



CITY COUNCIL MEETING*

July 15, 2025 – Agenda

City Hall, 920 SE Cedar Falls Way, North Bend, Washington

7:00 P.M. – CALL TO ORDER, ROLL CALL, FLAG SALUTE

CONSENT AGENDA:

		Pg.#
1) Minutes	City Council Meeting of June 17, 2025 & City Council Workstudy June 24, 2025	1
2) Payroll	June 20, 2025 – 77427 through 77429 , in the amount of \$315,195.61 July 3, 2025 – 77513 through 77519 , in the amount of \$446,901.55	
3) Checks	July 1, 2025 – 77426, 77430 through 77512 , in the amount of \$1,113,484.64 July 15, 2025 – 77520 through 77567 , in the amount of \$247,940.30	
4) AB25-075	Resolution – Accepting Middle Fork Overlook Project	Mr. Rigos 9
5) AB25-076	Resolution – Accepting Dahlgren RRFB Curb Ramp Project	Mr. Rigos 13
6) AB25-077	Ordinance – Amending NBMC 3.56 Surplus Property	Ms. Morse 17

AUDIENCE PARTICIPATION: (Please restrict comments to 3 minutes)

COMMISSION AND COMMITTEE REPORTS:

Planning Commission	Community & Economic Development – Councilmember Elwood
Parks Commission	Finance & Administration – Councilmember Gothelf
Economic Development Commission	Public Health & Safety – Councilmember Rustik
Regional Committees	Transportation & Public Works – Councilmember Koellen
	Mayor Pro Tem – Councilmember Joselyn
	Eastside Fire & Rescue Board – Councilmember Gothelf

INTRODUCTIONS:

7) AB25-078	Ordinance – Adopting NBMC 20.09.035 Permit Fee Waivers	Mr. Henderson	31
8) AB25-079	Motion – Authorizing Contract with Avidex for A/V Upgrade	Mr. Davenport	37
9) AB25-080	Resolution – Awarding 5 th , 6 th & Main Sidewalk Project	Mr. Rigos	57

MAYOR, COUNCIL & ADMINISTRATOR CONCERNS AND INITIATIVES: (Business and general information presented that may be deliberated upon by the Council. Formal action may be deferred until a subsequent meeting; immediate action may be taken upon a vote of a majority of all members of the Council.)

EXECUTIVE SESSION: To discuss potential litigation, pursuant to RCW 42.30.110(1)(i)

ADJOURNMENT:



***PLEASE NOTE:** Members of the public may choose to attend the meeting in person or by teleconference. Members of the public attending the meeting in-person will have an opportunity to provide public comment and if attending the meeting by teleconference may submit written comments via in-person drop off, mail, fax, or e-mail to Clerks@northbendwa.gov. All written comments must be received by 5 p.m. on the day of the scheduled meeting and may not exceed 350 words. If an individual requires accommodation to allow for remote oral comment because of a difficulty attending a meeting of the governing body, the City requests notice of the need for accommodation by 5:00 p.m. on the day of the scheduled meeting. Participants can request accommodation to be able to provide a remote oral comment by contacting the City Clerk's Office in person, by phone (425) 888-1211 or by email: Clerks@northbendwa.gov. No other remote public comment will be permitted.

Those wishing to access the meeting by teleconference will be required to have a registered Zoom account and display your full name to be admitted to the online meeting.

Zoom Meeting Information:

To Sign Up for a Zoom Account: <https://zoom.us/join>

Meeting ID: 409 007 2718

Call In Phone Number: 1-253-215-8782

DRAFT

NORTH BEND CITY COUNCIL MINUTES

June 17, 2025

City Hall, 920 SE Cedar Falls Way, North Bend, Washington

CALL TO ORDER, ROLL CALL:

Mayor Miller called the regular meeting to order at 7:00 p.m.

Councilmembers Present: Elwood, Gothelf, Koellen, Rustik, Torguson and Tremolada. Councilmember Joselyn (remote) joined the meeting at 7:08 p.m.

Mayor Miller announced AB25-067 – Motion Authorizing Lease with DFW for CED Annex Building would be pulled from tonight’s agenda.

Councilmember Gothelf **MOVED**, seconded by Councilmember Rustik to amend the Consent Agenda to remove AB25-067 – Motion Authorizing Lease with DFW for CED Annex Building. The motion **PASSED** 6-0.

CONSENT AGENDA:

Minutes – City Council Workstudy of May 27, 2025, Special City Council Meeting of May 29, 2025 & City Council Meeting of June 3, 2025

Payroll – June 5, 2025 – 77278 through 77289, in the amount of **\$405,382.32**

Checks – June 17, 2025 – 77290 through 77425, in the amount of **\$368,164.40**

AB25-065 – Motion Approving Purchase Order with Core & Main

AB25-066 – Ordinance 1832 Amending NBMC Chapter 2.86 Credit Card Policy

Councilmember Gothelf **MOVED**, seconded by Councilmember Koellen to approve the consent agenda as amended. The motion **PASSED** 6-0.

AUDIENCE PARTICIPATION:

Debra Landers, North Bend Art & Industry, extended an invitation on behalf of the Snoqualmie Indian Tribe to attend their National Day of Prayer for the Protection of Native Sacred Places being held on Friday, June 20th at 5:30 a.m. at the Lower Falls Parking Lot. Additionally, she encouraged all to check out the classes offered by North Bend Art & Industry’s Center for Creativity and reminded everyone to attend the June 21st Art Off the Rails event at William H. Taylor Park.

Councilmember Joselyn joined the meeting at 7:08 p.m.

DRAFT

COMMISSION AND COMMITTEE REPORTS:

Community & Economic Development Committee – Councilmember Elwood, Chair

A report of the June 17th meeting was provided.

Finance & Administration Committee – Councilmember Gothelf, Chair

A report of the June 10th meeting was provided.

Eastside Fire & Rescue Board Meeting – Councilmember Gothelf

A report of the June 12th meeting was provided.

Council Workstudy – Mayor Pro Tem Joselyn

A report of the May 27th Workstudy was provided.

Public Health & Safety Committee – Councilmember Rustik, Chair

A report of the June 3rd meeting was provided.

Transportation & Public Works Committee – Councilmember Koellen, Chair

A report of the May 27th meeting was provided.

Planning Commission

A report of the May 21st meeting was provided.

Parks Commission

A report of the May 28th meeting was provided.

Economic Development Commission

A report of the May 22nd and May 28th meetings were provided.

Sound Cities Association Public Issues Committee – Councilmember Tremolada

A report of the June 11th meeting was provided.

Regional Law, Safety, and Justice Committee – Councilmember Torguson

A report of the May 29th meeting was provided.

SnoValley Chamber of Commerce – Councilmember Torguson

A report was provided on upcoming Chamber events.

MAIN AGENDA:

AB25-068 – Public Hearing Cont., Resolution 2153 Adopting Six Year
Transportation Improvement Plan (TIP) 2026-2031

Audio: 25:56

Deputy City Administrator/Public Works Director Rigos provided the staff report.

DRAFT

Mayor Miller noted the Public Hearing on a Resolution Adopting the Six Year TIP 2026-2031 was opened at the May 20, 2025 City Council meeting and continued to tonight's meeting.

There was no public comment and Mayor Miller closed the Public Hearing at 7:29 p.m.

Councilmember Koellen **MOVED**, seconded by Councilmember Torguson to approve AB25-068, a resolution adopting the 6-Year Transportation Improvement Plan 2026 – 2031, as a final reading. The motion **PASSED** 7-0.

AB25-069 – Motion Confirming Appointment of City Administrator **Audio: 31:05**

Mayor Miller recommended the confirmation of Amber Emery as City Administrator.

Councilmember Joselyn **MOVED**, seconded by Councilmember Gothelf to approve AB25-069, confirming the Mayor Miller's appointment of Amber Emery as City Administrator. The motion **PASSED** 7-0.

AB25-070 – Motion Authorizing City Administrator Employment Contract **Audio: 36:14**

Administrative Services Director Escobar provided the staff report.

Councilmember Gothelf **MOVED**, seconded by Councilmember Torguson to approve AB25-070, authorizing the Mayor to execute and administer an Employment Agreement with Amber Emery, in a form approved by the City Attorney. The motion **PASSED** 7-0.

AB25-071 – Ordinance 1833 Amending NBMC Chapter 18.34 RE Design Standards **Audio: 38:22**

Associate Planner Hepworth provided the staff report.

Councilmember Koellen **MOVED**, seconded by Councilmember Gothelf to approve AB25-071, an ordinance amending NBMC Chapter 18.34 relating to Design Review Standards and Guidelines & Commercial/Mixed Use/Industrial Design Standards and Guidelines, as a first and final reading. The motion **PASSED** 7-0.

AB25-072 – Ordinance 1834 Amending Form Based Code **Audio: 41:25**

Associate Planner Hepworth provided the staff report.

Councilmember Koellen **MOVED**, seconded by Councilmember Rustik to approve AB25-072, an ordinance amending the North Bend Form-Based Code Regulating Plan, as a first and final reading. The motion **PASSED** 7-0.

DRAFT

AB25-073 – Resolution 2154 Acknowledging Completion of 2024 Periodic Update**Audio: 45:05**

Planning Manager McCarty provided the staff report.

Councilmember Tremolada **MOVED**, seconded by Councilmember Gothelf to approve AB25-073, a resolution acknowledging completion of the 2024 Periodic Update consistent with Washington State Growth Management Act. The motion **PASSED** 7-0.

AB25-074 – Motion Authorizing 1st Amendment to Sallal Water Supply Agreement**Audio: 48:21**

Deputy City Administrator/Public Works Director Rigos provided the staff report.

Councilmember Tremolada **MOVED**, seconded by Councilmember Koellen to approve AB25-074, authorizing Amendment No. 1 to the Agreement for the Wholesale Supply of Water with Sallal Water Association. The motion **PASSED** 7-0.

MAYOR, COUNCIL, AND ADMINISTRATOR CONCERNS AND INITIATIVES:

Councilmember Koellen addressed public safety issues related to E-Bikes and E-Motorcycles in the City and explained the difference between Class 1, 2 & 3 categories.

Councilmember Tremolada noted the Snoqualmie Valley Little League would be hosting All-Star Baseball/Softball Tournaments from June 29th through July 13th at Torguson Park.

Councilmember Rustik echoed Councilmember Koellen's comments regarding E-Bikes and E-Motorcycles and expressed concern about injuries to drivers and pedestrians from their usage.

Councilmember Gothelf welcomed incoming City Administrator Emery to the City and noted home assessments regarding wildfire safety were available from Eastside Fire & Rescue.

Interim City Administrator Larson noted he looked forward to working with incoming City Administrator Emery and congratulated Human Resources Manager DeBerg for receiving her certification in Human Resource Management.

Mayor Miller spoke regarding the following items:

- June 20th Application Deadline for Parks Commission Youth Member Vacancy
- Cycling Access & Mobility Survey available through August 13th
- City Website's "Notify Me" Feature
- City Offices Closed June 19th in observance of Juneteenth Holiday.

DRAFT

EXECUTIVE SESSION:

Mayor Miller recessed the meeting for an Executive Session at 8:07 p.m. to discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency, pursuant to RCW42.30.110(1)(i). Action was anticipated as a result of the Executive Session, which was expected to last thirty minutes and videotaping of the meeting was paused.

At 8:37 p.m. it was announced to audience members outside the adjournment room that the Executive Session was expected to last an additional twenty minutes.

At 8:58 p.m. it was announced to audience members outside the adjournment room that the Executive Session was expected to last an additional fifteen minutes.

At 9:12 p.m. it was announced to audience members outside the adjournment room that the Executive Session was expected to last an additional five minutes.

At 9:17 p.m. it was announced to audience members outside the adjournment room that the Executive Session was expected to last an additional five minutes.

The regular meeting was reconvened at 9:21 p.m.

Mayor Miller announced a five-minute break at 9:21 p.m.

Mayor Miller resumed the meeting at 9:26 p.m.

Councilmember Rustik **MOVED**, seconded by Councilmember Gothelf to authorize the Mayor to execute and administer a new Interlocal Agreement with Snoqualmie for police services in a form substantially similar to the redlined version presented in the Council meeting tonight. Should Snoqualmie fail to execute the new Interlocal Agreement, the Mayor shall be authorized to initiate litigation and/or assert counterclaims against Snoqualmie to determine contractual rights, obligations, and costs related to the provision of police services . The motion **PASSED** 7-0.

ADJOURNMENT:

Councilmember Gothelf **MOVED** to adjourn, seconded by Councilmember Elwood. The motion **PASSED** 7-0.

The meeting adjourned at 9:34 p.m.

ATTEST:

DRAFT

Mary Miller, Mayor

Susie Oppedal, City Clerk

DRAFT

DRAFT

CITY OF NORTH BEND
CITY COUNCIL WORKSTUDY NOTES

June 24, 2025

City Hall, 920 SE Cedar Falls Way, North Bend, WA

Mayor Pro Tem Joselyn called the meeting to order at 7:00 p.m.

Councilmembers Present: Brenden Elwood, Alan Gothelf, Mark Joselyn, Heather Koellen, Christina Rustik, Suzan Torguson and Errol Tremolada.

Staff Present: Mayor Mary Miller (Remote), Interim City Administrator Bob Larson, Deputy City Administrator/Public Works Director Mark Rigos, Community & Economic Development Director James Henderson, Finance Director Martin Chaw, Administrative Services Director Lisa Escobar, Communications Manager Bre Keveren, IT Manager Phillip Davenport, and Deputy City Clerk Jennifer Bourlin.

Vision & Strategic Planning Discussion

Community & Economic Development Director Henderson introduced the Vision & Strategic Planning Discussion. He discussed the purpose and value of having a visioning session. Council and staff discussed the following concepts to be included in a vision statement:

- Preserving Small Town
- Mountain Town Character and Natural Beauty
- Quality of Life
- Define “Highly Livable”
- Include Diversity
- Strong Sense of Belonging
- Community Connections
- Add a Residential Perspective
- Public Transportation

Council continued to discuss issues they felt were important such as aesthetic appeal regarding design standards, avoiding creating a narrow vision that could inhibit tax revenue, aesthetic appeal regarding design standard and code changes and prioritizing infrastructure and referenced the example of the Complete Streets project.

Several Councilmembers noted that it may be prudent to wait on determining the need for a facilitator until the cost was determined. Council expressed the desire to tour the City as a walking or driving tour that included key staff, possibly to occur before the August 26, 2025 Workstudy.

It was noted that the July 1, 2025 Council Meeting was cancelled and a discussion about Regional Committee Appointments was added to the July 22, 2025 Workstudy.

DRAFT

Adjournment

The Workstudy closed at 8:18 p.m.

ATTEST:

Mark Joselyn, Mayor Pro Tem

Jennifer Bourlin, Deputy City Clerk



City Council Agenda Bill

SUBJECT:		Agenda Date: July 15, 2025		AB25-075
Resolution Accepting Middle Fork Overlook Park Construction Project		Department/Committee/Individual		
		Mayor Mary Miller		
		Interim City Administrator – Bob Larson		
		City Attorney – Kendra Rosenberg		
		City Clerk – Susie Oppedal		
		Administrative Services – Lisa Escobar		
		Comm. & Economic Development – James Henderson		
		Finance – Martin Chaw		
Cost Impact: N/A		Public Works – Mark Rigos, P.E.		X
Fund Source: N/A				
Timeline: Immediate				
Attachments: Resolution				
<p>SUMMARY STATEMENT:</p> <p>At the December 3, 2024 North Bend City Council meeting, the City Council approved a construction contract with Reaper Construction (“Contractor”) in the amount of \$123,085 to construct the Middle Fork Overlook Project. The project included a sidewalk extension, seating appurtenances, and native landscaping. The site is located northwest of the Tanner Road / East North Bend Way (“NBW”) intersection that overlooks the Middle Fork Snoqualmie River.</p> <p>More specifically, construction consisted of installation of concrete sidewalk & slab, ground surface restoration, installation of picnic tables & benches, excavation for a joint utility trench, constructing a berm to block and screen adjacent NBW road noise, and native landscaping trees and shrubs. The overlook improvements are envisioned to become a nice rest stop and view for bicyclists and pedestrians.</p> <p>Construction of the project began on January 3, 2025 and it was physically completed on June 2, 2025. During construction, a change order for \$8,000 was approved by City staff to raise an electrical vault and lid that if left unattended would have posed a threat to public safety. This would have been a cost if it had been included in the bid plans. This cost is also being paid for using Transportation Impact Fees (“TIF”), which the City uses to pay for sidewalk projects. The total construction cost was \$130,063.50 which was \$6,978.50 above the awarded contract amount. The project included some minor quantity savings elsewhere in construction. All necessary documentation has been received from the Contractor and the project is ready for close-out.</p> <p>Retainage cannot be released to the contractor until the project has been accepted by the City Council, all liens have been satisfied, and all taxes have been paid. Upon receipt of all necessary documentation, retainage shall be released.</p>				
APPLICABLE BRAND GUIDELINES: Consistent delivery of quality basic services including transportation and traffic management.				
COMMITTEE REVIEW AND RECOMMENDATION: The Transportation and Public Works Committee reviewed this item at their June 24, 2025 meeting and recommended approval and placement on the Consent Agenda.				
RECOMMENDED ACTION: MOTION to approve AB25-075, a resolution accepting the Middle Fork Overlook Project as complete and authorizing release of retainage.				

City Council Agenda Bill

RECORD OF COUNCIL ACTION		
<i>Meeting Date</i>	<i>Action</i>	<i>Vote</i>
July 15, 2025		

RESOLUTION

A RESOLUTION OF THE CITY OF NORTH BEND, WASHINGTON, ACCEPTING THE MIDDLE FORK OVERLOOK PROJECT

WHEREAS, City of North Bend staff requested construction bids for the Middle Fork Overlook Project (Project); and

WHEREAS, Reaper Construction submitted the lowest responsive and responsible bid; and

WHEREAS, the Project was awarded to Reaper Construction on December 3, 2024 in the amount of \$123,085; and

WHEREAS, Reaper Construction started construction on January 3, 2025 and completed work on June 2, 2025; and

WHEREAS, the final construction cost of the project was \$130,063.50; and

WHEREAS, the City must accept projects prior to submitting releases from the State Department of Revenue, Department of Labor and Industries, and the Employment Security Department for the retainage of the contractors;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF NORTH BEND, WASHINGTON, DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. The City of North Bend accepts Reaper Construction's work on the Middle Fork Overlook Project.

Section 2. The City of North Bend authorizes the release of the retainage on the contract upon receipt of the appropriate clearances from the state.

PASSED BY THE CITY COUNCIL OF THE CITY OF NORTH BEND, WASHINGTON, AT A REGULAR MEETING THEREOF, THIS 15TH DAY OF JULY, 2025.

CITY OF NORTH BEND:

APPROVED AS TO FORM:

Mary Miller, Mayor

Kendra Rosenberg, City Attorney

ATTEST/AUTHENTICATED:

Effective:
Posted:

Susie Oppedal, City Clerk



City Council Agenda Bill

SUBJECT:		Agenda Date: July 15, 2025		AB25-076	
Resolution Accepting Dahlgren RRFB Curb Ramp Construction Project		Department/Committee/Individual			
		Mayor Mary Miller			
		Interim City Administrator – Bob Larson			
		City Attorney – Kendra Rosenberg			
		City Clerk – Susie Oppedal			
		Administrative Services – Lisa Escobar			
		Comm. & Economic Development – James Henderson			
		Finance – Martin Chaw			
Cost Impact: N/A			Public Works – Mark Rigos, P.E.		X
Fund Source: N/A					
Timeline: Immediate					
Attachments: Resolution					
SUMMARY STATEMENT:					
<p>At the May 6, 2025 North Bend City Council meeting, the City Council approved a construction contract with Westerlund Excavation (contractor) for \$41,700 to construct the Dahlgren RRFB Curb Ramp Project. The project included the installation of curb and gutter, curb ramp and drainage improvements on the south side of North Bend Way (“NBW”) at the existing rectangular rapid flashing beacon (“RRFB”) on the opposite side of NBW from Dahlgren Family Park.</p> <p>More specifically, construction consisted of installation of curb and gutter, curb ramp, filling in a portion of the existing drainage ditch, type 1L catch basin installation, storm drainage pipe installation and property restoration.</p> <p>Total construction project cost was \$41,699.20 which was \$0.80 below the awarded contract amount. Some quantities installed ended up being less than the estimate in the original bid sheet. However, a minor change order for \$523 was approved during construction due to less than anticipated asphalt depth along NBW. Construction began on May 3, 2025 and was physically completed on June 13, 2025. All necessary documentation has been received from the contractor and the project is ready for close-out.</p> <p>Retainage cannot be released to the contractor until the project has been accepted by City Council, all liens have been satisfied, and all taxes have been paid. Upon receipt of all necessary documentation, retainage shall be released.</p>					
APPLICABLE BRAND GUIDELINES: Consistent delivery of quality basic services including transportation and traffic management.					
COMMITTEE REVIEW AND RECOMMENDATION: The Transportation and Public Works Committee reviewed this item at their June 24, 2025 meeting and recommended approval and placement on the Consent Agenda.					
RECOMMENDED ACTION: MOTION to approve AB25-076, a resolution accepting the Dahlgren RRFB Curb Ramp Construction Project as complete and authorizing release of retainage.					
RECORD OF COUNCIL ACTION					
Meeting Date		Action		Vote	
July 15, 2025					

RESOLUTION

A RESOLUTION OF THE CITY OF NORTH BEND, WASHINGTON, ACCEPTING THE DAHLGREN RRFB CURB RAMP PROJECT

WHEREAS, City of North Bend Staff requested bids for the Dahlgren RRFB Curb Ramp Construction Project (Project); and

WHEREAS, the Project is located adjacent to Tanner Trail and North Bend Way; and

WHEREAS, Westerlund Excavation submitted the lowest responsive and responsible bid; and

WHEREAS, the Project was awarded to Westerlund Excavation on May 6, 2025 in the amount of \$41,700; and

WHEREAS, Westerlund Excavation started the work on May 20, 2025 and completed work on June 13, 2025; and

WHEREAS, the final construction cost of the project was \$41,699.20; and

WHEREAS, the City must accept projects prior to submitting releases from the State Department of Revenue, Department of Labor and Industries, and the Employment Security Department for the retainage of the contractors;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF NORTH BEND, WASHINGTON, DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. The City of North Bend accepts Westerlund Excavation's work on the Dahlgren RRFB Curb Ramp Project

Section 2. The City of North Bend authorizes the release of the retainage on the contract upon receipt of the appropriate clearances from the state.

PASSED BY THE CITY COUNCIL OF THE CITY OF NORTH BEND, WASHINGTON, AT A REGULAR MEETING THEREOF, THIS 15TH DAY OF JULY, 2025.

CITY OF NORTH BEND:

APPROVED AS TO FORM:

Mary Miller, Mayor

Kendra Rosenberg, City Attorney

ATTEST/AUTHENTICATED:

Effective:
Posted:

Susie Oppedal, City Clerk



City Council Agenda Bill

SUBJECT:		Agenda Date: July 15, 2025		AB25-077
Ordinance Repealing and Replacing North Bend Municipal Code 3.56 Relating to Surplus Property		Department/Committee/Individual		
		Mayor Mary Miller		
		Interim City Administrator – Bob Larson		
		City Attorney – Kendra Rosenberg		
		City Clerk – Susie Oppedal		
		Administrative Services – Lisa Escobar		
		Comm. & Economic Development – James Henderson		
		Finance – Martin Chaw		X
Cost Impact: n/a		Public Works – Mark Rigos		
Fund Source: n/a		Information Technology – Phillip Davenport		
Timeline: immediate				
Attachments: Ordinance, Exhibit A, Existing NBMC 3.56, City of Shoreline SMC 3.50				
<p>SUMMARY STATEMENT:</p> <p>North Bend Municipal Code (NBMC) Chapter 3.56 was adopted in 1985 and provides for the disposition of surplus personal property owned by the City. Current code requires the City Administrator to supply a list of items to be surplusd to the City Council for approval. Surplusd property may be sold for cash only, with any proceeds used against the payment of the costs and expense of the sale, the costs and expense for storing the property, and to deposit any remaining funds to the General Fund. Currently, there is no minimum value limitation of the property disposition requiring Council approval. For example, on March 18, 2025, City Council approved Resolution 2144 which declared surplusd office furniture with a combined value of \$190 for disposal. Some cities have established a minimum value of an individual item that can be declared as scrap.</p> <p>The Finance Department, in collaboration with the City Attorney, to achieve greater administrative efficiency, proposes to repeal the City’s current NBMC Chapter 3.56 and replace with new NBMC Chapter 3.56. The new city regulations are based on personal property disposition policies by the City of Shoreline (SMC 3.50).</p> <p>Highlights of the new NBMC Chapter 3.56 include:</p> <ul style="list-style-type: none"> - Mayor may authorize department directors to sell personal property that is no longer of use to the City. - An individual item valued at \$500 or less may be declared scrap and sold at prices based on current market conditions. - Sale of any individual item of less than \$5,000 may be authorized by Mayor. No member of the City Council, employees, or their immediate family members may acquire such property if the city employee had any role in determining the valuation of the individual item. - A sealed bid or live auction is required for any item valued at more than \$5,000. - Sale of any individual item of less than \$50,000 to another governmental entity may be authorized by Mayor. - Sale of any individual item of more than \$50,000 to another governmental entity requires public notice and hearing in accordance with RCW 39.33.020. 				
APPLICABLE BRAND GUIDELINES: Economic viability, Balanced budget				
COMMITTEE REVIEW AND RECOMMENDATION: The Finance and Administration Committee reviewed this proposed ordinance at its May 13 and July 8, 2025 meetings, and recommended approval and placement on the Consent Agenda.				

City Council Agenda Bill

RECOMMENDED ACTION: **MOTION** to approve AB25-077, an ordinance repealing and replacing North Bend Municipal Code Chapter 3.56 relating to surplus property, as a first and final reading.

RECORD OF COUNCIL ACTION

<i>Meeting Date</i>	<i>Action</i>	<i>Vote</i>
July 15, 2025		

ORDINANCE

AN ORDINANCE OF THE CITY OF NORTH BEND, WASHINGTON, REPEALING AND REPLACING NORTH BEND MUNICIPAL CODE CHAPTER 3.56 RELATING TO SURPLUS PROPERTY; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, North Bend Municipal Code (“NBMC”) Chapter 3.56 was adopted in 1985 to govern the sale and disposal of surplus personal property owned by the City; and

WHEREAS, since its adoption, NBMC 3.56.010 has authorized the City Council to approve the sale or disposal of all surplus property; and

WHEREAS, City staff has evaluated the City’s surplus property processes for efficiency and alignment with practices used by similarly situated municipalities; and

WHEREAS, authorizing the sale or disposal of surplus personal property with an individual item value of \$5,000 or less without prior City Council approval would improve administrative efficiency and provide economic benefits to the City; and

WHEREAS, amendments to NBMC Chapter 3.56 are necessary to clearly distinguish between procedures for surplus personal property with an individual item value of \$5,000 or less, as well as the sale of surplus personal property with an individual item value in excess of \$5,000; and

WHEREAS, additional updates are needed to clarify general requirements related to the sale, donation, or other disposition of surplus property owned by the City; and

WHEREAS, revisions are also needed to address specific circumstances such as intergovernmental transfers, equipment trade-ins, and the disposition of property originally acquired for public utility purposes; and

WHEREAS, the City Council has determined that the proposed code revisions are in the best interests of the City of North Bend and desires to repeal and replace NBMC Chapter 3.56;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF NORTH BEND, WASHINGTON, DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. NBMC Chapter 3.56 (Surplus Property), Repealed: North Bend Municipal Code Chapter 3.56 (Surplus Property) is hereby repealed in its entirety.

Section 2. New NBMC Chapter 3.56 (Surplus Property), Adopted: A new North Bend Municipal Code Chapter 3.56 (Surplus Property) is hereby adopted, to replace the chapter repealed in Section 1 of this Ordinance, and shall read as set forth in Exhibit A hereto.

Section 3. Severability: Should any section, paragraph, sentence, clause or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

Section 4. Effective Date: This ordinance shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after the date of publication.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF NORTH BEND, WASHINGTON, AT A REGULAR MEETING THEREOF, THIS 15TH DAY OF JULY, 2025.

CITY OF NORTH BEND:

APPROVED AS TO FORM:

Mary Miller, Mayor

Kendra Rosenberg, City Attorney

ATTEST/AUTHENTICATED:

Published:

Effective:

Susie Oppedal, City Clerk

EXHIBIT A

NBMC CHAPTER 3.56

Sections:

- 3.56.010 Sale or donation of surplus and personal property owned by the city – General requirements.
- 3.56.020 Sale of surplus personal property with an individual item value of \$5,000 or less.
- 3.56.030 Sale of surplus personal property with an individual item value in excess of \$5,000.
- 3.56.040 Sale of surplus personal property to another governmental entity.
- 3.56.050 Trade-in of surplus equipment with an individual item value in excess of \$5,000.
- 3.56.060 Sale of property originally acquired for public utility purposes.

3.56.010 Sale or donation of surplus and personal property owned by the city – General requirements.

A. Subject to this chapter, the mayor may authorize department directors to sell property that is in the custody of the departments and owned by the city when said property is no longer of public use to the city.

B. Department directors shall certify in writing to the mayor or their designee that city-owned property is no longer of public use to the city, or that the sale thereof would be in the best interests of the city.

C. The mayor may declare personal property that is of no current or future public use to the city with an individual item value of less than \$500.00 as scrap. Personal property declared scrap may be disposed of as prescribed by the mayor or sold by private sale at prices established by current market conditions.

D. The mayor may also authorize a donation of surplus property when the cost of disposition of the property is equal to or exceeds the current fair market value of the property, to a specific bona fide charitable organization which is tax exempt pursuant to Internal Revenue Code Sec. 501(c)(3).

E. If any surplus property is purchased with grant funds, the department directors shall consult with the granting agency to ensure sale or disposal of the property is consistent with any grant requirements or restrictions prior to providing certification to the mayor.

3.56.020 Sale of surplus personal property with an individual item value of \$5,000 or less.

A. Approval of the city council is not required for the sale or disposition of any city-owned personal property with an individual item estimated value of \$5,000 or less.

B. When such property has been certified for disposition by a department director, sale or disposition shall be made by the mayor or their designee in accordance with informal procedures. No member of the city council or members of their immediate family, and/or city employees or members of their immediate family, may acquire such property if the city employee or official had any role in establishing the valuation or price of said property.

3.56.030 Sale of surplus personal property with an individual item value in excess of \$5,000.

Upon approval by the city council, surplus property owned by the city which is no longer of public use and which is valued at more than \$5,000 shall be sold by calling for sealed bids or by live auction, at the council's discretion.

A. Sale by Sealed Bidding.

1. The call for sealed bids shall contain a description of the property to be sold, the location thereof, the name and address of the person with whom the bid is to be filed, the last date for filing bids, and any other pertinent information required by the mayor. Such call shall be published at least once in the official newspaper of the city not less than five days before the last date for filing of bids.
2. Each bid shall be accompanied by a deposit in the form of a certified or cashiers check in the amount equal to but not less than 10 percent of the amount of the bid. All such deposits so made shall be returned to the unsuccessful bidders after award of a bid, if any. The deposit of the successful bidder shall be applied toward the bid price, or upon failure of such bidder to consummate the purchase, such deposit shall be forfeited as liquidated damages and such deposit shall be credited to the appropriate account.
3. Sealed bids shall be opened in public by the city clerk or duly authorized agent at the time and place specified in the call for bids. The city clerk or duly authorized agent shall make a tabulation of all bids received and forward the bids to the mayor for approval or rejection. The mayor shall accept the highest bid that exceeds the city's estimated value.
4. In the event no bids are received, all bids are rejected, or no bid exceeds the city's estimated value, the mayor may either ask for new sealed bids or direct the sale or disposition of such surplus property under the procedures adopted pursuant to NBMC 3.56.020.

B. Sale by Live Auction.

1. Notice of the live auction, a description of the property to be sold and any other pertinent information required by the mayor shall be published at least once in the official newspaper of the city not less than five days before the auction.
2. The auction shall be conducted by the mayor or at their direction. The city shall accept the highest bid.
3. In the event no bids are received, the mayor may direct the sale or disposition of such surplus property under the procedures adopted pursuant to NBMC 3.56.020.

3.56.040 Sale of surplus personal property to another governmental entity.

A. Sale or disposition of surplus and personal property with an individual item value of \$50,000 or less to another governmental entity shall be in accordance with NBMC 3.56.020.

B. Sale or disposition of surplus and personal property with a value of more than \$50,000 to another governmental entity shall be in accordance with the procedures for public notice and hearing in RCW 39.33.020.

3.56.050 Trade-in of surplus equipment with an individual item value in excess of \$5,000.

A. Notwithstanding NBMC 3.56.030, approval of the city council is not required for the trade-in of surplus equipment with an individual value of more than \$5,000 when purchasing new equipment, so long as the city receives appropriate trade-in value for the surplus equipment. Appropriate trade-in value shall be determined by reference to “The Blue Book” or other similar published reference book.

B. When surplus city equipment has been certified for trade-in by a department director in accordance with this chapter, such trade-in may be approved by the mayor in accordance with informal procedures. No member of the city council or members of their immediate family, and/or city employees or members of their immediate family, may acquire such property if the city employee or official had any role in establishing the valuation or price of said property.

3.56.060 Sale of property originally acquired for public utility purposes.

Sale or disposition of surplus and personal property originally acquired for public utility purposes shall be in accordance with the procedures for public notice and hearing in RCW 35.94.040.

Chapter 3.56

SALE OF SURPLUS PROPERTY

Sections:

3.56.010 Sale – Authorized.

3.56.020 Sale – Notice – Procedure.

3.56.030 Sale – Proceeds disposition.

3.56.010 Sale – Authorized.

The city administrator shall as often as directed by the council or mayor prepare a list of all city property which is believed to be surplus. Surplus property is defined as personal property that the city does not and most likely will not need for city purposes. The city administrator shall supply said list to the council. The council may sell at public or private sale property belonging to the city if the council by unanimous vote of the members present deems said property to be surplus. The council shall determine the terms and conditions of sale of said property. (Ord. 664 § 1 (part), 1985).

3.56.020 Sale – Notice – Procedure.

At least ten days before the date set for sale the city administrator shall cause to be published in the city's official newspaper and post on the city's official posting places, a notice listing the surplus property and stating the time and place at which it shall be sold or offered for sale, the terms of sale, and if it is a sale at public auction the notice shall call for bids, fix the conditions thereof and shall reserve the right to reject any and all bids. The terms of sale shall be cash. (Ord. 664 § 1 (part), 1985).

3.56.030 Sale – Proceeds disposition.

The moneys ensuing from sales under the provisions of this chapter shall first be applied to the payment of the costs and expense of sale, and the expense, if any, of keeping said surplus property, and the balance, if any, shall be paid into the city's general fund. (Ord. 664 § 1 (part), 1985).

The North Bend Municipal Code is current through Ordinance 1824, passed December 3, 2024.

Disclaimer: The city clerk's office has the official version of the North Bend Municipal Code. Users should contact the city clerk's office for ordinances passed subsequent to the ordinance cited above.

City Website: <https://www.northbendwa.gov/>

City Telephone: (425) 888-1211

Codification services provided by [General Code](#)

Chapter 3.50

SALE AND DISPOSAL OF SURPLUS PERSONAL PROPERTY

Sections:

3.50.010 Sale or donation of surplus and personal property owned by the city – General requirements.

3.50.020 Sale of surplus personal property with an individual item value of \$5,000 or less.

3.50.030 Sale of surplus personal property with an individual item value in excess of \$5,000.

3.50.040 Sale of surplus personal property to another governmental entity.

3.50.050 Trade-in of surplus equipment with an individual item value in excess of \$5,000.

3.50.060 Sale of property originally acquired for public utility purposes.

3.50.010 Sale or donation of surplus and personal property owned by the city – General requirements.

A. Subject to this chapter, the city manager may authorize department directors to sell property that is in the custody of the departments and owned by the city when said property is no longer of public use to the city.

B. Department directors shall certify in writing to the city manager or duly authorized agent that city-owned property is no longer of public use to the city, or that the sale thereof would be in the best interests of the city.

C. The city manager may declare personal property that is of no current or future public use to the city with an individual item value of less than \$500.00 as scrap. Personal property declared scrap may be disposed of as prescribed by the city manager or sold by private sale at prices established by current market conditions.

D. The city manager may also authorize a donation of surplus property when the cost of disposition of the property is equal to or exceeds the current fair market value of the property, to a specific bona fide charitable organization which is tax exempt pursuant to Internal Revenue Code Sec. 501(c)(3).

E. If any surplus property is purchased with grant funds, the department directors shall consult with the granting agency to ensure sale or disposal of the property is consistent with any grant requirements or

restrictions prior to providing certification to the city manager. [Ord. 795 § 1 (Exh. A), 2017; Ord. 268 § 1, 2001]

3.50.020 Sale of surplus personal property with an individual item value of \$5,000 or less.

A. Approval of the city council is not required for the sale or disposition of any city-owned personal property with an individual item estimated value of \$5,000 or less.

B. When such property has been certified for disposition by a department director, sale or disposition shall be made by the city manager or duly authorized agent in accordance with informal procedures. No member of the city council or members of their immediate family, and/or city employees or members of their immediate family, may acquire such property if the city employee or official had any role in establishing the valuation or price of said property. [Ord. 795 § 1 (Exh. A), 2017; Ord. 268 § 1, 2001]

3.50.030 Sale of surplus personal property with an individual item value in excess of \$5,000.

Upon approval by the city council, surplus property owned by the city which is no longer of public use and which is valued at more than \$5,000 shall be sold by calling for sealed bids or by public auction, at the council's discretion.

A. Sale by Sealed Bidding.

1. The call for sealed bids shall contain a description of the property to be sold, the location thereof, the name and address of the person with whom the bid is to be filed, the last date for filing bids, and any other pertinent information required by the city manager. Such call shall be published by: (a) posting such notice on the city's website; (b) notice in the official newspaper of the city; and/or (c) providing a news release of notice to potentially interested parties. Notice shall be provided at least five calendar days prior to the final date for submitting the bids or the date of the auction, whichever is earlier.

2. Each bid shall be accompanied by a deposit in the form of a certified or cashier's check in the amount equal to but not less than 10 percent of the amount of the bid. All such deposits so made shall be returned to the unsuccessful bidders after award of a bid, if any. The deposit of the successful bidder shall be applied toward the bid price, or upon failure of such bidder to consummate the purchase, such deposit shall be forfeited as liquidated damages and such deposit shall be credited to the appropriate account.

3. Sealed bids shall be opened in public by the city clerk or duly authorized agent at the time and place specified in the call for bids. The city clerk or duly authorized agent shall make a tabulation

of all bids received and forward the bids to the city manager for approval or rejection. The city manager shall accept the highest bid that exceeds the city's estimated value.

4. In the event no bids are received, all bids are rejected, or no bid exceeds the city's estimated value, the city manager may either ask for new sealed bids or direct the sale or disposition of such surplus property under the procedures adopted pursuant to SMC [3.50.020](#).

B. Sale by Public Auction.

1. Public auction means an auction held in-person or online.

2. The public auction shall be conducted by the city manager or designee. The city shall accept the highest bid.

3. When the sale is to be by public auction, the city manager or designee shall provide notice of public auction for bids by: (a) posting such notice on the city's website; (b) publishing notice in the official newspaper of the city; and/or (c) providing a news release of notice to potentially interested parties. Notice shall be provided at least five calendar days prior to the final date for submitting the bids or the date of the auction, whichever is earlier. The notice of public auction for bids shall particularly describe the property to be sold and shall designate when and where the bids are to be submitted, including a website for an online auction, or the place and the time of the in-person auction, the minimum price, and the terms of sale.

4. An online auction shall be conducted per the online auctioneer's terms and conditions.

5. In the event no bids are received, the city manager may direct the sale or disposition of such surplus property under the procedures adopted pursuant to SMC [3.50.020](#). [Ord. 1032 § 1, 2025; Ord. 795 § 1 (Exh. A), 2017; Ord. 268 § 1, 2001]

3.50.040 Sale of surplus personal property to another governmental entity.

A. Sale or disposition of surplus and personal property with an individual item value of \$50,000 or less to another governmental entity shall be in accordance with SMC [3.50.020](#).

B. Sale or disposition of surplus and personal property with a value of more than \$50,000 to another governmental entity shall be in accordance with the procedures for public notice and hearing in RCW [39.33.020](#). [Ord. 795 § 1 (Exh. A), 2017; Ord. 268 § 1, 2001]

3.50.050 Trade-in of surplus equipment with an individual item value in excess of \$5,000.

A. Notwithstanding SMC [3.50.030](#), approval of the city council is not required for the trade-in of surplus equipment with an individual value of more than \$5,000 when purchasing new equipment, so long as the city receives appropriate trade-in value for the surplus equipment. Appropriate trade-in value shall be determined by reference to “The Blue Book” or other similar published reference book.

B. When surplus city equipment has been certified for trade-in by a department director in accordance with this chapter, such trade-in may be approved by the city manager in accordance with informal procedures. No member of the city council or members of their immediate family, and/or city employees or members of their immediate family, may acquire such property if the city employee or official had any role in establishing the valuation or price of said property. [Ord. 795 § 1 (Exh. A), 2017; Ord. 268 § 1, 2001]

3.50.060 Sale of property originally acquired for public utility purposes.

Sale or disposition of surplus and personal property originally acquired for public utility purposes shall be in accordance with the procedures for public notice and hearing in RCW [35.94.040](#). [Ord. 795 § 1 (Exh. A), 2017; Ord. 268 § 1, 2001]

The Shoreline Municipal Code is current through Ordinance 1032, passed March 31, 2025.

Disclaimer: The city clerk's office has the official version of the Shoreline Municipal Code. Users should contact the city clerk's office for ordinances passed subsequent to the ordinance cited above.

City Website: <https://www.shorelinewa.gov/>

City Telephone: 206-801-2700

Codification services provided by [General Code](#)



City Council Agenda Bill

SUBJECT:		Agenda Date: July 15, 2025		AB25-078
Ordinance Adopting North Bend Municipal Code Section 20.09.035 Relating to and Establishing Permit Fee Waivers		Department/Committee/Individual		
		Mayor Mary Miller		
		Interim City Administrator – Bob Larson		
		City Attorney – Kendra Rosenberg		
		City Clerk – Susie Oppedal		
		Administrative Services – Lisa Escobar		
		Comm & Econ Development – James Henderson		X
		Finance – Martin Chaw		
		Public Works – Mark Rigos, P.E.		
Cost Impact: NA		Planning Manager Mike McCarty		
Fund Source: NA				
Timeline: Immediate				
Attachments: Ordinance				
<p>SUMMARY STATEMENT:</p> <p>Chapter 15.31 of the North Bend Municipal Code (“NBMC”) authorizes the City Administrator, in their discretion, to waive any or all of the permit fees required under the International Building Code (“IBC”), and any amendments thereto, for any public improvement project for which the City is providing some or all of the funding.</p> <p>Staff requests the City Council’s consideration of an ordinance to create NBMC 20.09.035 (Permit Fee Waivers). Waiver of the permit fees required under the IBC would be considered by the City Council when:</p> <ol style="list-style-type: none"> 1. The permits, and corresponding permit fees, are related to the improvement of City-owned buildings or property, or the permit fee charges are necessary to provide support for the poor and infirm; and 2. The future beneficial use of the property and the community benefits of the project will outweigh the permit fees; and 3. Payment of a permit fee under the IBC would not result in a net gain for the City or benefit the public while incurring additional staff costs to track such a payment. <p>The following alternative decisions are available to the City Council:</p> <p><u>Alternative 1:</u> Approve AB25-079 (using the recommended action below), an ordinance establishing permit fee waivers in extraordinary and compelling circumstances benefiting the public and exempting the City from paying certain charges or fees.</p> <p><u>Alternative 2:</u> Do not approve AB25-079 and provide additional feedback and guidance to staff to develop an ordinance to waive permit fees in extraordinary and compelling circumstances benefiting the public and exempting the City from paying certain charges or fees. If Council wished to proceed with Alternative 2 the recommended action would be as follows:</p> <p><i>Motion to remand AB25-079, an ordinance adopting NBMC 20.09.035 Permit Fee Waivers to a future Council Workstudy.</i></p>				
APPLICABLE BRAND GUIDELINES: Commitment to invest in the City and foster community engagement and pride.				
COMMITTEE REVIEW AND RECOMMENDATION: The Community & Economic Development Committee reviewed this item at its May 20, 2025, meeting and recommended placement on the Main Agenda for discussion.				

City Council Agenda Bill

RECOMMENDED ACTION: MOTION to approve AB25-078, an ordinance adopting NBMC 20.09.035 Permit Fee Waivers, as a first and final reading.		
RECORD OF COUNCIL ACTION		
<i>Meeting Date</i>	<i>Action</i>	<i>Vote</i>
June 3, 2025	AB25-062 - Postponed to 7/15/25 CC	7-0
July 15, 2025		

ORDINANCE

**AN ORDINANCE OF THE CITY OF NORTH BEND,
WASHINGTON, ADOPTING A NEW NORTH BEND
MUNICIPAL SECTION 20.09.035 TO ESTABLISH
PERMIT FEE WAIVERS IN EXTRAORDINARY
AND COMPELLING CIRCUMSTANCES
BENEFITING THE PUBLIC AND EXEMPTING
THE CITY FROM PAYING CERTAIN CHARGES
OR FEES; PROVIDING FOR SEVERABILITY; AND
ESTABLISHING AN EFFECTIVE DATE**

WHEREAS, applicants for City of North Bend (“City”) permits are required to pay certain permit fees to the City to reimburse the City for its costs in processing those permit applications required under the International Building Code (“IBC”); and

WHEREAS, the current provisions of North Bend Municipal Code (“NBMC”) Chapter 15.31, Buildings and Construction Fees, authorize the Mayor or Mayor’s designee to waive any or all of the permit fees required under the IBC, and any amendments thereto, for any public improvement project for which the City is providing some or all of the funding; and

WHEREAS, there are occasions when the City undertakes development projects or engages in activities for which a City fee or charge would typically apply and require the City to pay such fees; and

WHEREAS, for City-related projects, payment of permit fees would likely reimburse the City for its own expenses and such payment would result in no net gain for the City while incurring additional staff costs to track such a payment; and

WHEREAS, the City Council finds that it is a more efficient use of City resources to exempt the City from such permit fees where the fee would be paid out of the same budgetary fund that would receive such a payment, consistent with chapter 43.09 RCW; and

WHEREAS, the City Council further finds that it is in the public interest to waive certain permit fees required under the IBC when the City Council has identified the City will receive sufficient consideration in exchange or in excess of the permit fee in cases when: (1) the permits, and corresponding permit fees, are related to the improvement of a City-owned buildings or property, or the permit fee charges are necessary to provide support for the poor and infirm; and (2) the future beneficial use of the property and the community benefits of the project will outweigh the permit fees, and therefore, such a payment of a permit fee under the IBC would result in no net gain for the City or the City’s expended staff resources to track such a payment would cost more than the permit fees;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF NORTH BEND, WASHINGTON, DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. New NBMC Section 20.09.035 (Permit Fee Waivers), Adopted: A new North Bend Municipal Code Section 20.09.035 (Permit fee waiver) is hereby adopted to read as follows:

A. The City Council is empowered, in extraordinary and compelling circumstances, to reduce or waive some or all of any City fee or charges when it finds that such reduction or waiver is necessary to provide support for the poor or infirm, in amounts of up to \$10,000 per incident or occasion; provided, that this authorization shall not apply to fees or charges for which state law prohibits reduction or waiver. Such action by the City Council requires a majority vote to approve.

B. The City Council is authorized to exempt the City from paying the charges or fees otherwise applicable to City projects, developments, or applications where the City is providing some or all of the funding, and the charge or fee would be paid out of one of the City's governmental funds (including the general fund and those funds supported by the general fund) and the fund that would receive such payment, were it paid, is also one of the City's governmental funds (including the general fund and/or any of the funds supported by the general fund); and is also authorized to exempt the City from paying the charges or fees otherwise applicable to City projects, developments, or applications where the charge or fee would be paid out of one of the City's enterprise funds and the fund that would receive such payment, were it paid, is the same enterprise fund.

C. The City Council finds sufficient consideration to waive certain permit fees required under the International Building Code ("IBC") when (1) the permits, and corresponding permit fees, are related to the improvement of City-owned buildings or property, or the permit fee charges are necessary to provide support for the poor and infirm, and (2) the future beneficial use of the property and the community benefits of the project will outweigh the permit fees, and therefore, such payment of a permit fee under the IBC would result in no net gain for the City or benefit the public while incurring additional staff costs to track such a payment.

D. Waivers or reduced fees shall be treated as special or extraordinary occurrences. Their frequency and extent, in aggregate, shall not have the effect of subverting the established fee schedule.

Section 2. Severability: Should any section, paragraph, sentence, clause or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

Section 3. Effective Date: This ordinance shall be published in the official newspaper of the City and shall take effect and be in full force five (5) days after the date of publication.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF NORTH BEND, WASHINGTON, AT A REGULAR MEETING THEREOF, THIS 15TH DAY OF JULY, 2025.

CITY OF NORTH BEND:

APPROVED AS TO FORM:

Mary Miller, Mayor

Kendra Rosenberg, City Attorney

ATTEST/AUTHENTICATED:

Published:
Effective:

Susie Oppedal, City Clerk

City Council Agenda Bill

SUBJECT:	Agenda Date: July 15, 2025		AB25-079
Motion Authorizing Contract with Avidex for Audio-Visual Equipment Improvements to the City Hall Adjournment Room		Department/Committee/Individual	
		Mayor Mary Miller	
		Interim City Administrator – Bob Larson	
		City Attorney – Kendra Rosenberg	
		City Clerk – Susie Oppedal	
		Administrative Services – Lisa Escobar	
		Comm & Economic Development – James Henderson	
Cost Impact: \$19,681		Finance – Martin Chaw	
Fund Source: Technology Replacement Fund Reserves #502		Public Works – Mark Rigos	
Timeline: Immediate		Information Technology – Phillip Davenport	X
Attachments: Avidex Adjournment Room Proposal			

SUMMARY STATEMENT:

Background:

The City's largest meeting room is the Adjournment Conference Room ("Adjournment Room"), which is located off of the Council Chambers at City Hall. The Adjournment Room can seat about 20 individuals and is used regularly to accommodate large meetings, such as weekly staff management team meetings, weekly staff executive management team meetings, department staff meetings, City Council Workstudy meetings and City Council Executive Session meetings. The Adjournment Room currently includes a 75 inch monitor, a wired control panel, and an integrated microphone/speaker bar that can be used to accommodate remote attendees. The audio-visual equipment is centrally located at the northern end of the room. Due to the room layout, the current audio equipment does not clearly pick up voices at the southern end of the room. As a result, remote attendees and the public have complained about the inability to hear clearly and thus participate effectively.

Proposed equipment:

The attached proposal by Avidex replaces the existing audio-visual equipment with new equipment that is specifically designed for large meeting rooms. The following clipped photo illustrates equipment similar to that proposed by Avidex.



City Council Agenda Bill

The proposed pricing includes a controller, two table top microphones, speakers, camera, cables, wiring, and a larger 86 inch monitor. Technical services include installation, wiring, new system training, new system warranty, shipping, sales taxes and a one-year service agreement. The installation of the proposed new audio-visual system will greatly improve the usability of the Adjournment Room for remote meetings.

Disposition of existing equipment:

It is important to note that the existing audio-visual equipment in the Adjournment Room will be repurposed and moved to the newly constructed small conference room where the City Hall lobby used to be. The existing monitor, integrated speaker/video camera will be mounted on a rollaway rack that will be housed in the new conference room and can be moved to other locations in City Hall as needed.

APPLICABLE BRAND GUIDELINES: Consistent delivery of quality basic services.

COMMITTEE REVIEW AND RECOMMENDATION: The Finance and Administration Committee reviewed this proposed scope of work to replace the audio-visual equipment in the Adjournment Conference Room at its July 8, 2025 meeting, and recommended approval and placement on the Main Agenda for discussion.

RECOMMENDED ACTION: **MOTION to approve AB25-079, authorizing the Mayor to execute and administer a professional services agreement with Avidex in the amount of \$19,681 for audio and visual equipment improvements to the Adjournment Room, in a form and content acceptable to the City Attorney.**

RECORD OF COUNCIL ACTION

<i>Meeting Date</i>	<i>Action</i>	<i>Vote</i>
July 15, 2025		

City of North Bend Adjournment Room UC Video Conferencing Upgrade

AUDIOVISUAL SOLUTION PROPOSAL

Project No. 250133

Master Contract No. CW2231952
Audio Visual Equipment, Services and Support

Version 3



Submitted by
Dave Crace



8509 154th Ave NE, Ste 100, Redmond, WA 98052 | 800.999.8590

Table of Contents

INTRODUCTION3

OVERVIEW3

Proposed AV Hardware3

SCHEDULE4

PRICING.....5

 UNIVERSITY OF WASHINGTON MASTER CONTRACT # CW2231952 6

TECHNICAL SERVICES.....7

 PROJECT MANAGEMENT 7

 ENGINEERING 7

 CONTROL SYSTEM PROGRAMMING..... 7

 INTEGRATION LABOR..... 8

 TRAINING & DOCUMENTATION..... 8

PROVISIONS9

 WORK & PRODUCTS PROVIDED BY OTHERS (EXCLUSIONS)11

NEW SYSTEM WARRANTY12

360° SERVICE™ MANAGED SERVICES & SUPPORT13

PAYMENT TERMS13

 AUTHORIZATION TO PROCEED – INTEGRATION SERVICES14

 TERMS & CONDITIONS15

APPENDIX A: 360° SERVICE™ PLAN15

APPENDIX B: EQUIPMENT LIST17

© Avidex Industries, LLC. This proposal is the property of Avidex. Avidex and the Avidex logo are the property of Avidex Industries, LLC. This document contains proprietary data and concepts that are the property of Avidex Industries, LLC. Information, details, and/or specific data may not be reproduced or duplicated.

INTRODUCTION

For the purposes of this proposal, Avidex Industries, LLC will be referred to as “Avidex” and the City of North Bend shall be referred to as “Client”.

Our work will be completed at the Client’s location, 920 SE Cedar Falls Way, North Bend, WA in the following rooms/spaces:

- Conference Room
 - Located off Council Chambers

OVERVIEW

Based on the March 28th Council Chamber system training and subsequent requests, the following solutions are being provided to support the UC and presentation requirements in the adjoining conference room.

Proposed AV Hardware

Conference Room

Display

The client’s existing display and mount will be decommissioned and turned over to the client for asset management. A new 86” 4K Ultra HD resolution high brightness and a 25% high haze anti-glare screen, 450 cd/m2 brightness will be installed using a new service assessable mount.

UC Solution

The client has requested a Logitech Rally Plus with Tap and ASUS NUC for Microsoft Teams Rooms on Windows system.

The system requires two (2) category cables be interconnected between the conference table and display location. These will need to run across the floor and covered with Safcord nylon cable covers. If preferred, alternative solutions exist that can be proposed separately.

An item of concern with the existing system was the cabling for the table mics did not permit use of the table’s cable cubbies due to limited cable length. The proposed solution includes Logitech’s Mic Pod Hub which in conjunction with the Mic Pod’s cabling will allow utilization of the cable cubbies for cable pathway management.

SCHEDULE

Avidex will develop a work schedule with Client that meets the implementation requirements of the project based upon equipment, resource, and room availability.

This project is anticipated to take approximately 8 week(s) from receipt of a valid Purchase Order, executed contract, or Notice to Proceed referring to this proposal. Actual delivery and installation schedules will be finalized and subsequently confirmed after receipt of a purchase order and mobilization payment (if required).

Equipment delivery is subject to change by manufacturers' supply and freight carriers. Avidex will provide schedule updates to Client through completion.

PRICING

ADJOURNMENT ROOM UC VIDEO CONFERNCING UPGRADE

EQUIPMENT AND MATERIALS	\$8,254.55
TECHNICAL SERVICES - includes audiovisual engineering, offsite and on-site installation and wiring, coordination and supervision, testing, checkout, training, G&A and New System Warranty. This proposal includes non-union labor for all activities & prevailing wage rates for the installation labor.	\$8,824.00
360° SERVICE PLAN - 1 Year Essential Plan	\$736.00
PROJECT SUBTOTAL	<hr/> \$17,814.55 <hr/>
SHIPPING ESTIMATE - Applicable shipping charges will be added to invoices	\$225.12
SALES TAX ESTIMATE Applicable sales tax will be added to invoices based on current tax rates on the invoice date as required by state law	\$1,641.61
PROJECT TOTAL	<hr/> \$19,681.28 <hr/>

UNIVERSITY OF WASHINGTON MASTER CONTRACT # CW2231952

Equipment Pricing

Equipment pricing will be calculated on a 10.00% cost plus mark-up based on the manufacturer's current published dealer unit cost.

- Freight will be added at the time of invoice.
- Procard or credit card purchases will be assessed a 2% processing fee for orders over \$5,000.
- Avidex will accept returned equipment within 30 days of delivery in original factory sealed packaging and may be subject to manufacturer re-stocking fees.

Hourly Rates

Hourly not to exceed service rates to be used to support design engineering, CAD drafting, project management, control system programming, wiring, cabling, installation, training, maintenance, repair, diagnostics, rental and additional audio visual services requirements for the classrooms, lecture halls, and other spaces.

Interlocal and Washington State Institutions of Public Higher Education (WIPHE)

The University of Washington is a member of the Washington State Institutions of Public Higher Education (WIPHE) and is aware that other WIPHE members may be interested in purchasing the product(s) covered under this Contract. Therefore, pursuant to the Interlocal Cooperative Act, RCW 39.34 and other provisions of the law, all WIPHE members and any public agency political subdivision or non-profit organization and institution will be eligible to utilize the Contract(s).

Note: "Public agency" means any agency, political subdivision, or unit of local government of this state including, but not limited to, municipal corporations, quasi municipal corporations, special purpose districts, and local service districts; any agency of the state government; any agency of the United States; any Indian tribe recognized as such by the federal government; and any political subdivision of another state.

TECHNICAL SERVICES

The integration process incorporates everything needed to provide a complete, turnkey audiovisual solution and includes equipment, materials, labor, and the services required to complete the system integration as proposed within this document.

Avidex follows industry-certified and documented processes to ensure that each system is installed as intended.

The following describes the scope of work and project deliverables for Technical Services.

PROJECT MANAGEMENT

- Responsible for Client communication throughout the project duration
- Coordinate all activities with designated Client representative(s)
- Monitor project implementation through completion
- Provide scheduling for and oversight of Avidex personnel
- Coordinate equipment ordering, staging and pre-installation fabrication of equipment for the project
- Coordinate any site conditions that may necessitate audiovisual system changes
- Coordinate with any general contractor and/or any specialty contractors related to the audiovisual system integration
- Coordinate audiovisual system connections and interfaces as they relate to any data network, lighting, electrical, or mechanical systems
- Verify project completion
 - Confirm completion of system testing
 - Ensure completion of any punch list items

ENGINEERING

- Prepare all system documentation necessary for the installation of the project.
- Detail Client's network requirements for system to operate as described and designed
- Test and debug system
- Oversee final systems testing and commissioning
- Adjust and balance system settings
- Mark and record final system settings
- Ensure the finished system meets the design criteria and functions per the developed content

CONTROL SYSTEM PROGRAMMING

- Create AV control system code
- Design and create user interface (UI)
- Test and debug control system

INTEGRATION LABOR

- Pull, terminate, and label all low voltage cables
- Install structural mounting systems for all audio-visual equipment
- Mount and terminate all AV connection plates
- Install all AV equipment
- Site clean-up and trash disposal
- Assure that all installed systems are operating as proposed
- Assist engineering with systems testing and debugging
- Provide or assist in providing end-user training

TRAINING & DOCUMENTATION

Training will be provided to operational and maintenance personnel at the end of the project. This training will provide Client with an understanding of daily system use. The provided training will consist of instruction and hands-on experience with the system.

Maintenance manuals for most electronic components are only available to manufacturer-certified and trained personnel. Maintenance manuals are not included in final documentation.

PROVISIONS

- Rooms are to be made available for exclusive use on the day(s) of the scheduled installation. Unless specifically arranged in advance, the room(s) will be available during Normal Business Hours in eight (8) contiguous hour segments. "Normal Business Hours" are defined as Monday through Friday, 8:00am to 5:00pm local time.
- Client will provide all electrical outlets floor boxes, conduits, and core drills in the area(s) where audiovisual equipment is to be installed as coordinated with Avidex prior to Avidex beginning on-site work.
- Jobsite building structures including ceilings, walls, and floors used to support audiovisual equipment are assumed to be vibration free.
- Client will provide adequate parking for vehicle(s) in a location conducive to vehicle access for the retrieval of tools and supplies throughout the workday. If such parking is within a secure facility, Client will validate the parking tickets for the vehicle(s). Parking fees will be added to invoices.
- If installation occurs in any room in which suspended ceiling tiles are installed, Client will provide a reasonable number of spare tiles of the same pattern and batch number as those of the tiles already installed in the room.
- Client accepts responsibility for all merchandise sold and provided for this installation, delivered to the job site. Client will provide secure storage for such merchandise. If Client cannot provide a secure storage space, Avidex will work with Client to identify and mutually agree upon a suitable solution. Avidex will not be responsible for any loss or damage, except loss or damage caused by an Avidex employee during the act of installation, which occurs after delivery and acceptance by Client.
- Existing hardware, wiring, programming, or configuration files are anticipated to be in good working order. Client shall provide programming and configuration files in editable formats. If, during the installation process, existing hardware, wiring, programming or configuration are found to be defective, the completion date of the project may be affected, and a change order may be required to overcome the obstacle(s) created by such defects.
- Client shall identify the presence of any pre- or post-tensioned ceilings or floors within the area of installation. If Avidex is to be held responsible for the integrity of such pre- or post-tensioned ceilings or floors, Avidex shall obtain, at Client's expense, one or more x-rays of the area(s) in which mounting hardware is to be attached to the structure of the building. Any expense incurred for x-rays shall be passed on to the Client, in the form of a change order or a line item on the purchase contract.
- Any standard merchandise that has been ordered for the job, is not used as a result of any customer changes to the design, or is refused by Client at the time of delivery will be subject to a minimum of 30% of the sales price restocking fees, plus any incurred freight charges. Any custom merchandise will be subject to 100% of the sales price restocking fee, plus any incurred freight.
- The agreed completion date may be moved, and a change order with incurred costs may be provided if Avidex is delayed for any of the following reasons, including but not limited to, equipment/material changes initiated by Client beyond the original approved design, labor disputes, delivery or construction delays, unavoidable casualties, or causes beyond Avidex's control.

- Avidex's proposals for installation costs are based upon 8-hour days and 40-hour work weeks, Monday through Friday, in site work hours, typically between the hours of 8:00AM and 5:00PM local time. Installation costs for work outside of normal business hours or business days may be subject to overtime rates, when mutually agreed in writing.
- Avidex shall make all reasonable efforts to inspect and review the existing project site physical and audiovisual infrastructure conditions. Existing site conditions needing to remain intact, along with the Client or End-User direction for the audiovisual design may result in other required audiovisual infrastructure requirements (raceways, conduit, AC power, structural backing-blocking, structural engineer stamped drawings, etc.) and/or changes to the audiovisual equipment and integration labor, leading to pricing adjustments.
- Freight fees are estimated for ground freight service. Expedited freight, as required by the Client, will be prepaid and added to invoices.
- The pricing information provided in this proposal is solely for the benefit of the Client listed on the title page. Award of work to Avidex by a 3rd party will require a review of credit and contract terms, and approval and pricing confirmation for the new contract terms by Avidex.
- The Client will furnish Avidex such financial information as Avidex may reasonably request to establish credit terms for the project. Such financial information shall remain proprietary and confidential to the Client. Avidex agrees not to disclose this information to any other party or use the information other than for the credit check. Avidex may, at its sole discretion, cancel this agreement at any time if the Client fails to meet credit requirements established by Avidex.
- The Americans with Disabilities Act (ADA) and California Building Code require the provision of Assistive Listening Systems in assembly areas, conference rooms, and meeting rooms. Hardware and services may be required for ADA-compliance. Client or its contractor should review project requirements for ALS with Avidex for each project to determine if portable or fixed systems are required. ALS hardware, if provided, will be identified in the Equipment List appendix.
- Where applicable, Avidex Industries LLC provides the Client non-exclusive, royalty-free, non-transferable use of the 'software' included within the systems provided (if an integral component of the audiovisual system). Some software provided is Proprietary and deemed Confidential information of Avidex Industries LLC and may not be altered, reused, reverse-engineered or disseminated under any conditions. Tampering or misuse of any software resulting in audiovisual systems malfunction shall be the responsibility of the Client or End-User to remedy.
- Changes in project scope and timeline may require additional hardware, equipment and labor that is necessary to complete the project. These additions will be considered change orders. Avidex will notify the Client in writing if Avidex determines that an increase or decrease in the project fees or change in timeline will be required. Change orders will include a change request number, reason for the change request, narrative description of the modified scope of work, schedule, and cost impact. The Client will provide written approval to proceed with the change and any needed updated purchase order or signed agreement as a record for both organizations. Should the Client cancel the project in whole or in part prior to completion, the Client agrees to pay Avidex for all reasonable costs incurred to date and/or to bring the project to an acceptable close.

WORK & PRODUCTS PROVIDED BY OTHERS (EXCLUSIONS)

- All required architectural floor, reflected ceiling, building elevation, and section plans in an agreed upon AutoCAD format at no charge to Avidex.
- Any and all related electrical work, including but not limited to 110VAC, conduit, raceway, and boxes. This includes all conduits, high voltage wiring panels, breakers, relays, boxes, receptacles, etc.
- All network connectivity, routing, switching and port configuration necessary to support audiovisual equipment, unless specifically addressed elsewhere in this document.
- Voice and data infrastructure and systems.
- Necessary sheet rock replacement and/ or repair.
- Necessary ceiling tile or T-bar modifications, replacement, and/or repair.
- All millwork, moldings, trim, etc., or modifications to project millwork necessary to accommodate the installation of the audiovisual equipment unless otherwise noted in this proposal.
- Rough-in, bracing, framing, or finish trim carpentry for installation.
- Backing required to support wall-mounted equipment including displays, loudspeakers, cameras, etc.
- Painting, patching, or finishing of architectural surfaces.
- Core drilling and/or concrete saw cutting.
- HVAC, plumbing, sprinkler head, and lighting fixture relocation.
- Ceiling, roof, firewall, and/or floor penetration(s).
- Removal or patching, of fire stopping.
- Structural welding, cutting, or reinforcement of structural steel members required for support of assemblies.
- Work in asbestos-treated areas and asbestos abatement. If asbestos is discovered during our work, Avidex will notify Client and will stop work until asbestos abatement work is completed by Client or its contractor.
- Any subscription services, cabling, and equipment.
- Provision and configuration of Client-furnished computers and software.
- Acquisition of permits.
- All Union Labor unless specifically addressed separately in proposal pricing.

NEW SYSTEM WARRANTY

Avidex warrants the integrated system(s) furnished are free of defects in workmanship and materials for a period of one year from the date of acceptance or date of first beneficial use, whichever occurs first. Remedy for such defects during the warranty period shall be provided at no additional expense to the client and shall be handled as expeditiously as is feasible during normal business hours and days of operation.

Under this warranty, Avidex will troubleshoot, uninstall, and reinstall any equipment that is part of the Avidex audiovisual system. The cost to service and/or repair Client Furnished Equipment or equipment out of the manufacturer's warranty is not included. Avidex will broker and process the repair of that equipment at the standard Avidex rate.

Avidex reserves the right to charge for a service visit at standard Avidex service time and material rates (minimum of 2 hours onsite plus travel) if a service call results in a No Fault Found (NFF) or No Trouble Found (NTF) during a dispatched site visit.

Avidex Services Provided Under the New System Warranty

- Avidex will respond to requests for assistance due to client-reported issues and, if warranted, dispatch a technician during normal business hours (8:00AM to 5:00PM Pacific Time, Monday – Friday, excluding Avidex holidays) to troubleshoot the AV system problem based on our available resources
- Avidex will use cloud-based monitoring to assist with and facilitate incident resolution, where applicable.
- Avidex will identify and uninstall the defective equipment and return such equipment to the manufacturer or authorized repair center for warranty processing.
- Avidex will reinstall the repaired or replaced equipment and test the system.
- Avidex will pay the shipping costs associated with the repair of the equipment, except for Client Furnished Equipment and/or equipment out of manufacturer warranty.

Avidex Services Not Provided Under the New System Warranty

- Extend or provide additional repair services for manufacturer warranty coverage.
- Repair of Client Furnished Equipment.
- After hours 24x7 Helpdesk support.
- Guaranteed on-site response time.
- Remote system reporting, or the sharing of system performance data.
- Before- or after-hours on-site response.
- Proactive support or preventive maintenance.
- Training.
- Spare or loaner equipment during equipment repair period.
- Warranty coverage for client acts of negligence or misuse.

360° SERVICE™ MANAGED SERVICES & SUPPORT

An Avidex 360° Service Plan gives your organization access to a suite of proactive support services which provide worry-free operation of the system for 1 year from the date of agreement acceptance.

Avidex recommends the Essential 360° Service Plan. Avidex 360° Service enhances your new system's warranty coverage to provide the best value, long-term coverage, and peace of mind for your audiovisual systems. Please see **Appendix A** for further details on the proposed 360° Service Plan.



360° Coverage	Essential
Call Center Availability	8x5*
Technical Support Availability	8x5*
Call Response Time SLA	4 hours*
On-Site Response Time SLA	2 business days
Repair or Replacement of Defective Hardware within Manufacturer Warranty	•

* Standard Business Hours in Local Time

** Excluding end of life (EOL) products as determined by the manufacturer. Other product exclusions may apply as determined by Avidex and specified in writing as Appendix B to the 360° Service Plan agreement.

*** Remote monitoring contingent on capable equipment.

Initial Term, Multiyear Pricing, and Automatic Renewal

The initial term of the specified 360° Service Plan Agreement is identified in the pricing section. For multi-year service agreements, Avidex reserves the right to increase the service price annually, not to exceed 4%.

Unless written termination is requested by either party thirty (30) days in advance of the anniversary expiration date of the current 360° Service Plan term, the Agreement between the parties shall automatically renew for successive one (1) year periods. Written termination requests by the client should be sent to: Attn. Contract Admin 8509 154th Ave NE, Ste 100 Redmond, WA 98052

At any time within the current term or renewal period, should adjustments in service level responsibilities and price be deemed necessary, proposal and agreement revisions shall be exchanged between the parties, be mutually agreed upon in writing, and once executed, become part of the current Agreement or understanding between the parties.

PAYMENT TERMS

This proposal is valid for 20 days from the date appearing on the cover page.

- Monthly progress invoices will be issued with net 30-day terms
- The 360° Service Plan will be invoiced annually, in advance or at the date of commencement.
- Freight and sales tax will be added to invoices based on current tax rates as required by state law on the invoice date.
- Avidex reserves the right to charge for stored materials and/or equipment.
- Avidex reserves the right to charge a 1.5% fee for late payment of invoices.

AUTHORIZATION TO PROCEED – INTEGRATION SERVICES

Avidex will proceed with the proposed work following receipt of Client’s purchase order referring to this proposal, a co-signed contract referring to this proposal, or the signed proposal.

☐ I, the client, elect to decline Remote Monitoring. By checking this box, I understand that Avidex will not have the ability to remotely or actively monitor my audiovisual system.

☐ I, the client, elect to decline the 360° Service Plan offering. By checking this box, I understand that I am declining the proposed service and support coverage for my audiovisual system.

Submitted by: Avidex Industries, LLC

_____	_____	06/30/2025
Name	Signature	Date

Client Approval:

_____	_____	_____
Client Name/Title	Signature	Date

Each party agrees that any electronic signatures above, whether digital or encrypted, of the parties included in this Agreement are intended to authenticate this writing and to have the same force and effect as manual signatures. Delivery of an executed signature page to this Agreement by e-mail attachment, other means of electronic transmission with authorization to attach it to this Agreement, or any other means of electronic transmission used to obtain an electronic signature shall be deemed to have the same legal effect as delivery of an original signed copy.

Attachments:

- Terms & Conditions
- Appendix A – Support Agreement
- Appendix B – Equipment List

TERMS & CONDITIONS

This project is subject to University of Washington General Terms and Conditions available at:

[General Terms revised 1-8-25](#)

[General Terms
revised 1-8-25](#)

APPENDIX A: 360° SERVICE™ PLAN

ESSENTIAL (INCLUDED AND PRICED AS AN OPTION)

Under Essential coverage, Avidex warrants the furnished integrated system(s) are free of defects for the priced term period from the date of acceptance or date of first beneficial use, whichever occurs first. This coverage includes the remote monitoring, troubleshooting, removal, and reinstallation of the equipment integrated by Avidex. Remedy for such defects during the coverage period shall be provided at no additional expense to the client. The following services are included under this coverage:

REACTIVE SUPPORT

Avidex 360° Service Helpdesk will:

- Provide a dedicated toll-free number (1-800-497-7104) to report and request technical support for the integrated equipment.
- Operate during standard Avidex business hours of Monday – Friday 8:00AM to 5:00PM Local Time except for Avidex holidays.
- Respond to the initial support request within four (4) business hours.
- Contact the client to resolve the issue remotely to ensure the quickest possible resolution
- Use integrated remote monitoring equipment to assist with fault detection and send alerts, depending upon the specific scope of the proposed project.
- Use of the integrated remote management system to facilitate diagnostic and/or restorative actions to resolve the reported problem, where applicable.
- Administer the repair process for defective or broken equipment including processing of any manufacturer RMA.

On-Site Support will:

- Provide a qualified Field Support Technician during standard Avidex working hours within two business days of the support request. (**Client understands that Avidex technicians will need proper access to the space in order to fulfill work within SLA time frame.)
- Troubleshoot the system and make the best effort to resolve the issue(s) while at the client site.
- Return defective equipment to an authorized repair center or directly to the manufacturer for warranty repair or exchange. All fees related to shipping are included.
- Install the repaired or replacement equipment and test to ensure the system is operable per the original system intent. Re-installation will be quoted for product(s) whose manufacturer's status is End of Life.

Lamp Replacement:

- Labor (only) is covered under this support agreement.

PROACTIVE SUPPORT

In those cases where system design allows, Avidex Assure is a remote management tool for AV systems that may be integrated into new or existing systems upon request. Remote monitoring and management are features designed into AV solutions allowing the systems to report issues at any time. The systems provide real-time information about equipment status and health.

The goal of utilizing remote monitoring and management is to reduce the time to resolution for every reported AV system problem. Avidex will review your system design to assess whether Assure can be implemented. The client understands that some spaces, under unique circumstances, may not be fit to integrate Assure into their space(s). In this case, Avidex will follow up with more information.

For existing clients that currently do not possess Avidex Assure, Avidex will review current space capabilities during annual preventative maintenance visits. In the event existing equipment is deemed Assure capable, Avidex can integrate Assure into existing technology on client request. If current equipment is deemed unable to integrate Assure capabilities, the client may request Avidex to review existing spaces/ equipment for best solutions for replacement technology that is Assure capable. The client also understands that some spaces, under unique circumstances, may not be fit to integrate Assure into their space(s). In this case, Avidex will follow up with more information.

SERVICES NOT PROVIDED UNDER THIS COVERAGE

- Repair to Client Furnished Equipment and/or components unless included in Appendix B.
- Before or after-hours on-site support.
- Repairs due to customer acts of negligence or misuse.
- Coverage for projection screen material, plasma glass assembly, lamps, bulbs, furniture, display panels, optical engines, batteries, and accessories. Such parts will be provided at a 10% discount off our list price.
- Image burn-in.

APPENDIX B: EQUIPMENT LIST

Display

Item	Manufacturer	Item Code	Description	Qty	OFE	Unit Price	Ext. Total
D1	Viewsonic	CDE8630	86" 4K Display	1		\$ 2,623.31	\$ 2,623.31
D2	CHIEF	AS3LD	Tempo™ Flat Panel Wall Mount System	1		\$ 615.09	\$ 615.09
Display Total							\$ 3,238.40

Video

Item	Manufacturer	Item Code	Description	Qty	OFE	Unit Price	Ext. Total
V1	LOGITECH	TAPRAPMSTASU2	Logitech Large Room with Tap + Rally Plus + ASUS NUC for Microsoft Teams Rooms	1		\$ 4,539.82	\$ 4,539.82
Video Total							\$ 4,539.82

Misc. Materials

Item	Manufacturer	Item Code	Description	Qty	OFE	Unit Price	Ext. Total
Misc. Materials Total							\$ 476.33

Equipment Summary	
Video Total	\$ 4,539.82
Misc. Materials Total	\$ 476.33
Equipment Subtotal	\$ 8,254.55



City Council Agenda Bill

SUBJECT:		Agenda Date: July 15, 2025	AB25-080
Resolution Accepting Bids and Awarding the 5th Street, 6th Street & Main Avenue Improvements Project to Ryatt Construction	Department/Committee/Individual		
	Mayor Mary Miller		
	Interim City Administrator – Bob Larson		
	City Attorney – Kendra Rosenberg		
	City Clerk – Susie Oppedal		
	Administrative Services – Lisa Escobar		
	Comm. & Economic Development – James Henderson		
Cost Impact: \$1,647,094	Finance – Martin Chaw		
Fund Source: Transportation Impact Fees; Water Capital Fund; Storm Drainage Capital Fund	Public Works – Mark Rigos, P.E.		X
Timeline: Immediate			
Attachments: Resolution, Bid Tabulation, Vicinity Map			
<p>SUMMARY STATEMENT:</p> <p>In 2024, the North Bend City Council approved an engineering contract with PH Consulting to design storm drainage collection, storm drainage conveyance, watermain, curb & gutter, and sidewalk improvements for 5th Street, 6th Street, Main Ave. (north of 4th Street) and Pierce Lane (watermain only). The engineering design for those improvements was completed in May 2025.</p> <p>Attached is a Vicinity Map that shows the location of this neighborhood project known as the 5th Street, 6th Street, & Main Avenue Improvements Project (“Project”). Project limits are west of Ballarat Avenue, east of Pierce Lane, south of 6th Street, and mostly north of 5th Street (except for a portion of Main Avenue). The existing condition of the neighborhood storm drainage collection and conveyance systems is nearly absent. Those storm drainage collection and conveyance systems are referenced as capital projects in the City of North Bend’s (“City”) 2013 Stormwater Comprehensive Plan. This Project will construct storm drainage catch basins and conveyance pipes. The existing watermain pipe material is beyond its useful life which could result in potential leakage. Longer lifespan ductile iron watermain piping will be installed to replace the existing old watermain. Additionally, a new watermain and valves will be constructed in areas where a watermain isn’t currently present to improve fire flow and water reliability. The streets in this neighborhood have virtually no sidewalks in the existing condition. This Project adds one sidewalk to each street. Also lacking in the existing conditions are curb and gutter. This Project will construct curbs and gutters to provide a safer barrier to pedestrians from vehicles. A portion of Main Avenue near the intersection with Snoqualmie Valley Trail will be slightly lowered to improve sight distance, another public safety benefit of this Project. The City has recognized this neighborhood as an area to improve upon its infrastructure in the best interests of public safety, quality of life, and water reliability for its residents. In general, the construction consists of roadway and utility improvements, concrete sidewalks, concrete curbs and gutters, miscellaneous pavement restoration, storm drainage collection and conveyance, watermain replacement, new watermain installation, ADA ramps and improved shoulder parking conditions.</p> <p>City staff advertised the Project for construction bids in May and June 2025. Bids were due to the City by 11:00 a.m., Wednesday, June 18, 2025, and six (6) bids were received. Bid results are attached and range from \$1,647,094 to \$2,112,878.66. One bid was not accepted as an incorrect bid sheet was filled out. The engineer’s estimate was \$2,006,389.80. The low bid came from Ryatt Construction in the amount of \$1,647,094 including all applicable taxes. That is a savings of approximately \$350,000 less than the engineer’s estimate, which is good news for the taxpayers and utility rate payers. This Project is funded from a combination of Transportation Impact Fees, Water Capital Fund and Storm Drainage Capital Fund. The three individual amounts are itemized as follows:</p>			

City Council Agenda Bill

<p>Water Fund = \$838,979 (from schedule of low bidder) Transportation Impact Fees = 70% of \$808,115 = \$565,680.50 Storm Drainage Capital Fund = 30% of \$808,115 = \$242,434.50</p> <p>As a past practice, the City has often proportioned the funding of street related projects (non-overlay projects) to be 80% from transportation funding sources (Transportation Impact Fees or Transportation Benefit District) and 20% from Storm Drainage Capital Funds, but this Project is more storm drainage focused than most street projects, so a 70% / 30% split distribution is being used in this case.</p> <p>City staff have conducted the appropriate background checks on Ryatt Construction and recommend award of this contract to Ryatt Construction so that this Project can move forward.</p>		
<p>APPLICABLE BRAND GUIDELINES: Consistent delivery of quality basic services including transportation and traffic management.</p>		
<p>COMMITTEE REVIEW AND RECOMMENDATION: The Transportation and Public Works Committee reviewed this item at their June 24, 2025 meeting and recommended approval and placement on the Main Agenda for discussion.</p>		
<p>RECOMMENDED ACTION: MOTION to approve AB25-080, a resolution accepting bids and awarding the 5th Street, 6th Street, and Main Avenue construction contract to Ryatt Construction.</p>		
RECORD OF COUNCIL ACTION		
<i>Meeting Date</i>	<i>Action</i>	<i>Vote</i>
July 15, 2025		

RESOLUTION

A RESOLUTION OF THE CITY OF NORTH BEND, WASHINGTON, ACCEPTING BIDS AND AWARDING A CONSTRUCTION CONTRACT FOR THE 5th, 6th, & MAIN IMPROVEMENTS PROJECT

WHEREAS, City staff determined that West 5th Street, West 6th Street, Main Ave (north of West 4th Street), and Pierce Lane are neighborhoods needing infrastructure improvements; and

WHEREAS, this project is known as the 5th, 6th, & Main Improvements Project (“Project”); and

WHEREAS, specific portions of this Project’s improvements are referenced in the City’s 2013 Stormwater Comprehensive Plan prepared by engineering consultant Gray & Osborne, Inc.; and

WHEREAS, the area of the City where the Project is to be constructed has old underground watermain piping; and

WHEREAS, the neighborhood where this Project is to be constructed is virtually absent of sidewalks; and

WHEREAS, work shall include, but is not limited to the following construction: roadway and utility improvements; concrete sidewalk; concrete curb and gutter; miscellaneous surface restoration; storm drainage collection and conveyance; and watermain replacement; and

WHEREAS, the Project is funded by Transportation Improvement Fees, Storm Drainage Capital Project Funds and Water Capital Funds; and

WHEREAS, the City has available funding for this Project; and

WHEREAS, bid documents were advertised and posted on the Builders Exchange of Washington as required and the City accepted bids up until Wednesday, June 18th, 2025, at 11:00 a.m.; and

WHEREAS, the City received bids from six (6) contractors with the lowest bid coming from Ryatt Construction in the amount of \$1,647,094.00, including all applicable taxes;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF NORTH BEND, WASHINGTON, DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. The construction bids for the 5th, 6th, & Main Improvements Project are accepted.

Section 2. The City Council hereby awards the construction contract for the 5th, 6th, & Main Improvements Project to Ryatt Construction, the responsible bidder with the lowest responsive bid, in the amount of \$1,647,094.00, including all applicable taxes. The Mayor is authorized to execute and administer the construction contract, in a form and content to be approved by the City Attorney.

PASSED BY THE CITY COUNCIL OF THE CITY OF NORTH BEND, WASHINGTON, AT A REGULAR MEETING THEREOF, THIS 15TH DAY OF JULY, 2025.

CITY OF NORTH BEND:

APPROVED AS TO FORM:

Mary Miller, Mayor

Kendra Rosenberg, City Attorney

ATTEST/AUTHENTICATED:

Effective:
Posted:

Susie Oppedal, City Clerk

Total Amount Calculation Error

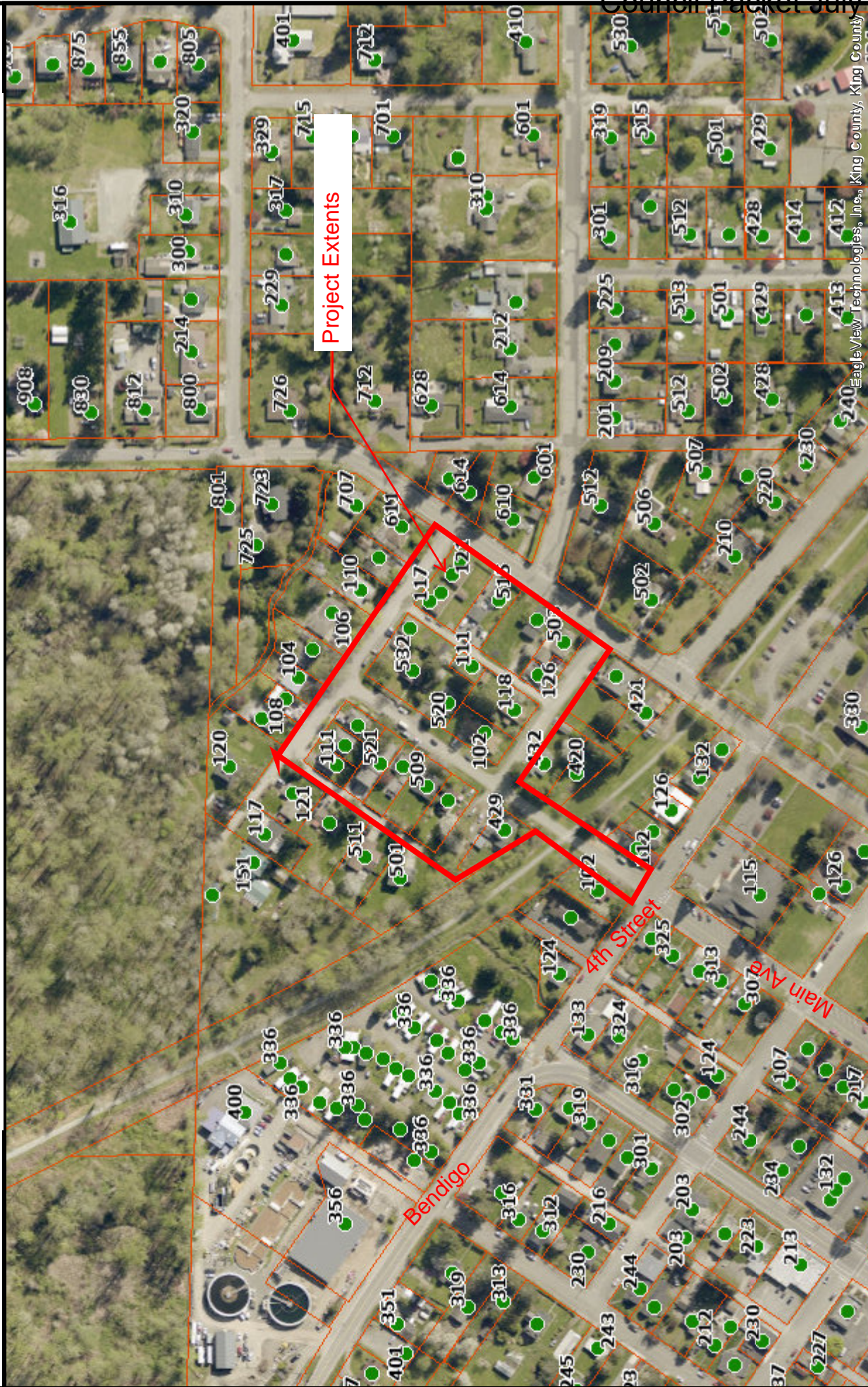
Calculation Error With Contract Amount Which Effects Total

Low Bidder

[illegible]

[illegible]

Vicinity Map 5th 6th Main Improvements



The information included on this map has been compiled by King County staff from a variety of sources and is subject to change without notice. King County makes no representations or warranties, express or implied, as to accuracy, completeness, timeliness, or rights to the use of such information. This document is not intended for use as a survey product. King County shall not be liable for any general, special, indirect, incidental, or consequential damages including, but not limited to, lost revenues or lost profits resulting from the use or misuse of the information contained on this map. Any sale of this map information on this map is prohibited except by written permission of King County.

Notes:

Date: 6/18/2025



King County

