

Council Agenda Bill

AB Number

AB25-094

Agenda Bill Information

Title *

AHBL, Inc. Contract Amendment

Action *

Motion

Council Agenda Section

Committee Report

Council Meeting Date *

10/27/2025

Staff Member

Mona Davis

Department *

Community Development

Committee

Finance and Administration

Committee Date

10/21/2025

Exhibits

Packet Attachments - if any

2025 AHBL-Snoqualmie On-Call contract - signed.pdf	365.71KB
AHBL_154428_encrypted_.pdf	321.57KB
Amendment to PROFESSIONAL SERVICES AGREEMENT - AHBL Oct 2025.pdf	139.56KB

Summary

Introduction *

Brief summary.

Staff requests a contract amendment to increase the contract amount of \$50,000 to \$54,825.61.

Proposed Motion

Move to approve Amendment #1 to the AHBL, Inc. contract.

Background/Overview *

What was done (legislative history, previous actions, ability to hyperlink)

On March 5, 2025, Community Development entered into a 6-month contract with AHBL, Inc. for on-call land use consulting and planning services. Additional on-call contract planner work was needed due to lack of staffing in the Community Development Department. Under the contract, the total cost of services

was not to exceed \$50,000; however, extra hours were accrued for work with the Planning Commission, which entailed evening meetings. The work has been completed. The August 2025 invoice associated with this contract exceeded the contract amount by \$4,825.61.

Analysis*

Amending a consultant contract for a temporary planner between March-August, 2025.

Budgetary Status*

Funds have already been authorized in this year's budget.

Budget Summary

Administration recommends approving an amendment to a AHBL, Inc. consultant contract, totaling \$4,826 for a temporary planner. The City incorporated Community Development service expenditures of \$2,468,414 into the 2025-2026 Biennial Budget. The City has spent \$409,441 during 2025, with \$175,494 encumbered for outstanding contracts. After the contract amendment of \$4,826, the City still has \$1,878,653 remaining for the biennium (please see the table below or on the next page). Therefore, sufficient appropriation exists within the 2025-2026 Biennial Budget (Community Development Services #001) to fund the contract.

Fiscal Impact

Amount of Expenditure	Amount Budgeted	Appropriation Requested
\$4,826.00	\$2,468,414.00	\$0.00

Fiscal Impact Screenshot

Community Development Services (#001)

2025-26 Biennial Budget	
Beginning Budget	\$ 2,468,414
Expenditures	\$ (409,441)
Outstanding Contract Value <i>(Previously Approved)</i>	\$ (175,494)
Current Available Budget	\$ 1,883,479
Value of the Professional Services Agreement	\$ (4,826)
Available Budget after AB25-054	\$ 1,878,653