitation and Strategic Planning methods as well as in the Environmental Scanning methods for data review. Training in the ToP Secrets of Implementation rounds out my capacity to help clients not only develop a strong plan, but actually bring it to reality. The ToP action-oriented and consensus-based approach aligns individuals within an organization around common goals and strategies, identifies well-focused actions that lead to breakthroughs, and empowers a group with individual and collective ownership of a shared vision and the resulting plan.

The payment schedule shall be as follows:

Discovery phase: \$3,000
(payable upon contract agreement)

Planning & Design phase: \$3,000
(payable May 31st or upon acceptance of meeting design, whichever is sooner)

Event Execution & Documentation: \$2,000
(payable on delivery of compiled community work)

The city will provide printing support for the meeting. If printing is required to be done by consultant, actual cost will be added to the relevant invoice.

If, during the course of the project, the nature and scope of the work is significantly modified from that outlined in this letter, consultant will advise city immediately and provide a quote for the new scope. Additional work will not be undertaken without prior approval.

I look forward to working together on behalf of City of Snoqualmie.

Sincerely,

