



CITY OF SNOQUALMIE
CITY COUNCIL REGULAR HYBRID MEETING
Monday, January 22, 2024, at 7:00 PM
Snoqualmie City Hall, 38624 SE River Street & Zoom

MAYOR & COUNCIL MEMBERS

Mayor Katherine Ross

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

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

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CALL TO ORDER & ROLL CALL

PLEDGE OF ALLEGIANCE

AGENDA APPROVAL

PUBLIC HEARINGS, PRESENTATIONS, PROCLAMATIONS, AND APPOINTMENTS

Public Hearings

1. **AB24-001:** Resolution regarding Public Records Act Policy, Records Management Policy, and updated Fee Schedule

Appointments

2. **Councilmember Ceremonial Oath of Office:** Councilmembers Christensen, Cotton, Washington, and Wotton
3. **Fire Department Badge Pinning:** Chief Bailey and Lt. Lasswell
4. **AB24-020:** Appointment to Economic Development Commission

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

5. **AB24-013:** 2024 Council Liaison and Regional Appointments

Proposed Action: Move to approve Mayor Pro Tem Holloway's recommendations for 2024 Council Liaison and Regional Appointments.

Presentations

6. **Fire Department Retirement Recognition:** VEMS Catherine Cotton

Proclamations

EXECUTIVE SESSION

7. Executive Session pursuant to RCW 42.30.110(1)(i) Potential Litigation.

PUBLIC COMMENTS AND REQUESTS FOR ITEMS NOT ON THE AGENDA

CONSENT AGENDA

- [8.](#) Approve the City Council Meeting Minutes dated January 8, 2024.
- [9.](#) Approve the Claims Approval Report dated January 22, 2024.
- [10.](#) 2024 Legislative Priorities
- [11.](#) **AB24-018:** Resolution No. 1678 Ratifying Emergency Proclamation 24-02
- [12.](#) **AB24-019:** Model Train MOU - One Year Extension

ORDINANCES

- [13.](#) **AB24-002:** Biennial Budget Amendment to Appropriate for the Collective Bargaining Agreement with Teamsters

Proposed Action: Second reading of Ordinance No. 1286. Move to adopt Ordinance No. 1286 amending the 2023-2024 Biennial Budget.

- [14.](#) **AB24-004:** Ordinance Establishing a One-Tenth of One Percent (0.1%) Sales and Use Tax Within the Boundaries of the Snoqualmie Transportation Benefit District for the Purpose of Financing the Costs Associated with Transportation Improvements as Authorized by RCW 36.73.065 and RCW 82.14.0455.

Proposed Action: Second reading of Ordinance No. 1285. Move to adopt Ordinance No. 1285 Establishing a One-Tenth of One Percent (0.1%) Sales and Use Tax Within the Boundaries of the Snoqualmie Transportation Benefit District for the Purpose of Financing the Costs Associated with Transportation Improvements as Authorized by RCW 36.73.065 and RCW 82.14.0455.

COMMITTEE REPORTS

Public Safety Committee:

Community Development Committee:

Parks & Public Works Committee:

Finance & Administration Committee:

- [15.](#) **AB24-001:** Resolution regarding Public Records Act Policy, Records Management Policy, and updated Fee Schedule

Proposed Action: Move to adopt Resolution No. 1675 regarding RCW 42.56, the Public Records Act, adopting an updated Public Records Act Policy, a Records Management Policy, and an updated Fee Schedule, and repealing Resolution 1501.

- [16.](#) **AB24-014:** Council Meeting Schedule 2024

Proposed Action: Move to cancel the August 26 and December 23, 2024, City Council meetings.

- [17.](#) **AB24-007:** Resolution 1677 to Provide a Submission of a Ballot Proposition to the Qualified Electors of the City at an Election to be Held on August 6, 2024 Regarding a 0.1% Public Safety Sales Tax

Proposed Action: Move to authorize the Mayor to sign Resolution 1677 to Provide a Submission of a Ballot Proposition to the Qualified Electors of the City at an Election to be Held on August 6, 2024, Regarding a 0.1% Public Safety Sales Tax.

- [18.](#) **AB24-016:** 2024 Salary Schedule and Retention Pay System for Non-Represented Management & Professional Employees

Proposed Action: Move to Approve the 2024 Salary Schedule and Retention Pay System for Non-Represented Management and Professional Employees.

- [19.](#) **AB24-017:** Resolution No. 1679 Repealing Resolution No. 806 Concerning the Establishment of the Management/Professional Employees Performance Management System

Proposed Action: Move to approve Resolution No. 1679 Repealing Resolution No. 806 Concerning the Establishment of the Management & Professional Employees Performance Management System.

Committee of the Whole:

20. Council Retreat Planning Discussion

Council Open House/Town Hall Discussion

REPORTS

21. Mayor's Report

- [22.](#) City Administrator Report: 2023 Year in Review

23. Council Commission, Committee, and Regional Liaison Reports

EXECUTIVE SESSION

24. Executive Session pursuant to RCW 42.30.110(1)(i) Potential Litigation.

ADJOURNMENT



BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB24-001
January 22, 2024
Public Hearing

Item 1.

AGENDA BILL INFORMATION

TITLE:	AB24-001: Resolution adopting an updated Public Records Act Policy, a Records Management Policy, and an Updated Fee Schedule.	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed:
PROPOSED ACTION:	Move to adopt Resolution No. 1675 regarding RCW 42.56, the Public Records Act, adopting an updated Public Records Act Policy, a Records Management Policy, and an updated Fee Schedule, and repealing Resolution 1501.	<input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input checked="" type="checkbox"/> Resolution

REVIEW:	Department Director	Mike Chambless	Click or tap to enter a date.
	Finance	n/a	Click or tap to enter a date.
	Legal	David Linehan	12/27/2023
	City Administrator	Mike Chambless	Click or tap to enter a date.

DEPARTMENT:	Administration	
	Deana Dean, City Clerk	
	Finance & Administration	COMMITTEE DATE: January 3, 2024
EXHIBITS:	1. Resolution 1675	
	2. Current Resolution 1501_Rules_Fee Schedule	
	3. Exhibit A – Public Records Act Policy	
	4. Appendix A to Exhibit A – PRA Exemptions	
	5. Exhibit B – Records Management Policy	
	6. Exhibit C – Fee Schedule	
	7. Methodology Used to Determine Costs	

AMOUNT OF EXPENDITURE \$ n/a

AMOUNT BUDGETED \$ n/a

APPROPRIATION REQUESTED \$ n/a

SUMMARY

This agenda bill seeks City Council approval of a resolution adopting an updated Public Records Act Policy (Exhibit A), a new Records Management Policy (Exhibit B), an updated Fee Schedule (Exhibit C), and repeal of Resolution 1501.

INTRODUCTION

Administration is proposing a change to the Public Records Act Rules and Fee Schedule through repeal of Resolution 1501. This change is prompted by implementation of an enterprise content management system

(Laserfiche) on January 1, 2024, a change in how the City will receive and respond to public records requests, and a new Records Management Policy. In addition, considering the length of time since the last update (2019), it is appropriate to review and update the City's Fee Schedule.

Public Records Act Policy (Resolution Exhibit A):

The proposed Public Records Act Policy, formerly known as the Public Records Act Rules, generally includes the same content and documents the City's existing practices. Sections that have been updated include the process for making a request and the process to be followed by the City in responding to requests. The format has been cleaned up and organized to flow more smoothly. The Fee Schedule has been removed and added as a separate exhibit.

Records Management Policy (Resolution Exhibit B):

With the implementation of an electronic content management system (Laserfiche), the City should adopt a formal Records Management Policy to establish standard procedures and best practices for managing its records. The Policy defines public records, addresses the records management officer and department records liaison roles and responsibilities, records retention schedules and exemptions to those schedules, naming conventions, email management and retention, text and social media records and retention, disaster prevention and damaged records recovery process, records destruction, and more. Some benefits of a formalized Records Management Policy are to promote efficient records management practices for the entire lifecycle of the agency's records, promote open and accountable government through organized, controlled, and legal destruction, and reduce the City's risk and liability.

Fee Schedule (Resolution Exhibit C):

Currently, the City recovers minimal costs when fulfilling public records requests which is due to lack of guidance in how charges should be calculated. The updated Fee Schedule has been modified to provide more clarity to staff on Council approved charges. Sections that have been changed are outlined in Budget Impacts below and are based on an internal study using actual costs from the current fee schedule and the two staff members who regularly fulfill public records requests. Cost studies have been adopted in Seattle, Shoreline, and Kennewick and are in-process in Bellevue and Issaquah. With permission, the City has incorporated the cost study and methodology template from the City of Issaquah as part of this agenda bill.

(Note: It is more efficient for staff to rely upon a flat fee, when possible, rather than itemizing actual fees. This efficiency is a cost savings for taxpayers.)

All exhibits are consistent with the practice of other cities.

LEGISLATIVE HISTORY

In 2017, the state legislature amended the Public Records Act (RCW 42.56) to allow government agencies to collect certain fees to recover the costs associated with copying public records. The law specifies that an agency can either adopt default fees that are in RCW 42.56.120 or conduct a cost study to determine their actual fees. No fees can be collected until after a public hearing is conducted.

In 2019, after a public hearing, Snoqualmie City Council adopted Resolution No. 1501 which included Snoqualmie Public Records Act Rules and a Fee Schedule.

BACKGROUND

The City of Snoqualmie has experienced significant increases in the overall volume and complexity of public records requests as well as having reduced staffing to adequately respond and manage these requests. Currently there are two employees who respond to requests as part of their regular duties (the City Clerk and the Police Records Technician). There are liaisons from other departments who assist when requests come in

for their departments. The number of requests received is below. It should be noted that many of the requests the city receives include many items logged as one request.

Public Records Requests (includes Police)

2019 -	626 Requests
2020 -	614 Requests
2021 –	730 Requests
2022 –	783 Requests
2023 –	720 Requests as of 12/26

An audit was performed for the 2023 requests. Staff spent 288 hours responding to public records requests and reviewed 30,185 records of which 4,759 were responsive and provided to the requesters.

ANALYSIS

Proposed changes to the Public Records Act Rules and Fee Schedule are to be accomplished as follows:

1. An ordinance revising Chapter 2.50 of the SMC is not necessary and the current chapter shall remain in effect.
2. A public hearing as required for adoption of fees.
3. A resolution which adopts the City's Public Records Act Policy, Records Management Policy, and Fee Schedule and repeals the former resolution.

BUDGET IMPACTS

The updated Fee Schedule incorporates many of the same charges that exist currently with a few additions including a GB fee, police records fee, and a credit card surcharge. Updating the Fee Schedule will provide more clarity on charges Council have already approved and will result in unrealized revenue although it is difficult to quantify at this point in time. Details on how charges will be calculated based on staff actions are included in attachment #7 to this agenda bill, Methodology Used to Determine Costs. These are reflected in the proposed charges below and will allow the City to better recoup costs associated with managing, researching, and responding to public records requests of increased scope and complexity as has become the new normal.

<u>Item</u>	<u>Current</u>	<u>Proposed</u>
Paper copies	\$.15/page	\$.30/page
Plotter paper 24x36	\$3.50 in house	\$10/for the first page \$1.50 for each additional page
Plotter paper 36x48	\$3.50 in house	\$20/for the first page \$3.00 for each additional page
Scanning Fee	\$67.57/hr	No change in cost; addition of outsourcing if over 2 hours of staff time or if the City does not have appropriate equipment
Electronic File Flat Rate	\$67.57/hr	First 10 records = n/c 11+ records + \$.25 per record
Gigabyte Fee	not stated	\$.10 per gigabyte if over 1 GB.
Police Report/Collision Report	unclear	No charge to parties involved

\$5.00 per report for parties not directly involved

Clearance letter unclear \$15.00

The proposed changes for “Electronic File Flat Rate” and “Police Report/Collision Report” provide a clear determination of fees. These fees are currently underutilized.

OPTIONS/ALTERNATIVES

The City could maintain the current fee schedule with no changes, providing direction and definitions as to how those fees should be calculated.

The City could choose to adopt the proposed fee schedule with modification, combining, or eliminating some of the proposed fees.

NEXT STEPS

Finance & Administration Committee Meeting: January 3, 2024.

Public Hearing and Adoption at City Council Meeting: January 22, 2024 (to allow time for publishing the Notice of Public Hearing)

PROPOSED ACTION

Move to adopt Resolution 1675 regarding RCW 42.56, the Public Records Act, adopting an updated Public Records Act Policy, a Records Management Policy, and an updated Fee Schedule, and repealing Resolution 1501.

RESOLUTION NO. 1675

A RESOLUTION OF THE CITY OF SNOQUALMIE, WASHINGTON REGARDING RCW 42.56, THE PUBLIC RECORDS ACT, INCORPORATING AN UPDATED PUBLIC RECORDS ACT POLICY, A RECORDS MANAGEMENT POLICY, ADOPTING AN UPDATED FEE SCHEDULE, AND REPEALING RESOLUTION 1501.

WHEREAS, RCW 42.56 is known as the “Public Records Act,” or “PRA”; and

WHEREAS, the PRA requires the City to make nonexempt public records available for inspection and copying, and to establish and publish rules to facilitate disclosure of public records; and

WHEREAS, the City last updated its rules in 2019 through Resolution 1501; and

WHEREAS, the PRA requires all cities and public agencies to maintain and make available a current index of all public records; and

WHEREAS, RCW 42.56.070(4) provides that an agency need not maintain such an index if to do so would be unduly burdensome or interfere with agency operations; and

WHEREAS, City Council adopted, under Ordinance 1216 and codified in Snoqualmie Municipal Code Chapter 2.50 that maintaining a current index of identifying information for the public records would unduly burden and interfere with city operations; and

WHEREAS, RCW 42.56.070(7), RCW 42.56.240(14), and RCW 42.56.120 prescribes that agencies may be reimbursed for the cost of providing copies of records; and

WHEREAS, the City has prepared an updated Public Records Act Policy based on its current procedures; and

WHEREAS, the City has prepared a Records Management Policy, pursuant to RCW 40.14, to establish standard procedures for the preservation and destruction of its public records; and

WHEREAS, the City desires to adopt a new Fee Schedule imposing such charges as allowed by law for the cost of providing requested public records;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SNOQUALMIE, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. Ordinance 1216, codified in Snoqualmie Municipal Code Chapter 2.50 remains in effect.

Section 2. Resolution 1501 is hereby repealed and is of no force and effect.

Section 3. The Public Records Act Policy, attached as Exhibit A, is hereby adopted as the rules the City will follow in handling public records requests.

Section 4. The Records Management Policy, attached as Exhibit B, is hereby adopted as the governing document regarding how the City will preserve and destroy its public records.

Section 5. The PRA Fee Schedule, attached as Exhibit C, is hereby adopted as the fees imposed in handling public records requests.

Section 6. This Resolution shall be effective immediately upon its passage.

Section 7. Severability. If any portion of this Resolution, Public Records Act Policy, Records Management Policy, or Fee Schedule adopted herein is found to be invalid or unenforceable for any reason, such finding shall not affect the validity or enforceability of any other section of this Resolution or the Policies or Schedule adopted herein.

Section 8. The City Clerk or Code Reviser is authorized to make necessary corrections to the Public Records Act Policy or Records Management Policy adopted by this Resolution, including the correction of clerical errors; references to other local, state or federal laws, codes, rules, or regulations, or resolution numbering and section/subsection numbering.

PASSED by the City Council of the City of Snoqualmie, Washington, this 22nd day of January 2024.

Katherine Ross, Mayor

Attest:

Approved as to form:

Deana Dean, City Clerk

David Linehan, Interim City Attorney

RESOLUTION NO. 1501**A RESOLUTION OF THE CITY COUNCIL OF
CITY OF SNOQUALMIE, WASHINGTON
ADOPTING RULES PERTAINING TO
REQUESTS FOR PUBLIC RECORDS
SUBMITTED PURSUANT TO THE PUBLIC
RECORDS ACT, CHAPTER 42.56 RCW, AND
CITY RESPONSES THERETO.**

WHEREAS, Chapter 42.56 of the Revised Code of Washington is known as the "Public Records Act," or "PRA"; and

WHEREAS, the stated intent of the PRA is to provide full public access to public records pertaining to the conduct of government, respect individuals' privacy rights, protect public records from damage or disorganization, and to prevent excessive interference with other essential functions of the government agency holding the records; and

WHEREAS, other "essential City functions" are determined by state law and by the City Council and include, but are not limited to, providing public safety, financial stability, balanced transportation, dependable infrastructure, environmental protection, housing, human services, neighborhood services, economic development, parks, recreation and open space and the administrative systems necessary to provide effective government services; and

WHEREAS, the PRA generally requires that each state and local agency shall make available for public inspection and copying all public records, unless the record falls within the specific exemptions of the PRA or other statute which exempts or prohibits disclosure of specific information or records; and

WHEREAS, RCW 42.56.100, requires local agencies such as the City of Snoqualmie to “adopt and enforce reasonable rules and regulations. . .consonant with the [PRA’s] intent” as described above; and

WHEREAS, RCW 42.56.100 also requires that such rules and regulations “shall provide for the fullest assistance to inquirers and the most timely possible action on requests for information”

WHEREAS, the City of Snoqualmie’s existing, adopted rules, codified in Chapter 2.50 of the Snoqualmie Municipal Code, were last amended in 2004; and

WHEREAS, since that time, the Legislature has re-codified Public Records Act into a different chapter of the RCW, modified the statutory exemptions from disclosure contained in the Act, and adopted new provisions regarding the charges an agency may impose for production of paper as well as electronic records; and

WHEREAS, in 2018 the Washington Attorney General issued comprehensive new “Model Rules” concerning public records compliance, to advise state and local agencies about “best practices” for complying with the PRA; and

WHEREAS, since 2017, the City of Snoqualmie has experienced a significant increase in the volume and complexity of public records requests; and

WHEREAS, to prevent excessive interference with the other essential functions of the City, it is necessary to determine a reasonable level of effort to devote to responding to requests for public records commensurate with the available resources and staffing; and

WHEREAS, while the Act generally precludes the City from charging a fee for inspecting or locating public records, it does allow the City to charge a reasonable fee for copying and sending public records; and

WHEREAS, since the Act's adoption in 1972, the use of technology has resulted in many public records stored in an electronic format for which a copying fee was not previously expressly authorized; and

WHEREAS, with the passage of Engrossed House Bill 1595 during the 2017 regular session, the Washington State Legislature authorized the imposition of a fee for the provision of records in an electronic format and a customized service charge when expertise is required to compile data or when customized access is necessary to provide requested records; and

WHEREAS, EHB 1595, Section 3, codified at RCW 42.56.120, permits the City to impose the actual cost of providing records (including staff time to copy and send public records), to impose a range of statutorily-authorized default costs, or to adopt a one-time flat fee of up to \$2.00; and

WHEREAS, the City has prepared a cost study so as to determine the actual costs of providing public records; and

WHEREAS, EHB 1595, Section 1, codified at RCW 42.56.070, states that a city seeking to impose actual costs must provide notice and a public hearing; and

WHEREAS, a duly-noticed public hearing was held on July 22, 2019 before the Snoqualmie City Council; and

WHEREAS, the City Council desires to adopt new rules governing the process for requesting public records, responding to public records requests, and imposing such charges as allowed by law for the cost of providing requested public records;

NOW, THEREFORE NOW, THEREFORE, BE IT HEREBY RESOLVED by the City Council of the City of Snoqualmie, Washington, as follows:

Section 1. Public Records Rules Adopted. The Public Records Act Rules attached hereto as Exhibit A (the "Rules") are hereby adopted for the City of Snoqualmie pursuant to RCW 42.56.100.

Section 2. Administrative Rules. The Mayor and/or City Administrator is authorized to adopt reasonable administrative rules to further implement the Public Records Rules adopted pursuant to Section 1 of this Resolution. Any administrative rules or changes thereto shall be reported to the City Council and made available on the City's website.


Section 3. Effective Date. This Resolution shall be effective immediately upon its passage.


Section 4. Severability. If any portion of this Resolution or the Rules adopted herein are found to be invalid or unenforceable for any reason, such finding shall not affect the validity or enforceability of any other section of this Resolution or the Rules adopted herein.

Section 5. Corrections by the City Clerk or Code Reviser. Upon approval of the City Attorney, the City Clerk is authorized to make necessary corrections to the

Public Records Act Rules adopted by this Resolution, including the correction of clerical errors; references to other local, state or federal laws, codes, rules, or regulations, or resolution numbering and section/subsection numbering.


PASSED by the City Council of the City of Snoqualmie, Washington, this 22nd day of July, 2019.



Matthew R. Larson, Mayor

Jodi Warren, MMC
City Clerk

Approved as to form



Bob C. Sterbank
City Attorney

City of Snoqualmie**PUBLIC RECORDS ACT RULES****July, 2019****Section 1. Authority and Purpose.**

The Public Records Act, RCW 42.56 (“The Act” or “PRA”), requires public agencies to make identifiable, non-exempt public records available for inspection and copying upon request and to publish rules of procedure to inform the public how access to public records will be accomplished. Pursuant to Resolution No. 1501 adopted by the City Council on July 22, 2019, the following Rules for responding to public records/disclosure requests are established.

The purpose of these rules is to provide procedures for the full and timely access to information concerning the conduct of government, mindful of individuals’ privacy rights and the desirability of efficient administration of our City government. The Act and these rules will be interpreted in favor of disclosure. In carrying out its responsibilities under the Act, the City will be guided by the provisions of the Act describing its purposes and interpretation. Unless otherwise stated herein, the definitions outlined in the Act shall apply. In the case of any conflict between these Rules and the Act, the Act shall apply.

Section 2. Description of City Services and Central Office

The City of Snoqualmie is a Washington municipal corporation that provides the full range of traditional municipal services through its various departments. These functions include, but are not limited to, maintaining public records. The City shall maintain descriptions of the City’s organization and the process through which the public may obtain information from the City.

The City of Snoqualmie’s central office is located at Snoqualmie City Hall, 38624 SE River Street, Snoqualmie, WA, 98065.

Section 3. Public Records Officer

Any person wishing to request access to public records or seeking assistance in making a request should contact the City’s Public Records Officer. The City Clerk is designated as the City’s Public Records Officer.

The Public Records Officer will oversee compliance with the Public Records Act and these Rules. In addition, each city department shall designate a staff member or members to assist the Public Records Officer in implementing these Rules. The department-designated public records staff member(s) will assist the Public Records Officer in communicating with requestors, identifying records responsive to requests pertaining to the department, redacting information that is exempt from production, and providing responsive records to requestors, as appropriate and under the oversight of the Public Records Officer.

The Public Records Officer and/or designees will provide the fullest assistance to requestors, ensure that public records are protected from damage or disorganization, and prevent work

related to public records requests from causing excessive interference with the essential functions of the City.

When using these Rules, references to the Public Records Officer should be interpreted to also include his or her designees and/or the department-designated public records staff members.

Section 4. Availability of public records.

- a. **Hours for inspection.** Public records are generally available for inspection and copying during the City's normal business hours: Monday through Friday, 8:00 a.m. to 5:00 p.m., excluding legal holidays. To assure protection of public records, City staff may require that inspection and/or copying of records responsive to a specific request occur at such dates and times as mutually agreed between City staff and a requestor.
- b. **Place of inspection.** Records will generally be made available for inspection at the City's central office. City staff and the requestor may make mutually agreeable arrangements for inspection at other locations if the particular records being sought are maintained at field offices of the City.

A requestor shall not take City records from City offices without the permission of the Public Records Officer.

- c. **Electronic access to records.** A variety of records are available on the City's web site at: <https://www.ci.snoqualmie.wa.us/>.

To the extent practical, the City will store, maintain, and make its records available electronically. For those seeking responsive records in electronic format, the City may provide access to public records by providing links to the web site containing an electronic copy of the record, provide records on a USB Flash Drive, or transmit the responsive record via e-mail. The Public Records Officer will work with the requestor to determine the most appropriate method for providing electronic copies of responsive records.

- d. **Records index.** By adopting Section 2.50.040 of the Snoqualmie Municipal Code, the City Council determined that maintenance of a current index of identifying information for the public records described in RCW 42.56.070(3) would unduly burden and interfere with city operations.
- e. **Organization of records.** City departments will seek to maintain records in a reasonably organized manner and the City will take reasonable actions to protect records from damage and disorganization.
- f. **Retention of records.** The City is not required to retain all records it creates or uses. The State Attorney General's Local Records Committee approves a general retention schedule for local agency records (including cities) that are common to most agencies. Individual agencies may seek approval from the Local Records Committee for retention schedules specific to their agency or that, due to their particular business needs, must be kept longer than provided in the general schedule. The retention schedules for local agencies are

available at <https://www.sos.wa.gov/archives/RecordsManagement/Managing-City-Records.aspx>.

Retention schedules vary based on the content of the record.

Section 5. Making a request for public records.

- a. **Reasonable notice that the request is for public records.** In order to make a request for public records, trigger the City's obligation to respond and facilitate a timely response, a requestor must provide the City with fair notice that a request being made is for public records. To do so, a requestor must request records as set forth in Section 5(b) below and, if the request is made other than via the City website public records form, label the front page of the document as containing a public records request, cite or name the Public Records Act, use the terms "public records" or "public disclosure," or otherwise call the request to the attention of the Public Records Officer. A requestor may not bury a request for public records within a larger document or communication unrelated to a public records request.
- b. **Form.** Any person wishing to inspect or copy identifiable public records of the City should make the request in writing in one of the following ways:
 - i. **Requests for records other than Police records:** Requests to inspect or copy any records maintained by the City, other than Police records, should be made to the Public Records Officer using the online "Request for Public Records – GENERAL" form available at <http://www.ci.snoqualmie.wa.us/FormCenter>. In addition, requests may be made in writing, labeled "Public Records Act request," and delivered to the address below:

Public Records Officer
Snoqualmie City Hall
38624 SE River Street
Snoqualmie, WA 98065
Telephone: 425-888-8016
 - ii. **Requests for Police records:** Requests to inspect or copy records maintained by the City's Police Department should be made using the online "Request for Public Records – POLICE" form available at <http://www.ci.snoqualmie.wa.us/FormCenter>. In addition, requests may be made in writing, labeled "Public Records Act request," and delivered to the address below:

Snoqualmie City Hall -- Police Department

Telephone: 888-3333
 - iii. **Internet access to records.** Many records are also available on the City of Snoqualmie website at: <https://www.ci.snoqualmie.wa.us/>. Requestors are encouraged to view the documents available on the website prior to submitting a public records request.

- iv. Regardless of the form of the request, the following information shall be included in the request:
- Name and address of requestor;
 - Other contact information, including telephone number and email address;
 - The fact that the requestor is making a Public Records Act request;
 - Identification of the requested records adequate for the Public Records Officer to locate the records; and
 - The date of the request.

- c. **Identifiable Record.** A requestor must request an "identifiable record" or "class of records" before the City must respond to it. An "identifiable record" is one that is existing at the time of the request and which City staff can reasonably locate. The Act does not require the City to be a "mind reader" or to guess what records are being requested. The Act does not allow a requestor to make "future" or "standing" (ongoing) requests for records not in existence; nonexistent records are not "identifiable."

A request for all or substantially all records prepared, owned, used or retained by the City agency is not a valid request for identifiable records; a request for all records must identify a particular topic or contain a particular keyword or name to not constitute a request for all of the City's records. A "keyword" or name must have some meaning that reduces a request from all or substantially all of the City's records.

An "identifiable record" is not a request for "information" in general. For example, asking "what policies" the City has for handling discrimination complaints is merely a request for "information." A request to inspect or copy the City's policies and procedures for handling discrimination complaints would be a request for an "identifiable record."

Public records requests also are not interrogatories or questions. The City is not required to answer questions about records, City business or City actions, or conduct legal research for a requestor.

When a request uses an inexact phrase such as all records "relating to" a topic (such as "all records relating to the property tax increase"), the Public Records Officer may interpret the request to be for records which directly and reasonably address the topic. The Public Records Officer should inform the requestor of the City's interpretation when responding to a request.

- d. **Prioritization of records.** The Public Records Officer may ask a requestor to prioritize installments of the records he or she is requesting so that particular records may be provided first. A requestor need not prioritize installments for their request; however, if a requestor chooses not to prioritize installments or declines the Public Records Officer's request that the requestor do so, the Public Records Officer will provide records in the order determined by the Public Records Officer or designees.
- e. **Copies.** If the requestor wishes to have copies of the records made instead of simply inspecting them, he or she should so indicate and make arrangements to make a deposit or pay for the copies, as further discussed in Section 10 below. Costs for copies are set

out on the fee schedule published periodically by the City Clerk and made available at the City Hall and on the City's web site.

- f. Oral Requests.** The Public Records Officer may accept oral requests for public records that contain the above information by telephone or in person, provided that the request seeks a particular document identifiable by name, *e.g.*, "current City zoning map," or "Ordinance No. 1111." If such an oral request is made, the Public Records Officer will confirm receipt of the information and the substance of the request in writing. If other requests are attempted to be made orally, in order to avoid confusion the Public Records Officer will direct the requestor to submit the online public records request form (Section 5(b)(i) or (ii) above) or to otherwise submit the request in writing.
- g. Requests made directly to City departments.** Requests for public records that are made directly to departments should be delivered to the Public Records Officer immediately upon receipt for coordinated processing.
- h. Purpose of request.** Generally, the City shall not distinguish among persons requesting records. To that end, a requestor need not state the purpose of the request, except that the City may request the requestor to provide information as to the purpose of the request in the following instances:
 1. If the request is for a list of individuals, the City shall investigate whether the requestor intends to use the list for commercial purposes. The City may require the requestor sign a declaration stating that he or she will not use the list for commercial purposes. Unless otherwise required by law, the City shall not give, sell or provide access to lists of individuals requested for commercial purposes.
 2. The City may request information from a requestor about the purpose of the request sufficient to allow a determination as to whether another statute prohibits disclosure of specific information or records to certain persons.
 3. The City may request information from a requestor about the purpose of a request in an effort to better understand the request and provide all responsive records.
- i. Overbroad requests.** The City may not deny a request for identifiable public records solely because the request is overbroad. However, the City may seek clarification, ask the requestor to prioritize the request so that particular records are provided first, and/or communicate with the requestor in an effort to voluntarily limit the size and complexity of the request. The City may also provide the responsive records in installments.

Section 6. Processing public records requests

- a. Providing "fullest assistance".** These Rules and related policies and procedures identify how the City will provide full access to public records, protect records from damage or disorganization, prevent excessive interference with other essential functions of the agency, provide the fullest assistance to requestors and provide the timeliest possible action on public records requests.

All assistance necessary to help requestors locate particular responsive records shall be provided by the Public Records Officer and/or department-designated staff, provided that the giving of such assistance does not unreasonably disrupt the daily operations of the Public Records Center or other duties of any assisting employee(s) in other City departments.

- b. Order for processing requests.** The Public Records Officer will process requests in the order and manner he or she determines to be the most efficient. If a request involves production of records in installments, and the requestor has prioritized the preferred order of production of those installments, the Public Records Officer will provide the installments according to the requested prioritization.
- c. Acknowledging receipt and fulfilling requests.** Within five business days of receipt of the request, the Public Records Officer will respond in one of the following ways:
 - 1. Make the record available for inspection or copying;
 - 2. Provide a link to the City's web page where the requested records are posted;
 - 3. Acknowledge that the request has been received and provide a reasonable estimate of when records will be available;
 - 4. If the request is unclear or does not sufficiently identify the requested records, the Public Records Officer will acknowledge receipt of the request, request clarification from the requestor and provide a reasonable estimate of time it will take to respond to the request if it is not clarified. Such clarification may be requested and provided by telephone; or
 - 5. Deny the request.
- d. Reasonable estimate of time to fully respond.** If not able to fulfill the request within the five-business-day period, the Public Records Officer will provide a reasonable estimate of the time it will take to fully respond to the request. Additional time may be needed to clarify the scope of the request, locate and assemble the potentially responsive records, notify third parties affected by the request, consult with the City Attorney about whether any portion of the records is exempt from disclosure, redact confidential or otherwise exempt information, and/or prepare an exemption log.

The Public Records Officer should briefly explain the basis for the time estimated to respond. Should an extension of time be necessary to fulfill the request, the Public Records Officer will provide a revised estimate and explain any changed circumstances related to the extension.

- e. Categories of Requests.** When a public records request is received, the Public Records Officer will categorize the request according to the nature, volume, and availability of the requested records and complexity of the request using the following categories:
 - 1. Category 1:** Records requests that are routine and/or can be readily filled with little or no coordination between departments. Average processing time: 5 – 30 days.

2. **Category 2:** Records requests that may be routine but require coordination between two or more departments and may need additional time to identify or process exemptions. Requests that require third party notification may be a category 3. Average processing time: 4-5 weeks and may require several months to complete in total and are frequently provided in installments.
3. **Category 3:** Records requests that are complex and/or broad or vague. These requests contain a large number of records that may not be easily identified and may require additional research by City staff who are not primarily responsible for public disclosure, or require legal review and processing for exemptions. Average processing time: 5-6 weeks and may require several months to complete in total and are frequently provided in installments.

After the initial categorization, records requests may be re-categorized due to unanticipated circumstances or additional information.

f. Tracking requests.

1. The City shall maintain a log to track all records requests. The log shall identify the category and status of the requests as "pending," "active," or "completed."
2. Records requests will initially be entered on the log and, within each category, processed in the chronological order in which they are received by the City. However, responding to a records request is not always a sequential process. The City will manage the order in which requests are processed based on the individual circumstances of each request.

g. Multiple requests by the same requestor. In order to provide the fullest assistance to all records requestors and to prevent excessive interference with other essential functions of the City, if the same requestor (or their representative) has submitted multiple unrelated requests categorized by the City as Category 2 or 3 requests, the Public Records Officer may process the requests one at a time and in the order received, in order to allow the Public Records Officer to also process other requestors' later-received requests. Requestors may prioritize the order in which the City processes such multiple requests. If a requestor submits multiple Category 2 or 3 requests that relate to the same subject, project, keyword, *etc.*, the Public Records Officer may consolidate such requests to be processed simultaneously. The City shall endeavor to provide all requestors, and their representatives, with equal assistance and attention, to the extent reasonably and feasibly possible.

h. Failure to respond within 5-day period. If the City does not respond in writing within five business days of receipt of the request for disclosure, the requestor should consider contacting the Public Records Officer to determine whether the request has been received by the City.

- i. Requesting Clarification.** In acknowledging receipt of a public record request that is unclear, the City may ask the requestor to clarify what information the requestor is seeking. Additionally, clarification may be sought in circumstances which include (but are not limited to) the following:

1. To determine the specific date or date range of records sought, if known.
2. To ask a requestor to prioritize the records he or she is requesting so that the City is able to provide the most important records first. The City is not required to ask for prioritization, and a requestor is not required to provide it; however, if the City requests prioritization and the requestor declines to provide it, the Public Records Officer will determine the order / priority of records to be produced.
3. To clarify requests for identified in vague terms such as “any and all documents related to,” “all records relating to” or similar language. If the requestor is unable or unwilling to help narrow the scope of the documents being sought in order to expedite the City’s response and/or reduce the volume of potentially responsive documents, the City may err on the side of producing more rather than fewer documents in response to such a broad, general request. City staff shall not be obligated to interpret such a broad, general request in order to decipher which specific documents may be of interest to the requestor and the Act does not allow a requestor to search through the City’s files for records which cannot be identified or described to the City.

Such clarification may be requested and provided by telephone. If the clarification is made by telephone, the PRO will confirm the scope of the clarification in writing. The confirmation will be deemed the correct statement of the scope of the request unless the requestor responds with a different statement of the scope.

If the requestor fails to respond to a City request to clarify the request within 30 days, and the entire request is unclear, the City may consider the request abandoned. Otherwise, the City will respond to those portions of the request that, in the determination of the Public Records Officer, are clear. If the City considers the request abandoned, it will send a closing letter to the requester.

- j. Consequences of disclosing a record in error.** The City, and its officials, agents, employees or custodians shall not be liable, nor shall a cause of action exist, for loss or damage based on release of a public record if the City, official, agent, employee or custodian acted in good faith in attempting to comply with the Public Records Act.
- k. Searching for records.** The City must conduct an objectively reasonable search for responsive records. The Public Records Officer will determine where responsive records are likely to be located and involve records coordinators in other departments, as needed, to assemble the records.

After potentially responsive records are located, the Public Records Officer may take reasonable steps to narrow down the number of records assembled to those that appear directly responsive to the request; provided, however, that in the case of a broad request, the Public Records Officer may provide all documents located by search terms

reasonably related to the breadth of the request, particularly if the requestor is unable or unwilling to help narrow the scope of the documents being sought.

If the City does not locate responsive documents, it will so indicate to the requestor, and will explain in at least general terms the places searched and/or the search terms employed.

- l. Preserving requested records.** If a requested record is scheduled shortly for destruction under the City's records retention schedule, the record cannot be destroyed until the public disclosure request has been resolved. Once a request has been closed, the Public Records Officer can destroy the record in accordance with the retention schedule.

- m. Records exempt from disclosure.** Some records or information contained therein are exempt from disclosure, in whole or in part (see Section 9).

If the City believes that a record is exempt from disclosure and should be withheld, in whole or in part, the Public Records Officer will state the specific exemption and provide a brief explanation of why the record or a portion of the record is being withheld.

If only a portion of the record is determined to be exempt, the Public Records Officer will redact the exempt portions and provide the non-exempt portions (See Section 9 below).

- n. Court protection of records (Third-party notice).** If the requested records contain information that may affect rights of a person who is named in the record or to whom the record specifically pertains and that may be exempt from disclosure, prior to providing the records the Public Records Officer may give notice to such persons. Generally, 14-days' notice will be given in order to make it possible to contact the requestor and ask him or her to revise the request or, if necessary, allow affected individuals to take action seek an order from a court to prevent or limit the disclosure. The notice to the affected person(s) will include a copy of the request. Nothing in this section requires the City to provide such third-party notice, unless otherwise required by law.

- o. Inspection of records.** To the extent possible, the Public Records Officer shall promptly provide space to inspect public records at the City's central office. The requestor must claim or review the assembled records within thirty days of the Public Records Officer's notification that the records are available for inspection or copying. The Public Records Officer will notify the requestor in writing of this requirement and suggest that he or she contact the agency to make arrangements to claim or review the records. Depending on the number and length of responsive records, the Public Records Officer may require that the records inspection occur at such date and time mutually agreed by the records requestor. Possession of cameras, mobile phones, laptops, tablets or other electronic devices within such room where public records are made available for inspection is prohibited.

If the requestor or a representative of the requestor fails to claim or review the records within the 30-day period, or make other arrangements, the Public Records Officer may

close the request and re-file the assembled records. Other public records requests can be processed before a subsequent request by the same person for the same or almost identical records, which will be processed as a new request.

Members of the public may not remove documents from the viewing area or disassemble or alter any document. City employees may be present during the inspection of records.

- p. **Providing copies of records.** If the requester has first inspected paper copies of potentially-responsive records, the requestor shall indicate which documents he or she wishes to have copied using a mutually agreed upon non-permanent method of marking the desired records. After inspection is complete, the Public Records Officer will arrange for copying. Making a copy of an electronic record is considered copying and not creation of a new record.
- q. **Providing records in installments.** When the request is for a large number of records, particularly Category 2 or 3, the Public Records Officer will generally provide access for inspection and copying in installments if he or she reasonably determines that it would be practical to provide the records in that way. If the requestor fails to inspect the entire set of records or one or more of the installments within 30 days of the records being made available for inspection, the Public Records Officer may stop searching for the remaining records and close the request.
- r. **Completion of inspection.** When the inspection of the requested records is complete and all requested copies are provided, the Public Records Officer will indicate that the City has completed a diligent search for the requested records and made any located non-exempt records available for inspection.

If the requestor obtains the records he or she is seeking while the City's response is still ongoing, the requestor should advise the Public Records Officer that the requested records satisfy the request and that the remainder of the request may be cancelled.
- s. **Closing withdrawn or abandoned requests.** If the requestor withdraws the request, fails to fulfill his or her obligations to inspect the records within thirty (30) days of the date of the City's notification of records availability, or fails to pay the deposit or final payment for the requested copies within ten (10) days of the date of the payment request, the Public Records Officer will close the request and indicate to the requestor that the City has closed the request. The Public Records Officer will document closure of the request and the conditions that led to closure.
- t. **Later discovered documents.** If, after the Public Records Officer has informed the requestor that the City has provided all available records, the City becomes aware of additional responsive documents that existed on the date of the request, the Public Records Officer will promptly inform the requestor of the additional documents and provide them on an expedited basis.
- u. **No duty to create records.** The City is not obligated to create a new record to satisfy a records request; however, the City may, with the requestor's approval, create such a new record to fulfill the request where it may be easier for the City to create a record

responsive to the request than to collect and make available voluminous records that contain small pieces of information responsive to the request. The City is not required to conduct research for a requestor.

- v. **No duty to supplement responses.** The City is not obligated to hold current records requests open to respond to requests for records that may be created in the future. If a public record is created after a request is received by the City, it is not responsive to the request and will not be provided. A new request must be made to obtain later-created public records.
- w. **No access to City network or systems.** Requestors shall not be permitted to access or “plug into” City networks or systems or copy records using personal devices or equipment, such as USBs or scanners, which must be connected to City equipment in order to copy records.
- x. **Prevention of excessive interference with essential government functions.** To prevent excessive interference with other essential functions of the City, and to allow the Public Records Officer and other designated City staff members to perform their other assigned duties, the Public Records Officer will spend a maximum of 16 hours per month responding to public records requests. Each department-designated staff member assisting the Public Records Officer under Section 3 of these Rules will spend a maximum of 8 hours per month responding to or assisting with responses to public records requests.

Section 7. Processing requests for electronic records.

- a. **Providing electronic records.** If public records are requested in electronic form, the Public Records Officer will provide non-exempt records in a generally commercially available electronic format that is used by the City, as determined by the Public Records Officer in conjunction with the City’s Information Technology Department.
- b. **Access to electronic records.** The Public Records Officer may provide a link to electronic records easily found on the City’s website. Records may also be accessed using an online transfer or sharing site, email, or an external device such as a USB drive. Copying of electronic records are subject to fees listed in the Fee Schedule.
- c. **Paper records provided electronically.** Paper records that are specifically requested to be provided electronically are subject to processing fees listed in the Fee Schedule.

Section 8. Retention of records. The City will retain its records in accordance with retention schedules approved by the State Local Records Committee. Public records may not be destroyed per a retention schedule if a public records request or actual or anticipated litigation is pending.

Section 9. Exempt and prohibited disclosure of public records.

All public records maintained by the City are available for public inspection and copying in accordance with these Rules, unless the records are specifically exempt or prohibited from disclosure by applicable state and federal laws.

- a. The Public Records Act and other statutes provide that a number of document types and information are prohibited from being disclosed or are exempt from public inspection and copying. The City will maintain on its website a current list of disclosure prohibitions / exemptions, other than those listed in the Act, which exempt or prohibit disclosure of specific information or public records.
- b. The City's failure to list an exemption shall not affect the effectiveness of the exemption.

Section 10. Costs of providing copies of public records

- a. **Costs for records, generally.** Fees for copies and scanning of public records requests shall be charged according to the fee schedule below. Payment of fees is required prior to release of records, unless other arrangements have been made with the Public Records Officer. If requested by a requestor, the City shall provide a summary of the applicable charges before any copies are made and the requestor may revise a public records request to reduce the number of copies to be made and reduce the applicable charges.

No fee is charged for locating records, inspecting records in person or for accessing records routinely made available on the City's website prior to receipt of a request, unless the requestor has specifically requested that the City provide copies of such records through other means.

The City declares that it would be unduly burdensome to calculate the actual costs of providing copies of certain public records, due to variations in copy charges for leased copiers and variations in staff time for manual copying and mailing, or uploading or electronically transmitting, responsive records. Therefore, except as otherwise indicated below, the table below incorporates the standard fees prescribed in RCW 42.56.120(2)(b) for providing public records (other than outsourced copies or copies of large-format plans and maps).

Method of Release of Records		Fee
Inspection of Records		
Inspection of agency records on agency public internet web site or scheduled at agency officer.		No fee
Access or downloading records posted on City's public internet web site.		No fee
Standard Copies of Physical Records		
Size		
8.5 x 11	black and white or color	\$0.15 per printed page
8.5 x 14	black and white or color	\$0.15 per printed page
11 x 17	black and white or color	\$0.15 per printed page

Outsourced Copies any size	Vendor Invoice
Large Format Plans and Maps	\$3.50 In-house; Vendor Invoice if outsourced (recommended for over 5 copies)
Electronic Records	
Use of FTP or Cloud drive service or e-mailing records	Actual cost: \$67.57/hr. x number of minutes uploading or emailing records.
Scanning physical records to electronic format	Actual cost: \$67.57/hr. x number of minutes uploading or emailing records.
USB, CD, DVD or other Storage Device	Actual Cost of storage device*
Video or Audio Tape Reproduction	Vendor invoice
Mailing Physical Records or Storage Devices	
Mailing of physical records or electronic records on storage device	Cost of electronic records storage device plus the actual cost of envelope/container and postage/delivery charge.
Customized Service	
Data compilations prepared or access as a customize service (cost is in addition to copy fees above)	Actual Cost, including hourly rate for information technology staff involved in preparation of data compilation or customized electronic access.
Copy charges above may be combined to the extent more than one type of charge applies to copies released in response to a particular records request.	

*Actual cost of storage devices may fluctuate based on purchase current price. The City will retain an updated list of actual costs for electronic storage devices, which will be available upon request.

- b. **Customized Service Charge.** In addition to any charges noted on the City's Fee Resolution, the City may include a customized service charge if the City estimates that the request would require the use of information technology expertise to prepare data compilations, or provide customized electronic access services when such compilations and customized access services are not used by the City for other purposes. Such charge shall be the actual cost of providing the customized access service. The City must notify the requestor in advance of the customized service charge to be applied, including an explanation of why the customized service charge applies, a description of the specific expertise, and a reasonable estimate cost of the charge, and the City must provide the requestor the opportunity to amend the public records request in order to avoid or reduce the cost of a customized service charge.
- c. **Other copying charges.** The Act generally governs copying charges for public records, but several specific statutes govern charges for particular kinds of records. The following nonexhaustive list provides some examples: RCW 46.52.085 (charges for traffic accident reports); RCW 10.97.100 (copies of criminal histories) and RCW 70.58.107 (charges for birth certificates). The City will charge the amount authorized pursuant to these other statutes rather than as provided under the Act or these Rules.

- d. **Use of other copying services.** The City is not required to copy records at its own facilities and may determine to use a commercial copying center for duplicating voluminous records or records in non-routine formats such as photographs, blueprints or tape recordings. The City will bill the requestor for the amount charged by the vendor.
- e. **Deposit or payment by installments.** Prior to copying records, the Public Records Officer or designee may require a deposit of up to ten percent of the estimated costs of copying the records, including customized service charges, selected by a requestor. The Public Records Officer may also require the payment of the remainder of the copying costs before providing all the records, or the payment of the costs of copying an installment before providing that installment.
- f. **Method of payment.** Payment may be made by cash, check, or money order to the City of Snoqualmie.

Section 11. Denials of requests for public records

- a. **Petition for internal administrative review of denial of access.** Any person who objects to the initial denial or partial denial of a records request may petition in writing (including by e-mail) to the Public Records Officer for a review of that decision. The petition shall include a copy of or reasonably identify the written statement by the Public Records Officer or designee denying the request and the basis for the requestor's challenge to the denial.
- b. **Consideration of petition for review.** The Public Records Officer shall promptly provide the petition and any other relevant information to the City Attorney or his or her designee to conduct the review. The City Attorney or designee will promptly consider the petition and either affirm or reverse the denial within two business days following the City's receipt of the petition, or within such other time to which the City and the requestor mutually agree.
- c. **Judicial review.** Any person may obtain court review of denials of public records requests pursuant to RCW 42.56.550 at the conclusion of two business days after the initial denial regardless of any internal administrative appeal.

EXHIBIT A
PUBLIC RECORDS ACT POLICY

Item 1.

A. PURPOSE AND SCOPE

The City is required by the Public Records Act ("PRA" or the "Act"), Chapter 42.56 RCW, to adopt and enforce reasonable rules and regulations to provide public access to Public Records. This policy complies with the requirements of the PRA by providing for straight-forward, predictable practices for responding to and fulfilling requests for disclosure of Public Records in a manner consistent with the PRA.

This policy includes both statutory requirements and best practices. Except where these provisions are mandated by statute, any duties identified in this policy are discretionary and advisory only and shall not impose any affirmative duty on the City. The City reserves the right to apply, interpret, modify, or suspend this policy at any time.

This policy shall be available at City Hall, the Police Department and posted on the City's website.

B. POLICY

It is the policy of the City of Snoqualmie, (the "City") to release records of the City in compliance with the Public Records Act and any other applicable provisions of federal or state law.

1. Public Records Officer.

- a) Public Records Officer - The City Clerk shall serve as the Public Records Officer ("PRO"). All requests must be submitted to the PRO unless the PRO has delegated the request to a specific staff member.
- b) The Public Records Officer shall:
 - i) Be responsible for implementing the City's process regarding disclosure of Public Records;
 - ii) Serve as the principal contact point with any Requestor who has made a records request to the City, unless the PRO has delegated these responsibilities to a specific staff member;
 - iii) Coordinate City staff in this regard, generally ensuring the compliance of the staff with Public Records disclosure requirements;
 - iv) Make the final decision in cooperation with a legal advisor regarding disclosure and application of exemptions;
 - v) Maintain the agency's indices, if any;
 - vi) Maintain a log of Public Records requests; and
 - vii) Undergo training required of Public Records Officers by Washington State law. (RCW 42.56.152)

2. How to Make a Public Records Request

Individuals submitting PRA requests ("Requestors") should do so via the online form located at www.snoqualmiewa.gov or may contact the PRO via email at cityclerk@snoqualmiewa.gov, by phone at 425-888-8016, at City Hall located at

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38624 SE River Street, Snoqualmie, or via first class mail addressed to City Clerk, City of Snoqualmie, P.O. Box 987, Snoqualmie, WA 98065.

Individuals submitting PRA requests for police records should do so via the online form located at www.snoqualmiewa.gov or may contact the Snoqualmie Police Department via email at policerecords@snoqualmiewa.gov, 425-888-3333 x2, at the Police Department located at 34825 SE Douglas St., Snoqualmie, or via first class mail addressed to Police Records, City of Snoqualmie, P.O. Box 987, Snoqualmie, WA 98065.

All requests should include the following information:

- i) An indication that the request is being made for access to a Public Record pursuant to the PRA.
- ii) The Requestor's name, address, and convenient means of contact, such as email address, phone number, etc.
- iii) The date of the request.
- iv) A description of the Public Record requested that includes sufficient details to allow the City to identify responsive records.
- v) Whether the Requestor wants to inspect records or wants copies. If the Requestor wants copies, the Requestor should indicate if they want the copies mailed or if they want to pick them up.

Washington Courts have recognized that oral requests for Public Records can be problematic and therefore Requestors are strongly encouraged to make written requests using the online form. When a records request is made orally, the PRO shall document the request by creating a request and if an email address is provided, a confirmation will be sent to the Requestor via email. Any oral request must be made during regular business hours.

It is the Requestor's obligation to provide the City with fair notice that a PRA request has been made.

- a) **Identifiable Record.** A Requestor must request an "identifiable record" before the City must respond to it. An "identifiable record" is one that is existing at the time of the request and which City staff can reasonably locate. The Act does not require the City to guess what records are being requested or allow a Requestor to make "future" or "standing" (ongoing) requests for records not in existence. The City is not obligated to hold requests open for records that may be created in the future. If a public record is created after a request is received by the City, it is not responsive to the request and will not be provided. A new request must be made to obtain later created public records.

A request for all or substantially "ALL records" is not a valid request for identifiable records. The City is not required to answer questions about records, City business or City actions, or conduct research for a Requestor.

- b) **Clarification.** When receiving a request that appears to be broad in nature, the Public Records Officer may request clarification from the Requestor to ensure that the appropriate records are identified and to determine if the request can be narrowed. Clarification shall focus on information needed to identify responsive records.

EXHIBIT A
PUBLIC RECORDS ACT POLICY

Item 1.

If the Requestor is unable or unwilling to help narrow the scope of the documents being sought, the City may err on the side of producing more rather than fewer documents. City staff shall not be obligated to decipher which specific documents may be of interest to the Requestor and the Act does not allow a Requestor to search through the City's files for records which cannot be identified or described to the City.

As part of the clarification process, the PRO may work with the Requestor to find ways to narrow the request. When a Requestor agrees to narrow a request, nothing prevents the Requestor from later expanding the request back to its original scope.

If a Requestor does not provide clarification within thirty (30) days and the entire request is unclear, the City may deem the request abandoned and closed. The City will respond to those portions of the request that, in the determination of the PRO, are clear.

- c) **Requests for List of Names.** The PRA prohibits the City from producing a list of names to a Requestor who intends to use the list for commercial purposes. When a Requestor requests a list of names, the Requestor must explain the intended use of the list and will be asked to sign a declaration providing that the list will not be used for commercial purposes. The PRO must conduct research to confirm that the request is not for commercial purposes.
- d) **Bot Requests.** The City may deny a Bot Request that is one of multiple requests from the Requestor to the City within a twenty-four (24) hour period if it is established that responding to the request would cause excessive interference with other essential functions. "Bot request" means a request for Public Records that an agency reasonably believes was automatically generated by a computer program or script.
- e) **Creating Records.** The PRA only applies to records that exist at the time of the request. The PRA does not apply to requests for information or require the City to create a new record.

A request for information, contained in electronic databases, may be considered a request for records, if the information can be reasonably extracted to produce a record that is fully or partially responsive to the request. However, as stated above, the city is not required under the PRA to create new records to fulfill a request.

3. Response to Request

- a) **Initial Five-Day Response.** Within five (5) business days of receiving a Public Records Request, the City shall acknowledge receipt of the request and take one or more of the following actions:
 - i) Provide the records or provide notice that the records are available for inspection. If the record requested is available on the City's website, the response may include a specific link to the document;
 - ii) Seek clarification or refinement of the request if needed to identify the record requested and provide to the greatest extent possible a reasonable estimate of the time the agency will require to respond to the request if the request is not clarified.
 - iii) Indicate that the City does not have any responsive records;

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- iv) Indicate that any responsive records are exempt from disclosure and provide an exemption log of the withheld records; or
- v) Provide a reasonable estimate of when the request can be fulfilled. For large requests that will be filled in installments, the response will also indicate when the first installment will be made. When providing a reasonable estimate of time required to fulfill a Public Records request, the PRO may take into account the time required to refine or clarify a request, locate or retrieve requested records, redact or withhold exempt records and create associated documentation, consult with appropriate staff or legal advisor regarding potential exemptions, and notify third parties or other agencies of requests for records of a sensitive nature consistent with the provisions of RCW 42.56.540.
- vi) Deny the request, if authorized by the PRA.

Should an extension of time be necessary to fulfill the request, the Public Records Officer will provide a revised estimate and explain any changed circumstances related to the extension.

Note that in calculating five (5) business days, the following are not counted:
The day the agency receives the request, Saturdays, Sundays, and holidays.

- b) **Installments.** The City may elect to provide records on an installment basis. If a Requestor does not review, claim, or pay for the records requested within the allotted timeframe, the City may deem the request abandoned and closed.
- c) **Multiple Requests by the Same Party.** In order to provide the fullest assistance to all requesters; to prevent damage to or disorganization of City records or excessive interference with other essential City functions; or to assure that the appropriate amount of City time and resources will be fairly allocated among all requests and requesters, the Public Records Officer will queue multiple, open requests from the same individual in the order they are received. Staff is not required to work on additional requests until the initial request is completed and closed. However, staff may choose to fulfill the additional requests if fulfilling them would not be unduly burdensome. The Public Records Officer may ask a requester to prioritize requests. If the requester chooses not to prioritize the Public Records Officer will provide records in the order determined by him/her or his/her designee.
- d) **Notice to Third Parties.** If records being sought contain personal information of an individual or organization, the City may notify that individual or organization to allow third parties to seek relief pursuant to RCW 42.56.540. The City may take this into account when providing an estimate for when the records will be available. Nothing in this policy is intended to create any right to such notice.

If a request seeks information located exclusively in an employee's personnel, payroll, supervisor, or training file, the City must provide notice to the employee, to any union representing the employee, and to the Requestor. The notice must state:

- i) The date of the request;
- ii) The nature of the requested record relating to the employee;
- iii) Copies of the requested record(s).

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- iv) That the City will release any information in the record not exempt from disclosure at least fourteen days from the date the notice is made; and
 - v) That the employee may seek to enjoin release of the records under RCW 42.56.540.
- e) **Later Discovered Documents.** If, after the PRO has informed the Requestor that they have provided all available records, the PRO becomes aware of additional responsive documents existing at the time of the request that had not been provided previously, they will promptly inform the Requestor of the additional documents and provide them on an expedited basis.
- f) **Log.** The City shall maintain a log, or run a report if applicable, of all requests maintained. This log shall be maintained pursuant to the State Retention Schedules.
- g) **Prevention of excessive interference with essential government functions.** To prevent excessive interference with other essential functions of the City, and to allow the Public Records Officer and other designated City staff members the ability to perform their other assigned duties, the Public Records Officer will spend a maximum of 16 hours per month responding to public records requests. Each department designated staff member assisting the Public Records Officer will spend a maximum of 8 hours per month responding to or assisting with responses to public records requests.

4. City Actions After a Request is Received

- a) **Order of Response.** Fulfillment of requests shall be processed in the order that they are received. Requests may be fulfilled out of order at the discretion of the Public Records Officer.
- b) **Locating Responsive Records.** After receiving a request, the PRO shall identify locations and City Departments where records are likely to be located. The PRO will then notify the appropriate department staff of the request and inform them of the need to search for potentially responsive records. The PRO will then coordinate with the department staff to respond to the request, as needed.

City staff and officials, if applicable, will be prompt in searching for responsive records and providing them to the PRO in accordance with the timeline established by the PRO and providing documentation of their search efforts. If staff or officials are using home computers, personal devices, or personal accounts to conduct City business, those devices and accounts also need to be searched by the staff member or official for potentially responsive records. If the City's contractors performing City work have responsive public records as a consequence of a contract, they should also be notified of the records request. If staff or officials cannot provide the records by the date established by the PRO, they must inform the PRO of a reasonable estimate of how long it will take to provide the records.

In the case of a broad request where the Requestor is unable or unwilling to help narrow the scope of the documents being sought, the PRO may provide all documents located and the search terms used to reasonably locate those documents.

- c) **Identifying Potentially Exempt Records.** The PRO is responsible for identifying records that

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are potentially exempt or contain potentially exempt information for all departments. The PRO or department designee may work with a legal advisor to determine if any exemption applies.

- d) **Failure to Respond.** If the City does not respond in writing within five business days of receipt of the request, the Requestor should consider contacting the PRO to determine whether the request has been received by the City.

5. Exemptions

- a) **Exemptions.** The PRA and other statutes exempt from or prohibit disclosure of certain Public Records. Requested records may only be withheld or redacted consistent with the law, which shall be documented for the Requestor in accordance with the requirements of RCW 42.56.210.

Some Public Records that are otherwise subject to disclosure may contain specific content that is exempt from disclosure. The presence of exempt information does not necessarily exempt an entire record from disclosure. Exempt portions of an otherwise disclosable record shall be redacted prior to inspection or copying, and such redactions shall be documented. The Requestor shall be notified of the redaction in accordance with the requirements of RCW 42.56.210.

Nothing in this policy shall be construed as authorizing the copying of any other document exempt by federal or state law. Police records are subject to RCW 10.97, RCW 42.56, RCW 13.50, RCW 68.50, and RCW 70.48

The Code Reviser's Office annually provides the State Sunshine Committee with a list of public disclosure exemptions contained in the Revised Code of Washington. This list (as may be later amended) is incorporated into this policy as Appendix A. However, the City's failure to list an exemption shall not affect the efficacy of any exemption.

- b) **Withholding Logs and Redaction Logs.** When records are withheld or redacted, the Requestor shall be informed in writing of the statutory citation for the exemption and a brief explanation of the applicable exemption. For withheld records, the City will also provide basic identifying information for each withheld record including the type of record, the date the record was created, the author, and recipients, if any.

6. Inspection. Records that have not been digitized are not required to be digitized under the PRA. In the event responsive records are located and are not in electronic format, the following shall apply:

- a) **Notice.** Once the PRO has collected all responsive records (or the first installment if the records are being produced on an installment basis), has reviewed the responsive records to remove exempt records and has prepared an exemption log, the PRO shall notify the Requestor that the records are available. Inspection of records shall be by appointment only with the PRO or designee.
- b) **Response by Requestor.** If the Requestor does not contact the PRO to arrange for inspection of one or more of the installments of records within thirty (30) days after the date

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of the notice, the PRO or designee shall stop searching for the remaining records, consider the request abandoned, and close the request. At the PRO's discretion, the thirty (30) period may be extended upon Requestor's request.

- c) **Protection of Records.** In order for Public Records to be protected from damage or disorganization as required by the Act, the following procedures and practices are hereby instituted:
 - i) No Public Records shall be removed from City Hall without the PRO's permission;
 - ii) Inspection of any Public Records shall be conducted in the presence of the PRO or designee;
 - iii) No Public Record may be marked, defaced, torn, damaged, destroyed, unreasonably disorganized or removed from its proper location or order by a member of the public;
 - iv) Public Records maintained in a file jacket or binders, or in chronological order, may not be dismantled except for the purpose of copying, and then only by City staff; and
 - v) Public Records of the City may be copied only on the copying machines of the City unless other arrangements are made by the PRO.
- d) **Loss of Right to Inspect.** Inspection shall be denied and the records withdrawn by the PRO if the Requestor, when reviewing records, acts in a manner which will damage or substantially disorganize the records, harasses, or intimidates the PRO or designee, or interferes excessively with other essential functions of the City.
- e) Requestors are urged to take timely action to prevent their requests from lapsing into an abandoned status.

7. Copies of Electronic Records. Records available in electronic format that do not require redaction may be provided in native format. Electronic records that require redaction usually cannot be produced in a native format and will be converted to paper or PDF. When requested and deemed feasible, electronic records may be converted from one format to another provided such conversion is not unduly burdensome.

8. Fee Schedule

- a) Fees shall be charged according to the fee schedule in Exhibit C. Payment of fees is required prior to release of records. If requested by a Requestor, the PRO shall provide a summary of the applicable charges before any copies are made. The Requestor may amend their public records request to reduce the applicable charges.
- b) No fee is charged for locating records, inspecting records in person, or for accessing records made available on the City's website. However, fees may apply for preparing electronic files to paper for inspection. Any fees due will be paid prior to inspection.
- c) The City declares it would be unduly burdensome to calculate the actual costs of providing copies of certain public records, due to variations in copy charges for leased copiers and variations in staff time for manual copying and mailing or uploading or electronically transmitting responsive records. Therefore, except as otherwise indicated, the fee schedule below incorporates the standard fees prescribed in RCW 42.56.120(2)(b) for

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providing public records other than outsourced copies or copies of large-format plans and maps.

- d) **Customized Service Charge.** Customized Access is a matter of law as noted in RCW 42.56.120. The City may assess a customized service charge for exceptionally large records requests that require staff and resources beyond what is normally available to the agency. The fee is in addition to the authorized copying costs and may include reimbursement for the actual costs of providing the records. A customized service charge is warranted if:
- i. Fulfilling the request requires extensive use of information technology resources to identify, locate, format, or translate a record, or provide electronic access services; or
 - ii. The request requires specialized analytical, research, or supervisory assistance to identify, locate, compile, or transfer the records.

This policy does not apply to records sought under the rules of discovery in the course of litigation. If a requestor is seeking records under discovery, they need to specify this in their request. All records requests made under this policy, regardless of intended use are subject to RCW 42.56 (including the exemptions allowed under the Act).

- e) **Deposit.** The City may require a deposit up to 10% of the estimated costs. When records are being produced on an installment basis, the City may charge for each installment. The decision not to request a deposit shall not serve to waive the City's right to request a deposit for future requests. If a deposit or installment is not paid for within ten (10) days of having been notified, or if the Requestor has not contacted the PRO within this period to make arrangements to pay for the records outside of this ten (10) day period, the City is not obligated to fulfill the balance of the records request and the request may be closed.

9. **Closing the File.** Once all copies of requested records have been provided to the Requestor; the Requestor has inspected the requested records, or thirty (30) days have passed since the Requestor was notified that the records were available and the Requestor has failed to review the records; or the Requestor has failed to pay for the records within the ten (10) days period since the Requestor was notified of the charge, the PRO shall close the request. Upon closing the request, the PRO will provide a closing notice stating the scope of the request and memorializing the outcome of the request.

10. **Administrative Review of Denial.** A Requestor may ask for review of a decision to withhold or redact exempt records by submitting a written petition to the PRO that includes a copy of the redaction or exemption log or detailed description of the City's statement of withholding. The request for review and any relevant information shall be forwarded immediately to the City Attorney or designee, who shall consider the petition and either reverse or affirm the denial within two days of the City's receipt of the petition.

The City and the Requestor may mutually agree to a longer period of time for consideration of a petition for review. If the withholding or redaction is affirmed, the decision shall be considered the City's final action for the purposes of judicial review. If the decision to withhold or redact is reversed, the PRO shall proceed to make the subject records available to the Requestor for inspection in accordance with the provisions of this policy and procedure.

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11. Index of Public Records. For the reasons stated in SMC Chapter 2.50, the City finds that it would be unduly burdensome and would interfere with City operations to maintain an index of records.

12. Retention of Records. The City is not required to retain all records it creates or uses. The Washington State Archivist has developed retention schedules for local government records including e-mail and electronic records. Records of the City shall be retained and destroyed consistent with the retention schedules, which varies depending on the content of the record. If a public records request is made at a time when a record exists, but is scheduled for destruction in the near future, the person with possession and control of the record shall retain the record until the request is resolved.

Backup copies of public records performed by information technology personnel are not a substitute for records retention. Retention is the responsibility of the sender of the record, not the backup process. Backups are for disaster recovery only and files are not individually indexed/identifiable. To avoid interference with essential government operations, and to preserve organization of government records, backup tapes will not be examined in response to a public records request.

The City is not required to retain records longer than the minimum length of time prescribed by law. In order to not artificially extend the retention period of records and/or cause disorganization of the City's records, copies of records compiled for abandoned requests will not be retained. Therefore, records compiled for abandoned requests may not be available for later submittals.

13. Disclaimer of Liability. Neither the City nor any officer, employee, official or custodian shall be liable, nor shall a cause of action exist, for any loss or damage based upon a release of Public Records if the person releasing the records acted in good faith in attempting to comply with this policy.

This policy is not intended to expand or restrict the rights of disclosure or privacy as they exist under state and federal law. Despite the use of any mandatory terms such as "shall," nothing in this policy is intended to impose mandatory duties on the City beyond those imposed by state and federal law.

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Insert Appendix A

Appendix A

See the Washington State Attorney General's Sunshine Committee webpage for the most up-to-date list of public disclosure exemptions. It is created annually by the Code Reviser's Office.

PRA Rule 090. Exemptions provided by other statutes.

(1) **Exemptions.** RCW 42.56.070(2) requires the city to set forth "for informational purposes" every law, in addition to the Act, that exempts or prohibits the production of public records. Requestors should be aware of the following exemptions, outside the Act, that may restrict the availability of some records held by the City for inspection and copying/scanning:

<u>RCW 2.64.111</u>	Documents regarding
<u>RCW 2.64.113</u>	discipline/retirement of judges
<u>RCW 4.24.550</u>	Confidentiality – violations
<u>RCW 5.60.060</u>	Information on sex offenders
<u>RCW 5.60.070</u>	Privileged communications
<u>RCW 7.68.140</u>	Court-ordered mediation records
<u>RCW 7.69A.030(4)</u>	Victims' compensation claims
<u>RCW 7.69A.050</u>	Child victims and witnesses – protection of identity
<u>RCW 7.75.050</u>	Rights of child victims and witnesses – addresses
<u>RCW 9.02.100</u>	Records of Dispute Resolution Centers
<u>RCW 9A.82.170</u>	Reproductive privacy
<u>RCW 9.51.050</u>	Financial institution records – wrongful disclosure
<u>RCW 9.51.060</u>	Disclosing transaction of grand jury
<u>RCW 9.73.090(1)(c)</u>	Disclosure of grand jury deposition
<u>RCW 10.27.090</u>	Prohibition regarding specified emergency response personnel recordings
<u>RCW 10.27.160</u>	Grand jury testimony/evidence
<u>RCW 10.29.030</u>	Grand jury reports – release to public only by judicial order
<u>RCW 10.29.090</u>	Organized crime special inquiry judge
<u>RCW 10.52.100</u>	Records of special inquiry judge proceedings
<u>RCW 10.77.210</u>	Records identifying child victim of sexual assault
<u>RCW 10.97.040</u>	Records of persons committed for criminal insanity
	Criminal history information released must include disposition
Disclosure of identity of suspect to victim	
<u>RCW 10.97.080</u>	Inspection of criminal record by subject
<u>RCW 13.32A.090</u>	Crisis residential centers notice to parent about child

<u>RCW 13.34.115</u>	Court dependency proceedings
<u>RCW 13.40.217</u>	Juveniles adjudicated of sex offenses – release of information
<u>RCW 13.50.010</u>	Maintenance of and access to juvenile records
<u>RCW 13.50.050</u>	Juvenile offenders
<u>RCW 13.50.100</u>	Juvenile/children records not relating to offenses
<u>RCW 13.60.020</u>	Missing children information
<u>RCW 13.70.090</u>	Citizen juvenile review board – confidentiality
<u>RCW 18.04.405</u>	Confidentiality of information gained by CPA
<u>RCW 18.19.060</u>	Notification to clients by counselors
<u>RCW 18.19.180</u>	Confidential communications with counselors
<u>RCW 19.215.020</u>	Destruction of personal health and financial information
<u>RCW 19.34.240(3)</u>	Private digital signature keys
<u>RCW 19.215.030</u>	Compliance with federal rules
<u>RCW 26.04.175</u>	Name and address of domestic violence victim in marriage records
<u>RCW 26.12.170</u>	Reports of child abuse/neglect with courts
<u>RCW 26.23.050</u>	Child support orders
<u>RCW 26.23.120</u>	Child support records
<u>RCW 26.26.041</u>	Uniform Parentage Act – protection of participants
<u>RCW 26.26.450</u>	Confidentiality of genetic testing
<u>RCW 26.33.330</u>	Sealed court adoption records
<u>RCW 26.33.340</u>	Agency adoption records
<u>RCW 26.33.343</u>	Access to adoption records by confidential intermediary
<u>RCW 26.33.345</u>	Release of name of court for adoption or relinquishment
<u>RCW 26.33.380</u>	Adoption – identity of birth parents confidential
<u>RCW 26.44.010</u>	Privacy of reports on child abuse and neglect
<u>RCW 26.44.020(19)</u>	Unfounded allegations of child abuse or neglect
<u>RCW 26.44.030</u>	Reports of child abuse/neglect
<u>RCW 26.44.125</u>	Right to review and amend abuse finding – confidentiality
<u>RCW 27.53.070</u>	Records identifying the location of archaeological sites
<u>RCW 29A.08.720</u>	Voter registration records – place of registration confidential

<u>RCW 29A.08.710</u>	Voter registration records – certain information exempt
<u>RCW 35.102.145</u>	Municipal business and occupation tax – Confidentiality, privilege, and disclosure
<u>Chapter 40.14 RCW</u>	Preservation and destruction of public records
<u>RCW 42.23.070(4)</u>	Municipal officer disclosure of confidential information prohibited
<u>RCW 42.41.030(7)</u>	Identity of local government whistleblower
<u>RCW 42.41.045</u>	Non-disclosure of protected information (whistleblower)
<u>RCW 46.52.080</u>	Traffic accident reports – confidentiality
<u>RCW 46.52.083</u>	Traffic accident reports – available to interested parties
<u>RCW 46.52.120</u>	Traffic crimes and infractions – confidential use by police and courts
<u>RCW 46.52.130(2)</u>	Abstract of driving record
<u>RCW 48.62.101</u>	Local government insurance transactions – access to information
<u>RCW 50.13.060</u>	Access to employment security records by local government agencies
<u>RCW 50.13.100</u>	Disclosure of non-identifiable information or with consent
<u>RCW 51.28.070</u>	Worker's compensation records
<u>RCW 51.36.060</u>	Physician information on injured workers
<u>RCW 60.70.040</u>	No duty to disclose record of common law lien
<u>RCW 68.50.105</u>	Autopsy reports
<u>RCW 68.50.320</u>	Dental identification records – available to law enforcement agencies
<u>Chapter 70.02 RCW</u>	Medical records – access and disclosure – entire chapter (HC providers)
<u>RCW 70.05.170</u>	Child mortality reviews by local health departments
<u>RCW 70.24.022</u>	Public health agency information regarding sexually transmitted disease investigations - confidential
<u>RCW 70.24.024</u>	Transcripts and records of hearings regarding sexually transmitted diseases
<u>RCW 70.24.105</u>	HIV/STD records
<u>RCW 70.28.020</u>	Local health department TB records – confidential
<u>RCW 70.41.200</u>	Hospital quality improvement committee records and accreditation reports
<u>RCW 70.48.100</u>	Jail records and booking photos

<u>RCW 70.58.055</u>	Birth certificates – certain information confidential
<u>RCW 70.58.104</u>	Vital records, research confidentiality safeguards
<u>RCW 70.94.205</u>	Washington Clean Air Act – confidentiality of data.
<u>RCW 70.96A.150</u>	Alcohol and drug abuse treatment programs
<u>RCW 70.123.075</u>	Client records of domestic violence programs
<u>RCW 70.125.065</u>	Records of rape crisis centers in discovery
<u>RCW 71.05.390</u>	Information about mental health consumers
<u>RCW 71.05.395</u>	<u>Chapter 70.02 RCW</u> applies to mental health records
<u>RCW 71.05.400</u>	Information to next of kin or representative
<u>RCW 71.05.425</u>	Notice of release or transfer of committed person after offense dismissal
<u>RCW 71.05.427</u>	Information that can be released
<u>RCW 71.05.430</u>	Statistical data
<u>RCW 71.05.440</u>	Penalties for unauthorized release of information
<u>RCW 71.05.445</u>	Release of mental health information to Dept. of Corrections
<u>RCW 71.05.620</u>	Authorization requirements and access to court records
<u>RCW 71.05.630</u>	Release of mental health treatment records
<u>RCW 71.05.640</u>	Access to treatment records
<u>RCW 71.05.650</u>	Accounting of disclosures
<u>RCW 71.24.035(5)(g)</u>	Mental health information system – state, county and regional support networks – confidentiality of client records
<u>RCW 71.34.200</u>	Mental health treatment of minors – records confidential
<u>RCW 71.34.210</u>	Court records for minors related to mental health treatment
<u>RCW 71.34.225</u>	Release of mental health services information
<u>RCW 71A.14.070</u>	Records regarding developmental disability – confidentiality
<u>RCW 72.09.345</u>	Notice to public about sex offenders
<u>RCW 72.09.585(3)</u>	Disclosure of inmate records to local agencies – confidentiality
<u>RCW 73.04.030</u>	Veterans discharge papers exemption (see related RCW 42.56.440)

<u>RCW 74.04.060</u>	Applicants and recipients of public assistance
<u>RCW 74.04.520</u>	Food stamp program confidentiality
<u>RCW 74.09.900</u>	Medical assistance
<u>RCW 74.13.121</u>	Financial information of adoptive parents
<u>RCW 74.13.280</u>	Children in out-of-home placements - confidentiality
<u>RCW 74.20.280</u>	Child support enforcement – local agency cooperation, information
<u>RCW 74.34.095</u>	Abuse of vulnerable adults - confidentiality of investigations and reports
<u>RCW 82.32.330</u>	Disclosure of tax information
<u>RCW 84.36.389</u>	Confidential income data in property tax records held by assessor
<u>RCW 84.40.020</u>	Confidential income data supplied to assessor regarding real property
Selected Federal Confidentiality Statutes and Rules	
18 USC § 2721 - 2725	Driver and License Plate Information
20 USC § 1232g	Family Education Rights and Privacy Act
23 USC § 409	Evidence of certain accident reports
42 USC 290dd-2	Confidentiality of Substance Abuse Records
42 USC § 405(c)(2)(C)(viii) (I)	Limits on Use and Disclosure of Social Security Numbers.
42 USC 654(26)	State Plans for Child Support
42 USC 671(a)(8)	State Plans for Foster Care and Adoption Assistance
42 USC 1396a(7)	State Plans for Medical Assistance
7 CFR 272.1(c)	Food Stamp Applicants and Recipients
34 CFR 361.38	State Vocational Rehabilitation Services Programs
42 CFR Part 2 (2.1 - 2.67)	Confidentiality of Alcohol and Drug Abuse Patient Records
42 CFR 431.300 - 307	Safeguarding Information on Applicants and Recipients of Medical Assistance
42 CFR 483.420	Client Protections for Intermediate Care Facilities for the Mentally Retarded
42 CFR 5106a(b)(2)(A)	Grants to States for Child Abuse and Neglect Prevention and Treatment Programs
45 CFR 160-164	HIPAA Privacy Rule
46 CFR 40.321	USCG regulations regarding confidentiality of drug and alcohol test results done by marine employers

EXHIBIT B

RECORDS MANAGEMENT POLICY

Item 1.

Purpose

The purpose of this policy is to establish a policy and standard procedures for managing records according to the provisions of Chapter 40.14 RCW and all other state and federal statutes and regulations which govern agency records keeping practices. Organizing and managing records will save space, provide efficient access, and maintain confidentiality where needed.

Scope

This policy applies to all City employees and elected officials. As public employees, we are all stewards of the City's official records and therefore, have a responsibility to actively participate in management of those records. Official records are comprised of a collection of documentation, including legislative, historic, legal, fiscal and administrative documents, as well as essential records.

Records management includes a vast array of elements and each department will strive to ensure proper safekeeping and destruction pursuant to the criteria set forth herein. A concerted effort will be made to adhere to the retention schedules and to destroy all appropriate records that are being stored in various facilities throughout the City and prepare archival material for transfer to the State Archives. All backlogged and inactive records will be stored or destroyed pursuant to the retention schedules.

What is a Public Record?

Chapter 40.14 of the Revised Code of Washington (RCW) contains regulations for the retention, preservation and lawful destruction of public records, and grants authority to Washington State Archives to preserve and protect public records. (Chapter 42.56 RCW defines public records for the purposes of public records requests.) Per RCW 40.14.010, public records are defined by three key criteria:

1. "Made or received by any agency in the State of Washington". Public Records include both the records that an agency creates and those that it receives or collects. For example, when an agency solicits public comment on an issue, both the request for comment and information received in response are public records.
2. "In connection with the transaction of public business". A record provides proof or evidence of agency business. Agency business includes not only the core functions of an agency, but also support functions, such as finance, human resources, and facility management.

If a record meets the two criteria above, then it is a public record, regardless of the format in which it is transmitted or received.

3. "Regardless of physical form or characteristic". This definition encompasses not only paper records, but also records that are created, received, and used in digital format, including emails, websites, databases, digital photos, blogs, and tweets.

Per RCW 40.14.020, public records are the property of the State of Washington, and do not belong to the individuals who create or receive them. These records must be kept, managed, and disposed of lawfully, in accordance with approved records retention schedules. Agencies need to be aware of what constitutes a public record to capture, manage, retain and dispose of them appropriately.

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RECORDS MANAGEMENT POLICY

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Benefits of Managing Public Records

An effective records management program:

1. Enables the City to fulfill its mission. Public records form a critical element of the informational assets of the City. Having timely access to accurate information is central to the City being able to fulfill its mission.
2. Promotes cost-effective use of agency resources.
 - i. Time - City staff can work most productively when the right people are able to locate the right records at the right time. In addition, retaining records that document the agency's actions and experiences helps prevent the wasting of time and resources during staff turnover.
 - ii. Storage costs - Through timely destruction of non-archival records (which have met their minimum retention period) and transfer of archival records to Washington State Archives, the City is able to make optimal use of the physical space within their facilities and the storage space on their servers.
 - iii. IT costs - In addition to reducing IT storage costs, the appropriate disposal/transfer of public records also reduces other IT costs associated with the time it takes to backup/restore data, and to search for and migrate records.
 - iv. Litigation costs - By being able to locate all necessary records in a timely manner during litigation, public records requests, and audits, agencies minimize their risks and associated costs.
3. Promotes Open and Accountable Government. Public records are the evidence by which government agencies can demonstrate, whether during litigation, public records requests, or audits, that they took the right action at the right time for the right reasons. Demonstrating that public records are organized, controlled, and only disposed of as part of a managed program enhances the professionalism of the agency, the public's confidence in the agency, and potentially be a deciding factor in litigation.

Records Management Officer

The City Clerk is designated as the Records Management Officer for the City. The Records Management Officer, or designee, will ensure the citywide records management program is followed and have the following responsibilities:

- Remain current and knowledgeable on the laws and rules governing records retention that affects the City.
- Periodically review the City's retention process to ensure that policies and procedures are being followed and are current with State law.
- Provide periodic training and meetings with Records Liaisons.
- Oversee the destruction of records that have reached the end of their retention prior or coordinate transfer of records to central storage or to the State Archives.

Records Liaisons

Each Department will assign, at minimum, one staff member to serve as the Records Liaison for their Department and whose responsibilities shall include:

EXHIBIT B RECORDS MANAGEMENT POLICY

- Work with the City Clerk to establish a file structure and file naming conventions that assists in classifying and preserving records in their area of responsibility
- Complete training as required under the Open Government Trainings Act at least every four years.
- Be knowledgeable regarding their records and the retention schedule that applies
- Complete annual disposal of records which have met retention
- Prepare records for storage
- Educate and train staff within their department on best practices regarding records management and retention.

Departments Affected

Each department will work to ensure that:

- Only active records are stored in valuable office and network space;
- Historically valuable records are preserved and transferred to the State Archives;
- Records are destroyed at the end of the retention period specified on the retention schedule;
- Essential Records are protected from damage or loss in the event of a disaster;
- Public record integrity and accessibility is preserved for their approved retention periods;
- Records are accessible for public inspection and their security is maintained according to the provisions of the Public Disclosure Act (RCW 42.17).

Records Retention Schedules

The City adopts the retention schedules as set forth by the State of Washington Secretary of State, Washington State Archives, found at:

<http://www.sos.wa.gov/archives/RecordsRetentionSchedules.aspx>

The City is subject to the following records retention schedules:

- Local Government Common Records Retention Schedule (CORE)
- Economic Dev & Transport
- Fire & Emergency Medical
- Land Use Planning & Permits
- Law Enforcement
- Licensing, Permitting & Tax
- Parks, Rec & Culture
- Utility Services

Exceptions to Retention Schedule

Records MUST NOT be destroyed, regardless of whether retention has been met, when subject to any of the following:

- Existing public records requests in accordance with RCW 42.56—If there is a pending request for records, you cannot destroy them even though the retention period to keep it has passed. Once the records have been provided to the Public Records Officer pursuant to the request, they may be logged on the destruction log and destroyed.
- Ongoing or reasonably anticipated litigation.
- Legal requirements, federal statutes, grant agreements.
- Archival transfer requirements found on the State Retention Schedule.

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RECORDS MANAGEMENT POLICY

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- When a specific business need is identified and approved by the Department Director or Supervisor.
- Documents related to damage claims or litigation must be retained until determined they can be released for standard retention

Transitory Records

Many records will be designated as “Transitory Records” which are records with minimal retention value. Transitory Records need only be retained until no longer needed for agency business and then destroyed. The categories of Transitory Records are listed on page 157 of the CORE retention schedule.

If an employee is unsure whether a record is a Transitory Record or falls into an exclusion, the employee should consult with the retention schedules or the Records Management Officer.

Naming Conventions

Departments are given discretion on file naming conventions however, each department should adopt a uniform way of naming so as to maintain consistency, ease of filing, and locating records. Records Liaisons will be responsible for training departmental staff on naming convention best practices for their department.

Here are some tips:

- File names should be kept as short as possible while also providing meaningful information to identify the record.
- Avoid using initials, abbreviations, and codes that are not commonly understood.
- Avoid redundancy.
- Use capital letters to delimit words, not underscores.
- Avoid using non-alphanumeric characters.
- When including a number, always give it a two-digit number unless it is a year or another number with more than two digits.
- Versioning may be used in which case “v.##” should be added to the end.
- Avoid using “draft” or “letter” at the start of the file name as those records will all appear together in the file directory. This rule may be ignored depending on your file structure.

Notwithstanding the above, the City hereby adopts the following:

- Date convention: yyyyymmdd.
- Agendas, minutes: yyyyymmdd [Committee Name] Agenda
- Agenda bills: AByy-xxxx [Topic abbreviated]
- Contracts: [Contract #] Vendor Name – Type of Contract – yyyyymmdd

Email Management

Email and email systems are intended to be a medium of communication. Email messages are subject to the guidelines provided in chapter 40.14 RCW for the preservation and destruction of public records; as such they are managed through records retention schedules. The retention requirements for email messages and attachments are the same as paper documents with identical content. The messages must be managed individually. Email messages that have no public record significance may be deleted as soon as the message has served its purpose. For emails that have public record significance, the email must be retained. If the email is part of a chain of emails, only the last message in the chain must be saved assuming all prior messages are contained within the chain.

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All employees are responsible for the proper retention and disposition of their email records. Retention is based on the content of the message which must be evaluated to determine the record series it should be filed under and the length of time it must be retained. Email messages subject to retention must be retained in their electronic and native format until they meet their designated retention period. Printing and retaining a hard copy is not an acceptable substitute for the electronic message.

Employees should be thoughtful in determining who should be cc'd on an email as each recipient creates an additional record. Additionally, employees should refrain from blind copying themselves as that creates an additional record which is unnecessary. Should an employee need to flag an email that they have sent, they can move it from their "sent" folder to their "inbox."

Email communication in general will be retained pursuant to DAN GS2010-001 Rev.3 which states two (2) years after communication received unless subject to retention as stated above. Exceptions apply for elected officials / executive management staff.

IT will immediately purge backlogged email that has met retention and perform purging annually at the first of each calendar year.

Staff who need assistance with learning how to manage their email and identifying emails with retention value should contact the City Clerk for guidance.

Text Records

Records created related to city business—including text messages, voicemail messages, and other electronic communications—are public records. These records therefore (1) should be managed according to the applicable retention schedule, and (2) may be subject to disclosure under the Public Records Act. The following is intended to help manage the business-related messages you send or receive on smart phones or similar messaging devices.

The city does not have text or messaging archiving capabilities and thus employees are discouraged from using text as a means of communicating unless for transitory purposes. Examples of transitory messages include informal notices of meetings, directions, scheduling information, and other routine messages that would not be kept in a file if it were a paper communication. Delete transitory, business-related text messages as soon as possible.

Text messages may not be used to send policy, contract, formal correspondence, or personnel related data. Sensitive information should not be sent by text message, including social security numbers, credit card numbers, and passwords.

In the event a text is sent or received and the employee has determined that it has retention value based on its content, the employee must transfer the messages to the city's network. To do this, they need to screenshot the text thread and email it to him/herself so that it can be properly retained.

Social Media

The city's social media sites are subject to public records laws. Any content maintained in a social media format that is related to city business, including a list of subscribers and posted communication, is a public record. Content related to city business shall be maintained in an

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accessible format and so that it can be produced in response to a public records request. Whenever possible, such sites shall clearly indicate that any articles and any other content posted or submitted for posting are subject to public disclosure. Users shall be notified that public disclosure requests must be directed to the city's public records officer.

Record retention schedules apply to social media formats and social media content. Department staff are responsible for ensuring retention of the original-source content including any deleted content. Training and questions related to this subject shall be directed to the city's Communications Coordinator. This section is not meant to conflict with any future social media policy. In the event this section conflicts with any adopted social media policy, the social media policy takes precedence.

Electronic Records

Per WAC 434-662-040, electronic records must be retained in electronic format and remain usable, searchable, retrievable and authentic for the length of the designated retention period. This includes text and voice messages related to the conduct of city business.

Paper Records

All employees should routinely, no less than annually, dispose of original paper records that have met retention and do not require offsite storage by either disposing of the records in a secure recycling location or by secure shredding when necessary to protect confidentiality.

Records that have a longer retention period can be boxed and transferred to central storage until retention is met. An approved box label must be completed prior to transfer. See your Records Liaison or the City Clerk for the form.

Disaster Prevention and Damaged Records Recovery Process

It is the policy of the City to ensure that its records are identified and protected as much as humanly possible from natural and man-made disasters. The procedures described below afford the City the most efficient and cost-effective method for protecting City records and recovering records when disasters occur.

- Avoid storing records near water pipes, air conditioning, or near a heat source.
- Strive to store records in file cabinets or in file drawers inside desks. Be sure to store essential records or copies of essential records in an alternate location. Place record storage boxes on shelves off the floor. Properly label boxes and maintain and update inventories of records and record storage locations.
- Properly labeled filing systems and boxes is essential for reporting disaster damage. In the event that records are damaged, City employees must assess the damage, perform recovery procedures, and when necessary, report records that are unrecoverable to the City Clerk's office. Actions necessary to recover documents can range from simply air-drying paper records to hiring restoration specialists for severely damaged records of various media types.
- Damaged records must be documented. If records are damaged, a Records Disaster Recovery Worksheet should be followed and a Damaged Records Assessment Report should be filled out. If records are unrecoverable, an Authorization to Destroy Unrecoverable Damaged Records should be completed. These reports serve as permanent record and would be utilized in any legal proceeding as evidence of damaged records.

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Documenting Records Disposal

Documentation of records destruction is required. Any forms left by the third-party shred company shall be immediately sent to the City Clerk for retention. In addition, employees wishing to dispose of records that have met retention, should complete a Public Records Destruction Log and send to the City Clerk for approval prior to disposition. Once approval has been given, the employee may shred, recycle, or delete as appropriate. Original Destruction Logs are maintained in the City Clerk's office. This form serves as a permanent record and would be utilized in any legal proceeding as evidence of proper destruction.

Indexing Records

Pursuant to SMC Chapter 2.50, the City finds that it would be unduly burdensome and would interfere with City operations to maintain an index of records.

Reference

Washington State Archives Laws and Rules for Records Management:
Revised Code of Washington (RCW)

- Chapter 40.14: Preservation and destruction of public records.
- Chapter 40.16: Penal provisions.
- Chapter 40.20: Reproduced records for governments and business.
- Chapter 40.24: Address confidentiality for victims of domestic violence, sexual assault, and stalking.
- Chapter 40.26: Biometric identifiers.

Washington Administrative Code (WAC)

- Chapter 434-600: Promulgation.
- Chapter 434-610: Definitions.
- Chapter 434-615: Custody of public records.
- Chapter 434-620: Powers and duties of the state archivist.
- Chapter 434-624: Powers and duties of the state records committee.
- Chapter 434-626: Powers and duties of the state agency records officers.
- Chapter 434-630: Powers and duties of the local records committee.
- Chapter 434-635: Local records disposition authorization.
- Chapter 434-640: Methods of records disposal.
- Chapter 434-660: Standards for the accuracy, durability and permanence of public records.
- Chapter 434-661: Real property electronic recording.
- Chapter 434-662: Preservation of electronic public records.
- Chapter 434-663: Imaging systems, standards for accuracy and durability.
- Chapter 434-670: The Washington state archives local records grant program.
- Chapter 434-677: Security microfilm.
- Chapter 434-690: Archives—Access to public records.
- Chapter 434-750: Combined fund drive.
- Chapter 434-840: Address confidentiality program.

EXHIBIT C
PUBLIC RECORDS REQUEST FEE SCHEDULE

Note: Multiple fees may apply to the same records request.

See Methodology for detailed information on how charges are calculated.

Service/Size	Unit	Proposed Fee
Records Available at No Cost		
In-Person Records Inspection at a City Facility	Appointments available M-W from 8am-5pm. Appointment time slots range from 30 minutes to 1 hour.	No Charge
Records on the City's Website	Direct web links to records already available on the City's website	No Charge
Paper Copies		
Standard Paper (11" x 17" or smaller)	Per side of paper	\$0.30 (1 piece of double-sided printed paper would be \$0.60) (See Methodology)
Plotter Paper – 24" x 36" (Size D)	Per page	\$10.00 for the first page \$1.50 for each additional page
Plotter Paper – 36" x 48" (Size E)	Per page	\$20.00 for the first page \$3.00 for each additional page
Plotter Paper – Other Sizes	Per job requiring outsourcing	Actual cost of vendor's fees
Copying Physical Records to Electronic Format		
Scanning Fee For records which do not exist in electronic format	Per minute OR Per scanning project if outsourced	Actual cost: \$1.12/minute x number of minutes (See Methodology) Over 2 estimated hours or no equipment: Project to be outsourced to a local professional scanning vendor. Vendor's actual costs will be charged.

EXHIBIT C
PUBLIC RECORDS REQUEST FEE SCHEDULE

Note: Multiple fees may apply to the same records request.

See Methodology for detailed information on how charges are calculated.

Copying Electronic Records		
Electronic Records Transmission Use of cloud-based data storage and processing service.	Per Request	<i>Not being requested at this time.</i>
Electronic File Flat Rate The cost of each original electronic file copied.	Per Record	First 10 Records: No Charge 11+ Records: \$0.25 per Record (See Methodology)
Gigabyte Fee For requests with one GB or more of data.	Per gigabyte (GB) of files	\$.10 (Statutory Default Rate) Requests with less than 1 GB are not charged this fee
Video or Audio Tape Reproduction	Per job requiring outsourcing	Actual cost of vendor's fees
Copying Records to a Storage Device (USB drive, external hard drive, etc.)	Per minute	\$1.12 per minute spent copying records (plus cost of storage device, listed below) (See Methodology)
Other Records Fees		
Mailing Records	Per envelope/package	Actual cost to mail the records [includes envelope or container, postage, delivery fees, and staff time (\$1.12 per minute)] (See Methodology)
Digital Records Storage Device	Per device	Actual cost of the storage device
Technical Expertise to Prepare Data Compilations or Provide Customized Access to Data or Records	Per job requiring expertise	Actual cost of staff time or vendor's fees
Outsourced Copying Services from a Third-Party Vendor	Per job requiring outsourcing	Actual cost of vendor's fees
Credit Card Surcharge	Per Request	Actual cost of surcharge added to any transaction paid by credit/debit card.

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PUBLIC RECORDS REQUEST FEE SCHEDULE

Note: Multiple fees may apply to the same records request.

See Methodology for detailed information on how charges are calculated.

Police-Specific Records Fees		
Police Report or Collision Report Police reports may include the case report with narrative or CAD notes if there is no narrative. <i>(Note: If a requester asks for dispatch calls, they will receive the police report with narrative or CAD notes if there is no narrative.)</i>	Per report	Parties directly involved in the incident: No Charge for electronic copy; paper copy charges apply. Parties not directly involved: \$5.00 per report (See Methodology) “Directly Involved” means complainant, defendant, person contacted, or victim.
Clearance Letter	Per letter	\$15.00 (See Methodology)
Deposits		
If the estimated cost of producing requested records is \$50.00 or more, the City reserves the right to collect a 10% deposit of the estimated fees before beginning work on the request. After the deposit is received, staff will commence work. Once the records are available, communication will be sent to the requester for the total actual cost minus the deposit amount. The records will be provided after full payment is received. This applies whether records are produced in one installment or more.		

Examples of Fees
<p>Example 1: A request is made for all communication regarding a subject. Costs will be calculated utilizing Electronic File Flat Rate fee:</p> <p>The following steps to copy records and ready them for disclosure to a customer:</p> <ul style="list-style-type: none"> • Exporting or downloading files from their original locations. • Uploading the files. • Confirming that all files were successfully uploaded. • Renaming and labeling records if necessary. • Making the files accessible to the customer. • Providing instructions to the customer for how to access their record copies. <p>Fee = First 10 records at no cost, \$.25 each thereafter</p> <p>1A. If the customer then requests these to be printed, additional costs will be calculated utilizing Paper Copies rate fee:</p> <ul style="list-style-type: none"> • Exporting or downloading the files to be printed. • Preparing the records for printing on the copier. • Printing the records. • Counting the number of pages printed to ensure they equal the total of the digital copies.

EXHIBIT C
PUBLIC RECORDS REQUEST FEE SCHEDULE

Note: Multiple fees may apply to the same records request.

See Methodology for detailed information on how charges are calculated.

- Comparing the printed copies to the digital copies to ensure all pages were copied and are of good quality (no cut-off or skewed pages, no extra pages, no blurred pages, no erroneous ink marks or ink that is too light or dark to see, etc.).

Fee = \$.30 per one sided page of standard size paper. Note: This fee is in addition to the Electronic File Flat Rate fee.

Example 2: A request is made for all police or dispatch calls for a certain police officer or date range. Police reports may include the case report with narrative or CAD notes if there is no narrative. *(Note: If a requester asks for dispatch calls, they will receive the police report with narrative or CAD notes if there is no narrative.)*

Inspection is not permissible due to security clearance issues. In this instance, costs will be calculated utilizing Police Reports or Collision Reports. Staff will:

- May provide a screen shot list of calls and the requester can indicate which calls they would like to receive electronic copies of.
- Export or download files from their original locations.
- Upload the files.
- Confirm that all files were successfully uploaded.
- Rename and label records if necessary.
- Make the files accessible to the customer.
- Provide instructions to the customer for how to access their copies.

Fee = \$5.00 per report

2A. If the customer then requests these to be printed, the costs above will be applied plus additional costs will be calculated utilizing Paper Copies rate:

- Exporting or downloading the files to be printed.
- Preparing the records for printing on the copier.
- Printing the records.
- Counting the number of pages printed to ensure they equal the total of the digital copies.
- Comparing the printed copies to the digital copies to ensure all pages were copied and are of good quality (no cut-off or skewed pages, no extra pages, no blurred pages, no erroneous ink marks or ink that is too light or dark to see, etc.).

Fee = \$.30 per one sided page of standard size paper. Note: This fee is in addition to the Police Reports and Collision Reports fee.

METHODOLOGY USED TO DETERMINE FEE SCHEDULE COSTS

(The City would like to thank Tammy Mueller, Public Records Analyst, at the City of Issaquah for sharing their cost study analysis and methodology template.)

RECORDS AVAILABLE AT NO COST

In Person Review: Appointments can be made with the City Clerk to review records at City Hall. Once the records being requested are located, City staff will contact the requestor to schedule an appointment. Appointments are between 30 minutes and 1 hour. If more than 1 hour is required, another appointment must be scheduled.

Records on the City's Website: The City has made many commonly requested records available online on its website. If records are requested that are available on the City's website, staff will provide direct links to those records at no charge.

Please Note: Records inspection does not include the cost of copies produced by the City. Some people find it helpful and cost effective to take pictures of records with their phone. The City can also provide an estimate for making photocopies, scanning, and providing electronic copies of records, as outlined below and in the fee schedule.

PAPER COPIES

STANDARD SIZED PAPER

8.5" x 11" (Letter), 8.5" x 14" (Legal), and 11" x 17" (Tabloid)

Current fee: \$.15 per one sided page.

Proposed fee: \$.30 per one sided page of standard sized paper for both black & white and color prints was determined by taking the existing fee and adding the time to copy records using the following methods (6.12 minutes):

- Exporting or downloading the files to be printed.
- Preparing the records for printing on the copier.
- Printing the records.
- Counting the number of pages printed to ensure they equal the total of the digital copies.
- Comparing the printed copies to the digital copies to ensure all pages were copied and are of good quality (no cut-off or skewed pages, no extra pages, no blurred pages, no erroneous ink marks or ink that is too light or dark to see, etc.).

Time to Print Per Page: The time of 6.12 minutes was divided by the number of pages printed (20) to determine the amount of time to print 1 page.

- $6.12 \text{ minutes} \div 20 \text{ pages} = 0.306 \text{ minutes per page}$

Actual Cost per Current Fee Schedule: The current fee schedule rate is \$1.12 per minute. Multiplying this wage by the time per page above yields:

- $\$1.12 \text{ staff cost per minute} \times 0.306 \text{ minutes per page} = \$0.34272 \text{ staff cost per page}$

Paper and Ink/Toner Costs: An average cost per sheet of paper was determined to be \$0.01. For ink/toner, the copier vendor charges \$.03 - \$.06 per page depending on the size of the paper and colors used. In addition, there are copy maintenance fees.

TOTAL TO PRODUCE COPIES PER PAGE: To determine this cost, the cost for staff to print per page from above is added to the cost of paper and ink/toner costs:

- \$0.34272 staff cost per page + \$0.01 per piece of paper + \$0.03 per side of paper of black ink = \$0.38272 per side of paper printed with black ink, or \$0.38 rounding.

The City has chosen to charge \$0.30 per page for copies.

PLOTTER PAPER

As-builts, Architectural Plans, Maps, etc. – 24" x 36" (Size D) and 36" x 48" (Size E)

Flat rate fees were determined for Size D and Size E paper copies regardless of ink/toner color. Since the bulk of time printing these records is in preparing the machine and format the records to print properly on the machine, the bulk of the cost is for the first page. Any subsequent pages printed take far less time and, therefore, cost less.

The flat cost fees are as follows and were rounded down. The methods used to calculate them follow:

- 24" x 36" (Size D): \$10.00 for the first page, \$1.50 for each additional page
- 36" x 48" (Size E): \$20.00 for the first page, \$3.00 for each additional page

Staff Actions: The following actions for actual cost determination to print Size D pages from an electronic file (*Note: making copies from a physical sheet requires scanning, then plotting, which requires additional time and costs – see Scanning below*):

- Opening or downloading the file to be printed.
- Preparing the record for printing on the plotter.
- Printing the record.
- Counting the number of pages printed to ensure they equal the total of the digital copy.
- Comparing the printed copies to the digital copies to ensure all pages were copied and are of good quality (no cut-off or skewed pages, no blurred pages, no erroneous ink marks or ink that is too light or dark to see, etc.).

Time: average 1.4 minutes per square foot for first page and .09 minutes per square foot on each additional page after the first.

Paper and Ink/Toner Costs: To determine resource costs of paper and ink/toner, an average cost per square foot was calculated. This resulted in the following costs, with calculations following below:

- 1 Square Foot of Paper: \$0.12
- 1 Square Foot of Printing in Black and White: \$0.04
- 1 Square Foot of Printing in Color: \$0.06

Paper: A roll of 36" x 300' paper is approximately \$111.69. To calculate the number of square feet in a 36" x 300' (or 3' x 300') roll of paper, we multiply the two dimensions then divide the price by the number of square feet:

- 3 feet x 300 feet = 900 square feet
- \$111.69 ÷ 900 = \$0.1241, or \$0.12 rounded.

Ink/Toner – Black and White: A cartridge of ink for black and white printing is approximately \$109.88. To calculate the number of square feet able to be printed per cartridge, we must determine how many square feet each cartridge can print on average. This requires some conversion of measurements since the page yield is calculated per ISO requirements with uses A4 size paper, which is 210 mm x 297 mm, or 8.26772" x 11.6929" converted. Dividing each converted measurement of inches by 12 produces the measurements in feet, and then multiplying them together produces the square feet:

- $8.26772 \text{ inches} \div 12 = 0.68897667 \text{ feet}$
- $11.6929 \text{ inches} \div 12 = 0.97440833 \text{ feet}$
- $0.68897667 \text{ feet} \times 0.97440833 \text{ feet} = 0.67134461 \text{ square feet}$

According to the manufacturer's specifications, the cartridge can print 4,000 pages. Since we have converted the size of a page into square feet, we multiply the two:

- $4,000 \text{ page yield} \times 0.67134461 \text{ square feet} = 2,685.37844 \text{ square feet of black and white printing per cartridge}$

To calculate the price per square foot, we divide the price by the number of square feet able to be printed per cartridge:

- $\$109.88 \div 2,685.37844 \text{ square feet} = \$0.04091788, \text{ or } \0.04 rounded.

Ink/Toner – Color: A cartridge of ink for color printing is approximately \$77.645.

Please see the calculations above for the Black and White printing for converting an A4 size of paper into 0.67134461 square feet. The page yield of the color cartridges is 2,000. Therefore:

- $2,000 \times 0.67134461 \text{ square feet} = 1,342.68922 \text{ square feet of color printing per cartridge}$

To calculate the price per square foot, we divide the average price by the number of square feet able to be printed per cartridge:

- $\$77.645 \text{ average cost} \div 1,342.68922 \text{ square feet} = \$0.05782798, \text{ or } \0.06 rounded.

Average Cost of Staff to Print Per Square Foot: The average per minute wage (including benefits) of staff who print on the plotter machine for 2023 is \$1.36. Multiplying this wage by the time per square foot for the first page and additional pages after the first yields:

- First page:
 - $\$1.12 \times 1.4 \text{ minutes per square foot for the first page} = \$1.568 \text{ per square foot}$
- Additional pages:
 - $\$1.12 \times 0.09166667 \text{ minutes per square foot} = \$0.102666667 \text{ per square foot}$

TOTAL COST TO PRINT BLACK AND WHITE COPIES PER SQUARE FOOT: To calculate the total cost per square foot, we add the calculated costs per square foot of the paper, black ink/toner, and staff costs from above:

- First Page:
 - $\$0.12 \text{ sq ft paper} + \$0.04 \text{ sq ft black ink} + \$1.568 \text{ sq ft staff cost} = \$1.728, \text{ or } \$1.73 \text{ rounded}$
- Additional Pages:
 - $\$0.12 \text{ sq ft paper} + \$0.04 \text{ sq ft black ink} + \$0.102666667 \text{ sq ft staff cost} = \$0.262666667, \text{ or } \0.26 rounded

TOTAL COST TO PRINT COLOR COPIES PER SQUARE FOOT: To calculate the total cost per square foot, we add the calculated costs per square foot of the paper, color ink/toner, and staff costs from above:

- First Page:
 - $\$0.12 \text{ sq ft paper} + \$0.06 \text{ sq ft color ink} + \$1.568 \text{ sq ft staff cost} = \$1.748, \text{ or } \$1.74 \text{ rounded}$
- Additional Pages:
 - $\$0.12 \text{ sq ft paper} + \$0.06 \text{ sq ft color ink} + \$0.102666667 \text{ sq ft staff cost} = \$0.282666667, \text{ or } \0.28 rounded

Using these, the costs for standard ARCH size D and E prints were calculated:

- Size D – 24" x 36" (6 square feet) – Black and White Ink
 - First Page: \$1.73 x 6 square feet = \$10.38
 - Add'l Pages: \$0.26 x 6 square feet = \$1.56
- Size D – 24" x 36" (6 square feet) – Color Ink
 - First Page: \$1.74 x 6 square feet = \$10.44
 - Add'l Pages: \$0.28 x 6 square feet = \$1.68
- Size E – 36" x 48" (12 square feet) – Black and White Ink
 - First Page: \$1.73 x 12 square feet = \$20.76
 - Add'l Pages: \$0.26 x 12 square feet = \$3.12
- Size E – 36" x 48" (12 square feet) – Color Ink
 - First Page: \$1.74 x 12 square feet = \$20.88
 - Add'l Pages: \$0.28 x 12 square feet = \$3.36

The City has chosen to only utilize the black and white ink pricing and to round down to the following:

- Size D – 24" x 36" (6 square feet)
 - **First Page: \$10.00**
 - **Add'l Pages: \$1.50**
- Size E – 36" x 48" (12 square feet)
 - **First Page: \$20.00**
 - **Add'l Pages: \$3.00**
- All Other Sizes – **Outsourced.**
 - Actual cost of vendor's fees

SCANNING

Using the actual cost from the current Fee Schedule, \$67.57 per hour or \$1.12 per minute. For jobs estimated to take more than 2 hours or where the City does not have appropriate equipment, the City will outsource the work to a scanning vendor and the fee will be the actual vendor's fee.

For scanning jobs estimated to take 2 hours or less, prior to starting the digitization process, the staff member will start a timer and calculate the time it takes to do the following:

- Remove the physical record from its original location (excluding any time spent locating the record).
- Remove paper clips, binder clips, staples, binding (if able/necessary), etc.
- Count the number of pages of each original record.
- Determine the sizing of the papers and whether they are 1-sided or 2-sided, then setting the printer to scan accordingly.
- Repair any torn or damaged pages for scanning.
- Remove any post-it notes or other types of attachments to the pages that would jam the printer.
- Make the scans using agency equipment.
- Compare the digital scanned copy to the original copy and ensure all pages were scanned in both quantity and quality.
- Rename the scanned files as necessary.
- Organize the digital files to mimic the organization of the original paper records (if necessary – split or merge digitized records, put digitized record files into folders, etc.)
- Return the original paper records to their proper location (includes re-attaching any post-its or other attachments and re-clipping, re-binding, and/or re-stapling the records.

Cost is determined by multiplying the per minute cost of \$1.12 by the decimal form of the minutes and seconds it took to scan the records as defined above.

Example: If it takes 15 minutes to complete all steps above for a scanning project - 15 minutes x \$1.12 per minute staff cost = \$16.80.

COPYING ELECTRONIC RECORDS

ELECTRONIC RECORDS TRANSMISSION

Use of a cloud-based data storage and processing service.

RCW 42.56.070 provides that agencies may recover the actual cost of the electronic production or file transfer of the record and the use of any cloud-based data storage and processing service. For the year 2023, the City's electronic records transmission was through Next Request. In 2024, the City's electronic records transmission will be through Laserfiche. Staff are not proposing to adopt this fee at this time.

However, to calculate this in future years, the cost of the base cost of the processing service is divided by the number of public records requests from the previous year where copies of electronic records were transmitted to customers. For example:

- \$11,863.28 base cost of public records portal ÷ 720 records requests = \$16.476, or \$16.48 rounded.

The City is not proposing to adopt this fee. However, if this fee is adopted in the future, under this example, the City would round down and charge \$16.00 per request.

ELECTRONIC FILE FLAT RATE

A flat rate fee of \$0.25 per record was determined by using the following methods and then rounding down:

Timed Tests: The following steps to copy 10 records to the portal and ready them for disclosure to a customer (2.31 minutes):

- Exporting or downloading files from their original locations.
- Uploading the files into the portal.
- Confirming that all files were successfully uploaded.
- Renaming and labeling records if necessary.
- Making the files accessible to the customer.
- Providing instructions to the customer for how to access their record copies.

Time to Copy Per Record: The time of 2.31 minutes was divided by the number of files copied (10) to determine the amount of time to copy 1 file:

- 2.31 minutes ÷ 10 files copied = 0.231 minutes

Actual Cost per Current Fee Schedule: Using the rate from the existing fee schedule of \$67.57 or \$1.12 per minute, multiplied by the time per record above yields:

- \$1.12 staff cost per minute x 0.231 minutes per record = \$0.25872 staff cost per record, or \$0.26 rounded

The City has chosen to round down to \$0.25 per record and provide the first 10 records at no cost. Each record beyond the 10th will be \$0.25 each.

GIGABYTE FEE

The flat rate per gigabyte (GB) of files transmitted electronically is \$0.10.

The City has 2TB of cloud-based storage with its current provider. In the event a large request exceeds 1 gigabyte in storage, it is necessary to pass along excess storage fees. Pursuant to RCW 42.56.120(2)(b), *An agency need not calculate the actual costs it charges for providing public records if it has rules or regulations declaring the reasons doing so would be unduly burdensome...*

The City has established that it is unduly burdensome to determine the per gigabyte fee for excess data storage costs per request. Therefore, the City is electing to use the statutory default rate established by RCW 42.56.120(2)(b)(iv) of \$0.10 per gigabyte.

COPYING ELECTRONIC RECORDS TO A STORAGE DEVICE

The actual cost of the storage device will be charged to the customer along with the actual cost per the current fee schedule of \$1.12 per minute for the time it takes to copy the records to the storage device. **Please note:** Records are available via cloud-based platform at a significant cost savings over storage devices.

The following steps will be performed for copying records to a storage device:

- Exporting or downloading files from their original locations.
- Formatting the storage device (if needed).
- Uploading the files onto the storage device.
- Confirming that all files were successfully copied.
- Renaming and organizing records if necessary.
- Labeling the storage device with the request number, customer name, installment number, etc.
- Providing instructions to the customer for when and how to purchase and pick up the storage device with their record copies.

Records will be provided on a storage device if the file size of the records would be unduly burdensome to upload to the cloud (and would likely be even more burdensome to download by the customer), or upon request by the customer.

To prevent viruses or corrupt files from entering the City's networks, customer-provided storage devices are not permitted to be connected to City computers or networks under any circumstance. Should a storage device be needed, the City will purchase the most cost-effective option available at that time. The customer will reimburse the actual cost of the device, including tax and shipping (if applicable).

When records are provided in installments, a new storage device will be required for each installment. Records will not be broken into smaller installments to accommodate using multiple, smaller/less expensive storage devices. If the size of the files exceeds the limit of the largest flash drive available, or if it would be more cost-effective to do so, an external hard drive will be used.

ADDITIONAL RECORDS FEES

MAILING RECORDS

Due to the inconsistent characteristics of what records might be requested to be mailed to a customer, it is not possible to determine a flat rate for mailing. Instead, the City will charge the actual cost per the current fee schedule of \$1.12 per minute to perform the below-listed actions, plus the actual cost of the envelope, box, or container the records will be shipped in, the postage cost and any other delivery-related fees, and any applicable taxes:

- Prepare the envelope or package (address the envelope, tape a box, etc.).
- Weigh the envelope or parcel.
- Calculate the postage.
- Deliver the envelope or parcel to a post office if special handling is required beyond what the City's postage machine and/or mail services can accommodate.

DIGITAL RECORDS STORAGE DEVICE

USB drive/zip drive/thumb drive, external hard drive, etc.

The actual cost of the digital records storage device, including tax and shipping (if applicable), will be charged to the customer. Please see "Copying Records to a Storage Device" above for full costs for providing records via a storage device.

TECHNICAL EXPERTISE

To prepare data compilations or provide customized access to data or records.

Though rare, if technical expertise is necessary to copy records or data for a request, and these records or data are not used by the City for any City-related purpose, City staff will identify to the best of their ability an internal staff member or vendor who can create a custom report, query, script, program, etc. to export or copy the requested record or data from the system or device it is stored in.

The actual cost per minute wage (including benefits) of an internal staff member's time will be charged, or the actual cost of the vendor's services will be charged to the customer.

CREDIT CARD SURCHARGE

Pass through cost charged to City from credit card company.

Actual cost of surcharge added to any request paid by credit or debit card.

POLICE DEPARTMENT RECORDS FEES

POLICE REPORTS OR COLLISION REPORTS

Police reports may include the case report with narrative or CAD notes if there is no narrative. *(Note: If a requester asks for dispatch calls, they will receive the police report with narrative or CAD notes if there is no narrative.)*

The cost per police or collision report was determined to be \$5.00. This fee only applies to customers not directly involved with the incident the report is related to. No Charge for electronic copy to parties directly involved in the incident; paper copy charges apply. Additionally, charges for electronic copies will not be assessed to the involved customer's insurance company or legal representation. However,

the city must be put on notice that the law firm is representing that customer (notice of appearance preferred) in order for the fee to be waived.

Calculation: Actual cost per the current fee schedule of \$67.57 per hour or \$1.12 per minute multiplied by the average time it takes for a staff member to export a report from their Police database and records system, prepare the report for the customer, and then provide it to the customer. It was found to take 5 minutes on average to disclose a police report or collision report.

- 5 minutes x \$1.12 staff cost per minute = \$5.60 in fees.

The City has chosen to round this down to \$5.00 per report.

CLEARANCE LETTER

Clearance letters (sometimes called Visa letters) will cost \$15.00 each regardless of the number of pages of the letter. If the letter is mailed, the actual cost of mailing as described above will also apply.

Calculation: Police Records staff estimated it takes 15 minutes on average to perform necessary research for the letter and then writing the letter, sending to management for review, notarization, and then provide to the customer or the agency they specify the letter be sent to.

Using the Customized Service Actual Cost per the current fee schedule of \$67.57 per hour or \$1.12 per minute x 15 minutes = \$16.80 total cost per letter.

The City has chosen to round this down to \$15.00 per Clearance Letter.



BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB24-020
January 22, 2024
Appointment

Item 4.

AGENDA BILL INFORMATION

TITLE:	AB24-020: Appointment to the Economic Development Commission	<input type="checkbox"/> Discussion Only
PROPOSED ACTION:	Confirm the Mayor's recommendation to appoint Kristina Hudson to the Economic Development Commission.	<input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

REVIEW:	Department Director	Mike Chambless	Click or tap to enter a date.
	Finance	Drew Bouta	Click or tap to enter a date.
	Legal	David Linehan	Click or tap to enter a date.
	City Administrator	Mike Chambless	Click or tap to enter a date.

DEPARTMENT:	Administration		
	Deana Dean, City Clerk		
	n/a		COMMITTEE DATE: N/A
STAFF:			
COMMITTEE:			
EXHIBITS:			

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

SUMMARY

INTRODUCTION

The purpose of this Agenda Bill is to confirm the Mayor's recommendation to appoint Kristina Hudson to the Economic Development Commission.

Kristina Hudson has lived in the city for 6 ½ years and is the Economic Development CEO of OneRedmond. She has over 20 years of economic development experience at the state, county, and local level in business retention, expansion, and recruitment. She will fill Position #2 with a term expiring December 31, 2025.

BACKGROUND

Recruitment for the Economic Development Commission began in December 2023. There is currently one vacancy. Commission and Committee members are appointed by the Mayor and subject to confirmation by the City Council as outlined in Title 2 of the Snoqualmie Municipal Code.

BUDGET IMPACTS

None.

PROPOSED ACTION

Move to confirm the Mayor's recommendation to appoint Kristina Hudson to the Economic Development Commission.



BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB24-013
January 22, 2024
Appointment

AGENDA BILL INFORMATION

TITLE:	AB24-013: 2024 Council Liaison and Regional Appointments	<input type="checkbox"/> Discussion Only
RECOMMENDED ACTION:	Mayor Pro Tem appoints councilmembers to council liaison, and regional appointments	<input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

DEPARTMENT:	City Council (Mayor Pro Tem)	
STAFF:	Deana Dean, City Clerk	
COMMITTEE:	n/a	Meeting Date: n/a
COUNCIL LIAISON:	n/a	
EXHIBITS:	1. 2023 Council Committee, Liaison, & Regional Appointments	

SUMMARY

Pursuant to City Council Rules of Procedure, Rule 6, the Mayor Pro Tem, subject to approval of a majority of the Council, shall appoint a councilmember as liaison to council committees and commissions, and regional committees.

NEXT STEPS

The website and email distribution lists will be updated to reflect new appointments.

RECOMMENDED ACTIONS

MOVE to approve Mayor Pro Tem's appointments to Council Liaisons and Regional Boards and Committees.

2024 COUNCIL COMMITTEE, LIAISON, & REGIONAL APPOINTMENTS

2024 Mayor Pro Tem **Bryan Holloway**

Updated: 1/18/2024 3:15 PM

COMMITTEE	2024	DAY	TIME
Community Development	Louis Washington, Chair	1 st and 3 rd Monday	6 PM
Staff Support: Community Development Director & Staff	Jo Johnson Rob Wotton		
Finance & Administration	Bryan Holloway, Chair	1 st and 3 rd Tuesday	6 PM
Staff Support: City Clerk	Cara Christensen Jo Johnson		
Parks & Public Works	Ethan Benson, Chair	1 st and 3 rd Tuesday	5 PM
Staff Support: City Clerk	Bryan Holloway Cat Cotton		
Public Safety	Rob Wotton, Chair	1 st and 3 rd Monday	5 PM
Staff Support: City Clerk	Cat Cotton Cara Christensen		
LIAISON	2024	DAY	TIME
Arts Commission	Rob Wotton	2 nd Monday	5:30 PM
Economic Development Commission	Vacant	3 rd Wednesday	8:00 AM
Human Services Advisory Committee	Vacant	As needed	
Lodging Tax Advisory Committee	Bryan Holloway	As needed	
Meadowbrook Farm Preservation - Website	Rob Wotton Jolyon Johnson, Alt	2 nd Monday	12:00 PM
Northwest Railway Museum - Website	Jolyon Johnson	3 rd Thursday	5:30 PM
Parks & Events Commission	Ethan Benson	3 rd Monday	7:00 PM
Planning Commission	Jolyon Johnson	1 st and 3 rd Monday	7:30 PM
PRIMA	Cara Christensen	Quarterly	
Railroad Days Committee - Website	Bryan Holloway	2 nd Monday	10 AM
Snoqualmie Valley Chamber of Commerce	Vacant	2 nd and 4 th Wednesday	9 AM
Sound Cities Association (6:00 Pre-PIC workshop)	Cara Christensen Louis Washington, Alt	2 nd Wednesday	7:00 PM
Snoqualmie Valley School District #410	Cara Christensen	Thursdays	
Snoqualmie Valley Hospital District	Bryan Holloway	1 st Thursday	6:30 PM
Snoqualmie Watershed Forum	Louis Washington Bryan Holloway, Alt		
Snoqualmie Tribe	Vacant	As needed (Ad Hoc)	
SE Area Legislative Transportation Coalition (SEAL-TC)	Rob Wotton	1 st Tuesday	8 AM
Snoqualmie Valley YMCA Board - Website	Cara Christensen		

2024 SCA Regional Board & Committee Appointments

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



CITY COUNCIL MINUTES REGULAR HYBRID MEETING January 8, 2024

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

City Council: Councilmembers Ethan Benson, Rob Wotton, Bryan Holloway, Louis Washington (remote), Catherine Cotton, Cara Christensen, and Jo Johnson.

Mayor Katherine Ross was also present.

City Staff:

Mike Chambless, City Administrator; David Linehan, Interim City Attorney; Deana Dean, City Clerk; Brian Lynch, Police Chief; Mike Bailey, Fire Chief; Dylan Gamble, CIP Project Manager; Drew Bouta, Finance Director; Janna Walker, Budget Manager; Tami Wood, Revenue Manager; Nicole Wiebe, Community Liaison (remote) Danna McCall, Communication Coordinator; Jeff Hamlin, Interim Parks & Public Works Director; and Andy Latham, IT Support.

PLEDGE OF ALLEGIANCE

AGENDA APPROVAL

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

Approve the agenda.

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

PUBLIC HEARINGS, PRESENTATIONS, PROCLAMATIONS, AND APPOINTMENTS

Public Hearings

Appointments

1. **AB24-012:** Mayor Pro Tem Election

Councilmember Washington nominated Councilmember Holloway. Councilmember Holloway accepted the nomination. Councilmember Holloway spoke to his/her interest in the Mayor Pro Tem appointment.

The motion was made to:

Appoint Councilmember Holloway as Mayor Pro Tem for 2024.

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

2. **AB24-013:** 2024 Council Committee, Liaison, and Regional Appointments. Discussion followed with CM Holloway making a recommendation for chair and members of each of the four council

committees. Liaison assignments to be brought forward at the January 22, 2024, Council meeting.

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

Approve Mayor Pro Tem's appointments to Council Committees.

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

At 7:08 pm, it was moved by CM Johnson, seconded by CM Christensen to excuse CM Holloway for the remainder of this evening's meeting.

At 7:09 pm, it was moved by CM Johnson, seconded by CM Christensen to excuse CM Washington for the remainder of this evening's meeting.

3. **AB24-011:** Appointments and Re-Appointment to Economic Development Commission

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

Confirm the Mayor's recommendation to appoint Paula Shively and Saby Chalunkal and re-appoint Joelle Gibson to the Economic Development Commission.

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

Joelle Gibson thanked the Mayor indicating she is looking forward to serving this year.

Presentations

Proclamations

4. **AB24-009:** Proclamation 24-01 Mentoring Month. The Mayor read the proclamation into the record and proclaims January 2024 National Mentoring Month in Snoqualmie. Jan Formisano from Empower Youth Network expressed her thanks to Council for their support and accepted the Proclamation. Photos followed.

PUBLIC COMMENTS AND REQUESTS FOR ITEMS NOT ON THE AGENDA

- Alex Weaver, spoke of the state of Snoqualmie, wanting more natural spaces in the city, planting more trees, and the way the city moves forward in the future regarding urban development. This commentator then made comments which violated the public comment rules as they were not germane to the agenda items being considered. The commentator was then muted.

Discussion followed.

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

Go into Executive Session pursuant to RCW 42.30.110(1)(i) 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.

CM Benson called to question, seconded by CM Christensen, and passed unanimously. The motion was put to vote and passed unanimously.

At 7:26 pm, Council went into Executive Session for 10 minutes.

At 7:39 pm, Council returned to open session.

Mayor Ross read the following into the record: *The City of Snoqualmie is an inclusive community that welcomes everyone and embraces compassion, tolerance, religious freedom, and peace. We unequivocally condemn hate, violence, and terror. While we support the public's First Amendments right to free speech and respect diverse opinions, we must forcefully condemn the heinous, hateful comments made here this evening. The City stands firm in its commitment to being welcoming to those from all walks of life, and we invite all of our residents and community members to join us in taking a strong stand against hate and discrimination.* The public comment portion of the meeting then resumed.

- Kris G was afforded an opportunity to speak. Having received no response, this person was muted.
- Sandem Allbeck made comments which violated the public comment rules. At that point, he was muted and left the meeting shortly thereafter.
- Kris G was afforded a second opportunity to speak. Receiving no response, this person was muted again.
- Annalise Frankfort began by speaking to safety in the city and then made comments which violated the public comment rules. At that point, she was muted and then left the meeting.

Public comment for online attendees was terminated at 7:43 pm due to continued violation of the public comment rules.

- Kelly Coughlin, Director of SnoValley Chamber of Commerce, spoke regarding B&O taxes.
- Kathryn Podschwit, a resident of Snoqualmie and local business owner, spoke regarding B&O tax and other proposed tax increases.
- Carson Maestas, a resident of Snoqualmie, spoke regarding the proposed tax increases.

CONSENT AGENDA

5. Approve the City Council Meeting Minutes dated December 11, 2023, and January 4, 2024.
6. Approve the Claims Approval Report dated January 8, 2024.

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

Approve the consent agenda.

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

ORDINANCES

7. **AB24-002:** Biennial Budget Amendment to Appropriate for the Collective Bargaining Agreement with Teamsters. Introduction read into the record by CM Christensen. Budget Manager Janna Walker provided an overview. Discussion followed. First reading of Ordinance No. 1286. Second reading and proposed adoption to be held at the January 22, 2024, City Council meeting.

8. **AB24-004:** Ordinance Establishing a One-Tenth of One Percent (0.1%) Sales and Use Tax Within the Boundaries of the Snoqualmie Transportation Benefit District for the Purpose of Financing the Costs Associated with Transportation Improvements as Authorized by RCW 36.73.065 and RCW 82.14.0455. Introduction read into the record by CM Christensen. Finance Director Drew Bouta provided an overview of this tax proposal. Mayor Ross noted two citizens emailed comments. She then opened public comments on this item to those online and in person. There being no one wishing to speak, the public comment portion was closed. Discussion followed.

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

Motion to authorize the first reading pertaining to adoption of Ordinance No. 1285 Establishing a One-Tenth of One Percent (0.1%) Sales and Use Tax Within the Boundaries of the Snoqualmie Transportation Benefit District for the Purpose of Financing the Costs Associated with Transportation Improvements as Authorized by RCW 36.73.065 and RCW 82.14.0455 and set forth the second reading and adoption at the January 22, 2024, City Council meeting.

PASSED: 4-1 (Benson, Wotton, Christensen, Johnson) (Nay: Cotton)

COMMITTEE REPORTS

Public Safety Committee: No report.

Community Development Committee: No report.

Parks & Public Works Committee:

9. **AB24-010:** Resolution Awarding 2025-2030 Utility Rate Study Contract. Summary read into the record by CM Benson. Overview provided by Dylan Gamble, CIP Project Manager. Interim City Attorney David Linehan spoke to the RFP/RFQ process.

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

Approve Resolution 1676 awarding contract with Financial Consulting Solutions (FCS) Group for the City of Snoqualmie's Utility Rate Study 2025-2030.

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

Finance & Administration Committee:

10. **AB23-138:** Recommendation for Lodging Taxes 2024 Allocation. Summary read into the record by CM Christensen. Community Liaison Nicole Wiebe provided an overview.

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

Approve the Lodging Tax Advisory Committee 2024 funding recommendations.

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

11. **AB24-007:** Submission of a Ballot Proposition to the Qualified Electors of the City at an Election to be Held on August 6, 2024, Regarding a 0.1% Public Safety Sales Tax. Summary read into the record by CM Christensen. Finance Director Drew Bouta provided an overview. Discussion followed. This item will be heard at the January 22, 2024, City Council meeting.

Committee of the Whole:

12. **Legislative Priorities.** The draft 2024 legislative priorities were reviewed. Mayor Ross noted the legislative session began today and is a 60-day session. Discussion followed.

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

Add preservation of funding for SR18 and funding for mental health specialist to the list

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

REPORTS

13. **Mayor's Report:**

- SVGA meeting is January 24, 2024, in Carnation. Council is encouraged to attend.
- The Mayor has been appointed to the Sound Cities Association Board for a two-year term.
- There will be two open houses on the Community Center Expansion at the Snoqualmie YMCA and a Town Hall on February 28. Council was encouraged to attend one or all to speak with residents.
- Winter weather is coming and crews are standing by to serve the city.

14. **Commission/Committee Liaison Reports:**

- CM Wotton noted the December 7th Regional Law and Safety Justice Committee covered the juvenile detention center closure. There was a Housing Chat on January 3rd and the Meadowbrook Farm Preservation Board discussed elk safety signs and flooding due to beaver dams.
- CM Christensen noted she will be back on King Conservation District this year.

15. **Department Reports for December 2023.** City Administrator Mike Chambless reviewed Department Reports for December 2023.

EXECUTIVE/CLOSED SESSION

ADJOURNMENT

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

Adjourn the meeting.

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

Meeting was adjourned at 9:28 pm.

CITY OF SNOQUALMIE

Katherine Ross, Mayor

Attest:

Deana Dean, City Clerk



Jerry Knutsen, Financial Service Manager
38624 SE River St. | PO Box 987
Snoqualmie, Washington 98065
(425) 888-1555 | jknutsen@snoqualmiewa.gov

To: City Council
Finance & Administration Committee

From: Jerry Knutsen, Financial Services Manager

Date: January 22, 2024

Subject: CLAIMS REPORT
Approval of payments for the period: December 22, 2023, through January 9, 2024

BACKGROUND

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

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

ANALYSIS

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

- Warrant: paper negotiable instruments, very much like, although legally distinct from, checks
- Commercial Credit Card: as authorized by Financial Management Policy
- Electronic Funds Transfer (EFT). EFTs are electronic banking transactions (no paper instrument) of two basic types: (1) Automated Clearing House (ACH) for Electronic Fund Transfer (EFT) and (2) Wire Transfers a direct transfer between bank accounts

The foregoing amounts were budgeted in the 2023-2024 biennial budget, and sufficient funds are available to cover these payments, as appropriate. Details pertaining to the individual vendor payments are available in documentation provided for the Finance & Administration Committee and subsequent City Council review by accessing the following link on the city website: [Claims Report](#)

CITY OF SNOQUALMIE
Disbursements for Council Approval
Claims, Payroll and Miscellaneous

CLAIMS							
Batch ID	Date	Warrants			ACH		CLAIMS TOTAL
		From #	Thru #	Amount	Qty	Amount	
65	1/3/2024	80883	80950	\$ 398,271.13			398,271.13
66	1/3/2024	80951	80951	\$ 1,690.90			1,690.90
							-
							-
							-
Grand Total							399,962.03

Grand Total	399,962.03
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PAYROLL (including Payroll Benefits)		Warrants			ACH		PAYROLL TOTAL
Batch ID	Date	From #	Thru #	Amount	Qty	Amount	
P12-22-23	12/22/2023				109	\$ 434,426.40	434,426.40
PV12-22-23	12/22/2023	62348	62353	\$ 5,249.83	13	\$ 301,204.73	306,454.56
P12-29-23	12/29/2023				124	\$ 357,085.76	357,085.76
PV12-29-23	12/29/2023	62354	62361	\$ 6,598.33	15	\$ 417,742.90	424,341.23
						Grand Total	1,522,307.95

Grand Total	1,522,307.95
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MISCELLANEOUS DISBURSEMENTS			
Date	Description	ACH Amount	Wire Amount
12/28/2023	Navia - 2023 HRA Plan Reimbursements	\$ 13,636.67	\$ 13,636.67
1/2/2024	Merchant Card Fees - Bankcard	\$ 509.31	\$ 509.31
1/2/2024	Merchant Card Fees - Bluefin	\$ 9,293.15	\$ 9,293.15
1/3/2024	Merchant Card Fees - Merchant Transact	\$ 735.30	\$ 735.30
1/3/2024	Merchant Card Fees - Fiserv Merchant	\$ 95.49	\$ 95.49
1/4/2024	Merchant Card Fees - Tyler Munis	\$ 157.28	\$ 157.28
1/4/2024	Navia - 2023 FSA Plan Reimbursements	\$ 829.64	\$ 829.64
1/5/2024	Merchant Card Fees - American Express	\$ 1,017.20	\$ 1,017.20
1/5/2024	Merchant Card Fees - Tyler Munis - American Expre	\$ 0.76	\$ 0.76
1/5/2024	Navia - 2023 HRA Plan Reimbursements	\$ 10,958.96	\$ 10,958.96
1/9/2024	Navia - 2023 FSA Plan Reimbursements	\$ 272.17	\$ 272.17
1/9/2024	Navia - 2023 HRA Plan Reimbursements	\$ 3,396.55	\$ 3,396.55
1/9/2024	Navia - 2023 HRA Plan Reimbursements	\$ 5,752.49	\$ 5,752.49
			\$ -
<i>Grand Total</i>			46,654.97

Grand Total	46,654.97
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Total	1,968,924.95
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The following claims and payments were objected to by Finance Director: **NONE**
(Itemize claims/demands amounts and circumstances, and summarize reasons for objection)

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

Date _____

FINANCE & ADMINISTRATION COMMITTEE RECOMMENDATION: Approve / Not Approve

City of Snoqualmie

Claims presented to the City to be paid in the amount of \$398,271.13

For claims warrants numbered 80883 through 80950 & dated 1/3/2024

Vend claims warrants numbered 80883 through 80950 & dated 1/3/2024										#65		
VENDOR NAME	ACCOUNT	ACCOUNT DESC	YEAR	PERIOD	TYPE	STATUS	AMOUNT	CHECK NO	INVOICE #	FULL DESC	INVOICE DATE	CHECK DATE
911 SUPP	001.08.009.52122.531050.	Uniforms & Protective Gear	2023	12	INV	Paid	87.53	80883	INV-2-33009	Service stripes - 50% Snoqualmie	10/11/2023	1/3/2024
911 SUPP	001.08.009.52122.531050.	Uniforms & Protective Gear	2023	12	INV	Paid	338.56	80883	INV-2-34128	K. Hoyla - holster, radio pouch, handcuff pouch	11/28/2023	1/3/2024
911 SUPP	014.08.012.52122.531050.	Uniforms & Protective Gear	2023	12	INV	Paid	87.53	80883	INV-2-33009	Service stripes - 50% North Bend	10/11/2023	1/3/2024
AFMATH	001.08.009.52122.541000.	Professional Svcs - General	2023	12	INV	Paid	400.00	80884	JC2023-7398	Biohazard cleaning booking area ref 235-5002	10/30/2023	1/3/2024
Airport, Burien and	001.08.009.52122.541000.	Professional Svcs - General	2023	12	INV	Paid	838.96	80885	#23-17387	Impound - recovery 1996 Toy Camry ref 235-4744	10/16/2023	1/3/2024
ALBIREO	510.24.053.51820.548000.	Repair & Maintenance Services	2023	12	INV	Paid	3,427.55	80886	PIN0031717	HVAC Actuator Replacement @ Firestation	11/22/2023	1/3/2024
Apex Systems LLC	502.11.020.51888.541190.	Temporary Agency Personnel	2023	12	INV	Paid	2,280.00	80887	0007355093	IT Contract Employee	6/28/2023	1/3/2024
Apex Systems LLC	502.11.020.51888.541190.	Temporary Agency Personnel	2023	12	INV	Paid	3,800.00	80887	0007506807	IT Contract Employee	6/28/2023	1/3/2024
Apex Systems LLC	502.11.020.51888.541190.	Temporary Agency Personnel	2023	12	INV	Paid	3,800.00	80887	0007506808	IT Contract Employee	6/28/2023	1/3/2024
Apex Systems LLC	502.11.020.51888.541190.	Temporary Agency Personnel	2023	12	INV	Paid	3,800.00	80887	0007506809	IT Contract Employee	6/28/2023	1/3/2024
Apex Systems LLC	502.11.020.51888.541190.	Temporary Agency Personnel	2023	12	INV	Paid	3,800.00	80887	0007506810	IT Contract Employee	6/28/2023	1/3/2024
Apex Systems LLC	502.11.020.51888.541190.	Temporary Agency Personnel	2023	12	INV	Paid	807.50	80887	0007506811	IT contract Employee	6/28/2023	1/3/2024
BAINA	402.20.040.53580.548000.	Repair & Maintenance Services	2023	12	INV	Paid	1,413.10	80888	1073	Calibration and validation of sensors	11/21/2023	1/3/2024
BAINA	402.20.040.53580.548000.	Repair & Maintenance Services	2023	12	INV	Paid	1,413.10	80888	1077	Calibration and validation of sensors	12/11/2023	1/3/2024
CCDC	401.18.037.53482.531500.	Uniforms & Protective Gear	2023	12	INV	Paid	5,649.00	80889	881492	Ferric chloride	11/13/2023	1/3/2024
CDWG	001.06.075.51810.531820.	Info Tech Components	2023	12	INV	Paid	348.00	80890	NH16852	2 monitors for S. Brumfield	11/28/2023	1/3/2024
CDWG	001.08.009.52121.531910.	Operating Supplies	2023	12	INV	Paid	428.85	80890	NV83141	PD - C. Werre Panasonic toughbook dock	11/13/2023	1/3/2024
CDWG	001.08.009.52121.531910.	Operating Supplies	2023	12	INV	Paid	3,947.63	80890	N65085	C. Werre Panasonic toughbook laptop	12/6/2023	1/3/2024
CINTAS	001.13.000.51810.531080.	First Aid Cabinet Supplies	2023	12	INV	Paid	1,223.92	80891	5189403039	First aid cabinets, city hall, PD, PW	12/19/2023	1/3/2024
CINTAS	402.20.040.53580.545200.	Rent - Furniture & Equipment	2023	12	INV	Paid	140.48	80891	9249945384	Rent AED	12/1/2023	1/3/2024
CL	001.12.028.57680.531300.	Repair & Maintenance Supplies	2023	12	INV	Paid	29.66	80892	1983663	Sign repair	11/8/2023	1/3/2024
CLARKTOW	001.08.009.52122.541000.	Professional Svcs - General	2023	12	INV	Paid	354.25	80893	#23-1026-1086	Police impound - blk Niss Altima ref 235-4953	10/26/2023	1/3/2024
CLARKTOW	001.08.009.52122.541000.	Professional Svcs - General	2023	12	INV	Paid	354.25	80893	#23-1113-1315	Impound - sil 2019 Toy Highlander ref 235-5226	11/13/2023	1/3/2024
CLARKTOW	001.08.009.52122.541000.	Professional Svcs - General	2023	12	INV	Paid	354.25	80893	#23-1116-1353	Impound - sil 2013 Kia rio ref 235-5285	11/16/2023	1/3/2024
CLARKTOW	014.08.012.52122.541000.	Professional Svcs - General	2023	12	INV	Paid	975.00	80893	#23-0925-596	Impound - Grn 2005 Ford F350 ref 23N3121	11/13/2023	1/3/2024
CO	510.24.053.51820.531340.	Custodial & Cleaning Supplies	2023	12	INV	Paid	85.33	80894	2252636-1	Trash bags	12/15/2023	1/3/2024
COMCAST	502.11.020.51888.542200.	INET Internet Network Services	2023	12	INV	Paid	411.18	80895	559927-12-23	Secondary internet service	12/11/2023	1/3/2024
COMP PD	001.08.009.52121.531000.	Office Supplies	2023	12	INV	Paid	101.82	80896	2255056-0	Dividers	12/6/2023	1/3/2024
COMP PD	001.08.009.52122.531000.	Office Supplies	2023	12	INV	Paid	164.44	80896	2250738-0	Folders, dividers, paper, calculator	11/14/2023	1/3/2024
COMP PD	001.08.009.52122.531000.	Office Supplies	2023	12	INV	Paid	83.72	80896	2251906-0	Tool kit, index cards	11/20/2023	1/3/2024
COMP PD	001.08.009.52122.531000.	Office Supplies	2023	12	INV	Paid	123.49	80896	2252390-0	gel pens, adding machine	11/22/2023	1/3/2024
COMP PD	001.08.009.52122.531000.	Office Supplies	2023	12	INV	Paid	114.32	80896	2255056-0	Tape flags, correction tape	12/6/2023	1/3/2024
COMP PD	001.08.009.52122.531910.	Operating Supplies	2023	12	INV	Paid	128.67	80896	2254326-0	Detergent	12/4/2023	1/3/2024
COMP PD	001.08.009.52122.531910.	Operating Supplies	2023	12	INV	Paid	95.82	80896	2254702-0	Detergent, fabric softener	12/5/2023	1/3/2024
COMP PD	510.24.053.51820.531340.	Custodial & Cleaning Supplies	2023	12	INV	Paid	140.40	80896	2250738-0	Paper towels, urinal mats	11/14/2023	1/3/2024
COPIERS	001.16.035.54264.545200.	Rent - Sign Laminator	2023	12	INV	Paid	424.60	80897	INV2752240	Lease of 54" Laminator	12/18/2023	1/3/2024
CRYSR	001.08.009.52150.545000.	Operating Rentals & Leases	2023	12	INV	Paid	16.34	80898	5310053 120323	Water cooler rental & Credit card surcharge	12/3/2023	1/3/2024
CWS	001.09.014.52220.531910.	Operating Supplies	2023	12	INV	Paid	71.18	80899	RN08232308	Oxygen and helium	6/28/2023	1/3/2024
CWS	001.09.014.52220.531910.	Operating Supplies	2023	12	INV	Paid	54.83	80899	RN07232287	Oxygen and helium	6/28/2023	1/3/2024
De Nora Water Techno	401.18.037.53482.548000.	Repair & Maintenance Services	2023	12	INV	Paid	1,881.68	80900	9200077375	South well chlorine generator maintenance	7/25/2023	1/3/2024
Department of Enterp	001.14.031.55860.543000.	Training & Travel	2023	12	INV	Paid	333.00	80901	71143810	Building confidence training - E. Arteche	12/18/2023	1/3/2024
Department of Enterp	001.14.031.55860.543000.	Training & Travel	2023	12	INV	Paid	266.00	80901	71144203	Assertive Communication Training - E. Arteche	12/18/2023	1/3/2024
EF	501.23.051.54868.548000.	Repair & Maintenance Services	2023	12	INV	Paid	2,714.66	80902	6289749	Replace failed catalytic converters #107 PD SUV	12/19/2023	1/3/2024
ENTENMAN	001.08.009.52121.531050.	Uniforms & Protective Gear	2023	12	INV	Paid	304.50	80903	0176544-IN	C. Werre Det. Badge, flat badge , leather case	9/21/2023	1/3/2024
EVOQUA	402.20.045.53560.531500.	Uniforms & Protective Gear	2023	12	INV	Paid	5,325.73	80904	906187009	Odor control and corrosion control	11/15/2023	1/3/2024
GALLSLIC	001.08.009.52122.531050.	Uniforms & Protective Gear	2023	12	INV	Paid	220.52	80905	025571933	J. Meadows - Boots	9/5/2023	1/3/2024
GALLSLIC	001.08.009.52122.531050.	Uniforms & Protective Gear	2023	12	INV	Paid	127.42	80905	025648044	N. Draveling boots 50%	9/13/2023	1/3/2024
GALLSLIC	001.08.009.52122.531050.	Uniforms & Protective Gear	2023	12	INV	Paid	18.00	80905	025745025	N. Vliadis jumpsuit alterations	9/22/2023	1/3/2024
GALLSLIC	014.08.012.52122.531050.	Uniforms & Protective Gear	2023	12	INV	Paid	127.41	80905	025648044	N. Draveling boots 50%	9/13/2023	1/3/2024
GALLSLIC	014.08.012.52122.531050.	Uniforms & Protective Gear	2023	12	INV	Paid	633.81	80905	026221939	A. Gutwein - jumpsuit w/embroidery & patches	11/10/2023	1/3/2024
GENDIGIT	001.06.075.51810.549200.	Dues-Subscriptions-Memberships	2023	12	INV	Paid	162.25	80906	C050024	Norton lifelock subscription	12/15/2023	1/3/2024
GIRARD	001.16.035.54267.548000.	St Clean Repair & Maint Svcs	2023	12	INV	Paid	5,885.00	80907	911812	Street Sweeping disposal	10/31/2023	1/3/2024
GIRARD	001.16.035.54267.548000.	St Clean Repair & Maint Svcs	2023	12	INV	Paid	2,140.00	80907	912031	Street sweeping disposal	10/31/2023	1/3/2024
GIRARD	001.16.035.54267.548000.	St Clean Repair & Maint Svcs	2023	12	INV	Paid	10,700.00	80907	912230	Street sweeping disposal	11/16/2023	1/3/2024
GIRARD	001.16.035.54267.548000.	St Clean Repair & Maint Svcs	2023	12	INV	Paid	1,070.00	80907	912521	Street sweeping disposal	11/30/2023	1/3/2024
Gunarama Wholesale,	001.08.009.52150.535400.	Police Firearms & Weapons	2023	12	INV	Paid	2,174.79	80908	1233793	3 ea shotgun, streamlight, hogue stock	10/6/2023	1/3/2024
Gunarama Wholesale,	001.08.009.52150.535400.	Police Firearms & Weapons	2023	12	INV	Paid	967.03	80908	1235194	Glock Gen-5 G47 (2)	10/20/2023	1/3/2024

HCI	402.20.040.53585.531510.	Laboratory Supplies	2023	12	INV	Paid	585.88	80909 13814423	Filter paper for testing	11/15/2023	1/3/2024
KC 710	417.13.499.59434.541060.	Design Svcs - Water Improve	2023	12	INV	Paid	176.00	80910 35006942	Williams addition water main Insp -Oct	11/10/2023	1/3/2024
KC RADIO	001.08.009.52150.542100.	Cellular Telephone	2023	12	INV	Paid	1,466.09	80911 20349	Officer portable radios 50% Snoqualmie	11/29/2023	1/3/2024
KC RADIO	014.08.012.52150.542100.	Cellular Telephone	2023	12	INV	Paid	1,466.09	80911 20349	Officer portable radios 50% North Bend	11/29/2023	1/3/2024
Kimley-Horn	001.12.028.57680.541000.	Professional Svcs - General	2023	12	INV	Paid	11,182.00	80912 26518356	Parks, recreation and open space plan	11/30/2023	1/3/2024
KURITA	510.24.053.51820.548000.	Repair & Maintenance Services	2023	12	INV	Paid	587.58	80913 INV784573	HVAC radiant floor chemical maintenance	10/15/2023	1/3/2024
KURITA	510.24.053.51820.548000.	Repair & Maintenance Services	2023	12	INV	Paid	587.58	80913 INV784574	HVAC radiant floor chemical maintenance	10/15/2023	1/3/2024
LEVEL3	502.11.020.51888.542000.	Telephone Service	2023	12	INV	Paid	2,341.02	80914 668217770	Monthly telephone service	12/1/2023	1/3/2024
LLS	001.08.009.52122.531000.	Professional Svcs - General	2023	12	INV	Paid	76.73	80915 11116219	Interpretation services D. Moate, C. Smith	9/30/2023	1/3/2024
LNCS	001.08.009.52110.523100.	Clothing Allowance	2023	12	INV	Paid	258.57	80916 INV757823	B. Lynch - short & long sleeve base shirts	10/23/2023	1/3/2024
LNCS	001.08.009.52110.523100.	Clothing Allowance	2023	12	INV	Paid	13.76	80916 INV764731	B. Lynch velcro for patches	11/15/2023	1/3/2024
LNCS	001.08.009.52110.523100.	Clothing Allowance	2023	12	INV	Paid	316.89	80916 INV764884	B. Lynch Pistol light, concealment holster	11/15/2023	1/3/2024
LNCS	001.08.009.52121.531050.	Uniforms & Protective Gear	2023	12	INV	Paid	316.88	80916 INV764884	C. Werre Pistol light, concealment holster	11/15/2023	1/3/2024
LNCS	001.08.009.52122.531050.	Uniforms & Protective Gear	2023	12	INV	Paid	214.40	80916 INV758475	60 % Snoqualmie - Velcro for shoulder pads	10/25/2023	1/3/2024
LNCS	001.08.009.52122.531050.	Uniforms & Protective Gear	2023	12	INV	Paid	291.55	80916 INV760168	D. Ward - name tape, shell jacket w/patches	10/31/2023	1/3/2024
LNCS	001.08.009.52122.531050.	Uniforms & Protective Gear	2023	12	INV	Paid	122.50	80916 INV764682	D. Ward - pullover w/patches	11/15/2023	1/3/2024
LNCS	001.08.009.52122.531050.	Uniforms & Protective Gear	2023	12	INV	Paid	124.12	80916 INV764891	K. Hoyle - short sleeve shirt w/embroidery	11/15/2023	1/3/2024
LNCS	001.08.009.52122.531050.	Uniforms & Protective Gear	2023	12	INV	Paid	106.32	80916 INV766157	K. Hoyle - Stryke pants	11/20/2023	1/3/2024
LNCS	001.08.009.52122.531050.	Uniforms & Protective Gear	2023	12	INV	Paid	106.24	80916 INV769731	E. Rasmussen - Stryke Pants	11/30/2023	1/3/2024
LNCS	001.08.009.52122.531050.	Uniforms & Protective Gear	2023	12	INV	Paid	89.30	80916 INV769791	W. Natkha - Stryke pants	11/30/2023	1/3/2024
LNCS	001.08.009.52131.531050.	Uniforms & Protective Gear	2023	12	INV	Paid	1,865.46	80916 INV763794	D. Doucet - external carrier, armor panel set	11/13/2023	1/3/2024
LNCS	014.08.012.52122.531050.	Uniforms & Protective Gear	2023	12	INV	Paid	204.35	80916 INV758206	M. Bostick - duty holster	10/24/2023	1/3/2024
LNCS	014.08.012.52122.531050.	Uniforms & Protective Gear	2023	12	INV	Paid	142.93	80916 INV758475	40% North Bend - Velcro for shoulder pads	10/25/2023	1/3/2024
LNCS	014.08.012.52122.531050.	Uniforms & Protective Gear	2023	12	INV	Paid	245.31	80916 INV760370	C. Smith Apex pant, shirt, polo shirt	10/31/2023	1/3/2024
LNCS	014.08.012.52122.531050.	Uniforms & Protective Gear	2023	12	INV	Paid	89.30	80916 INV761973	M. Bostick - Stryke pants	11/3/2023	1/3/2024
LNCS	014.08.012.52122.531050.	Uniforms & Protective Gear	2023	12	INV	Paid	35.28	80916 INV763088	M. Bostick - name patch w/velcro	11/8/2023	1/3/2024
LNCS	014.08.012.52122.531050.	Uniforms & Protective Gear	2023	12	INV	Paid	89.30	80916 INV763475	M. Bostick - Stryke pants	11/9/2023	1/3/2024
LNCS	014.08.012.52122.531050.	Uniforms & Protective Gear	2023	12	INV	Paid	925.34	80916 INV763670	M. Bostick-belts, flashlights, pocketkey, tie bar	11/9/2023	1/3/2024
LNCS	014.08.012.52122.531050.	Uniforms & Protective Gear	2023	12	INV	Paid	261.08	80916 INV764500	M. Bostick - tie bar, patrol boots	11/14/2023	1/3/2024
LNCS	014.08.012.52122.531050.	Uniforms & Protective Gear	2023	12	INV	Paid	115.70	80916 INV764728	M. Sanchez - pullover w/ velcro	11/15/2023	1/3/2024
LNCS	014.08.012.52122.531050.	Uniforms & Protective Gear	2023	12	INV	Paid	155.92	80916 INV764810	M. Bostick - academy gear and clothing	11/15/2023	1/3/2024
LNCS	014.08.012.52122.531050.	Uniforms & Protective Gear	2023	12	INV	Paid	301.65	80916 INV766845	J. Kaae - pistol Light	11/21/2023	1/3/2024
LNCS	014.08.012.52122.531050.	Uniforms & Protective Gear	2023	12	INV	Paid	276.56	80916 INV767887	M. Bostick shirts with patches, necktie	11/28/2023	1/3/2024
LST	501.23.051.54868.531400.	Tires	2023	12	INV	Paid	1,492.78	80917 36300674816	Replacement tires #405 pickup	12/15/2023	1/3/2024
LST	501.23.051.54868.548000.	Repair & Maintenance Services	2023	12	INV	Paid	152.56	80917 36300675426	Dismount, mount, balance, 4 loose PD SUV Tires	12/19/2023	1/3/2024
MATZEN	001.08.009.52110.541000.	Professional Svcs - General	2023	12	INV	Paid	250.00	80918 12523	Polygraph examination D. Maathuis	12/5/2023	1/3/2024
MP	001.08.009.52122.549300.	Printing	2023	12	INV	Paid	104.08	80919 91862	J. Spears business cards	12/4/2023	1/3/2024
MP	401.18.037.53481.531000.	Office Supplies	2023	12	INV	Paid	172.64	80919 91912	Backflow testing letters	12/12/2023	1/3/2024
MP	401.18.037.53481.542300.	Postage & Freight	2023	12	INV	Paid	177.25	80919 91912	Backflow testing letters	12/12/2023	1/3/2024
Nap Ventures	001.08.009.52122.531000.	Office Supplies	2023	12	INV	Paid	164.26	80920 040514	Office Name plates	11/10/2023	1/3/2024
Nap Ventures	001.08.009.52122.531000.	Office Supplies	2023	12	INV	Paid	90.21	80920 041349	Office name plates	11/20/2023	1/3/2024
NB AUTOG	001.08.009.52122.531910.	Operating Supplies	2023	12	INV	Paid	17.79	80921 009687	J. Weiss - vehicle cleaning wipes	11/5/2023	1/3/2024
NB AUTOG	001.08.009.52122.531910.	Operating Supplies	2023	12	INV	Paid	79.13	80921 011662	J. Weiss deice & cleaning wipes	11/25/2023	1/3/2024
NB AUTOG	402.20.040.53555.531300.	Repair & Maintenance Supplies	2023	12	INV	Paid	101.77	80921 008579	Scissorjack & LED	10/26/2023	1/3/2024
NB CHEVY	001.08.009.52150.548000.	Repair & Maintenance Services	2023	12	INV	Paid	325.91	80922 CVCS38403	PD Vehicle #109 auto detail	10/3/2023	1/3/2024
NB CHEVY	001.08.009.52150.548000.	Repair & Maintenance Services	2023	12	INV	Paid	434.91	80922 CVCS38406	PD Vehicle #127 auto detail	10/3/2023	1/3/2024
NCEC	402.20.040.53550.548000.	Repair & Maintenance Services	2023	12	INV	Paid	1,350.36	80923 s013032812.001	Software support for PLC apps	11/15/2023	1/3/2024
NCEC	402.20.045.53565.531300.	Repair & Maintenance Supplies	2023	12	INV	Paid	7,703.11	80923 s012419960.003	PLC replacement Z S12A hospital & 4	11/30/2023	1/3/2024
OTAK	001.14.031.55860.541080.	Environmental Services	2023	12	INV	Paid	4,680.50	80924 000082300258	Environmental Reconnaissance #2524079033	8/23/2023	1/3/2024
OTAK	001.14.031.55860.541080.	Environmental Services	2023	12	INV	Paid	197.01	80924 000092300116	Environmental Reconnaissance #2524079033	9/13/2023	1/3/2024
OTAK	001.14.031.55860.541080.	Environmental Services	2023	12	INV	Paid	1,679.50	80924 000112300542	Comprehensive Plan	11/27/2023	1/3/2024
OTAK	310.17.506.59530.541060.	Design Services	2023	12	INV	Paid	2,218.63	80924 122300221	Towncenter phase 3	11/16/2023	1/3/2024
PF&SINC	001.09.014.52210.541000.	Professional Svcs - General	2023	12	INV	Paid	1,453.82	80925 97786	Fire alarm emergency services	12/5/2023	1/3/2024
PLATT	510.24.053.51820.531300.	Repair & Maintenance Supplies	2023	12	INV	Paid	5,612.90	80926 4L37851	Light pole replacement parts	11/25/2023	1/3/2024
PLATT	510.24.053.51820.531300.	Repair & Maintenance Supplies	2023	12	INV	Paid	126.23	80926 4071804	Replacement light bulbs City Hall	11/25/2023	1/3/2024
POA	502.11.020.51888.545200.	Rent - Furniture & Equipment	2023	12	INV	Paid	29.16	80927 873400	Copier image overage	12/8/2023	1/3/2024
POA-OR	502.11.020.51888.545200.	Rent - Furniture & Equipment	2023	12	INV	Paid	1,690.57	80928 CSO-1223	Monthly copier lease	12/13/2023	1/3/2024
PREM	401.18.037.53482.548000.	Repair & Maintenance Services	2023	12	INV	Paid	1,470.15	80929 INV552426	Cell modems	12/7/2023	1/3/2024
PRIDELEE	001.12.028.57680.548000.	Repair & Maintenance Services	2023	12	INV	Paid	361.55	80930 433328	Troubleshoot for Christmas light	11/9/2023	1/3/2024
PSCACA	402.20.019.53510.548270.	License & Permit Fees	2023	12	INV	Paid	1,350.00	80931 20240437	Permit for odor control	11/18/2023	1/3/2024
PSE	001.08.009.52150.547100.	Electricity	2023	12	INV	Paid	1,543.79	80932 300000002083 12-23	PD electric and gas charges	11/27/2023	1/3/2024

PSRFA	501.23.051.54868.548000.	Repair & Maintenance Services	2023	12	INV	Paid	3,491.15	80933 5406	#602 Fire truck hydraulic leak/PTO replacment	12/15/2023	1/3/2024
PSRFA	501.23.051.54868.548000.	Repair & Maintenance Services	2023	12	INV	Paid	1,074.31	80933 5415	#604 Aid car LED light conversion kits	12/15/2023	1/3/2024
PSTEST	001.08.009.52110.541000.	Professional Svcs - General	2023	12	INV	Paid	2,031.50	80934 PST123-289	M. Bostick background investigation & report	9/22/2023	1/3/2024
PSTEST	001.08.009.52110.541000.	Professional Svcs - General	2023	12	INV	Paid	8,430.50	80934 PST123-333	Background investigations (5)	10/31/2023	1/3/2024
RH2	417.13.454.59435.541040.	WRF Improve Const Mgmt	2023	12	INV	Paid	106,904.45	80935 92939	RF P3 Const mgmt, submittal, RFI review	10/17/2023	1/3/2024
RS Americas	402.20.040.53585.531510.	Laboratory Supplies	2023	12	INV	Paid	48.10	80936 9018642831	Cable for lab monitore	11/16/2023	1/3/2024
SEATIMES	001.05.005.51420.541330.	Ordinance Publication	2023	12	INV	Paid	87.34	80937 68804	Ordinance 1283	12/15/2023	1/3/2024
SHI INT	502.11.021.51888.548860.	Hardware-Software Maintenance	2023	12	INV	Paid	35,927.48	80938 817564719	VMware Annual subscription renewal	10/31/2023	1/3/2024
Tami Wood	001.06.007.51423.531820.	Info Tech Components	2023	12	INV	Paid	26.13	80939 RE T. Wood	Flash Drive for confidential DOR reports-Mayor	12/18/2023	1/3/2024
TENELCO	402.20.040.53555.548000.	Repair & Maintenance Services	2023	12	INV	Paid	2,651.95	80940 91018	BUF haul and apply	11/8/2023	1/3/2024
TENELCO	402.20.040.53555.548000.	Repair & Maintenance Services	2023	12	INV	Paid	2,623.11	80940 91243	BUF haul and apply	11/21/2023	1/3/2024
TSI LW	401.18.037.53482.548000.	Repair & Maintenance Services	2023	12	INV	Paid	6,340.45	80941 8162-007	Jacobia, software support, 599 res	12/5/2023	1/3/2024
TSI LW	402.20.040.53550.548000.	Repair & Maintenance Services	2023	12	INV	Paid	3,430.35	80941 8161-007	Repair of panel view at HW	12/5/2023	1/3/2024
TYLERTEC	502.11.023.59418.541040.	Financial System Project Mgmt.	2023	12	INV	Paid	1,400.00	80942 045-447746	Tyler Munis Contract	12/6/2023	1/3/2024
TYLERTEC	502.11.023.59418.541040.	Financial System Project Mgmt.	2023	12	INV	Paid	14,234.80	80942 045-447747	Tyler Munis Contract	12/6/2023	1/3/2024
TYLERTEC	502.11.023.59418.564000.	Gen'l Parks Machinery & Equip	2023	12	INV	Paid	66,348.96	80942 045-448232	Tyler munis contract subscription fees	12/1/2023	1/3/2024
UULC	401.18.037.53481.541000.	Professional Svcs - General	2023	12	INV	Paid	86.27	80943 3110231	November icates	11/30/2023	1/3/2024
UULC	402.20.045.53560.548000.	Repair & Maintenance Services	2023	12	INV	Paid	84.98	80943 3110230	411 service dispatch for locating	11/30/2023	1/3/2024
VERIZ 3	502.11.020.51888.542010.	Cellular Telephone	2023	12	INV	Paid	1,948.37	80944 9949496609 12-23	PD Cell phones	11/16/2023	1/3/2024
VERIZCS	402.20.019.53510.542010.	Cellular Telephone	2023	12	INV	Paid	576.27	80945 9950010454 11-23	M2M SCADA service	11/23/2023	1/3/2024
VERMEER	501.23.051.54868.548000.	Repair & Maintenance Services	2023	12	INV	Paid	1,506.90	80946 08102137	Wood Chipper service and cutter knife replacement	9/12/2023	1/3/2024
Washington Assoc	001.15.034.55850.549200.	Dues-Subscriptions-Memberships	2023	12	INV	Paid	105.00	80947 14619	2024 Jurisdiction membership	11/1/2023	1/3/2024
WESTPAY	001.08.009.52110.549200.	Dues-Subscriptions-Memberships	2023	12	INV	Paid	216.11	80948 849369175	Clear research database monthly fee Nov 2023	12/1/2023	1/3/2024
WLACE	001.12.028.57680.531300.	Repair & Maintenance Supplies	2023	12	INV	Paid	13.49	80949 15310522	Paint brushes	11/7/2023	1/3/2024
WLACE	001.12.028.57680.531300.	Repair & Maintenance Supplies	2023	12	INV	Paid	55.57	80949 15310529	Zipties/work bench light	11/7/2023	1/3/2024
WLACE	001.12.028.57680.531300.	Repair & Maintenance Supplies	2023	12	INV	Paid	34.87	80949 15310562	Zipties	11/13/2023	1/3/2024
WLACE	001.12.028.57680.531300.	Repair & Maintenance Supplies	2023	12	INV	Paid	163.81	80949 15310570	Zipties for christmas light	11/14/2023	1/3/2024
WLACE	001.12.028.57680.531300.	Repair & Maintenance Supplies	2023	12	INV	Paid	49.03	80949 15310586	Christmas light supplies	11/15/2023	1/3/2024
WLACE	001.12.028.57680.531300.	Repair & Maintenance Supplies	2023	12	INV	Paid	21.78	80949 15310587	Concrete mix	11/15/2023	1/3/2024
WLACE	001.12.028.57680.531300.	Repair & Maintenance Supplies	2023	12	INV	Paid	5.77	80949 15310650	concrete mix	11/22/2023	1/3/2024
WLACE	001.12.028.57680.531300.	Repair & Maintenance Supplies	2023	12	INV	Paid	21.78	80949 15310683	Concrete	11/28/2023	1/3/2024
WLACE	001.12.028.57680.531300.	Repair & Maintenance Supplies	2023	12	INV	Paid	34.87	80949 15310691	Cable for restroom heater	11/29/2023	1/3/2024
WLACE	510.24.053.51820.531300.	Repair & Maintenance Supplies	2023	12	INV	Paid	28.48	80949 15310637	Shelf bracket and fasteners City hall	11/21/2023	1/3/2024
WML	401.18.037.53481.541000.	Professional Svcs - General	2023	12	INV	Paid	450.00	80950 216818	November 2023 bacteria samples	12/7/2023	1/3/2024

City of Snoqualmie

Claims presented to the City to be paid in the amount of \$1,690.90

For claims warrants numbered 80951 through 80951 & dated 1/3/2024

VENDOR NAME	ACCOUNT	ACCOUNT DESC	YEAR	PERIOD	TYPE	STATUS	AMOUNT	CHECK NO	INVOICE #	FULL DESC	INVOICE DATE	CHECK DATE
US Postmaster	401.18.037.53481.542300.	Postage & Freight	2024	1	INV	Paid	563.63	80951 UB 1-24		UB Mailing - December	1/3/2024	1/3/2024
US Postmaster	402.20.040.53580.542300.	Postage & Freight	2024	1	INV	Paid	563.63	80951 UB 1-24		UB Mailing - December	1/3/2024	1/3/2024
US Postmaster	403.22.050.53130.542300.	Postage & Freight	2024	1	INV	Paid	563.64	80951 UB 1-24		UB Mailing - December	1/3/2024	1/3/2024

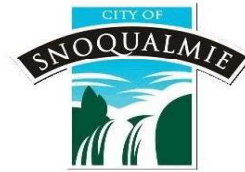


Payroll
Blanket Voucher Document

Claims presented to the City to be paid on 12/22/2023 in the amount of 434,426.40
which includes claim warrants numbered _____ through _____,
totaling \$ 0.00, and direct deposits totaling \$ 434,426.40.

ACH Check Register

User: 'THolden'
 Printed: 12/21/2023 - 2:44PM
 Batch: 00001.12
 Include TRUE



Check Date	Check	Partial ACH	Employee Name	Amount
12/22/2023	0	False	James Mayhew	409.83
12/22/2023	0	False	Bryan Holloway	455.43
12/22/2023	0	False	Catherine Cotton	409.83
12/22/2023	0	False	Ethan Benson	409.83
12/22/2023	0	False	Jolyon Johnson	409.83
12/22/2023	0	False	Robert Wotton	259.83
12/22/2023	0	False	Cara Christensen	409.83
12/22/2023	0	False	Katherine Ross	1,937.24
12/22/2023	0	False	Deana Dean	3,552.25
12/22/2023	0	False	Tania Holden	3,639.18
12/22/2023	0	False	Jimmie Betts Jr.	3,446.20
12/22/2023	0	False	Brendon Ecker	2,086.61
12/22/2023	0	False	Andrew Latham	2,750.31
12/22/2023	0	False	Sarah Reeder	5,933.56
12/22/2023	0	False	Andrew Jongekryg	2,310.00
12/22/2023	0	False	Samantha Brumfield	1,602.70
12/22/2023	0	False	Kimberly Johnson	4,464.60
12/22/2023	0	False	Nicole Wiebe	3,475.26
12/22/2023	0	False	Carson Hornsby	18,147.33
12/22/2023	0	False	Christina Reller	4,043.81
12/22/2023	0	False	Krista Hintz	3,268.80
12/22/2023	0	False	Debbie Kinsman	2,092.60
12/22/2023	0	False	Heather Florida	2,216.85
12/22/2023	0	False	Gerald Knutsen	3,949.94
12/22/2023	0	False	Kyla Henderson	2,987.80
12/22/2023	0	False	Janna Walker	3,166.39
12/22/2023	0	False	Tami Wood	3,066.27
12/22/2023	0	False	Gail Folkins	2,220.18
12/22/2023	0	False	Danna McCall	4,269.69
12/22/2023	0	False	Brian Lynch	4,136.41
12/22/2023	0	False	Melinda Black	2,775.33
12/22/2023	0	False	Stephanie Butler	3,342.24
12/22/2023	0	False	Austin Gutwein	6,563.66
12/22/2023	0	False	Joseph Spears	3,790.13
12/22/2023	0	False	Drew Ward	6,529.43
12/22/2023	0	False	Michael Peter	2,600.54
12/22/2023	0	False	Max Bostick	1,345.29
12/22/2023	0	False	Pamela Mandery	5,566.35
12/22/2023	0	False	James Aguirre	4,868.25
12/22/2023	0	False	Michael Liebetrau	2,478.79
12/22/2023	0	False	Kobe Hoyla	3,170.67
12/22/2023	0	False	Craig Miller	8,546.75
12/22/2023	0	False	Daniel Moate	8,046.12
12/22/2023	0	False	Marcus Sanchez	5,006.56
12/22/2023	0	False	Perry Phipps	6,142.66
12/22/2023	0	False	Joseph Meadows	6,164.91

12/22/2023	0	False	Cory Hendricks	5,125.28
12/22/2023	0	False	Nicholas Schulgen	2,438.98
12/22/2023	0	False	David Doucett	4,024.29
12/22/2023	0	False	William Natkha	2,273.35
12/22/2023	0	False	Erik Rasmussen	1,186.90
12/22/2023	0	False	Chase Smith	6,355.67
12/22/2023	0	False	Kim Stonebraker-Weiss	2,869.59
12/22/2023	0	False	James Kaae	6,838.99
12/22/2023	0	False	Jason Weiss	8,465.00
12/22/2023	0	False	Nigel Draveling	6,879.10
12/22/2023	0	False	Dmitriy Vladis	4,325.03
12/22/2023	0	False	Christopher Werre	4,075.18
12/22/2023	0	False	Philip Bennett	3,715.01
12/22/2023	0	False	Justin Ren	2,699.24
12/22/2023	0	False	Kerry O'Neil	2,334.55
12/22/2023	0	False	Dalton Hawk	2,233.73
12/22/2023	0	False	Jason Battles	3,427.19
12/22/2023	0	False	Neil MacVicar	3,418.03
12/22/2023	0	False	Jorge Orozco	2,623.40
12/22/2023	0	False	Ryan Barnett	3,231.22
12/22/2023	0	False	Michael Chambless	8,005.12
12/22/2023	0	False	Kyle Markwardt	2,289.20
12/22/2023	0	False	Christine Iverson Stinson	2,435.59
12/22/2023	0	False	Kevin Aspy	2,669.90
12/22/2023	0	False	Lyle Beach	2,934.87
12/22/2023	0	False	Patrick Fry	3,590.26
12/22/2023	0	False	Jeffrey Hamlin	5,852.77
12/22/2023	0	False	Andrew Vining	3,708.54
12/22/2023	0	False	Hind Ahmed	3,819.93
12/22/2023	0	False	Thomas Holmes	10,429.82
12/22/2023	0	False	Alec Bagley	2,496.94
12/22/2023	0	False	Joan Quade	2,106.77
12/22/2023	0	False	Ryan Dalziel	2,489.11
12/22/2023	0	False	Jason George	6,671.39
12/22/2023	0	False	Kevin Halbert	2,572.38
12/22/2023	0	False	Timothy Barrett	3,123.89
12/22/2023	0	False	Donald Harris	4,659.44
12/22/2023	0	False	Kevin Snyder	4,267.11
12/22/2023	0	False	Kenneth Knowles	4,004.60
12/22/2023	0	False	Christopher Wilson	3,649.94
12/22/2023	0	False	Todd Shinn	4,485.15
12/22/2023	0	False	Matthew Hedger	5,377.29
12/22/2023	0	False	John Cooper	4,502.31
12/22/2023	0	False	Emily Arteche	4,400.81
12/22/2023	0	False	Ashley Wragge	2,421.09
12/22/2023	0	False	Ilyse Treptow	2,699.91
12/22/2023	0	False	Rebecca Buelna	2,432.44
12/22/2023	0	False	Dylan Gamble	2,692.62
12/22/2023	0	False	Michael Bailey	6,843.97
12/22/2023	0	False	Jessica Rellamas	1,570.52
12/22/2023	0	False	Tylor Fischer	6,341.69
12/22/2023	0	False	Zachary Schumann	8,130.20
12/22/2023	0	False	Jacob Fouts	6,204.86
12/22/2023	0	False	Darby Summers	2,912.53
12/22/2023	0	False	Theresa Tozier	3,197.41
12/22/2023	0	False	Gregory Heath	5,587.06
12/22/2023	0	False	Albert Wolfe	3,583.40
12/22/2023	0	False	Nicholas Lathrop	4,401.40

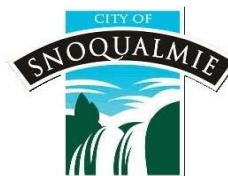
12/22/2023	0	False	Matthew West	5,825.49
12/22/2023	0	False	William Wisham	5,923.30
12/22/2023	0	False	Robert Lasswell	6,402.41
12/22/2023	0	False	Benjamin Parker	4,658.67
12/22/2023	0	False	Peter O'Donnell	5,048.50
				0.00
				434,426.40
		Total	109	434,426.40

Item 9.

Accounts Payable

Blanket Voucher Approval Document

User: THolden
 Printed: 12/21/2023 - 4:27PM
 Warrant Request Date: 12/22/2023
 DAC Fund:



Batch: 00002.12.2023 - PV12-22-2023

City of Snoqualmie

Claims presented to the City to be paid in the amount of \$ 306,454.56 (incl. ACH)
 for claims warrants numbered 62348 through 62353 & dated 12/22/2023.

Line	Claimant	Voucher No.	Amount
1	AFLAC	000000000	39.07
2	CITY OF SNOQUALMIE	000062348	502.13
3	Dept of Retirement Syst.-PERS	000000000	46,950.00
4	Dept. of Labor & Industries	000000000	16,830.85
5	Dept. of Retirement Syst.- DCP	000000000	18,266.50
6	Dept. of Retirement Syst.- PSERS	000000000	1,424.01
7	Dept. of Retirement Syst.-LEOFF	000000000	39,289.46
8	Employment Security Dept.	000000000	1,261.99
9	Employment Security Dept.	000000000	2,650.46
10	Employment Security Dept.	000000000	4,315.61
11	IAFF Firepac-Political Affairs Dept.	000062349	2.09
12	IAFF LOCAL #2878	000062350	1,458.61
13	ICMA Retirement Trust -303907	000000000	3,195.50
14	IRS-Payroll EFTPS	000000000	165,322.11
15	Office of Support Enforcement - DSHS	000000000	1,434.17
16	Snoqualmie Police Association	000062351	950.00
17	Teamsters Local Union #763	000062352	1,819.50
18	Voya Institutional Trust Company	000000000	225.00
19	Western States Police Medical Trust	000062353	517.50
Page Total:			\$306,454.56
Grand Total:			\$306,454.56

Accounts Payable

Check Detail

User: THolden
Printed: 01/03/2024 - 7:44AM



Item 9.

Check Number	Check Date			Amount
90110 - AFLAC Line Item Account				
0	12/22/2023	Inv		
		<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
		12/21/2023	PR Batch 00001.12.2023 AFLAC-Pre Tax	631-00-000-231-50-19-000
				39.07
		Inv Total		39.07
				<hr/>
0 Total:				39.07
				<hr/>
90110 - AFLAC Total:				39.07
90099 - CITY OF SNOQUALMIE Line Item Account				
62348	12/22/2023	Inv		
		<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
		12/21/2023	PR Batch 00001.12.2023 FSA	631-00-000-231-50-15-000
				502.13
		Inv Total		502.13
				<hr/>
62348 Total:				502.13
				<hr/>
90099 - CITY OF SNOQUALMIE Total:				502.13
90070 - Dept of Retirement Syst.-PERS Line Item Account				
0	12/22/2023	Inv		
		<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
		12/21/2023	PR Batch 00001.12.2023 PERS 2 Employer	631-00-000-231-50-16-000
				23,233.26
		12/21/2023	PR Batch 00001.12.2023 PERS 3 Employee	631-00-000-231-50-16-000
				3,317.18
		12/21/2023	PR Batch 00001.12.2023 PERS 3 Employer	631-00-000-231-50-16-000
				4,894.48
		12/21/2023	PR Batch 00001.12.2023 PERS2 Employee	631-00-000-231-50-16-000
				15,505.08
		Inv Total		46,950.00
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				<hr/>
90070 - Dept of Retirement Syst.-PERS Total:				46,950.00

90010 - Dept. of Labor & Industries Line Item Account

0 12/22/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/21/2023	PR Batch 00001.12.2023 L&I Employee	631-00-000-231-50-73-000	2,835.52
12/21/2023	PR Batch 00001.12.2023 L&I Employer	631-00-000-231-50-73-000	13,995.33

Inv Total			16,830.85
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0 Total:			16,830.85
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90010 - Dept. of Labor & Industries Total:

16,830.85

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

0 12/22/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/21/2023	PR Batch 00001.12.2023 DCP Flat Employee	631-00-000-231-50-19-000	11,462.50
12/21/2023	PR Batch 00001.12.2023 DCP-Employer-Supplement	631-00-000-231-50-19-000	1,337.50
12/21/2023	PR Batch 00001.12.2023 DCP-Employer	631-00-000-231-50-19-000	5,316.50
12/21/2023	PR Batch 00001.12.2023 Defferd Comp Roth Flat	631-00-000-231-50-19-000	150.00

Inv Total			18,266.50
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0 Total:			18,266.50
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90105 - Dept. of Retirement Syst.- DCP Total:

18,266.50

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

0 12/22/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/21/2023	PR Batch 00001.12.2023 PSERS Employee	631-00-000-231-50-16-000	576.28
12/21/2023	PR Batch 00001.12.2023 PSERS Employer	631-00-000-231-50-16-000	847.73

Inv Total			1,424.01
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0 Total:			1,424.01
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90075 - Dept. of Retirement Syst.- PSERS Total:

1,424.01

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

0 12/22/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/21/2023	PR Batch 00001.12.2023 LEOFF 2 Employer	631-00-000-231-50-16-000	15,091.69
12/21/2023	PR Batch 00001.12.2023 LEOFF 2 Employee	631-00-000-231-50-16-000	24,197.77

Inv Total	39,289.46
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0 Total:	39,289.46
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90030 - Dept. of Retirement Syst.-LEOFF Total:	39,289.46
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90022 - Employment Security Dept. Line Item Account

0 12/22/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/21/2023	PR Batch 00001.12.2023 WA Paid Fam. & Med. Leave	631-00-000-231-50-32-000	3,140.07
12/21/2023	PR Batch 00001.12.2023 WA Cares	631-00-000-231-50-32-000	2,650.46
12/21/2023	PR Batch 00001.12.2023 WA Paid Fam. & Med. Leave	631-00-000-231-50-32-000	1,175.54
12/21/2023	PR Batch 00001.12.2023 Emp Sec- Unemployment Tax	631-00-000-231-50-50-000	1,261.99

Inv Total	8,228.06
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0 Total:	8,228.06
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90020 - Employment Security Dept. Total:	8,228.06
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90035 - IAFF Firepac-Political Affairs Dept. Line Item Account

62349 12/22/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/21/2023	PR Batch 00001.12.2023 IAFF-FirePac	631-00-000-231-50-50-000	2.09

Inv Total	2.09
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62349 Total:	2.09
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90035 - IAFF Firepac-Political Affairs Dept. Total:	2.09
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90045 - IAFF LOCAL #2878 Line Item Account

62350 12/22/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/21/2023	PR Batch 00001.12.2023 IAFF-Local 2878 Fire	631-00-000-231-50-21-000	1,458.61

Inv Total	1,458.61
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62350 Total:	1,458.61
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90045 - IAFF LOCAL #2878 Total:	1,458.61
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90100 - ICMA Retirement Trust -303907 Line Item Account

0	12/22/2023			
	Inv			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
12/21/2023	PR Batch 00001.12.2023 ICMA-Employer Supplement	631-00-000-231-50-19-000	125.00	
12/21/2023	PR Batch 00001.12.2023 ICMA-Employer	631-00-000-231-50-19-000	812.50	
12/21/2023	PR Batch 00001.12.2023 ICMA-Employee	631-00-000-231-50-19-000	2,258.00	
	Inv Total			3,195.50

0 Total: 3,195.50

90100 - ICMA Retirement Trust -303907 Total: 3,195.50

90085 - IRS-Payroll EFTPS Line Item Account

0	12/22/2023			
	Inv			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
12/21/2023	PR Batch 00001.12.2023 Medicare Employer	631-00-000-231-50-27-000	9,227.53	
12/21/2023	PR Batch 00001.12.2023 Medicare Employee	631-00-000-231-50-27-000	9,586.37	
12/21/2023	PR Batch 00001.12.2023 FICA Employee	631-00-000-231-50-27-000	26,970.96	
12/21/2023	PR Batch 00001.12.2023 FICA Employer	631-00-000-231-50-27-000	26,970.96	
12/21/2023	PR Batch 00001.12.2023 Federal Income Tax	631-00-000-231-50-27-000	92,566.29	
	Inv Total			165,322.11

0 Total: 165,322.11

90085 - IRS-Payroll EFTPS Total: 165,322.11

90060 - Office of Support Enforcement - DSHS Line Item Account

0	12/22/2023			
	Inv			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
12/21/2023	PR Batch 00001.12.2023 Child Support	631-00-000-231-50-30-000	1,434.17	
	Inv Total			1,434.17

0 Total: 1,434.17

90060 - Office of Support Enforcement - DSHS Total: 1,434.17

90180 - Snoqualmie Police Association Line Item Account

62351	12/22/2023			
	Inv			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
12/21/2023	PR Batch 00001.12.2023 Police Union Dues	631-00-000-231-50-21-000	950.00	
	Inv Total			950.00

62351 Total:

950.00

90180 - Snoqualmie Police Association Total:

950.00

90040 - Teamsters Local Union #763 Line Item Account

62352 12/22/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/21/2023	PR Batch 00001.12.2023 Teamsters Union Dues	631-00-000-231-50-21-000	1,819.50

Inv Total

1,819.50

62352 Total:

1,819.50

90040 - Teamsters Local Union #763 Total:

1,819.50

90095 - Voya Institutional Trust Company Line Item Account

0 12/22/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/21/2023	PR Batch 00001.12.2023 Voya-Employer	631-00-000-231-50-19-000	100.00
12/21/2023	PR Batch 00001.12.2023 Voya-Employee	631-00-000-231-50-19-000	125.00

Inv Total

225.00

0 Total:

225.00

90095 - Voya Institutional Trust Company Total:

225.00

90400 - Western States Police Medical Trust Line Item Account

62353 12/22/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/21/2023	PR Batch 00001.12.2023 W States Police Medical Trust	631-00-000-231-50-17-000	517.50

Inv Total

517.50

62353 Total:

517.50

90400 - Western States Police Medical Trust Total:

517.50

Total:

306,454.56



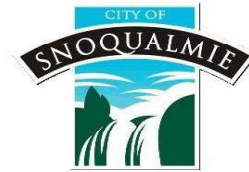
Payroll
Blanket Voucher Document

Claims presented to the City to be paid on 12/29/2023 in the amount of 357,085.76
which includes claim warrants numbered _____ through _____,
totaling \$ 0.00, and direct deposits totaling \$ 357,085.76.

Payroll

ACH Check Register

User: 'THolden'
 Printed: 12/28/2023 - 3:31PM
 Batch: 00002.12.2023 - Dec 16-31, 2023
 Include Partial: TRUE



Check Date	Check Number	Partial ACH	Employee Name	Amount
12/29/2023	0	False	James Mayhew	409.83
12/29/2023	0	False	Bryan Holloway	455.43
12/29/2023	0	False	Catherine Cotton	409.83
12/29/2023	0	False	Ethan Benson	409.83
12/29/2023	0	False	Jolyon Johnson	409.83
12/29/2023	0	False	Robert Wotton	259.83
12/29/2023	0	False	Cara Christensen	409.83
12/29/2023	0	False	Katherine Ross	1,937.24
12/29/2023	0	False	Deana Dean	3,506.76
12/29/2023	0	False	Tania Holden	3,791.02
12/29/2023	0	False	Jimmie Betts Jr.	2,974.80
12/29/2023	0	False	Brendon Ecker	1,941.30
12/29/2023	0	False	Andrew Latham	2,677.51
12/29/2023	0	False	Andrew Jongekryg	2,556.18
12/29/2023	0	False	Samantha Brumfield	1,600.03
12/29/2023	0	False	Kimberly Johnson	3,424.29
12/29/2023	0	False	Nicole Wiebe	2,222.99
12/29/2023	0	False	Andrew Bouta	3,675.77
12/29/2023	0	False	Christina Reller	4,403.23
12/29/2023	0	False	Krista Hintz	3,272.08
12/29/2023	0	False	Debbie Kinsman	5,144.96
12/29/2023	0	False	Heather Florida	2,299.53
12/29/2023	0	False	Gerald Knutsen	3,219.44
12/29/2023	0	False	Kyla Henderson	2,622.14
12/29/2023	0	False	Janna Walker	3,173.76
12/29/2023	0	False	Tami Wood	3,073.64
12/29/2023	0	False	Gail Folkins	2,197.63
12/29/2023	0	False	Danna McCall	2,904.30
12/29/2023	0	False	Brian Lynch	4,657.42
12/29/2023	0	False	Melinda Black	2,571.20
12/29/2023	0	False	Stephanie Butler	2,796.65
12/29/2023	0	False	Austin Gutwein	3,968.55
12/29/2023	0	False	Joseph Spears	2,457.37
12/29/2023	0	False	Drew Ward	3,558.87
12/29/2023	0	False	Michael Peter	2,343.77
12/29/2023	0	False	Max Bostick	1,349.15
12/29/2023	0	False	Pamela Mandery	3,141.32
12/29/2023	0	False	James Aguirre	3,446.20
12/29/2023	0	False	Michael Liebetrau	1,915.54
12/29/2023	0	False	Kobe Hoyla	2,277.21
12/29/2023	0	False	Craig Miller	6,215.43
12/29/2023	0	False	Daniel Moate	4,127.99
12/29/2023	0	False	Marcus Sanchez	3,482.45
12/29/2023	0	False	Perry Phipps	6,142.66
12/29/2023	0	False	Joseph Meadows	2,765.62
12/29/2023	0	False	Cory Hendricks	2,119.77

12/29/2023	0	False	Nicholas Schulgen	390.57
12/29/2023	0	False	David Doucett	4,408.04
12/29/2023	0	False	William Natkha	2,277.21
12/29/2023	0	False	Erik Rasmussen	2,475.06
12/29/2023	0	False	Chase Smith	2,963.63
12/29/2023	0	False	Kim Stonebraker-Weiss	15,169.32
12/29/2023	0	False	James Kaae	3,752.62
12/29/2023	0	False	Jason Weiss	5,060.41
12/29/2023	0	False	Nigel Draveling	4,336.16
12/29/2023	0	False	Dmitriy Vladis	2,958.91
12/29/2023	0	False	Christopher Werre	3,465.69
12/29/2023	0	False	Philip Bennett	4,100.85
12/29/2023	0	False	Justin Ren	2,720.01
12/29/2023	0	False	Kerry O'Neil	2,152.16
12/29/2023	0	False	Dalton Hawk	2,092.91
12/29/2023	0	False	Jason Battles	3,156.32
12/29/2023	0	False	Neil MacVicar	2,289.15
12/29/2023	0	False	Jorge Orozco	3,116.23
12/29/2023	0	False	Ryan Barnet	3,228.51
12/29/2023	0	False	Michael Chambless	6,769.78
12/29/2023	0	False	Kyle Markwardt	2,323.73
12/29/2023	0	False	Christine Iverson Stinson	2,453.05
12/29/2023	0	False	Kevin Aspy	7,834.27
12/29/2023	0	False	Lyle Beach	2,926.26
12/29/2023	0	False	Patrick Fry	3,298.92
12/29/2023	0	False	Jeffrey Hamlin	4,036.75
12/29/2023	0	False	Andrew Vining	3,300.99
12/29/2023	0	False	Hind Ahmed	3,522.65
12/29/2023	0	False	Thomas Holmes	4,506.26
12/29/2023	0	False	Alec Bagley	2,530.52
12/29/2023	0	False	Joan Quade	2,130.71
12/29/2023	0	False	Ryan Dalziel	2,693.61
12/29/2023	0	False	Jason George	4,166.85
12/29/2023	0	False	Kevin Halbert	2,583.11
12/29/2023	0	False	Timothy Barrett	3,681.91
12/29/2023	0	False	Donald Harris	4,670.48
12/29/2023	0	False	Kevin Snyder	3,580.36
12/29/2023	0	False	Kenneth Knowles	2,955.64
12/29/2023	0	False	Christopher Wilson	2,591.59
12/29/2023	0	False	Todd Shinn	3,420.93
12/29/2023	0	False	Matthew Hedger	4,148.50
12/29/2023	0	False	John Cooper	3,403.02
12/29/2023	0	False	Emily Arteché	4,406.54
12/29/2023	0	False	Ashley Wragge	2,742.82
12/29/2023	0	False	Ilyse Treptow	2,740.12
12/29/2023	0	False	Jonathan Kesler	2,513.67
12/29/2023	0	False	Rebecca Buelna	2,442.69
12/29/2023	0	False	Dylan Gamble	2,711.27
12/29/2023	0	False	Michael Bailey	5,153.54
12/29/2023	0	False	Jessica Rellamas	1,673.11
12/29/2023	0	False	Tylor Fischer	3,343.89
12/29/2023	0	False	Zachary Schumann	3,921.01
12/29/2023	0	False	Jacob Fouts	4,570.25
12/29/2023	0	False	Darby Summers	2,685.20
12/29/2023	0	False	Theresa Tozier	3,192.95
12/29/2023	0	False	Gregory Heath	5,587.06
12/29/2023	0	False	Albert Wolfe	2,928.50
12/29/2023	0	False	Nicholas Lathrop	2,953.37

12/29/2023	0	False	Matthew West	3,593.13
12/29/2023	0	False	William Wisham	3,326.08
12/29/2023	0	False	Robert Lasswell	3,194.81
12/29/2023	0	False	Catherine Cotton	476.17
12/29/2023	0	False	Benjamin Parker	3,519.73
12/29/2023	0	False	Jesse Curlee	433.14
12/29/2023	0	False	Bir Davinder Badesha	431.87
12/29/2023	0	False	Colin Kubota	487.86
12/29/2023	0	False	Joshua Phahongchanh	433.14
12/29/2023	0	False	Johnny Mutyaba	540.78
12/29/2023	0	False	Kristen Favro	1,085.61
12/29/2023	0	False	John-Louis Solms	100.30
12/29/2023	0	False	Robert Angrisano	646.97
12/29/2023	0	False	Peter O'Donnell	4,076.23
12/29/2023	0	False	Kristina Myers	216.57
12/29/2023	0	False	Kathleen Anthony	597.28
12/29/2023	0	False	Mary Beinners	569.92
12/29/2023	0	False	Thomas Walker	487.86
12/29/2023	0	False	Anna Meehan	530.98
12/29/2023	0	False	Joshua Demetrescu	407.51

0.00

357,085.76

Total Employees:

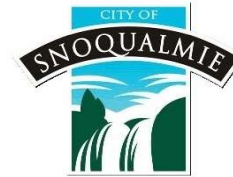
124

357,085.76

Accounts Payable

Blanket Voucher Approval Document

User: THolden
 Printed: 12/29/2023 - 11:20AM
 Warrant Request Date: 12/29/2023
 DAC Fund:



Batch: 00003.12.2023 - PV12-29-2023

City of Snoqualmie

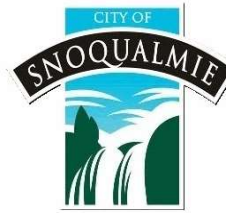
Claims presented to the City to be paid in the amount of \$ 424,341.23 (incl. ACH)
 for claims warrants numbered 62354 through 62361 & dated 12/29/2023.

Line	Claimant	Voucher No.	Amount
1	AFLAC	000000000	39.07
2	AWC BENEFITS	000000000	160,479.91
3	CITY OF SNOQUALMIE	000062354	502.13
4	Dept of Retirement Syst.-PERS	000000000	43,878.88
5	Dept. of Labor & Industries	000000000	11,083.98
6	Dept. of Retirement Syst.- DCP	000000000	17,483.50
7	Dept. of Retirement Syst.- PSERS	000000000	767.87
8	Dept. of Retirement Syst.-LEOFF	000000000	25,235.10
9	DiMartino Associates	000062355	409.50
10	Employment Security Dept.	000000000	2,235.93
11	Employment Security Dept.	000000000	3,408.31
12	Employment Security Dept.	000000000	990.43
13	IAFF Firepac-Political Affairs Dept.	000062356	2.09
14	IAFF LOCAL #2878	000062357	1,458.61
15	ICMA Retirement Trust -303907	000000000	3,195.50
16	IRS-Payroll EFTPS	000000000	121,992.00
17	NWFFT TRUST	000000000	25,293.25
18	Office of Support Enforcement - DSHS	000000000	1,434.17
19	Snoqualmie Police Association	000062358	950.00
20	Teamsters Local Union #763	000062359	1,783.50
21	Voya Institutional Trust Company	000000000	225.00
22	Western States Police Medical Trust	000062360	517.50
23	WSCFF	000062361	975.00
Page Total:			\$424,341.23
Grand Total:			\$424,341.23

Accounts Payable

Check Detail

User: THolden
Printed: 01/03/2024 - 8:00AM



Item 9.

Check Number	Check Date				Amount
90110 - AFLAC Line Item Account					
0	12/29/2023				
Inv					
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>			
12/28/2023	PR Batch 00002.12.2023 AFLAC-Pre Tax	631-00-000-231-50-19-000			39.07
Inv Total					39.07
0 Total:					39.07
90110 - AFLAC Total:					39.07
90000 - AWC BENEFITS Line Item Account					
0	12/29/2023				
Inv					
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>			
12/28/2023	PR Batch 00002.12.2023 AWC-Dental Benefits	631-00-000-231-50-14-000			11,287.52
12/28/2023	PR Batch 00002.12.2023 AWC-Medical Benefits/HF 500	631-00-000-231-50-14-000			37,127.56
12/28/2023	PR Batch 00002.12.2023 AWC Life Insurance Employee	631-00-000-231-50-14-000			3.30
12/28/2023	PR Batch 00002.12.2023 AWC Life Insurance	631-00-000-231-50-14-000			461.70
12/28/2023	PR Batch 00002.12.2023 AWC-Life Insurance Police	631-00-000-231-50-14-000			1,035.00
12/28/2023	PR Batch 00002.12.2023 AWC - Medical Benefits/HF 250	631-00-000-231-50-14-000			103,951.52
12/28/2023	PR Batch 00002.12.2023 AWC-Vision	631-00-000-231-50-14-000			1,677.18
12/28/2023	PR Batch 00002.12.2023 AWC Long Term Disability	631-00-000-231-50-14-000			581.20
12/28/2023	PR Batch 00002.12.2023 AWC-Employee Pd Life Addtl	631-00-000-231-50-14-000			50.40
12/28/2023	PR Batch 00002.12.2023 AWC Long Term Disab. Employee	631-00-000-231-50-14-000			5.41
12/28/2023	PR Batch 00002.12.2023 Kaiser Medical Benefits/200	631-00-000-231-50-14-000			2,403.90
Inv Total					158,584.69
Inv 12-2023					
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>			
12/29/2023	Edmund Crosson Medical Premium	001-08-009-521-22-22-400			1,895.22
Inv 12-2023 Total					1,895.22
0 Total:					160,479.91
90000 - AWC BENEFITS Total:					160,479.91
90099 - CITY OF SNOQUALMIE Line Item Account					

62354 12/29/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/28/2023	PR Batch 00002.12.2023 FSA	631-00-000-231-50-15-000	502.13

Inv Total			502.13
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62354 Total:			502.13
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90099 - CITY OF SNOQUALMIE Total:			502.13
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90070 - Dept of Retirement Syst.-PERS Line Item Account

0 12/29/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/28/2023	PR Batch 00002.12.2023 PERS 2 Employer	631-00-000-231-50-16-000	21,191.52
12/28/2023	PR Batch 00002.12.2023 PERS 3 Employer	631-00-000-231-50-16-000	5,132.23
12/28/2023	PR Batch 00002.12.2023 PERS2 Employee	631-00-000-231-50-16-000	14,142.52
12/28/2023	PR Batch 00002.12.2023 PERS 3 Employee	631-00-000-231-50-16-000	3,412.61

Inv Total			43,878.88
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0 Total:			43,878.88
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90070 - Dept of Retirement Syst.-PERS Total:			43,878.88
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90010 - Dept. of Labor & Industries Line Item Account

0 12/29/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/28/2023	PR Batch 00002.12.2023 L&I Employer	631-00-000-231-50-73-000	9,222.08
12/28/2023	PR Batch 00002.12.2023 L&I Employee	631-00-000-231-50-73-000	1,861.90

Inv Total			11,083.98
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0 Total:			11,083.98
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90010 - Dept. of Labor & Industries Total:			11,083.98
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90105 - Dept. of Retirement Syst.- DCP Line Item Account

0 12/29/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/28/2023	PR Batch 00002.12.2023 DCP-Employer	631-00-000-231-50-19-000	5,278.50
12/28/2023	PR Batch 00002.12.2023 DCP-Employer-Supplement	631-00-000-231-50-19-000	1,337.50
12/28/2023	PR Batch 00002.12.2023 DCP Flat Employee	631-00-000-231-50-19-000	10,717.50
12/28/2023	PR Batch 00002.12.2023 Defferd Comp Roth Flat	631-00-000-231-50-19-000	150.00

Inv Total	17,483.50
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0 Total:	17,483.50
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90105 - Dept. of Retirement Syst.- DCP Total:	17,483.50
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90075 - Dept. of Retirement Syst.- PSERS Line Item Account

0 12/29/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/28/2023	PR Batch 00002.12.2023 PSERS Employee	631-00-000-231-50-16-000	310.75
12/28/2023	PR Batch 00002.12.2023 PSERS Employer	631-00-000-231-50-16-000	457.12

Inv Total	767.87
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0 Total:	767.87
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90075 - Dept. of Retirement Syst.- PSERS Total:	767.87
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90030 - Dept. of Retirement Syst.-LEOFF Line Item Account

0 12/29/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/28/2023	PR Batch 00002.12.2023 LEOFF 2 Employee	631-00-000-231-50-16-000	15,541.90
12/28/2023	PR Batch 00002.12.2023 LEOFF 2 Employer	631-00-000-231-50-16-000	9,693.20

Inv Total	25,235.10
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0 Total:	25,235.10
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90030 - Dept. of Retirement Syst.-LEOFF Total:	25,235.10
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90300 - DiMartino Associates Line Item Account

62355 12/29/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/28/2023	PR Batch 00002.12.2023 Brown & Brown DBA DiMartino	631-00-000-231-50-14-000	409.50

Inv Total	409.50
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62355 Total:	409.50
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90300 - DiMartino Associates Total:	409.50
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90023 - Employment Security Dept. Line Item Account

0 12/29/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/28/2023	PR Batch 00002.12.2023 WA Cares	631-00-000-231-50-32-000	2,235.93
12/28/2023	PR Batch 00002.12.2023 WA Paid Fam. & Med. Leave	631-00-000-231-50-32-000	2,479.86
12/28/2023	PR Batch 00002.12.2023 Emp Sec- Unemployment Tax	631-00-000-231-50-50-000	990.43
12/28/2023	PR Batch 00002.12.2023 WA Paid Fam. & Med. Leave	631-00-000-231-50-32-000	928.45

Inv Total	6,634.67
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0 Total:	6,634.67
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90022 - Employment Security Dept. Total:	6,634.67
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90035 - IAFF Firepac-Political Affairs Dept. Line Item Account

62356 12/29/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/28/2023	PR Batch 00002.12.2023 IAFF-FirePac	631-00-000-231-50-50-000	2.09

Inv Total	2.09
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62356 Total:	2.09
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90035 - IAFF Firepac-Political Affairs Dept. Total:	2.09
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90045 - IAFF LOCAL #2878 Line Item Account

62357 12/29/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/28/2023	PR Batch 00002.12.2023 IAFF-Local 2878 Fire	631-00-000-231-50-21-000	1,458.61

Inv Total	1,458.61
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62357 Total:	1,458.61
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90045 - IAFF LOCAL #2878 Total:	1,458.61
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90100 - ICMA Retirement Trust -303907 Line Item Account

0 12/29/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/28/2023	PR Batch 00002.12.2023 ICMA-Employee	631-00-000-231-50-19-000	2,258.00
12/28/2023	PR Batch 00002.12.2023 ICMA-Employer	631-00-000-231-50-19-000	812.50
12/28/2023	PR Batch 00002.12.2023 ICMA-Employer Supplement	631-00-000-231-50-19-000	125.00

Inv Total	3,195.50
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0 Total: 3,195.50

90100 - ICMA Retirement Trust -303907 Total: 3,195.50

90085 - IRS-Payroll EFTPS Line Item Account

0 12/29/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/28/2023	PR Batch 00002.12.2023 FICA Employer	631-00-000-231-50-27-000	22,705.46
12/28/2023	PR Batch 00002.12.2023 Medicare Employer	631-00-000-231-50-27-000	7,378.41
12/28/2023	PR Batch 00002.12.2023 FICA Employee	631-00-000-231-50-27-000	22,705.46
12/28/2023	PR Batch 00002.12.2023 Medicare Employee	631-00-000-231-50-27-000	7,705.56
12/28/2023	PR Batch 00002.12.2023 Federal Income Tax	631-00-000-231-50-27-000	61,497.11

Inv Total 121,992.00

0 Total: 121,992.00

90085 - IRS-Payroll EFTPS Total: 121,992.00

90310 - NWFFT TRUST Line Item Account

0 12/29/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/28/2023	PR Batch 00002.12.2023 Medical/Vision Benefits	631-00-000-231-50-14-000	23,235.23
12/28/2023	PR Batch 00002.12.2023 Dental Benefits	631-00-000-231-50-14-000	2,058.02

Inv Total 25,293.25

0 Total: 25,293.25

90310 - NWFFT TRUST Total: 25,293.25

90060 - Office of Support Enforcement - DSHS Line Item Account

0 12/29/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/28/2023	PR Batch 00002.12.2023 Child Support	631-00-000-231-50-30-000	1,434.17

Inv Total 1,434.17

0 Total: 1,434.17

90060 - Office of Support Enforcement - DSHS Total: 1,434.17

90180 - Snoqualmie Police Association Line Item Account

62358 12/29/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/28/2023	PR Batch 00002.12.2023 Police Union Dues	631-00-000-231-50-21-000	950.00

Inv Total			950.00
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62358 Total:			950.00
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90180 - Snoqualmie Police Association Total:			950.00
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90040 - Teamsters Local Union #763 Line Item Account

62359 12/29/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/28/2023	PR Batch 00002.12.2023 Teamsters Union Dues	631-00-000-231-50-21-000	1,783.50

Inv Total			1,783.50
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62359 Total:			1,783.50
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90040 - Teamsters Local Union #763 Total:			1,783.50
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90095 - Voya Institutional Trust Company Line Item Account

0 12/29/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/28/2023	PR Batch 00002.12.2023 Voya-Employer	631-00-000-231-50-19-000	100.00
12/28/2023	PR Batch 00002.12.2023 Voya-Employee	631-00-000-231-50-19-000	125.00

Inv Total			225.00
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0 Total:			225.00
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90095 - Voya Institutional Trust Company Total:			225.00
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90400 - Western States Police Medical Trust Line Item Account

62360 12/29/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/28/2023	PR Batch 00002.12.2023 W States Police Medical Trust	631-00-000-231-50-17-000	517.50

Inv Total			517.50
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62360 Total:			517.50
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90400 - Western States Police Medical Trust Total:			517.50
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90120 - WSCFF Line Item Account

62361	12/29/2023			
	Inv			
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
	12/28/2023	PR Batch 00002.12.2023 WSCFF-BENEFIT TRUST FF ER	631-00-000-231-50-22-000	975.00
	Inv Total			975.00
62361 Total:				975.00
90120 - WSCFF Total:				975.00
Total:				424,341.23






Claims Report

Final Audit Report

2024-01-11

Created:	2024-01-10
By:	Ilyse Treptow (itreptow@snoqualmiewa.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAARIQ9X8rWCFP0e3K7DI2cQrmiA6rlN-_1

"Claims Report" History

-  Document created by Ilyse Treptow (itreptow@snoqualmiewa.gov)
 2024-01-10 - 10:14:44 PM GMT
-  Document emailed to Jerry Knutsen (JKnutsen@snoqualmiewa.gov) for signature
 2024-01-10 - 10:15:23 PM GMT
-  Email viewed by Jerry Knutsen (JKnutsen@snoqualmiewa.gov)
 2024-01-10 - 10:51:54 PM GMT
-  Document e-signed by Jerry Knutsen (JKnutsen@snoqualmiewa.gov)
 Signature Date: 2024-01-11 - 9:24:05 PM GMT - Time Source: server
-  Agreement completed.
 2024-01-11 - 9:24:05 PM GMT



P.O. Box 987, Snoqualmie, Washington 98065
(425) 888-1555 | www.snoqualmiewa.gov

DRAFT

2024 Legislative Priorities

Community center expansion: Requesting \$5M in state funding to help expand Snoqualmie's community center and add a swimming pool. This will address over-capacity issues at our community center, provide an opportunity for all children in our city the chance to learn to swim, so they will be safe when recreating in our rivers, and provide health and wellness, senior, youth, and aquatics programs.

Property tax cap: Revise the property tax cap to tie it to inflation, up to 3%, and population growth factors, so that local elected officials can adjust the local property tax rate to better serve their communities. The current 1% cap has created a structural deficit in the city revenue and expenditure model, resulting in a reliance on regressive revenues and artificially restricting the use of property taxes to fund community needs.

Affordable housing: Expand REET authority for state and locals (HB 1628) to fund affordable housing.

Transportation: Ensure preservation of prior legislative appropriations funding for SR 18 widening project from Issaquah/Hobart Road to Deep Creek.

Public Safety:

Mental Health Specialist Funding: Our mental health specialist has had a positive impact on our communities. Requesting additional funding to continue this program providing co-response services supporting both Snoqualmie and North Bend police officers and Snoqualmie Fire Department.

Officer recruitment and retention: Additional funding tools and resources to support officer recruitment and retention, including but not limited to updating the Public Safety Sales Tax to allow an option to implement by councilmanic authority and providing greater flexibility on use of the funds.

Juvenile Access Law: Fix ESHB 1140: Positive intervention by addressing the juvenile access law. Need to provide more thought about when youth require lawyers to be present, otherwise it becomes mandatory to put them in the system.

Police pursuit: Further expand crimes eligible for pursuit to include auto theft and some property crimes.



BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB23-018
January 22, 2024
Consent Agenda

Item 11.

AGENDA BILL INFORMATION

TITLE:	AB24-018: Resolution No. 1678 Ratifying Emergency Proclamation 24-02	<input type="checkbox"/> Discussion Only
PROPOSED ACTION:	Approve Resolution No. 1678	<input checked="" type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input checked="" type="checkbox"/> Resolution

REVIEW:	Department Director	Mike Chambless	Click or tap to enter a date.
	Finance	Drew Bouta	1/18/2024
	Legal	David Linehan	1/18/2024
	City Administrator	Mike Chambless	Click or tap to enter a date.

DEPARTMENT:	Administration		
	STAFF: Deana Dean, City Clerk		
	COMMITTEE: Finance & Administration		COMMITTEE DATE: January 17, 2024
	EXHIBITS: 1. Resolution 1678 2. Emergency Proclamation 24-02		

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

SUMMARY

INTRODUCTION

In accordance with Snoqualmie Municipal Code [2.48.050](#)(A)(1), Resolution No. 1678 ratifies Emergency Proclamation 24-02 issued by the Mayor and dated January 17, 2024.

BACKGROUND

On January 17, 2024, severe winter weather produced icy conditions, snowfall, power outages, hazardous driving conditions and disruption of governmental services, emergency public works operations, and flood preparation in the City of Snoqualmie.

The severe winter storm conditions constitute a threat to life and property and an emergency as defined by the Snoqualmie Comprehensive Emergency Services and Management Plan.

Under RCW 42.30.230, fully remote meetings, without a physical location, are only permitted under the OPMA if a local, state, or federal emergency has been declared and the public agency determines it cannot hold an in-person meeting.

Snoqualmie Municipal Code [2.48.050](#)(A) authorizes the Mayor to make and issue emergency rules, regulations, and orders on matters reasonably related to the protection of life, property, persons, businesses and natural resources affected by such emergency or disaster, subject to ratification by the Council, and to take all necessary actions and measures to combat a disaster; protect persons, property, and natural resources; and provide emergency assistance to victims of the disaster and exercise powers authorized in [RCW 38.52.070](#). Emergency Proclamation 24-02 was issued.

BUDGET IMPACTS

Budget impacts, if any, are unknown at this time.

NEXT STEPS

The Emergency Proclamation will remain in effect until such time as it is terminated, extended, or amended by further proclamation or action of the City Council.

PROPOSED ACTION

Move to approve Resolution No. 1678 ratifying Emergency Proclamation 24-02 dated January 17, 2024.

RESOLUTION NO. 1678**A RESOLUTION OF THE CITY OF SNOQUALMIE,
WASHINGTON, RATIFYING THE JANUARY 17, 2024,
EMERGENCY PROCLAMATION #24-02**

WHEREAS, it was reported to the Office of the Mayor, that beginning January 17, 2024, severe winter storm was predicted to produce icy conditions, snowfall, power outages, hazardous driving conditions and disruption of governmental services, emergency public works operations, and flood preparation in the City of Snoqualmie; and

WHEREAS, the severe winter storm conditions constitute a threat to life and property; and

WHEREAS, the severe winter storm conditions constitute an emergency as defined by the Snoqualmie Comprehensive Emergency Services and Management Plan, and necessitates the utilization of emergency powers granted pursuant Snoqualmie Municipal Code Chapter 2.48 and RCW 35.34.140; and

WHEREAS, Section 2.48.020(B) of the Snoqualmie Municipal Code defines an “emergency” as including “an event or set of circumstances which demands immediate action to preserve public health, protect life, protect property, protect natural resources or to provide relief to any stricken community overtaken by such occurrences”; and

WHEREAS, SMC 2.48.050(A)(1) and (2) authorize the Mayor to, among other things, “make and issue emergency rules, regulations, and orders on matters reasonably related to the protection of life, property, persons, businesses and natural resources affected by such emergency or disaster,” and “[i]ssue and transmit to federal, state, regional and local agencies a proclamation of local emergency authorizing the mayor and city staff to, *inter alia*, take all necessary actions and measures to combat a disaster; protect persons, property, and natural resources; and provide

emergency assistance to victims of the disaster and exercise powers authorized in RCW 38.52.070;
and

WHEREAS, on January 17, 2024, Mayor Katherine Ross issued a Proclamation of Emergency indicating that an emergency exists in Snoqualmie and authorizing the Mayor, City Administrator, and City of Snoqualmie departments to

- (1) Enter into contracts for services and mutual aid agreements, rent equipment, purchase supplies and materials, and incur obligations on behalf of the City as necessary to respond to and/or combat the severe winter conditions and related emergency conditions, to protect the health and safety of persons and property;
- (2) Close or restrict access to, and evacuate, such roads, streets or other areas of the City as may be adversely affected by the emergency;
- (3) Provide appropriate emergency assistance to the victims of the emergency; and
- (4) Other, as determined appropriate by the Mayor, City Administrator or Department Heads, as applicable.

WHEREAS, SMC 2.48.050(A)(1) provides that “the mayor shall obtain the ratification or confirmation of such emergency rules, regulations, and orders by city council as soon as may be practical,” and SMC 2.48.050(A)(2) provides that “following its issuance, such a proclamation [of emergency] must be approved by the City Council when practical”;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SNOQUALMIE, WASHINGTON, HEREBY RESOLVES that the Emergency Proclamation issued January 17, 2024, attached hereto as Exhibit A, and all emergency actions taken by the City are ratified under the authority thereof.

PASSED by the City Council of the City of Snoqualmie, Washington this 22nd day of January 2024.

Katherine Ross, Mayor

Attest:

Approved as to form:

Deana Dean, City Clerk

David Linehan, Interim City Attorney



CITY OF SNOQUALMIE, WASHINGTON

PROCLAMATION OF EMERGENCY

WHEREAS, a severe winter storm is forecasted for the City of Snoqualmie beginning on January 17, 2024, and is predicted to produce icy conditions, snowfall, power outages, hazardous driving conditions and disruption of governmental services, emergency public works operations, and flood preparation in the City of Snoqualmie; and

WHEREAS, the severe winter storm conditions constitute a threat to life and property; and

WHEREAS, the severe winter storm conditions constitute an emergency as defined by the Snoqualmie Comprehensive Emergency Services and Management Plan, and necessitates the utilization of emergency powers granted pursuant Snoqualmie Municipal Code Chapter 2.48 and RCW 35.33.081(2);

NOW, THEREFORE, BE IT HEREBY PROCLAIMED by the Mayor of the City of Snoqualmie that an emergency exists in Snoqualmie, and in order to respond to said emergency, and to protect the public health, safety, order and welfare within the City of Snoqualmie, the following actions are authorized:

The Mayor, City Administrator, and each City of Snoqualmie department or office is authorized to exercise the powers vested under this Proclamation of Emergency, including, but not limited to, the following:

- (1) Enter into contracts for services and mutual aid agreements, rent equipment, purchase supplies and materials, and incur obligations on behalf of the City as necessary to respond to and/or combat the severe winter conditions and related emergency conditions, to protect the health and safety of persons and property;
- (2) Close or restrict access to, and evacuate, such roads, streets or other areas of the City as may be adversely affected by the emergency;
- (3) Provide appropriate emergency assistance to the victims of the emergency; and
- (4) Other, as determined appropriate by the Mayor, City Administrator or Department Heads, as applicable.

The foregoing actions and exercise of emergency powers may be undertaken without regard to time consuming procedure and the formalities prescribed by law (excepting mandatory constitutional requirements), such as budget law limitations, requirements of competitive bidding and publication of notices, provisions pertaining to the performance of public work, entering into contracts, the incurring of obligations, the employment of temporary workers, the appropriation and expenditures of public funds, and/or provisions relating to collective bargaining.

It is the policy of City of Snoqualmie that no guarantee is implied by actions authorized above, and that there is no perfect emergency response system. In any given set of circumstances, the City of Snoqualmie, its officers, employees and agents, and its assets and

systems may be overwhelmed, and the City can only endeavor to make every reasonable effort to respond based on the situation, and information and resources available at this time.

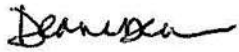
The emergency declared herein shall be in place immediately upon the date of adoption and continue and shall remain in place until terminated, extended, or amended by further Proclamation of the Mayor and/or action of the City Council.

Dated this 17th day of January 2024



Katherine Ross, Mayor

Attest:



Deana Dean, City Clerk



BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB24-019
January 22, 2024
Consent Agenda

Item 12.

AGENDA BILL INFORMATION

TITLE:	AB24-019: Model Train MOU One Year Extension	<input type="checkbox"/> Discussion Only
PROPOSED ACTION:	Move to approve the Amendment and Third Extension to the Pacific West Rail Foundation (PWRF) Memorandum of Understanding and authorize the Mayor to sign.	<input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

REVIEW:	Department Director	Mike Chambless	Click or tap to enter a date.
	Finance	Drew Bouta	1/18/2024
	Legal	David Linehan	1/18/2024
	City Administrator	Mike Chambless	Click or tap to enter a date.

DEPARTMENT:	Administration		
	STAFF: Deana Dean, City Clerk		
	COMMITTEE: Finance & Administration		COMMITTEE DATE: January 17, 2024
	EXHIBITS: 1. Initial MOU 2. First MOU Extension 3. Second MOU Extension 4. Amendment and Third Extension to Memorandum of Understanding		

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

SUMMARY

INTRODUCTION

The purpose of this agenda bill is to extend the memorandum of understanding between the City and Pacific West Rail Foundation (PWRF) for a period of one year which shall run from November 18, 2023, and terminate at midnight on November 18, 2024, with an optional one-year further extension to November 18, 2025.

BACKGROUND

Pacific West Rail Foundation is working towards identifying an appropriate site for a model train museum within Snoqualmie. The parties signed the initial Memorandum of Understanding on December 18, 2022, which was extended on April 17, 2023, and again extended on August 15, 2023. The second extension expired on November 15, 2023.

Although this is considered a minor contract under the Snoqualmie Municipal Code, Section 8 of the initial Memorandum of Understanding, any subsequent amendments beyond the first two require the consideration and approval by the City Council.

BUDGET IMPACTS

None at this time.

PROPOSED ACTION

Move to approve the Amendment and Third Extension to the Pacific West Rail Foundation (PWRF) Memorandum of Understanding and authorize the Mayor to sign.

MEMORANDUM OF UNDERSTANDING

This MEMORANDUM OF UNDERSTANDING (“MOU”) is entered into this _____ day of December 2022 (the “Effective Date”), by and between the CITY OF SNOQUALMIE, a Washington municipal corporation (“City”), and the PETER HAMBLING, an individual (“Hambling”) on the terms and provisions set forth below.

RECITALS

A. Peter Hambling (“Hambling”) is an individual and the owner of a one of the largest model railroads in the country. Mr. Hambling desires to create a nonprofit 501(c)(3) corporation, Pacific West Rail (“PWR”) and donate the model railroad to PWR in order to enable PWR make the model railroad available for public recreation, education and enjoyment on a suitable public park property and in a suitable museum facility in the City of Snoqualmie (“Public Park/Museum”).

B. Mr. Hambling wishes to begin a capital campaign to raise funds to pay for the costs to design, develop, and operate a Public Park/Museum.

C. The City owns fee title interest in certain real property located at:

Parcel number: 3024089089

Address: 7001 RAILROAD AVE SE SNOQUALMIE 98065 and identified as suitable for the Public Park/Museum (map of property below) (“the Property”).



D. The City and Mr. Hambling desire to enter into this MOU to memorialize their intent to (i) negotiate regarding the possible development of a Public Park/Museum on the Property and (ii) set forth the respective obligations of City and Hambling pursuant to this MOU.

NOW, THEREFORE, in consideration of the above Recitals, which are incorporated herein by this reference, and the mutual covenants and conditions contained herein, the parties hereto agree as follows:

1. Term.

This MOU shall commence as of the Effective Date and, unless earlier terminated pursuant to the terms of this MOU, shall remain and continue in effect for a period of 4 months (“Term”). Upon expiration of the Term, this MOU shall automatically terminate unless extended as provided herein. Notwithstanding the foregoing, the Snoqualmie Mayor shall have the right, but not the obligation, to grant an administrative extension of this MOU for up to one hundred (120) days. If the Term plus any administrative extension is not sufficient to organize the required information for review, upon mutual agreement of City Council and Hambling (or his successors/assigns, if assigned under Section 5 below), this MOU may be extended for up to two additional Terms (“Renewal Term”) of 3 additional months each.

2. Scope of MOU.

The roles and responsibilities of the City and Hambling pursuant to this MOU are defined below:

A. City’s Obligations. During the term of this MOU, City shall:

1. Negotiate in good faith with Hambling regarding the basic terms of a transaction that could, if approved by the Snoqualmie City Council, culminate in a one or more contracts, leases or other agreements for the purpose of facilitating the design, construction and operation of a Public Park / Museum on the Property; provided, nothing in this Section 1 obligates the City to approve any contracts, leases or agreements for a Public Park/Museum.

2. Provide information on the physical properties of the Property, and the process for design, construction and development of a Museum building, which process would occur subsequent to any contract, lease or agreement, if approved.

3. Provide relevant information on funding and financing available to City for cultural development.

4. Review and respond in good faith to all submittals made by Hambling pursuant to this MOU.

B. Hambling’s Obligations.

During the term of this MOU, Hambling shall:

1. Negotiate in good faith with City regarding the basic terms of a transaction that could, if approved by the Snoqualmie City Council and Hambling, culminate in a one or more contracts, leases or other agreements for design, construction and operation of a Public Park / Museum on the Property.

2. Submit to City for review, no later than 4 months after the Effective Date, the following:

- a. A site plan and preliminary structure design for the Public Park/Museum on the Property;
- b. A cost estimate for building the Public Park/Museum.

- c. A funding and financing plan for building the Public Park/Museum, including identification of funding sources and amounts attributable to each source;
- d. A proposed schedule for designing, constructing, developing and operating the Public Park/Museum;
- e. Legal documents creating a PWR as Washington non-profit corporation to receive a donation of the model railroad, initiate fundraising and financing, and operate and maintain the Public Park/Museum following completion of construction;
- f. A business plan that assures sustainable operation and maintenance of the Public Park/Museum, and public education and service; and
- g. Such other information that the Mayor and City Council require to make decisions on the steps described in this MOU related to a proposed Public Park/Museum on the Property.

3. Review and respond in good faith to all comments and requests for information made by the City pursuant to this MOU.

4. No Predetermination of City Discretion.

The City and Hambling acknowledge and agree that nothing in this MOU in any respect does or shall be construed to affect or prejudice the exercise of City's discretion concerning the designation of a proposed site, consideration of a Public Park/Museum, any proposed contract, lease or other agreement or any other submittal by Hambling with respect to any of the foregoing. City and Hambling acknowledge and agree that they have not agreed upon the essential terms of the subject matter of a transaction, and that such essential terms will be the subject matter of further negotiations. Notwithstanding any submittals to be made by Hambling hereunder, and/or any authorization by the Mayor to extend the term of this MOU, City and Hambling acknowledge and agree that any proposed contract, lease or other agreement would not be effective until it has been considered and formally approved by the City Council and thereafter has been executed by authorized representatives of each of the City and Mr. Hambling or, as applicable, a developer, design-builder or general contractor / construction manager.

5. Assignment.

Hambling may not assign, hypothecate, encumber, or otherwise transfer (voluntarily or involuntarily) this MOU or any of its rights or obligations hereunder (whether in whole or in part) (each, an "Assignment") without the prior written approval of the Mayor or her designee, which approval may be given or withheld in the Mayor's sole and absolute discretion. The City consents to assignment of this MOU to PWR should Hambling incorporate PWR prior to termination of this MOU.

6. Real Estate Commissions.

Each party represents and warrants to the other party that the representing party has not engaged a broker, agent, or finder in connection with this transaction. Each party agrees to defend, indemnify, and protect and hold the other party harmless from any such claims contrary to the representation or warranty of the applicable party in the preceding sentence.

7. General Provisions.

A. Governing Law and Venue.

This MOU shall be governed by the laws of the State of Washington. Venue for any action arising out of the MOU shall be brought in King County Superior Court.

B. Attorney's Fees. Each party shall be responsible for their own respective attorneys' fees and costs incurred in the course of execution, implementation and/or termination of this MOU.

C. Termination.

Notwithstanding the term hereinabove set forth, either party may terminate this MOU at any time with or without cause, by providing seven (7) days' advance written notice of termination to the other parties' representative as set forth in subsection D below. Termination shall be effective on the 7th day following delivery of notice.

D. Notices, Demands and Communications Between the Parties.

All communications, notices, and demands of any kind that a party under this Agreement requires or desires to give to any other party shall be in writing and either (i) delivered personally, (ii) sent by facsimile transmission with an additional copy mailed first class, or (iii) deposited in the U.S. mail, certified mail postage prepaid, return receipt requested, and addressed as follows:

If to the City:
City of Snoqualmie
c/o City Administrator
P.O. Box 987
Snoqualmie, WA 98065

If to Peter Hambling:
7811 NW 10th Street
Medina, WA 98039

Notice by hand delivery or facsimile shall be effective upon receipt, provided that notice by facsimile shall be accompanied by mailed notice as set forth herein and shall be evidenced by a machine-printed confirmation of successful transmission. If deposited in the mail, certified mail, return receipt requested, notice shall be deemed delivered forty-eight (48) hours after deposited. Any party at any time by notice to the other party may designate a different address or person to which such notice or communication shall be given.

E. Entire Agreement, Waivers, and Amendments.

This MOU integrates all of the terms and conditions mentioned herein, or incidental hereto, and supersedes all negotiations or previous agreements between the parties with respect to all or any part of the subject matter hereof. All waivers of the provisions of this MOU must be in writing and signed by the appropriate authorities of the party to be charged, and all amendments and modifications hereto must be in writing and signed by the appropriate authorities of City and Hambling. Without limiting the foregoing, the parties understand that the

results of this MOU may lead to future agreements or obligations which shall only become valid (if at all) upon full execution of such future agreements.

F. Successors.

Subject to the limitations on Assignments above, this MOU shall be binding upon and shall inure to the benefit of the permitted successors of each of the parties hereto.

G. Further Assurances.

The parties hereto each agree, without further consideration, to execute such other and further documents, and to perform such other and further acts, as may be reasonably necessary or proper in order to consummate the transaction set forth in and contemplated by this MOU.

H. Severability.

In the event any section or portion of this MOU shall be held, found, or determined to be unenforceable or invalid for any reason whatsoever, the remaining provisions shall remain in effect, and the parties hereto shall take further actions as may be reasonably necessary and available to them to effectuate the intent of the parties as to all provisions set forth in this MOU.

I. No Third Party Beneficiaries. Nothing in this Agreement shall be construed to inure to the benefit of any third party.

J. Mutual Drafting. Both the City and Owner have participated fully in the drafting of this MOU, and the rule of construction of ambiguities against the drafter shall not apply to either party.

K. Headings. The headings in this MOU are inserted for reference only and shall not be construed to expand, limit or otherwise modify the terms and conditions of this MOU.

8. Implementation of MOU

The City shall maintain authority to implement this MOU through the Mayor and City Administrator (or his or her duly authorized representatives). Any substantive approvals, waivers, or amendments arising out of this MOU shall require the consideration of and approval by the City Council.

IN WITNESS WHEREOF, City and Hambling have executed this MOU on the respective dates set forth below.

CITY OF SNOQUALMIE

By: Katherine Ross
Katherine Ross, Mayor
Date: 12/18/2022

PETER HAMBLING
By: Peter Hambling
Date: 12/18/2022

EXTENSION TO MEMORANDUM OF UNDERSTANDING

This EXTENSION TO MEMORANDUM OF UNDERSTANDING ("MOU Extension") is entered into this 17th day of April, 2023 (the "Effective Date"), by and between the CITY OF SNOQUALMIE, a Washington municipal corporation ("City") and PETER HAMBLING, an individual ("Hambling") on the terms and provisions set forth below.

RECITALS

- A. Peter Hambling ("Hambling") is an individual and the owner of a one of the largest model railroads in the country. Mr. Hambling desires to create a nonprofit 501(c)(3) corporation, Pacific West Rail ("PWR") and donate the model railroad to PWR in order to enable PWR make the model railroad available for public recreation, education and enjoyment on a suitable public park property and in a suitable museum facility in the City of Snoqualmie ("Public Park/Museum").
- B. Hambling and the City are parties to a Memorandum of Understanding dated December 18, 2022 ("MOU"), that memorializes their intent to negotiate regarding the possible development of a Public Park/Museum on certain City-owned property, and sets forth the respective obligations of City and Hambling regarding the same.
- C. The term of the MOU is four (4) months, and the MOU also provides that the Mayor may administratively extend the MOU for an additional one hundred twenty (120) days.
- D. The City and Hambling desire to memorialize the administrative extension of the MOU.

NOW, THEREFORE, in consideration of the above Recitals, which are incorporated herein by this reference, and the mutual covenants and conditions contained herein, the parties hereto agree as follows:

1. Term.

The term of the MOU is hereby administratively extended for a period of one hundred twenty (120) days, which shall run from April 17, 2023 and terminate at midnight on August 15, 2023, unless the term of the MOU is further extended as provided in Section 1 of MOU.

IN WITNESS WHEREOF, City and Hambling have executed this MOU on the respective dates set forth below.

CITY OF SNOQUALMIE

By: Katherine Ross
 Katherine Ross, Mayor
 Date: 4/18/2023

PETER HAMBLING

By: Peter Hambling
Date: 4/25/2023

EXTENSION TO MEMORANDUM OF UNDERSTANDING

This EXTENSION TO MEMORANDUM OF UNDERSTANDING ("MOU Extension") is entered into this 15th day of August, 2023 (the "Effective Date"), by and between the CITY OF SNOQUALMIE, a Washington municipal corporation ("City") and PETER HAMBLING, an individual ("Hambling") on the terms and provisions set forth below.

RECITALS

- A. Peter Hambling ("Hambling") is an individual and the owner of one of the largest model railroads in the country. Mr. Hambling desires to create a nonprofit 501(c)(3) corporation, Pacific West Rail ("PWR") and donate the model railroad to PWR in order to enable PWR make the model railroad available for public recreation, education and enjoyment on a suitable public park property and in a suitable museum facility in the City of Snoqualmie ("Public Park/Museum").
- B. Hambling and the City are parties to a Memorandum of Understanding dated December 18, 2022 ("MOU"), that memorializes their intent to negotiate regarding the possible development of a Public Park/Museum on certain City-owned property and sets forth the respective obligations of City and Hambling regarding the same.
- C. The term of the MOU is four (4) months and was administratively extended for an additional one hundred twenty (120) days.
- D. The Snoqualmie City Council approved an additional three (3) month extension at the August 28, 2023, City Council Meeting.
- E. The City and Hambling desire to memorialize the extension of the MOU.

NOW, THEREFORE, in consideration of the above Recitals, which are incorporated herein by this reference, and the mutual covenants and conditions contained herein, the parties hereto agree as follows:

1. Term.

The term of the MOU is hereby extended for a period of ninety (90) days, which shall run from August 15, 2023, and terminate at midnight on November 15, 2023, unless the term of the MOU is further extended as provided in Section 1 of the MOU.

IN WITNESS WHEREOF, City and Hambling have executed this MOU on the respective dates set forth below.

CITY OF SNOQUALMIE

PETER HAMBLING

By: Katherine Ross
 Katherine Ross, Mayor
 Date: August 31, 2023

By: Peter Hambling
 Date: 9/8/2023

AMENDMENT AND THIRD EXTENSION TO MEMORANDUM OF UNDERSTANDING

This AMENDMENT AND THIRD EXTENSION TO MEMORANDUM OF UNDERSTANDING (“Third MOU Extension”) is entered into this ____ day of January, 2024 (the “Effective Date”), by and between the CITY OF SNOQUALMIE, a Washington municipal corporation (“City”), and PETER HAMBLING, an individual (“Hambling”) on the terms and provisions set forth below.

RECITALS

A. Hambling is an individual and the owner of one of the largest model railroads in the country. Hambling has formed a nonprofit 501(c)(3) corporation, Pacific West Rail Foundation (“PWRF”), and intends to donate the model railroad to PWRF in order to enable PWRF to make the model railroad available for public recreation, education and enjoyment on a suitable site and in a suitable museum facility in Snoqualmie, Washington (“Public Park/Museum”).

B. Hambling and City entered a Memorandum of Understanding dated December 18, 2022 (“Initial MOU”), as extended by an Extension to Memorandum of Understanding dated April 17, 2023 (“First MOU Extension”), as further extended by a second extension to the memorandum of understanding which expired by its terms on November 18, 2023 (“Second MOU Extension”), memorializing the parties’ intent to negotiate regarding the possible development of a Public Park/Museum on certain City-owned property, and setting forth the respective obligations of City and Hambling regarding the same. The term “MOU” means the Initial MOU, as extended by the First MOU Extension, the Second MOU Extension, and as amended and extended by this Third MOU Extension.

C. Hambling and City continue to work toward identifying an appropriate site and establishing the Public Park/Museum in Snoqualmie.

D. Hambling and City desire to enter this Third MOU Extension to amend the Initial MOU to permit an extension of up to one (1) year and to memorialize a third extension of the MOU.

NOW, THEREFORE, in consideration of the above Recitals, which are incorporated herein by this reference, and the mutual covenants and conditions contained herein, the parties hereto agree as follows:

1. Amendment

The MOU is amended as follows, with deletions stricken and additions double-underlined:

1. Term

This MOU shall commence as of the Effective Date and, unless earlier terminated pursuant to the terms of this MOU, shall remain and continue in effect for a period of 4 months (“Term”). Upon expiration of the Term, this MOU shall

automatically terminate unless extended as provided herein. Notwithstanding the foregoing, the Snoqualmie Mayor shall have the right, but not the obligation, to grant an administrative extension of this MOU for up to one hundred twenty (120) days. If the Term plus any administrative extension is not sufficient to organize the required information for review, upon mutual agreement of City Council and Hambling (or his successors/assigns, if assigned under Section 5 below), this MOU may be extended for up to two additional Terms ("Renewal Term") of ~~3 additional months~~ up to one (1) additional year each.

2. Extension of Term

The term of the MOU ("Term") is hereby extended for a period of one (1) year, which shall run from November 18, 2023 and terminate at midnight on November 18, 2024, unless the Term is further extended by the parties pursuant to Section 1 of the MOU.

[Signatures follow]

IN WITNESS WHEREOF, City and Hambling have executed this Third MOU Extension on the respective dates set forth below. This Third MOU Extension shall be effective as of the Effective Date.

CITY OF SNOQUALMIE,
a Washington municipal corporation

By: _____

Name: _____

Its: _____

Date: _____

PETER HAMBLING,
an individual

By: _____

Date: _____



BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB24-002
January 8, 2024
Ordinance

Item 13.

AGENDA BILL INFORMATION

TITLE:	AB24-002: 2023-2024 Biennial Budget Amendment to Appropriate for the Collective Bargaining Agreement with Teamsters	<input type="checkbox"/> Discussion Only <input type="checkbox"/> Action Needed:
PROPOSED ACTION:	Adopt Ordinance 1286 Amending the 2023-2024 Biennial Budget	<input type="checkbox"/> Motion <input checked="" type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

REVIEW:	Department Director	Drew Bouta	12/28/2023
	Finance	Janna Walker	12/28/2023
	Legal	David Linehan	12/29/2023
	City Administrator	Mike Chambless	1/2/2024

DEPARTMENT:	Finance		
	STAFF: Janna Walker, Budget Manager		
	COMMITTEE: Finance & Administration		COMMITTEE DATE: January 2, 2024
	EXHIBITS: <div><div>1. Ordinance No. 1286</div><div>2. Proposed Amendment Request Table</div><div>3. Proposed 2023 Fund Reconciliations</div><div>4. Proposed 2024 Fund Reconciliations</div><div>5. Proposed Budget Ordinance Table</div><div>6. Budget Totals Comparison Table</div><div>7. Updated Forecast Table</div></div>		

AMOUNT OF EXPENDITURE	\$ 738,332
AMOUNT BUDGETED	\$ n/a
APPROPRIATION REQUESTED	\$ 738,332

SUMMARY

INTRODUCTION

The purpose of this ordinance is to amend the 2023-2024 Biennial Budget to provide the City with the appropriation necessary to cover the Teamsters Collective Bargaining Agreement as provided for in AB23-143.

LEGISLATIVE HISTORY

The 2023-2024 Biennial Budget was adopted by [Ordinance No. 1267](#) on November 28, 2022, amended by [Ordinance No. 1274](#) on February 13, 2023, amended by [Ordinance No. 1277](#) on June 12, 2023, and amended by Ordinance No. 1278 on 11/27/2023. The Administration is requesting an additional appropriation of

\$738,332 across all funds. The Administration anticipates supporting the additional appropriation of \$738,332 with an estimated \$200,934 in interfund cost allocations.

ANALYSIS

Please see attached an “amendment request table” describing the amendments and appropriation increases requested, the fund(s) or functional classification(s) impacted, and the 2023 and 2024 “reconciliation tables” that help to reconcile the amendment request table to the ordinance.

BUDGET IMPACTS

The 2023-2024 Biennial Budget ordinance, as provided for in this agenda bill, authorizes the City of Snoqualmie to spend or transfer amounts no more than \$79,183,011 in 2023 and \$88,808,960 in 2024 for a total of \$167,991,971 across all funds and functional classifications.

NEXT STEPS

First reading and adoption of Ordinance No. 1286 amending the 2023-2024 Biennial Budget

PROPOSED ACTION

Motion to authorize the first reading of Ordinance 1286 amending the 2023-2024 Biennial Budget at the January 8, 2024 City Council meeting and to set the second reading and adoption of Ordinance 1286 for the January 22, 2024 City Council meeting agenda.

ORDINANCE NO. 1286**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SNOQUALMIE, WASHINGTON, AMENDING THE 2023-2024 BIENNIAL BUDGET; PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.**

WHEREAS, as a noncharter code City, the City of Snoqualmie is authorized by RCW 35A.34.040 to establish by ordinance a two-year fiscal biennium budget cycle for the City; and

WHEREAS, the City Council passed Ordinance No. 1096 establishing a two-year fiscal biennial budget, as authorized by RCW 35A.34.040; and

WHEREAS, in Ordinance Nos. 1267, 1274, 1277, and 1278 the City adopted and amended the 2023-2024 budget that meets the requirements of the Washington law;

WHEREAS, the City Council wishes to modify and amend the 2023-2024 biennial budget to cover expenditures and changes not reasonably foreseen in Ordinance Nos. 1267, 1274, 1277, and 1278.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Snoqualmie as follows:

Section 1. Biennial Budget Amended. The City of Snoqualmie biennial budget for the 2023-2024 fiscal biennium, as determined after hearings and placed into final form and content, is hereby amended by reference as set forth in Section 2 below.

Section 2. Budget Summary Form. Pursuant to RCW 35A.34.120, the totals of estimated revenues and appropriations for each separate fund, and the aggregate totals for all such funds combined, are set forth on page 2 of this ordinance in summary form:



Proposed 2023-2024 Amended Biennial Budget Ordinance Table

Fund #	Fund Name	Est. 2023 Beginning Fund Balance	Est. 2023 Sources	Est. 2023 Uses	Est. 2023 Ending Fund Balance	Est. 2024 Sources	Est. 2024 Uses	Est. 2024 Ending Fund Balance	Total 2023-2024 Est. Sources	Total 2023-2024 Uses (Appropriation)
001	General Fund	\$ 4,423,674	\$ 20,714,913		\$ 1,573,683	\$ 21,892,749		\$ 1,732,782	\$ 42,607,662	
	<i>Administrative Departments¹</i>			\$ 5,554,881			\$ 5,702,600			\$ 11,257,481
	<i>Police (Snoqualmie)</i>			\$ 5,250,182			\$ 5,430,137			\$ 10,680,319
	<i>Fire & Emergency Management</i>			\$ 4,135,933			\$ 4,282,520			\$ 8,418,452
	<i>Parks Maintenance</i>			\$ 1,867,360			\$ 1,870,499			\$ 3,737,859
	<i>Community Development²</i>			\$ 2,279,308			\$ 2,500,811			\$ 4,780,119
	<i>Streets Maintenance</i>			\$ 1,049,649			\$ 1,120,790			\$ 2,170,439
	<i>Non-Departmental³</i>			\$ 3,427,592			\$ 826,293			\$ 4,253,884
002	Reserve Fund	\$ 2,726,625	\$ 210,497	\$ -	\$ 2,937,122	\$ 92,949	\$ -	\$ 3,030,071	\$ 303,446	\$ -
	Total General Fund	\$ 7,150,300	\$ 20,925,410	\$ 23,564,905	\$ 4,510,805	\$ 21,985,698	\$ 21,733,649	\$ 4,762,854	\$ 42,911,108	\$ 45,298,554
012	Arts Activities Fund	\$ 48,578	\$ 52,094	\$ 60,856	\$ 39,816	\$ 28,217	\$ 37,136	\$ 30,897	\$ 80,311	\$ 97,992
014	North Bend Police Services Fund	\$ 244,924	\$ 2,425,603	\$ 2,573,165	\$ 97,362	\$ 2,568,379	\$ 2,665,741	\$ -	\$ 4,993,982	\$ 5,238,906
018	Deposits Reimbursement Control Fund	\$ 21,266	\$ 10,358	\$ 10,358	\$ 21,266	\$ 10,358	\$ 10,358	\$ 21,266	\$ 20,716	\$ 20,716
020	School Impact Fee Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Total Managerial Funds	\$ 314,767	\$ 2,488,055	\$ 2,644,379	\$ 158,443	\$ 2,606,954	\$ 2,713,235	\$ 52,163	\$ 5,095,009	\$ 5,357,614
110	Hotel/Motel Tax Fund	\$ 147,700	\$ 140,190	\$ 175,000	\$ 112,890	\$ 139,601	\$ 175,000	\$ 77,491	\$ 279,791	\$ 350,000
118	Drug Enforcement Fund	\$ 10,200	\$ 5,172	\$ 5,172	\$ 10,200	\$ 5,172	\$ 5,172	\$ 10,200	\$ 10,344	\$ 10,344
123	Opioid Settlement Fund	\$ -	\$ 20,000	\$ -	\$ 20,000	\$ -	\$ -	\$ 20,000	\$ 20,000	\$ -
131	Affordable Housing Fund	\$ 898,936	\$ 564,121	\$ 132,000	\$ 1,331,057	\$ 394,121	\$ -	\$ 1,725,178	\$ 958,242	\$ 132,000
144	Home Elevation Fund	\$ -	\$ 1,468,000	\$ -	\$ 1,468,000	\$ -	\$ -	\$ 1,468,000	\$ 1,468,000	\$ -
150	ARPA Covid Local Recovery Fund	\$ 2,244,095	\$ 28,327	\$ 1,139,516	\$ 1,132,906	\$ 9,454	\$ 1,142,360	\$ -	\$ 37,781	\$ 2,281,876
	Total Special Revenue Funds	\$ 3,300,932	\$ 2,225,810	\$ 1,451,688	\$ 4,075,053	\$ 548,348	\$ 1,322,532	\$ 3,300,869	\$ 2,774,158	\$ 2,774,220
310	Non-Utilities Capital Fund	\$ 20,100,000	\$ 16,027,950	\$ 18,665,932	\$ 17,462,018	\$ 5,407,400	\$ 21,046,265	\$ 1,823,153	\$ 21,435,350	\$ 39,712,197
350	ERP Project Fund	\$ -	\$ 1,181,579	\$ 742,834	\$ 438,745	\$ 200,083	\$ 488,828	\$ 150,000	\$ 1,381,662	\$ 1,231,662
	Total Capital Funds	\$ 20,100,000	\$ 17,209,529	\$ 19,408,766	\$ 17,900,763	\$ 5,607,483	\$ 21,535,093	\$ 1,973,153	\$ 22,817,012	\$ 40,943,859
401	Water Operations Fund	\$ 1,635,856	\$ 5,190,814	\$ 5,494,461	\$ 1,332,209	\$ 5,504,819	\$ 5,889,694	\$ 947,335	\$ 10,695,634	\$ 11,384,155
402	Sewer Operations Fund	\$ 786,844	\$ 6,447,608	\$ 6,323,103	\$ 911,349	\$ 6,713,795	\$ 6,839,408	\$ 785,736	\$ 13,161,403	\$ 13,162,511
403	Stormwater Operations Fund	\$ 984,709	\$ 2,850,899	\$ 3,268,334	\$ 567,274	\$ 3,063,483	\$ 3,254,085	\$ 376,672	\$ 5,914,382	\$ 6,522,419
417	Utilities Capital Fund	\$ 19,400,000	\$ 10,502,385	\$ 9,058,692	\$ 20,843,693	\$ 14,773,142	\$ 20,655,251	\$ 14,961,584	\$ 25,275,527	\$ 29,713,943
	Total Enterprise Funds	\$ 22,807,410	\$ 24,991,706	\$ 24,144,590	\$ 23,654,526	\$ 30,055,239	\$ 36,638,438	\$ 17,071,327	\$ 55,046,945	\$ 60,783,028
501	Equipment Replacement & Repair Fund	\$ 2,384,697	\$ 2,086,621	\$ 2,607,331	\$ 1,863,987	\$ 1,640,693	\$ 1,048,793	\$ 2,455,887	\$ 3,727,314	\$ 3,656,124
502	Information Technology Fund	\$ 2,251,692	\$ 2,692,943	\$ 3,916,820	\$ 1,027,815	\$ 2,693,684	\$ 3,083,168	\$ 638,332	\$ 5,386,627	\$ 6,999,987
510	Facilities Maintenance Fund	\$ 711,374	\$ 933,842	\$ 1,444,533	\$ 200,683	\$ 734,248	\$ 734,052	\$ 200,879	\$ 1,668,090	\$ 2,178,585
	Total Internal Service Funds	\$ 5,347,762	\$ 5,713,406	\$ 7,968,684	\$ 3,092,485	\$ 5,068,625	\$ 4,866,013	\$ 3,295,097	\$ 10,782,031	\$ 12,834,696
	Total All Funds	\$ 59,021,171	\$ 73,553,916	\$ 79,183,011	\$ 53,392,075	\$ 65,872,347	\$ 88,808,960	\$ 30,455,462	\$ 139,426,263	\$ 167,991,971

¹ Includes Executive, Legislative, City Attorney, City Clerk, Finance & Human Resources, and Communications

² Includes Planning, Developer-Reimbursed Expenditures, Building, and Events

³ Includes Human Services, Court Services, etc.

Section 3. Transfers Within Funds Authorized. Pursuant to RCW 35A.34.200(2), transfers between individual appropriations within any one fund of the 2023-2024 biennial budget may be made during the 2023-2024 fiscal biennium by order of the Mayor; provided, however, that transfers between individual appropriations within the General Fund (Fund No. 001) may be made only within the functional classifications within the General Fund identified in the summary in Section 2 above.

Section 4. Transmittal of Budget. The City Clerk is hereby directed to transmit to the Office of the State Auditor and to the Association of Washington Cities a complete copy of the budget herein referred to as adopted.

Section 5. Effective Date. This ordinance shall be effective five days after its passage and publication, as provided by law.

Section 6. Severability. If any portion of this ordinance is found to be invalid or unenforceable for any reason, such finding shall not affect the validity or enforceability of any other section of this ordinance.

Section 7. Corrections by the City Clerk or Code Reviser. Upon approval of the City Attorney, the City Clerk and Code Reviser are authorized to make necessary corrections to this ordinance, including the correction of clerical errors; references to other local, state or federal laws, codes, rules, or regulations, or ordinance numbering and section/subsection numbering.

PASSED by the City Council of the City of Snoqualmie, Washington this 22nd day of January 2024.

Katherine Ross, Mayor

ATTEST:

APPROVED AS TO FORM:

Deana Dean, City Clerk

David Linehan, Interim City Attorney

2023-2024 Biennium Budget Amendments
Proposed Amendment Request Table

Item 13.

#	Amendment Request	Amendment Description	Department	Fund(s) or Functional Classification(s) Impacted	2023-24 Appropriation Increase Requested (Ongoing)	2023-24 Appropriation Increase Requested (One-time)	Offsetting Revenue Description
1	Teamsters' Collective Bargaining Agreement (CBA)	The intent of this amendment is to account for increased personnel costs related to the Teamsters' Collective Bargaining Agreement, retroactively applied to January 1, 2023.	Various	General Fund (#001), Non-Utility Capital (#310), Water Utility (#401), Sewer Utility (#402), Stormwater Utility (#403), Utility Capital (#417) ER&R (#501), IT (#502), and Facilities (#510)	\$ 537,398	\$ -	The appropriation relating to Internal Service Funds (#5XX), approximately \$200,934, will be allocated based on usage, as shown in Amendment Request #2.
2	Teamsters' CBA Cost Allocations	This amendment relates to the Internal Service Funds (#5XX) increased CBA personnel costs. These costs are allocated across the City according to estimated usage	Various	General Fund (#001), Non-Utility Capital (#310), Water Utility (#401), Sewer Utility (#402), Stormwater Utility (#403), Utility Capital (#417) ER&R (#501), IT (#502), and Facilities (#510)	\$ 200,934	\$ -	This amendment will result in \$200,934 of increased revenue to the General Fund (#001) and Internal Service Funds (#5XX) through cost allocations.
					<u>\$ 738,332</u>	<u>\$ -</u>	

2023-2024 Biennium Budget Amendments

Proposed 2023 Fund Reconciliations (Reconciling the Amendment Request Table to Ordinance)

	Beg. Fund Balance	Sources	Uses	Ending Fund Balance
GENERAL FUND (#001)				
Adopted Budget	\$ 4,423,674	\$ 20,681,954	\$ 23,442,961	\$ 1,662,668
+ #1 - Teamsters' Collective Bargaining Agreement 9	\$ -	\$ -	\$ 69,132	\$ (69,132)
+ #2 - Teamster's CBA Internal Cost Allocation (CBA)	\$ -	\$ 32,959	\$ 52,812	\$ (19,853)
= Amended Budget	\$ 4,423,674	\$ 20,714,913	\$ 23,564,905	\$ 1,573,683
NON-UTILITY CAPITAL FUND (#310)				
Adopted Budget	\$ 20,100,000	\$ 16,027,950	\$ 18,655,588	\$ 17,472,362
+ #1 - Teamsters' Collective Bargaining Agreement 9	\$ -	\$ -	\$ 8,484	\$ (8,484)
+ #2 - Teamster's CBA Internal Cost Allocation (CBA)	\$ -	\$ -	\$ 1,860	\$ (1,860)
= Amended Budget	\$ 20,100,000	\$ 16,027,950	\$ 18,665,932	\$ 17,462,018
WATER UTILITY FUND (#401)				
Adopted Budget	\$ 1,635,856	\$ 5,190,814	\$ 5,480,981	\$ 1,345,689
+ #1 - Teamsters' Collective Bargaining Agreement 9	\$ -	\$ -	\$ -	\$ -
+ #2 - Teamster's CBA Internal Cost Allocation (CBA)	\$ -	\$ -	\$ 13,480	\$ (13,480)
= Amended Budget	\$ 1,635,856	\$ 5,190,814	\$ 5,494,461	\$ 1,332,209
SEWER UTILITY FUND (#402)				
Adopted Budget	\$ 786,844	\$ 6,447,608	\$ 6,308,480	\$ 925,972
+ #1 - Teamsters' Collective Bargaining Agreement 9	\$ -	\$ -	\$ -	\$ -
+ #2 - Teamster's CBA Internal Cost Allocation (CBA)	\$ -	\$ -	\$ 14,623	\$ (14,623)
= Amended Budget	\$ 786,844	\$ 6,447,608	\$ 6,323,103	\$ 911,349
STORMWATER UTILITY FUND (#403)				
Adopted Budget	\$ 984,709	\$ 2,850,899	\$ 3,260,430	\$ 575,178
+ #1 - Teamsters' Collective Bargaining Agreement 9	\$ -	\$ -	\$ -	\$ -
+ #2 - Teamster's CBA Internal Cost Allocation (CBA)	\$ -	\$ -	\$ 7,904	\$ (7,904)
= Amended Budget	\$ 984,709	\$ 2,850,899	\$ 3,268,334	\$ 567,274
UTILITY CAPITAL FUND (#417)				
Adopted Budget	\$ 19,400,000	\$ 10,502,385	\$ 9,026,949	\$ 20,875,436
+ #1 - Teamsters' Collective Bargaining Agreement 9	\$ -	\$ -	\$ 24,527	\$ (24,527)
+ #2 - Teamster's CBA Internal Cost Allocation (CBA)	\$ -	\$ -	\$ 7,216	\$ (7,216)
= Amended Budget	\$ 19,400,000	\$ 10,502,385	\$ 9,058,692	\$ 20,843,693

	Beg. Fund Balance	Sources	Uses	Ending Fund Balance
EQUIPMENT REPAIR & REPLACEMENT FUND (#501)				
Adopted Budget	\$ 2,384,697	\$ 2,068,177	\$ 2,586,278	\$ 1,866,596
+ #1 - Teamsters' Collective Bargaining Agreement 9	\$ -	\$ -	\$ 18,444	\$ (18,444)
+ #2 - Teamster's CBA Internal Cost Allocation (CBA)	\$ -	\$ 18,444	\$ 2,609	\$ 15,835
= Amended Budget	\$ 2,384,697	\$ 2,086,621	\$ 2,607,331	\$ 1,863,987
INFORMATION TECHNOLOGY FUND (#502)				
Adopted Budget	\$ 2,251,692	\$ 2,657,771	\$ 3,877,961	\$ 1,031,502
+ #1 - Teamsters' Collective Bargaining Agreement 9	\$ -	\$ -	\$ 35,172	\$ (35,172)
+ #2 - Teamster's CBA Internal Cost Allocation (CBA)	\$ -	\$ 35,172	\$ 3,687	\$ 31,485
= Amended Budget	\$ 2,251,692	\$ 2,692,943	\$ 3,916,820	\$ 1,027,815
FACILITIES MAINTENANCE FUND (#510)				
Adopted Budget	\$ 711,374	\$ 914,845	\$ 1,424,153	\$ 202,066
+ #1 - Teamsters' Collective Bargaining Agreement 9	\$ -	\$ -	\$ 18,997	\$ (18,997)
+ #2 - Teamster's CBA Internal Cost Allocation (CBA)	\$ -	\$ 18,997	\$ 1,383	\$ 17,614
= Amended Budget	\$ 711,374	\$ 933,842	\$ 1,444,533	\$ 200,683
Total for All Amendments =	\$ -	\$ 105,572	\$ 280,330	\$ (174,758)

2023-2024 Biennium Budget Amendments

Proposed 2024 Fund Reconciliations (Reconciling the Amendment Request Table to Ordinance)

	Beg. Fund Balance	Sources	Uses	Ending Fund Balance
GENERAL FUND (#001)				
Adopted Budget	\$ 1,662,668	\$ 21,848,782	\$ 21,565,047	\$ 1,946,402
+ #1 - Teamsters' Collective Bargaining Agreement 9	\$ (69,132)	\$ -	\$ 131,571	\$ (200,703)
+ #2 - Teamster's CBA Internal Cost Allocation (CBA)	\$ (19,853)	\$ 43,967	\$ 37,030	\$ (12,916)
= Amended Budget	\$ 1,573,683	\$ 21,892,749	\$ 21,733,648	\$ 1,732,783
NON-UTILITY CAPITAL FUND (#310)				
Adopted Budget	\$ 17,472,362	\$ 5,407,400	\$ 21,035,946	\$ 1,843,816
+ #1 - Teamsters' Collective Bargaining Agreement 9	\$ (8,484)	\$ -	\$ 9,346	\$ (17,830)
+ #2 - Teamster's CBA Internal Cost Allocation (CBA)	\$ (1,860)	\$ -	\$ 973	\$ (2,833)
= Amended Budget	\$ 17,462,018	\$ 5,407,400	\$ 21,046,265	\$ 1,823,153
WATER UTILITY FUND (#401)				
Adopted Budget	\$ 1,345,689	\$ 5,504,819	\$ 5,804,411	\$ 1,046,098
+ #1 - Teamsters' Collective Bargaining Agreement 9	\$ -	\$ -	\$ 65,620	\$ (65,620)
+ #2 - Teamster's CBA Internal Cost Allocation (CBA)	\$ (13,480)	\$ -	\$ 19,663	\$ (33,143)
= Amended Budget	\$ 1,332,209	\$ 5,504,819	\$ 5,889,694	\$ 947,335
SEWER UTILITY FUND (#402)				
Adopted Budget	\$ 925,972	\$ 6,713,795	\$ 6,761,796	\$ 877,971
+ #1 - Teamsters' Collective Bargaining Agreement 9	\$ -	\$ -	\$ 57,665	\$ (57,665)
+ #2 - Teamster's CBA Internal Cost Allocation (CBA)	\$ (14,623)	\$ -	\$ 19,947	\$ (34,570)
= Amended Budget	\$ 911,349	\$ 6,713,795	\$ 6,839,408	\$ 785,736
STORMWATER UTILITY FUND (#403)				
Adopted Budget	\$ 575,178	\$ 3,063,483	\$ 3,223,527	\$ 415,134
+ #1 - Teamsters' Collective Bargaining Agreement 9	\$ -	\$ -	\$ 20,418	\$ (20,418)
+ #2 - Teamster's CBA Internal Cost Allocation (CBA)	\$ (7,904)	\$ -	\$ 10,140	\$ (18,044)
= Amended Budget	\$ 567,274	\$ 3,063,483	\$ 3,254,085	\$ 376,672
UTILITY CAPITAL FUND (#417)				
Adopted Budget	\$ 20,875,436	\$ 14,773,142	\$ 20,625,096	\$ 15,023,482
+ #1 - Teamsters' Collective Bargaining Agreement 9	\$ (24,527)	\$ -	\$ 26,627	\$ (51,154)
+ #2 - Teamster's CBA Internal Cost Allocation (CBA)	\$ (7,216)	\$ -	\$ 3,528	\$ (10,744)
= Amended Budget	\$ 20,843,693	\$ 14,773,142	\$ 20,655,251	\$ 14,961,584

	Beg. Fund Balance	Sources	Uses	Ending Fund Balance
EQUIPMENT REPAIR & REPLACEMENT FUND (#501)				
Adopted Budget	\$ 1,866,596	\$ 1,622,125	\$ 1,028,835	\$ 2,459,886
+ #1 - Teamsters' Collective Bargaining Agreement 9	\$ (18,444)	\$ -	\$ 18,568	\$ (37,012)
+ #2 - Teamster's CBA Internal Cost Allocation (CBA)	\$ 15,835	\$ 18,568	\$ 1,390	\$ 33,013
= Amended Budget	\$ 1,863,987	\$ 1,640,693	\$ 1,048,793	\$ 2,455,887
INFORMATION TECHNOLOGY FUND (#502)				
Adopted Budget	\$ 1,031,502	\$ 2,671,609	\$ 3,059,118	\$ 643,994
+ #1 - Teamsters' Collective Bargaining Agreement 9	\$ (35,172)	\$ -	\$ 22,075	\$ (57,247)
+ #2 - Teamster's CBA Internal Cost Allocation (CBA)	\$ 31,485	\$ 22,075	\$ 1,975	\$ 51,585
= Amended Budget	\$ 1,027,815	\$ 2,693,684	\$ 3,083,168	\$ 638,332
FACILITIES MAINTENANCE FUND (#510)				
Adopted Budget	\$ 202,066	\$ 723,497	\$ 722,587	\$ 202,976
+ #1 - Teamsters' Collective Bargaining Agreement 9	\$ (18,997)	\$ -	\$ 10,751	\$ (29,748)
+ #2 - Teamster's CBA Internal Cost Allocation (CBA)	\$ 17,614	\$ 10,751	\$ 714	\$ 27,651
= Amended Budget	\$ 200,683	\$ 734,248	\$ 734,052	\$ 200,879
Total for All Amendments =	\$ (174,758)	\$ 95,361	\$ 458,001	\$ (537,398)



Proposed 2023-2024 Amended Biennial Budget Ordinance Table

Fund #	Fund Name	Est. 2023 Beginning Fund Balance	Est. 2023 Sources	Est. 2023 Uses	Est. 2023 Ending Fund Balance	Est. 2024 Sources	Est. 2024 Uses	Est. 2024 Ending Fund Balance	Total 2023-2024 Est. Sources	Total 2023-2024 Uses (Appropriation)
001	General Fund	\$ 4,423,674	\$ 20,714,913		\$ 1,573,683	\$ 21,892,749		\$ 1,732,782	\$ 42,607,662	
	<i>Administrative Departments¹</i>			\$ 5,554,881			\$ 5,702,600			\$ 11,257,481
	<i>Police (Snoqualmie)</i>			\$ 5,250,182			\$ 5,430,137			\$ 10,680,319
	<i>Fire & Emergency Management</i>			\$ 4,135,933			\$ 4,282,520			\$ 8,418,452
	<i>Parks Maintenance</i>			\$ 1,867,360			\$ 1,870,499			\$ 3,737,859
	<i>Community Development²</i>			\$ 2,279,308			\$ 2,500,811			\$ 4,780,119
	<i>Streets Maintenance</i>			\$ 1,049,649			\$ 1,120,790			\$ 2,170,439
	<i>Non-Departmental³</i>			\$ 3,427,592			\$ 826,293			\$ 4,253,884
002	Reserve Fund	\$ 2,726,625	\$ 210,497	\$ -	\$ 2,937,122	\$ 92,949	\$ -	\$ 3,030,071	\$ 303,446	\$ -
	Total General Fund	\$ 7,150,300	\$ 20,925,410	\$ 23,564,905	\$ 4,510,805	\$ 21,985,698	\$ 21,733,649	\$ 4,762,854	\$ 42,911,108	\$ 45,298,554
012	Arts Activities Fund	\$ 48,578	\$ 52,094	\$ 60,856	\$ 39,816	\$ 28,217	\$ 37,136	\$ 30,897	\$ 80,311	\$ 97,992
014	North Bend Police Services Fund	\$ 244,924	\$ 2,425,603	\$ 2,573,165	\$ 97,362	\$ 2,568,379	\$ 2,665,741	\$ -	\$ 4,993,982	\$ 5,238,906
018	Deposits Reimbursement Control Fund	\$ 21,266	\$ 10,358	\$ 10,358	\$ 21,266	\$ 10,358	\$ 10,358	\$ 21,266	\$ 20,716	\$ 20,716
020	School Impact Fee Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Total Managerial Funds	\$ 314,767	\$ 2,488,055	\$ 2,644,379	\$ 158,443	\$ 2,606,954	\$ 2,713,235	\$ 52,163	\$ 5,095,009	\$ 5,357,614
110	Hotel/Motel Tax Fund	\$ 147,700	\$ 140,190	\$ 175,000	\$ 112,890	\$ 139,601	\$ 175,000	\$ 77,491	\$ 279,791	\$ 350,000
118	Drug Enforcement Fund	\$ 10,200	\$ 5,172	\$ 5,172	\$ 10,200	\$ 5,172	\$ 5,172	\$ 10,200	\$ 10,344	\$ 10,344
123	Opioid Settlement Fund	\$ -	\$ 20,000	\$ -	\$ 20,000	\$ -	\$ -	\$ 20,000	\$ 20,000	\$ -
131	Affordable Housing Fund	\$ 898,936	\$ 564,121	\$ 132,000	\$ 1,331,057	\$ 394,121	\$ -	\$ 1,725,178	\$ 958,242	\$ 132,000
144	Home Elevation Fund	\$ -	\$ 1,468,000	\$ -	\$ 1,468,000	\$ -	\$ -	\$ 1,468,000	\$ 1,468,000	\$ -
150	ARPA Covid Local Recovery Fund	\$ 2,244,095	\$ 28,327	\$ 1,139,516	\$ 1,132,906	\$ 9,454	\$ 1,142,360	\$ -	\$ 37,781	\$ 2,281,876
	Total Special Revenue Funds	\$ 3,300,932	\$ 2,225,810	\$ 1,451,688	\$ 4,075,053	\$ 548,348	\$ 1,322,532	\$ 3,300,869	\$ 2,774,158	\$ 2,774,220
310	Non-Utilities Capital Fund	\$ 20,100,000	\$ 16,027,950	\$ 18,665,932	\$ 17,462,018	\$ 5,407,400	\$ 21,046,265	\$ 1,823,153	\$ 21,435,350	\$ 39,712,197
350	ERP Project Fund	\$ -	\$ 1,181,579	\$ 742,834	\$ 438,745	\$ 200,083	\$ 488,828	\$ 150,000	\$ 1,381,662	\$ 1,231,662
	Total Capital Funds	\$ 20,100,000	\$ 17,209,529	\$ 19,408,766	\$ 17,900,763	\$ 5,607,483	\$ 21,535,093	\$ 1,973,153	\$ 22,817,012	\$ 40,943,859
401	Water Operations Fund	\$ 1,635,856	\$ 5,190,814	\$ 5,494,461	\$ 1,332,209	\$ 5,504,819	\$ 5,889,694	\$ 947,335	\$ 10,695,634	\$ 11,384,155
402	Sewer Operations Fund	\$ 786,844	\$ 6,447,608	\$ 6,323,103	\$ 911,349	\$ 6,713,795	\$ 6,839,408	\$ 785,736	\$ 13,161,403	\$ 13,162,511
403	Stormwater Operations Fund	\$ 984,709	\$ 2,850,899	\$ 3,268,334	\$ 567,274	\$ 3,063,483	\$ 3,254,085	\$ 376,672	\$ 5,914,382	\$ 6,522,419
417	Utilities Capital Fund	\$ 19,400,000	\$ 10,502,385	\$ 9,058,692	\$ 20,843,693	\$ 14,773,142	\$ 20,655,251	\$ 14,961,584	\$ 25,275,527	\$ 29,713,943
	Total Enterprise Funds	\$ 22,807,410	\$ 24,991,706	\$ 24,144,590	\$ 23,654,526	\$ 30,055,239	\$ 36,638,438	\$ 17,071,327	\$ 55,046,945	\$ 60,783,028
501	Equipment Replacement & Repair Fund	\$ 2,384,697	\$ 2,086,621	\$ 2,607,331	\$ 1,863,987	\$ 1,640,693	\$ 1,048,793	\$ 2,455,887	\$ 3,727,314	\$ 3,656,124
502	Information Technology Fund	\$ 2,251,692	\$ 2,692,943	\$ 3,916,820	\$ 1,027,815	\$ 2,693,684	\$ 3,083,168	\$ 638,332	\$ 5,386,627	\$ 6,999,987
510	Facilities Maintenance Fund	\$ 711,374	\$ 933,842	\$ 1,444,533	\$ 200,683	\$ 734,248	\$ 734,052	\$ 200,879	\$ 1,668,090	\$ 2,178,585
	Total Internal Service Funds	\$ 5,347,762	\$ 5,713,406	\$ 7,968,684	\$ 3,092,485	\$ 5,068,625	\$ 4,866,013	\$ 3,295,097	\$ 10,782,031	\$ 12,834,696
	Total All Funds	\$ 59,021,171	\$ 73,553,916	\$ 79,183,011	\$ 53,392,075	\$ 65,872,347	\$ 88,808,960	\$ 30,455,462	\$ 139,426,263	\$ 167,991,971

¹ Includes Executive, Legislative, City Attorney, City Clerk, Finance & Human Resources, and Communications

² Includes Planning, Developer-Reimbursed Expenditures, Building, and Events

³ Includes Human Services, Court Services, etc.

2023-2024 Biennium Budget Amendments

2023-2024 Biennial Budget Totals Comparison Table

	Est. 2023 Beginning Fund Balance	Est. 2023 Sources	Est. 2023 Uses	Est. 2023 Ending Fund Balance	Est. 2024 Sources	Est. 2024 Uses	Est. 2024 Ending Fund Balance	Total 2023-2024 Est. Sources	Total 2023-2024 Uses (Appropriation)
Original Ord. 1278	\$ 59,021,171	\$ 73,448,344	\$ 78,902,681	\$ 53,566,833	\$ 65,776,986	\$ 88,350,958	\$ 30,992,861	\$ 139,225,330	\$ 167,253,639
Proposed Ord. XXXX	\$ 59,021,171	\$ 73,553,916	\$ 79,183,011	\$ 53,392,075	\$ 65,872,347	\$ 88,808,960	\$ 30,455,462	\$ 139,426,263	\$ 167,991,971
Difference =	\$ -	\$ 105,572	\$ 280,330	\$ (174,758)	\$ 95,361	\$ 458,002	\$ (537,399)	\$ 200,933	\$ 738,332

Financial Forecast WORKING DRAFT

Version Date: January 4, 2024

Forecast - Revenues, Expenditures & Fund Balance - Governmental Operating	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
	Budgeted	Budgeted	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected
Beginning Fund Balance	4,423,674	1,629,317	2,057,835	1,965,664	1,634,100	1,112,407	406,946	(0)	0	0
Recurring Revenues										
Property Tax (Avg. Annual Inc. = 1.25%)	8,401,505	8,506,524	8,612,855	8,720,516	8,829,522	8,939,891	9,051,640	9,164,786	9,279,345	9,395,337
Sales & Use Tax/B&O Tax (KC Economic Forecast: Avg. Annual Inc. = 3.40%)	3,769,396	3,922,597	3,931,070	3,950,332	4,056,201	4,153,550	4,336,722	4,540,114	4,736,701	4,941,800
Utility Tax (Avg. Annual Inc. = 2.20%)	2,482,551	2,524,168	2,579,700	2,636,453	2,694,455	2,753,733	2,814,316	2,876,231	2,939,508	3,004,177
Charges for Goods & Services (4.01% Annual Inc.)	3,510,797	4,273,061	4,179,693	4,263,287	4,348,552	4,435,523	4,524,234	4,614,719	4,707,013	4,801,153
Licenses & Permit Fees (2.00% Annual Inc.)	580,157	862,727	879,982	897,582	915,533	933,844	952,521	971,571	991,003	1,010,823
Intergovernmental Revenues & Grants (2.00% Annual Inc.)	528,904	443,243	383,366	391,033	398,854	406,831	414,968	423,267	431,732	440,367
Other Revenues (2.00% Annual Inc.)	257,694	247,639	252,592	257,644	262,796	268,052	273,413	278,882	284,459	290,149
Total Recurring Revenues =	19,531,003	20,779,960	20,819,258	21,116,847	21,505,915	21,891,426	22,367,813	22,869,569	23,369,761	23,883,805
Recurring Expenditures (Inflated Using August 2022 KC Economic Forecast)										
Administrative Depts.	4,693,482	4,981,315	5,114,814	5,246,265	5,386,340	5,526,385	5,671,176	5,820,328	5,973,985	6,131,698
Police (Snoqualmie)	5,169,152	5,361,637	5,505,329	5,646,816	5,797,586	5,948,323	6,104,169	6,264,709	6,430,097	6,599,852
Fire & Emergency Management	4,085,933	4,210,020	4,322,848	4,433,946	4,552,332	4,670,693	4,793,065	4,919,122	5,048,987	5,182,280
Parks Maintenance	1,719,360	1,777,499	1,825,136	1,872,042	1,922,025	1,971,998	2,023,665	2,076,887	2,131,717	2,187,994
Streets Maintenance	1,045,649	1,116,790	1,146,720	1,176,191	1,207,595	1,238,992	1,271,454	1,304,893	1,339,342	1,374,701
Community Development	1,865,560	1,721,419	1,767,553	1,812,979	1,861,385	1,909,781	1,959,818	2,011,361	2,064,461	2,118,962
Developer Reimbursed Expenditures	368,610	377,825	387,951	397,921	408,546	419,168	430,150	441,463	453,118	465,080
Human Services	290,315	298,630	306,633	314,514	322,911	331,307	339,987	348,929	358,141	367,596
Court Services	373,245	382,576	392,829	402,925	413,683	424,439	435,559	447,014	458,816	470,928
Non-Departmental (Sustainability, etc.)	91,476	92,935	95,426	97,879	100,492	103,105	105,806	108,589	111,456	114,398
Total Recurring Expenditures =	19,702,782	20,320,646	20,865,240	21,401,476	21,972,896	22,544,191	23,134,849	23,743,295	24,370,118	25,013,489
Recurring Revenues Over (Under) Recurring Expenditures	(171,778)	459,313	(45,982)	(284,629)	(466,980)	(652,765)	(767,036)	(873,727)	(1,000,357)	(1,129,684)
One-Time Expenditures										
Executive: Council Chambers A/V Upgrade	108,000	-	-	-	-	-	-	-	-	-
Executive: Security Infrastructure at City Hall	207,000	-	-	-	-	-	-	-	-	-
Executive: Strategic Plan	-	60,000	-	-	-	-	-	-	-	-
City Attorney: Contract Legal Support	100,000	100,000	-	-	-	-	-	-	-	-
Multiple Departments: Incentive Retention Pay Program	55,000	97,000	-	-	-	-	-	-	-	-
Finance & Human Resources: Revenue Manager (Two-Year Term Limited)	164,322	170,717	-	-	-	-	-	-	-	-
Finance & Human Resources: Management Analyst (Two-Year Term Limited)	143,285	148,456	-	-	-	-	-	-	-	-
Finance & Human Resources: Temporary Assistance During the ERP Project	50,000	50,000	-	-	-	-	-	-	-	-
Finance & Human Resources: Additional ERP Project Modules	-	80,050	-	-	-	-	-	-	-	-
Police (Snoqualmie): Incentive Retention Pay Program	44,000	68,500	-	-	-	-	-	-	-	-
Gun Range Lead Abatement	37,030	-	-	-	-	-	-	-	-	-
Fire & Emergency Management: Recruitment & Coverage Program	50,000	72,500	-	-	-	-	-	-	-	-
Parks Maintenance: Parks, Open Space, and Recreation Study	60,000	-	-	-	-	-	-	-	-	-
Parks Maintenance: Deferred Repairs	75,000	75,000	-	-	-	-	-	-	-	-
Parks Maintenance: Incentive Retention Pay Program	13,000	18,000	-	-	-	-	-	-	-	-
Community Development: Permit Software Replacement	-	82,600	-	-	-	-	-	-	-	-
Community Development: Incentive Retention Pay Program	5,000	11,000	-	-	-	-	-	-	-	-
Streets Maintenance: Incentive Retention Pay Program	4,000	4,000	-	-	-	-	-	-	-	-
Total One-Time Expenditures =	1,115,637	1,037,823	-	-	-	-	-	-	-	-
Transfers										
Transfer In (ARPA 2022-2024)	1,058,909	1,058,909	-	-	-	-	-	-	-	-

Transfer In (from Reserve Fund)	-	-	-	-	-	-	377,589	891,227	1,059,825	1,149,684
Grant (Dept. of Commerce Comp Plan)	125,000	-	-	-	-	-	-	-	-	-
Transfer Out (to Arts Activities Fund)	(10,000)	(10,000)	(12,500)	(12,500)	(15,000)	(15,000)	(17,500)	(17,500)	(20,000)	(20,000)
Transfer Out (to Reserve Fund)	(180,851)	(41,882)	(33,689)	(34,435)	(39,713)	(37,695)	-	-	(39,468)	-
Transfer Out (to Capital Funds)	(2,500,000)	-	-	-	-	-	-	-	-	-
Total Transfers =	(1,506,942)	1,007,027	(46,189)	(46,935)	(54,713)	(52,695)	360,089	873,727	1,000,357	1,129,684
Ending Fund Balance	1,629,317	2,057,835	1,965,664	1,634,100	1,112,407	406,946	(0)	0	0	0
<i>Estimated Fund Balance</i>	<i>8%</i>	<i>10%</i>	<i>9%</i>	<i>8%</i>	<i>5%</i>	<i>2%</i>	<i>0%</i>	<i>0%</i>	<i>0%</i>	<i>0%</i>

Reserve Fund

Proposed Policy - Reserve Range 15% to 20% (Assumes 15%)	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Beginning Fund Balance	2,726,625	2,955,417	3,048,097	3,129,786	3,210,221	3,295,934	3,381,629	3,054,040	2,214,813	1,248,456
Interest Earned	47,941	50,798	48,000	46,000	46,000	48,000	50,000	52,000	54,000	56,000
In	180,851	41,882	33,689	34,435	39,713	37,695	-	-	39,468	-
Out	-	-	-	-	-	-	(377,589)	(891,227)	(1,059,825)	(1,149,684)
Reserves	2,955,417	3,048,097	3,129,786	3,210,221	3,295,934	3,381,629	3,054,040	2,214,813	1,248,456	154,772
Reserve Target %	15%	15%	15%	15%	15%	15%	13%	9%	5%	1%
Fund Balance Required - Min 15%	2,955,417	3,048,097	3,129,786	3,210,221	3,295,934	3,381,629	3,470,227	3,561,494	3,655,518	3,752,023
Fund Balance Over (Under) Target - Min	(0)	0	0	(0)	(0)	0	(416,187)	(1,346,681)	(2,407,062)	(3,597,251)
Fund Balance Required - Max 20%	3,940,556	4,064,129	4,173,048	4,280,295	4,394,579	4,508,838	4,626,970	4,748,659	4,874,024	5,002,698
Fund Balance Over (Under) Target - Max	(985,139)	(1,016,032)	(1,043,262)	(1,070,074)	(1,098,645)	(1,127,209)	(1,572,930)	(2,533,846)	(3,625,568)	(4,847,926)



BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB24-004
January 4, 2024
Ordinance

AGENDA BILL INFORMATION

TITLE:	AB24-004: Ordinance Establishing a One-Tenth of One Percent (0.1%) Sales and Use Tax Within the Boundaries of the Snoqualmie Transportation Benefit District for the Purpose of Financing the Costs Associated with Transportation Improvements as Authorized by RCW 36.73.065 and RCW 82.14.0455.	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed:
PROPOSED ACTION:	Adopt Ordinance 1285 Establishing a One-Tenth of One Percent (0.1%) Sales and Use Tax Within the Boundaries of the Snoqualmie Transportation Benefit District for the Purpose of Financial the Costs Associated with Transportation Improvements as Authorized by RCW 36.73.065 and RCW 82.14.0455.	<input type="checkbox"/> Motion <input checked="" type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

REVIEW:	Department Director	Drew Bouta	12/26/2023
	Finance	Janna Walker	12/26/2023
	Legal	David Linehan	12/29/2023
	City Administrator	Mike Chambless	1/2/2024

DEPARTMENT:	Finance		
STAFF:	Janna Walker, Budget Manager		
COMMITTEE:	Finance & Administration	COMMITTEE DATE: January 2, 2024	
EXHIBITS:	1. Ordinance 1285		

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

SUMMARY

INTRODUCTION

Chapter 36.73 of the Revised Code of Washington (RCW) authorized Cities to establish a Transportation Benefit District (TBD) with certain associated revenues, including a voted sales tax of 0.2% and a vehicle license fee up to \$50. The code was amended by Senate Bill 5974 Section 406 to include a 0.1% sales tax that can be imposed by a majority vote of the governing board of the district. This agenda bill seeks to implement the 0.1% TBD sales tax, bringing the total TBD sales tax to the current statutory maximum of 0.3%.

LEGISLATIVE HISTORY

The City established a TBD on June 14, 2010 through Ordinance No. 1061, specifying the governing board of the Transportation Benefit District (the District) as Snoqualmie City Council. The District has certain authority to collect revenue and use it for projects that preserve, maintain, and operate existing infrastructure of the City, consistent with RCW 36.73 and as defined in Ordinance No. 1061.

Ordinance No. 1163, adopted October 26, 2015, updated Snoqualmie Municipal Code and specified that the City of Snoqualmie assumes all the rights, powers, immunities, functions, and obligations of the District.

The City authorized a \$20 vehicle license fee on June 14, 2010, increasing the fee temporarily to \$40 on March 9, 2020. However, a voted TBD sales tax initiative repealed both vehicle license fees on November 2, 2021, imposing instead a 0.2% sales tax.

ANALYSIS

The enactment of this sales tax before January 16 would allow the City to prepare the Department of Revenue for an April 1, 2024 start date, and given the lag time between actual retail sales and distribution of the tax, the City of Snoqualmie would likely not receive any revenue until June 2024. This would result in the following estimated revenue collected from the tax, with inflation based on the CPI-U estimate from King County's Office of Economic & Financial Analysis:

Estimated Revenue from the TBD Sales Tax (0.1%):

2024	2025	2026	2027	2028
156,000	319,000	328,000	337,000	345,000

This revenue should be used in accordance with RCW 36.73 to support transportation improvements listed in the City's 6-year Transportation Improvement Plan, including construction, maintenance, and operation. The eligible uses of this revenue source can apply to both the General Fund (#001), which funds the street maintenance division of the Parks and Public Works Department, and the Non-Utility Capital Fund (#310) which funds transportation capital programs and projects.

Currently, the City diverts one third (33.3%) of utility tax revenues (the City's combined utility and solid waste only) from the General Fund (#001) to the Non-Utility Capital Fund (#310) to support the Street Resurfacing Program (capital program) in accordance with Ordinance No. 1135. To simplify and streamline the accounting of revenues at the City, and where they should go, the Administration recommends receipting the new TBD sales tax revenue into the Non-Utility Capital Fund (#310) and decreasing the amount of the City's combined utility and solid waste utility tax diverted from 33.3% to 15%. The effect on each fund is shown below:

2024	Non-Utility Capital Fund (#310)		General Fund (#001)		Total
	Increase	(Decrease)	Increase	(Decrease)	
TBD Sales Tax (0.1%)	156,000				156,000
Utility Tax		(142,000)	142,000		-
Net Effect =	14,000		142,000		156,000

2025	Non-Utility Capital Fund (#310)		General Fund (#001)		Total
	Increase	(Decrease)	Increase	(Decrease)	
TBD Sales Tax (0.1%)	319,000				319,000
Utility Tax		(292,000)	292,000		-
Net Effect =	27,000		292,000		319,000

The Administration intends to bring an agenda bill to Council to replace Ordinance No. 1135 with a new ordinance specifying that 15% of the City's combined utility tax and solid waste utility tax will be diverted to the Non-Utility Capital Fund (#310) rather than the 33.3% currently specified.

BUDGET IMPACTS

This Agenda Bill relates to revenue and will increase revenues within the Biennial budget. However, it will not increase expenditures and no budgetary amendment is required.

NEXT STEPS

This is the first reading of this ordinance. Council may choose to waive the second reading of Ordinance No. 1285 and adopt it immediately, or consider the second reading on January 8, 2024 at which time Council may choose to adopt the ordinance at that time.

PROPOSED ACTION

Motion to waive Council Rule of Procedure 9.6.2.2 and adopt Ordinance No. 1285 on first and final reading.

OR

Motion to authorize the first reading pertaining to adoption of Ordinance No. 1285 Establishing a One-Tenth of One Percent (0.1%) Sales and Use Tax Within the Boundaries of the Snoqualmie Transportation Benefit District for the Purpose of Financing the Costs Associated with Transportation Improvements as Authorized by RCW 36.73.065 and RCW 82.14.0455 and set forth the second reading and adoption at the January 8, 2024 City Council meeting.

ORDINANCE NO. 1285

AN ORDINANCE OF THE CITY OF SNOQUALMIE, WASHINGTON ESTABLISHING A ONE-TENTH OF ONE PERCENT (0.1%) SALES AND USE TAX WITHIN THE BOUNDARIES OF THE SNOQUALMIE TRANSPORTATION BENEFIT DISTRICT FOR THE PURPOSE OF FINANCING THE COSTS ASSOCIATED WITH TRANSPORTATION IMPROVEMENTS IN THE DISTRICT AS AUTHORIZED BY RCW 36.73.065 AND RCW 82.14.0455; PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City of Snoqualmie Transportation Benefit District (hereinafter “the District”) was established pursuant to RCW 36.73 by the City Council of Snoqualmie by Ordinance No. 1061 on June 14, 2010; and

WHEREAS, under Ordinance No. 1163, passed by the Snoqualmie City Council on October 26, 2015, the City assumed the rights, powers, immunities, functions, and obligations of the District pursuant to RCW 36.73 to allow for said assumption; and

WHEREAS, the City’s necessary transportation improvement projects are identified in the City of Snoqualmie’s City’s Six-Year Transportation Improvement Program; and

WHEREAS, Snoqualmie Municipal Code 12.26.040 provides that funds generated by the City of Snoqualmie Transportation Benefit District shall be used for transportation improvements that preserve, maintain, and operate the City’s previous investments in transportation infrastructure, reduce the risk of transportation facility failure, improve safety, or reduce congestion, consistent with the requirements of RCW 36.73; and

WHEREAS, RCW 36.73.065(4)(a)(v) authorizes transportation benefit districts to impose a sales and use tax in accordance with RCW 82.14.0455 in an amount not exceeding one-tenth of

one percent (0.1%) for a period of ten (10) years upon a majority vote of the governing body of the District for the purpose of financing the transportation improvements of a district; and

WHEREAS, post-assumption of the District as provided in Snoqualmie Municipal Code 12.26.020, the Snoqualmie City Council has the authority to exercise the statutory powers set forth in RCW 36.73; and

WHEREAS, the Snoqualmie City Council has carefully considered the financial needs of the City's transportation system and the imposition of the tax and has determined that the best interests of the City and the District will be served by passing this ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Snoqualmie as follows:

Section 1. Findings. The City Council hereby adopts and incorporates by reference the above recitals as findings in support of this Ordinance.

Section 2. Addition of 0.1% Sales and Use Tax. The City Council, as the governing board of the City of Snoqualmie Transportation Benefit District, finds that it is in the best interest of the City and the District to impose a sales and use tax of one-tenth of one percent (0.1%), pursuant to sections 36.73.040(3)(a) 36.73.065(4)(v), and 82.14.0455 of the Revised Code of Washington for the purpose of raising revenue to acquire, invest in, construct, improve, operate, preserve, and maintain transportation improvements in the District, and to impose such sales and use tax. The sales and use tax shall be imposed for a period of ten (10) years. The tax shall be in addition to any other taxes authorized by law and shall be collected from those persons who are taxable by the state under chapters 82.08 and 82.12 of the Revised Code of Washington, as amended, upon the occurrence of any taxable event within the boundaries of the City of Snoqualmie Transportation Benefit District.

Section 3. Description of Transportation Improvements.

The revenues from a sales and use tax may be used to acquire, invest in, construct, improve, provide, operate, preserve, maintain, and/or fund the following described transportation improvements:

- A. Projects in the District identified in the City of Snoqualmie's Transportation Improvement Plan;
- B. Expanded projects identified in accordance with section 36.73.160 of the Revised Code of Washington, as amended.

Section 4. Notice to Department of Revenue. The City Clerk is hereby directed to transmit this Ordinance to the Washington Department of Revenue (DOR) and to direct DOR to take all steps necessary to immediately implement and collect the tax imposed by this Ordinance.

Section 5. Effective Date. This Ordinance shall take effect five days after its passage and publication as provided by law.

Section 6. Severability. If any portion of this ordinance is found to be invalid or unenforceable for any reason, such finding shall not affect the validity or enforceability of any other section of this ordinance.

Section 7. Corrections by the City Clerk or Code Reviser. Upon approval of the City Attorney, the City Clerk and Code Reviser are authorized to make necessary corrections to this ordinance, including the correction of clerical errors; references to other local, state or federal laws, codes, rules, or regulations, or ordinance numbering and section/subsection numbering.

PASSED by the Council of the City of Snoqualmie, Washington at a regular meeting thereof and

APPROVED by the Mayor of the City of Snoqualmie on this 8th day of January 2024.

Katherine Ross, Mayor

ATTEST:

APPROVED AS TO FORM:

Deana Dean, City Clerk

David Linehan, Interim City Attorney



BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB24-001
January 22, 2024
Public Hearing

AGENDA BILL INFORMATION

TITLE:	AB24-001: Resolution adopting an updated Public Records Act Policy, a Records Management Policy, and an Updated Fee Schedule.	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed:
PROPOSED ACTION:	Move to adopt Resolution No. 1675 regarding RCW 42.56, the Public Records Act, adopting an updated Public Records Act Policy, a Records Management Policy, and an updated Fee Schedule, and repealing Resolution 1501.	<input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input checked="" type="checkbox"/> Resolution

REVIEW:	Department Director	Mike Chambless	Click or tap to enter a date.
	Finance	n/a	Click or tap to enter a date.
	Legal	David Linehan	12/27/2023
	City Administrator	Mike Chambless	Click or tap to enter a date.

DEPARTMENT:	Administration	
	Deana Dean, City Clerk	
	Finance & Administration	COMMITTEE DATE: January 3, 2024
EXHIBITS:	1. Resolution 1675	
	2. Current Resolution 1501_Rules_Fee Schedule	
	3. Exhibit A – Public Records Act Policy	
	4. Appendix A to Exhibit A – PRA Exemptions	
	5. Exhibit B – Records Management Policy	
	6. Exhibit C – Fee Schedule	
	7. Methodology Used to Determine Costs	

AMOUNT OF EXPENDITURE \$ n/a

AMOUNT BUDGETED \$ n/a

APPROPRIATION REQUESTED \$ n/a

SUMMARY

This agenda bill seeks City Council approval of a resolution adopting an updated Public Records Act Policy (Exhibit A), a new Records Management Policy (Exhibit B), an updated Fee Schedule (Exhibit C), and repeal of Resolution 1501.

INTRODUCTION

Administration is proposing a change to the Public Records Act Rules and Fee Schedule through repeal of Resolution 1501. This change is prompted by implementation of an enterprise content management system

(Laserfiche) on January 1, 2024, a change in how the City will receive and respond to public records requests, and a new Records Management Policy. In addition, considering the length of time since the last update (2019), it is appropriate to review and update the City's Fee Schedule.

Public Records Act Policy (Resolution Exhibit A):

The proposed Public Records Act Policy, formerly known as the Public Records Act Rules, generally includes the same content and documents the City's existing practices. Sections that have been updated include the process for making a request and the process to be followed by the City in responding to requests. The format has been cleaned up and organized to flow more smoothly. The Fee Schedule has been removed and added as a separate exhibit.

Records Management Policy (Resolution Exhibit B):

With the implementation of an electronic content management system (Laserfiche), the City should adopt a formal Records Management Policy to establish standard procedures and best practices for managing its records. The Policy defines public records, addresses the records management officer and department records liaison roles and responsibilities, records retention schedules and exemptions to those schedules, naming conventions, email management and retention, text and social media records and retention, disaster prevention and damaged records recovery process, records destruction, and more. Some benefits of a formalized Records Management Policy are to promote efficient records management practices for the entire lifecycle of the agency's records, promote open and accountable government through organized, controlled, and legal destruction, and reduce the City's risk and liability.

Fee Schedule (Resolution Exhibit C):

Currently, the City recovers minimal costs when fulfilling public records requests which is due to lack of guidance in how charges should be calculated. The updated Fee Schedule has been modified to provide more clarity to staff on Council approved charges. Sections that have been changed are outlined in Budget Impacts below and are based on an internal study using actual costs from the current fee schedule and the two staff members who regularly fulfill public records requests. Cost studies have been adopted in Seattle, Shoreline, and Kennewick and are in-process in Bellevue and Issaquah. With permission, the City has incorporated the cost study and methodology template from the City of Issaquah as part of this agenda bill.

(Note: It is more efficient for staff to rely upon a flat fee, when possible, rather than itemizing actual fees. This efficiency is a cost savings for taxpayers.)

All exhibits are consistent with the practice of other cities.

LEGISLATIVE HISTORY

In 2017, the state legislature amended the Public Records Act (RCW 42.56) to allow government agencies to collect certain fees to recover the costs associated with copying public records. The law specifies that an agency can either adopt default fees that are in RCW 42.56.120 or conduct a cost study to determine their actual fees. No fees can be collected until after a public hearing is conducted.

In 2019, after a public hearing, Snoqualmie City Council adopted Resolution No. 1501 which included Snoqualmie Public Records Act Rules and a Fee Schedule.

BACKGROUND

The City of Snoqualmie has experienced significant increases in the overall volume and complexity of public records requests as well as having reduced staffing to adequately respond and manage these requests. Currently there are two employees who respond to requests as part of their regular duties (the City Clerk and the Police Records Technician). There are liaisons from other departments who assist when requests come in

for their departments. The number of requests received is below. It should be noted that many of the requests the city receives include many items logged as one request.

Public Records Requests (includes Police)

2019 -	626 Requests
2020 -	614 Requests
2021 –	730 Requests
2022 –	783 Requests
2023 –	720 Requests as of 12/26

An audit was performed for the 2023 requests. Staff spent 288 hours responding to public records requests and reviewed 30,185 records of which 4,759 were responsive and provided to the requesters.

ANALYSIS

Proposed changes to the Public Records Act Rules and Fee Schedule are to be accomplished as follows:

1. An ordinance revising Chapter 2.50 of the SMC is not necessary and the current chapter shall remain in effect.
2. A public hearing as required for adoption of fees.
3. A resolution which adopts the City's Public Records Act Policy, Records Management Policy, and Fee Schedule and repeals the former resolution.

BUDGET IMPACTS

The updated Fee Schedule incorporates many of the same charges that exist currently with a few additions including a GB fee, police records fee, and a credit card surcharge. Updating the Fee Schedule will provide more clarity on charges Council have already approved and will result in unrealized revenue although it is difficult to quantify at this point in time. Details on how charges will be calculated based on staff actions are included in attachment #7 to this agenda bill, Methodology Used to Determine Costs. These are reflected in the proposed charges below and will allow the City to better recoup costs associated with managing, researching, and responding to public records requests of increased scope and complexity as has become the new normal.

<u>Item</u>	<u>Current</u>	<u>Proposed</u>
Paper copies	\$.15/page	\$.30/page
Plotter paper 24x36	\$3.50 in house	\$10/for the first page \$1.50 for each additional page
Plotter paper 36x48	\$3.50 in house	\$20/for the first page \$3.00 for each additional page
Scanning Fee	\$67.57/hr	No change in cost; addition of outsourcing if over 2 hours of staff time or if the City does not have appropriate equipment
Electronic File Flat Rate	\$67.57/hr	First 10 records = n/c 11+ records + \$.25 per record
Gigabyte Fee	not stated	\$.10 per gigabyte if over 1 GB.
Police Report/Collision Report	unclear	No charge to parties involved

\$5.00 per report for parties not directly involved

Clearance letter unclear \$15.00

The proposed changes for “Electronic File Flat Rate” and “Police Report/Collision Report” provide a clear determination of fees. These fees are currently underutilized.

OPTIONS/ALTERNATIVES

The City could maintain the current fee schedule with no changes, providing direction and definitions as to how those fees should be calculated.

The City could choose to adopt the proposed fee schedule with modification, combining, or eliminating some of the proposed fees.

NEXT STEPS

Finance & Administration Committee Meeting: January 3, 2024.

Public Hearing and Adoption at City Council Meeting: January 22, 2024 (to allow time for publishing the Notice of Public Hearing)

PROPOSED ACTION

Move to adopt Resolution 1675 regarding RCW 42.56, the Public Records Act, adopting an updated Public Records Act Policy, a Records Management Policy, and an updated Fee Schedule, and repealing Resolution 1501.

RESOLUTION NO. 1675

A RESOLUTION OF THE CITY OF SNOQUALMIE, WASHINGTON REGARDING RCW 42.56, THE PUBLIC RECORDS ACT, INCORPORATING AN UPDATED PUBLIC RECORDS ACT POLICY, A RECORDS MANAGEMENT POLICY, ADOPTING AN UPDATED FEE SCHEDULE, AND REPEALING RESOLUTION 1501.

WHEREAS, RCW 42.56 is known as the “Public Records Act,” or “PRA”; and

WHEREAS, the PRA requires the City to make nonexempt public records available for inspection and copying, and to establish and publish rules to facilitate disclosure of public records; and

WHEREAS, the City last updated its rules in 2019 through Resolution 1501; and

WHEREAS, the PRA requires all cities and public agencies to maintain and make available a current index of all public records; and

WHEREAS, RCW 42.56.070(4) provides that an agency need not maintain such an index if to do so would be unduly burdensome or interfere with agency operations; and

WHEREAS, City Council adopted, under Ordinance 1216 and codified in Snoqualmie Municipal Code Chapter 2.50 that maintaining a current index of identifying information for the public records would unduly burden and interfere with city operations; and

WHEREAS, RCW 42.56.070(7), RCW 42.56.240(14), and RCW 42.56.120 prescribes that agencies may be reimbursed for the cost of providing copies of records; and

WHEREAS, the City has prepared an updated Public Records Act Policy based on its current procedures; and

WHEREAS, the City has prepared a Records Management Policy, pursuant to RCW 40.14, to establish standard procedures for the preservation and destruction of its public records; and

WHEREAS, the City desires to adopt a new Fee Schedule imposing such charges as allowed by law for the cost of providing requested public records;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SNOQUALMIE, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. Ordinance 1216, codified in Snoqualmie Municipal Code Chapter 2.50 remains in effect.

Section 2. Resolution 1501 is hereby repealed and is of no force and effect.

Section 3. The Public Records Act Policy, attached as Exhibit A, is hereby adopted as the rules the City will follow in handling public records requests.

Section 4. The Records Management Policy, attached as Exhibit B, is hereby adopted as the governing document regarding how the City will preserve and destroy its public records.

Section 5. The PRA Fee Schedule, attached as Exhibit C, is hereby adopted as the fees imposed in handling public records requests.

Section 6. This Resolution shall be effective immediately upon its passage.

Section 7. Severability. If any portion of this Resolution, Public Records Act Policy, Records Management Policy, or Fee Schedule adopted herein is found to be invalid or unenforceable for any reason, such finding shall not affect the validity or enforceability of any other section of this Resolution or the Policies or Schedule adopted herein.

Section 8. The City Clerk or Code Reviser is authorized to make necessary corrections to the Public Records Act Policy or Records Management Policy adopted by this Resolution, including the correction of clerical errors; references to other local, state or federal laws, codes, rules, or regulations, or resolution numbering and section/subsection numbering.

PASSED by the City Council of the City of Snoqualmie, Washington, this 22nd day of January 2024.

Katherine Ross, Mayor

Attest:

Approved as to form:

Deana Dean, City Clerk

David Linehan, Interim City Attorney

RESOLUTION NO. 1501**A RESOLUTION OF THE CITY COUNCIL OF
CITY OF SNOQUALMIE, WASHINGTON
ADOPTING RULES PERTAINING TO
REQUESTS FOR PUBLIC RECORDS
SUBMITTED PURSUANT TO THE PUBLIC
RECORDS ACT, CHAPTER 42.56 RCW, AND
CITY RESPONSES THERETO.**

WHEREAS, Chapter 42.56 of the Revised Code of Washington is known as the "Public Records Act," or "PRA"; and

WHEREAS, the stated intent of the PRA is to provide full public access to public records pertaining to the conduct of government, respect individuals' privacy rights, protect public records from damage or disorganization, and to prevent excessive interference with other essential functions of the government agency holding the records; and

WHEREAS, other "essential City functions" are determined by state law and by the City Council and include, but are not limited to, providing public safety, financial stability, balanced transportation, dependable infrastructure, environmental protection, housing, human services, neighborhood services, economic development, parks, recreation and open space and the administrative systems necessary to provide effective government services; and

WHEREAS, the PRA generally requires that each state and local agency shall make available for public inspection and copying all public records, unless the record falls within the specific exemptions of the PRA or other statute which exempts or prohibits disclosure of specific information or records; and

WHEREAS, RCW 42.56.100, requires local agencies such as the City of Snoqualmie to “adopt and enforce reasonable rules and regulations. . .consonant with the [PRA’s] intent” as described above; and

WHEREAS, RCW 42.56.100 also requires that such rules and regulations “shall provide for the fullest assistance to inquirers and the most timely possible action on requests for information”

WHEREAS, the City of Snoqualmie’s existing, adopted rules, codified in Chapter 2.50 of the Snoqualmie Municipal Code, were last amended in 2004; and

WHEREAS, since that time, the Legislature has re-codified Public Records Act into a different chapter of the RCW, modified the statutory exemptions from disclosure contained in the Act, and adopted new provisions regarding the charges an agency may impose for production of paper as well as electronic records; and

WHEREAS, in 2018 the Washington Attorney General issued comprehensive new “Model Rules” concerning public records compliance, to advise state and local agencies about “best practices” for complying with the PRA; and

WHEREAS, since 2017, the City of Snoqualmie has experienced a significant increase in the volume and complexity of public records requests; and

WHEREAS, to prevent excessive interference with the other essential functions of the City, it is necessary to determine a reasonable level of effort to devote to responding to requests for public records commensurate with the available resources and staffing; and

WHEREAS, while the Act generally precludes the City from charging a fee for inspecting or locating public records, it does allow the City to charge a reasonable fee for copying and sending public records; and

WHEREAS, since the Act's adoption in 1972, the use of technology has resulted in many public records stored in an electronic format for which a copying fee was not previously expressly authorized; and

WHEREAS, with the passage of Engrossed House Bill 1595 during the 2017 regular session, the Washington State Legislature authorized the imposition of a fee for the provision of records in an electronic format and a customized service charge when expertise is required to compile data or when customized access is necessary to provide requested records; and

WHEREAS, EHB 1595, Section 3, codified at RCW 42.56.120, permits the City to impose the actual cost of providing records (including staff time to copy and send public records), to impose a range of statutorily-authorized default costs, or to adopt a one-time flat fee of up to \$2.00; and

WHEREAS, the City has prepared a cost study so as to determine the actual costs of providing public records; and

WHEREAS, EHB 1595, Section 1, codified at RCW 42.56.070, states that a city seeking to impose actual costs must provide notice and a public hearing; and

WHEREAS, a duly-noticed public hearing was held on July 22, 2019 before the Snoqualmie City Council; and

WHEREAS, the City Council desires to adopt new rules governing the process for requesting public records, responding to public records requests, and imposing such charges as allowed by law for the cost of providing requested public records;

NOW, THEREFORE NOW, THEREFORE, BE IT HEREBY RESOLVED by the City Council of the City of Snoqualmie, Washington, as follows:

Section 1. Public Records Rules Adopted. The Public Records Act Rules attached hereto as Exhibit A (the "Rules") are hereby adopted for the City of Snoqualmie pursuant to RCW 42.56.100.

Section 2. Administrative Rules. The Mayor and/or City Administrator is authorized to adopt reasonable administrative rules to further implement the Public Records Rules adopted pursuant to Section 1 of this Resolution. Any administrative rules or changes thereto shall be reported to the City Council and made available on the City's website.


Section 3. Effective Date. This Resolution shall be effective immediately upon its passage.


Section 4. Severability. If any portion of this Resolution or the Rules adopted herein are found to be invalid or unenforceable for any reason, such finding shall not affect the validity or enforceability of any other section of this Resolution or the Rules adopted herein.

Section 5. Corrections by the City Clerk or Code Reviser. Upon approval of the City Attorney, the City Clerk is authorized to make necessary corrections to the

Public Records Act Rules adopted by this Resolution, including the correction of clerical errors; references to other local, state or federal laws, codes, rules, or regulations, or resolution numbering and section/subsection numbering.


PASSED by the City Council of the City of Snoqualmie, Washington, this 22nd day of July, 2019.



Matthew R. Larson, Mayor

Jodi Warren, MMC
City Clerk

Approved as to form



Bob C. Sterbank
City Attorney

City of Snoqualmie**PUBLIC RECORDS ACT RULES****July, 2019****Section 1. Authority and Purpose.**

The Public Records Act, RCW 42.56 (“The Act” or “PRA”), requires public agencies to make identifiable, non-exempt public records available for inspection and copying upon request and to publish rules of procedure to inform the public how access to public records will be accomplished. Pursuant to Resolution No. 1501 adopted by the City Council on July 22, 2019, the following Rules for responding to public records/disclosure requests are established.

The purpose of these rules is to provide procedures for the full and timely access to information concerning the conduct of government, mindful of individuals’ privacy rights and the desirability of efficient administration of our City government. The Act and these rules will be interpreted in favor of disclosure. In carrying out its responsibilities under the Act, the City will be guided by the provisions of the Act describing its purposes and interpretation. Unless otherwise stated herein, the definitions outlined in the Act shall apply. In the case of any conflict between these Rules and the Act, the Act shall apply.

Section 2. Description of City Services and Central Office

The City of Snoqualmie is a Washington municipal corporation that provides the full range of traditional municipal services through its various departments. These functions include, but are not limited to, maintaining public records. The City shall maintain descriptions of the City’s organization and the process through which the public may obtain information from the City.

The City of Snoqualmie’s central office is located at Snoqualmie City Hall, 38624 SE River Street, Snoqualmie, WA, 98065.

Section 3. Public Records Officer

Any person wishing to request access to public records or seeking assistance in making a request should contact the City’s Public Records Officer. The City Clerk is designated as the City’s Public Records Officer.

The Public Records Officer will oversee compliance with the Public Records Act and these Rules. In addition, each city department shall designate a staff member or members to assist the Public Records Officer in implementing these Rules. The department-designated public records staff member(s) will assist the Public Records Officer in communicating with requestors, identifying records responsive to requests pertaining to the department, redacting information that is exempt from production, and providing responsive records to requestors, as appropriate and under the oversight of the Public Records Officer.

The Public Records Officer and/or designees will provide the fullest assistance to requestors, ensure that public records are protected from damage or disorganization, and prevent work

related to public records requests from causing excessive interference with the essential functions of the City.

When using these Rules, references to the Public Records Officer should be interpreted to also include his or her designees and/or the department-designated public records staff members.

Section 4. Availability of public records.

- a. **Hours for inspection.** Public records are generally available for inspection and copying during the City's normal business hours: Monday through Friday, 8:00 a.m. to 5:00 p.m., excluding legal holidays. To assure protection of public records, City staff may require that inspection and/or copying of records responsive to a specific request occur at such dates and times as mutually agreed between City staff and a requestor.
- b. **Place of inspection.** Records will generally be made available for inspection at the City's central office. City staff and the requestor may make mutually agreeable arrangements for inspection at other locations if the particular records being sought are maintained at field offices of the City.

A requestor shall not take City records from City offices without the permission of the Public Records Officer.

- c. **Electronic access to records.** A variety of records are available on the City's web site at: <https://www.ci.snoqualmie.wa.us/>.

To the extent practical, the City will store, maintain, and make its records available electronically. For those seeking responsive records in electronic format, the City may provide access to public records by providing links to the web site containing an electronic copy of the record, provide records on a USB Flash Drive, or transmit the responsive record via e-mail. The Public Records Officer will work with the requestor to determine the most appropriate method for providing electronic copies of responsive records.

- d. **Records index.** By adopting Section 2.50.040 of the Snoqualmie Municipal Code, the City Council determined that maintenance of a current index of identifying information for the public records described in RCW 42.56.070(3) would unduly burden and interfere with city operations.
- e. **Organization of records.** City departments will seek to maintain records in a reasonably organized manner and the City will take reasonable actions to protect records from damage and disorganization.
- f. **Retention of records.** The City is not required to retain all records it creates or uses. The State Attorney General's Local Records Committee approves a general retention schedule for local agency records (including cities) that are common to most agencies. Individual agencies may seek approval from the Local Records Committee for retention schedules specific to their agency or that, due to their particular business needs, must be kept longer than provided in the general schedule. The retention schedules for local agencies are

available at <https://www.sos.wa.gov/archives/RecordsManagement/Managing-City-Records.aspx>.

Retention schedules vary based on the content of the record.

Section 5. Making a request for public records.

- a. **Reasonable notice that the request is for public records.** In order to make a request for public records, trigger the City's obligation to respond and facilitate a timely response, a requestor must provide the City with fair notice that a request being made is for public records. To do so, a requestor must request records as set forth in Section 5(b) below and, if the request is made other than via the City website public records form, label the front page of the document as containing a public records request, cite or name the Public Records Act, use the terms "public records" or "public disclosure," or otherwise call the request to the attention of the Public Records Officer. A requestor may not bury a request for public records within a larger document or communication unrelated to a public records request.
- b. **Form.** Any person wishing to inspect or copy identifiable public records of the City should make the request in writing in one of the following ways:
 - i. **Requests for records other than Police records:** Requests to inspect or copy any records maintained by the City, other than Police records, should be made to the Public Records Officer using the online "Request for Public Records – GENERAL" form available at <http://www.ci.snoqualmie.wa.us/FormCenter>. In addition, requests may be made in writing, labeled "Public Records Act request," and delivered to the address below:

Public Records Officer
Snoqualmie City Hall
38624 SE River Street
Snoqualmie, WA 98065
Telephone: 425-888-8016
 - ii. **Requests for Police records:** Requests to inspect or copy records maintained by the City's Police Department should be made using the online "Request for Public Records – POLICE" form available at <http://www.ci.snoqualmie.wa.us/FormCenter>. In addition, requests may be made in writing, labeled "Public Records Act request," and delivered to the address below:

Snoqualmie City Hall -- Police Department

Telephone: 888-3333
 - iii. **Internet access to records.** Many records are also available on the City of Snoqualmie website at: <https://www.ci.snoqualmie.wa.us/>. Requestors are encouraged to view the documents available on the website prior to submitting a public records request.

- iv. Regardless of the form of the request, the following information shall be included in the request:
- Name and address of requestor;
 - Other contact information, including telephone number and email address;
 - The fact that the requestor is making a Public Records Act request;
 - Identification of the requested records adequate for the Public Records Officer to locate the records; and
 - The date of the request.

- c. **Identifiable Record.** A requestor must request an "identifiable record" or "class of records" before the City must respond to it. An "identifiable record" is one that is existing at the time of the request and which City staff can reasonably locate. The Act does not require the City to be a "mind reader" or to guess what records are being requested. The Act does not allow a requestor to make "future" or "standing" (ongoing) requests for records not in existence; nonexistent records are not "identifiable."

A request for all or substantially all records prepared, owned, used or retained by the City agency is not a valid request for identifiable records; a request for all records must identify a particular topic or contain a particular keyword or name to not constitute a request for all of the City's records. A "keyword" or name must have some meaning that reduces a request from all or substantially all of the City's records.

An "identifiable record" is not a request for "information" in general. For example, asking "what policies" the City has for handling discrimination complaints is merely a request for "information." A request to inspect or copy the City's policies and procedures for handling discrimination complaints would be a request for an "identifiable record."

Public records requests also are not interrogatories or questions. The City is not required to answer questions about records, City business or City actions, or conduct legal research for a requestor.

When a request uses an inexact phrase such as all records "relating to" a topic (such as "all records relating to the property tax increase"), the Public Records Officer may interpret the request to be for records which directly and reasonably address the topic. The Public Records Officer should inform the requestor of the City's interpretation when responding to a request.

- d. **Prioritization of records.** The Public Records Officer may ask a requestor to prioritize installments of the records he or she is requesting so that particular records may be provided first. A requestor need not prioritize installments for their request; however, if a requestor chooses not to prioritize installments or declines the Public Records Officer's request that the requestor do so, the Public Records Officer will provide records in the order determined by the Public Records Officer or designees.
- e. **Copies.** If the requestor wishes to have copies of the records made instead of simply inspecting them, he or she should so indicate and make arrangements to make a deposit or pay for the copies, as further discussed in Section 10 below. Costs for copies are set

out on the fee schedule published periodically by the City Clerk and made available at the City Hall and on the City's web site.

- f. Oral Requests.** The Public Records Officer may accept oral requests for public records that contain the above information by telephone or in person, provided that the request seeks a particular document identifiable by name, *e.g.*, "current City zoning map," or "Ordinance No. 1111." If such an oral request is made, the Public Records Officer will confirm receipt of the information and the substance of the request in writing. If other requests are attempted to be made orally, in order to avoid confusion the Public Records Officer will direct the requestor to submit the online public records request form (Section 5(b)(i) or (ii) above) or to otherwise submit the request in writing.
- g. Requests made directly to City departments.** Requests for public records that are made directly to departments should be delivered to the Public Records Officer immediately upon receipt for coordinated processing.
- h. Purpose of request.** Generally, the City shall not distinguish among persons requesting records. To that end, a requestor need not state the purpose of the request, except that the City may request the requestor to provide information as to the purpose of the request in the following instances:
 1. If the request is for a list of individuals, the City shall investigate whether the requestor intends to use the list for commercial purposes. The City may require the requestor sign a declaration stating that he or she will not use the list for commercial purposes. Unless otherwise required by law, the City shall not give, sell or provide access to lists of individuals requested for commercial purposes.
 2. The City may request information from a requestor about the purpose of the request sufficient to allow a determination as to whether another statute prohibits disclosure of specific information or records to certain persons.
 3. The City may request information from a requestor about the purpose of a request in an effort to better understand the request and provide all responsive records.
- i. Overbroad requests.** The City may not deny a request for identifiable public records solely because the request is overbroad. However, the City may seek clarification, ask the requestor to prioritize the request so that particular records are provided first, and/or communicate with the requestor in an effort to voluntarily limit the size and complexity of the request. The City may also provide the responsive records in installments.

Section 6. Processing public records requests

- a. Providing "fullest assistance".** These Rules and related policies and procedures identify how the City will provide full access to public records, protect records from damage or disorganization, prevent excessive interference with other essential functions of the agency, provide the fullest assistance to requestors and provide the timeliest possible action on public records requests.

All assistance necessary to help requestors locate particular responsive records shall be provided by the Public Records Officer and/or department-designated staff, provided that the giving of such assistance does not unreasonably disrupt the daily operations of the Public Records Center or other duties of any assisting employee(s) in other City departments.

- b. Order for processing requests.** The Public Records Officer will process requests in the order and manner he or she determines to be the most efficient. If a request involves production of records in installments, and the requestor has prioritized the preferred order of production of those installments, the Public Records Officer will provide the installments according to the requested prioritization.
 - c. Acknowledging receipt and fulfilling requests.** Within five business days of receipt of the request, the Public Records Officer will respond in one of the following ways:
 - 1. Make the record available for inspection or copying;
 - 2. Provide a link to the City's web page where the requested records are posted;
 - 3. Acknowledge that the request has been received and provide a reasonable estimate of when records will be available;
 - 4. If the request is unclear or does not sufficiently identify the requested records, the Public Records Officer will acknowledge receipt of the request, request clarification from the requestor and provide a reasonable estimate of time it will take to respond to the request if it is not clarified. Such clarification may be requested and provided by telephone; or
 - 5. Deny the request.
 - d. Reasonable estimate of time to fully respond.** If not able to fulfill the request within the five-business-day period, the Public Records Officer will provide a reasonable estimate of the time it will take to fully respond to the request. Additional time may be needed to clarify the scope of the request, locate and assemble the potentially responsive records, notify third parties affected by the request, consult with the City Attorney about whether any portion of the records is exempt from disclosure, redact confidential or otherwise exempt information, and/or prepare an exemption log.
- The Public Records Officer should briefly explain the basis for the time estimated to respond. Should an extension of time be necessary to fulfill the request, the Public Records Officer will provide a revised estimate and explain any changed circumstances related to the extension.
- e. Categories of Requests.** When a public records request is received, the Public Records Officer will categorize the request according to the nature, volume, and availability of the requested records and complexity of the request using the following categories:
 - 1. Category 1:** Records requests that are routine and/or can be readily filled with little or no coordination between departments. Average processing time: 5 – 30 days.

2. **Category 2:** Records requests that may be routine but require coordination between two or more departments and may need additional time to identify or process exemptions. Requests that require third party notification may be a category 3. Average processing time: 4-5 weeks and may require several months to complete in total and are frequently provided in installments.
3. **Category 3:** Records requests that are complex and/or broad or vague. These requests contain a large number of records that may not be easily identified and may require additional research by City staff who are not primarily responsible for public disclosure, or require legal review and processing for exemptions. Average processing time: 5-6 weeks and may require several months to complete in total and are frequently provided in installments.

After the initial categorization, records requests may be re-categorized due to unanticipated circumstances or additional information.

f. Tracking requests.

1. The City shall maintain a log to track all records requests. The log shall identify the category and status of the requests as "pending," "active," or "completed."
2. Records requests will initially be entered on the log and, within each category, processed in the chronological order in which they are received by the City. However, responding to a records request is not always a sequential process. The City will manage the order in which requests are processed based on the individual circumstances of each request.

g. Multiple requests by the same requestor. In order to provide the fullest assistance to all records requestors and to prevent excessive interference with other essential functions of the City, if the same requestor (or their representative) has submitted multiple unrelated requests categorized by the City as Category 2 or 3 requests, the Public Records Officer may process the requests one at a time and in the order received, in order to allow the Public Records Officer to also process other requestors' later-received requests. Requestors may prioritize the order in which the City processes such multiple requests. If a requestor submits multiple Category 2 or 3 requests that relate to the same subject, project, keyword, *etc.*, the Public Records Officer may consolidate such requests to be processed simultaneously. The City shall endeavor to provide all requestors, and their representatives, with equal assistance and attention, to the extent reasonably and feasibly possible.

h. Failure to respond within 5-day period. If the City does not respond in writing within five business days of receipt of the request for disclosure, the requestor should consider contacting the Public Records Officer to determine whether the request has been received by the City.

- i. Requesting Clarification.** In acknowledging receipt of a public record request that is unclear, the City may ask the requestor to clarify what information the requestor is seeking. Additionally, clarification may be sought in circumstances which include (but are not limited to) the following:

1. To determine the specific date or date range of records sought, if known.
2. To ask a requestor to prioritize the records he or she is requesting so that the City is able to provide the most important records first. The City is not required to ask for prioritization, and a requestor is not required to provide it; however, if the City requests prioritization and the requestor declines to provide it, the Public Records Officer will determine the order / priority of records to be produced.
3. To clarify requests for identified in vague terms such as “any and all documents related to,” “all records relating to” or similar language. If the requestor is unable or unwilling to help narrow the scope of the documents being sought in order to expedite the City’s response and/or reduce the volume of potentially responsive documents, the City may err on the side of producing more rather than fewer documents in response to such a broad, general request. City staff shall not be obligated to interpret such a broad, general request in order to decipher which specific documents may be of interest to the requestor and the Act does not allow a requestor to search through the City’s files for records which cannot be identified or described to the City.

Such clarification may be requested and provided by telephone. If the clarification is made by telephone, the PRO will confirm the scope of the clarification in writing. The confirmation will be deemed the correct statement of the scope of the request unless the requestor responds with a different statement of the scope.

If the requestor fails to respond to a City request to clarify the request within 30 days, and the entire request is unclear, the City may consider the request abandoned. Otherwise, the City will respond to those portions of the request that, in the determination of the Public Records Officer, are clear. If the City considers the request abandoned, it will send a closing letter to the requester.

- j. Consequences of disclosing a record in error.** The City, and its officials, agents, employees or custodians shall not be liable, nor shall a cause of action exist, for loss or damage based on release of a public record if the City, official, agent, employee or custodian acted in good faith in attempting to comply with the Public Records Act.
- k. Searching for records.** The City must conduct an objectively reasonable search for responsive records. The Public Records Officer will determine where responsive records are likely to be located and involve records coordinators in other departments, as needed, to assemble the records.

After potentially responsive records are located, the Public Records Officer may take reasonable steps to narrow down the number of records assembled to those that appear directly responsive to the request; provided, however, that in the case of a broad request, the Public Records Officer may provide all documents located by search terms

reasonably related to the breadth of the request, particularly if the requestor is unable or unwilling to help narrow the scope of the documents being sought.

If the City does not locate responsive documents, it will so indicate to the requestor, and will explain in at least general terms the places searched and/or the search terms employed.

- l. Preserving requested records.** If a requested record is scheduled shortly for destruction under the City's records retention schedule, the record cannot be destroyed until the public disclosure request has been resolved. Once a request has been closed, the Public Records Officer can destroy the record in accordance with the retention schedule.

- m. Records exempt from disclosure.** Some records or information contained therein are exempt from disclosure, in whole or in part (see Section 9).

If the City believes that a record is exempt from disclosure and should be withheld, in whole or in part, the Public Records Officer will state the specific exemption and provide a brief explanation of why the record or a portion of the record is being withheld.

If only a portion of the record is determined to be exempt, the Public Records Officer will redact the exempt portions and provide the non-exempt portions (See Section 9 below).

- n. Court protection of records (Third-party notice).** If the requested records contain information that may affect rights of a person who is named in the record or to whom the record specifically pertains and that may be exempt from disclosure, prior to providing the records the Public Records Officer may give notice to such persons. Generally, 14-days' notice will be given in order to make it possible to contact the requestor and ask him or her to revise the request or, if necessary, allow affected individuals to take action seek an order from a court to prevent or limit the disclosure. The notice to the affected person(s) will include a copy of the request. Nothing in this section requires the City to provide such third-party notice, unless otherwise required by law.
- o. Inspection of records.** To the extent possible, the Public Records Officer shall promptly provide space to inspect public records at the City's central office. The requestor must claim or review the assembled records within thirty days of the Public Records Officer's notification that the records are available for inspection or copying. The Public Records Officer will notify the requestor in writing of this requirement and suggest that he or she contact the agency to make arrangements to claim or review the records. Depending on the number and length of responsive records, the Public Records Officer may require that the records inspection occur at such date and time mutually agreed by the records requestor. Possession of cameras, mobile phones, laptops, tablets or other electronic devices within such room where public records are made available for inspection is prohibited.

If the requestor or a representative of the requestor fails to claim or review the records within the 30-day period, or make other arrangements, the Public Records Officer may

close the request and re-file the assembled records. Other public records requests can be processed before a subsequent request by the same person for the same or almost identical records, which will be processed as a new request.

Members of the public may not remove documents from the viewing area or disassemble or alter any document. City employees may be present during the inspection of records.

- p. **Providing copies of records.** If the requester has first inspected paper copies of potentially-responsive records, the requestor shall indicate which documents he or she wishes to have copied using a mutually agreed upon non-permanent method of marking the desired records. After inspection is complete, the Public Records Officer will arrange for copying. Making a copy of an electronic record is considered copying and not creation of a new record.
- q. **Providing records in installments.** When the request is for a large number of records, particularly Category 2 or 3, the Public Records Officer will generally provide access for inspection and copying in installments if he or she reasonably determines that it would be practical to provide the records in that way. If the requestor fails to inspect the entire set of records or one or more of the installments within 30 days of the records being made available for inspection, the Public Records Officer may stop searching for the remaining records and close the request.
- r. **Completion of inspection.** When the inspection of the requested records is complete and all requested copies are provided, the Public Records Officer will indicate that the City has completed a diligent search for the requested records and made any located non-exempt records available for inspection.

If the requestor obtains the records he or she is seeking while the City's response is still ongoing, the requestor should advise the Public Records Officer that the requested records satisfy the request and that the remainder of the request may be cancelled.
- s. **Closing withdrawn or abandoned requests.** If the requestor withdraws the request, fails to fulfill his or her obligations to inspect the records within thirty (30) days of the date of the City's notification of records availability, or fails to pay the deposit or final payment for the requested copies within ten (10) days of the date of the payment request, the Public Records Officer will close the request and indicate to the requestor that the City has closed the request. The Public Records Officer will document closure of the request and the conditions that led to closure.
- t. **Later discovered documents.** If, after the Public Records Officer has informed the requestor that the City has provided all available records, the City becomes aware of additional responsive documents that existed on the date of the request, the Public Records Officer will promptly inform the requestor of the additional documents and provide them on an expedited basis.
- u. **No duty to create records.** The City is not obligated to create a new record to satisfy a records request; however, the City may, with the requestor's approval, create such a new record to fulfill the request where it may be easier for the City to create a record

responsive to the request than to collect and make available voluminous records that contain small pieces of information responsive to the request. The City is not required to conduct research for a requestor.

- v. **No duty to supplement responses.** The City is not obligated to hold current records requests open to respond to requests for records that may be created in the future. If a public record is created after a request is received by the City, it is not responsive to the request and will not be provided. A new request must be made to obtain later-created public records.
- w. **No access to City network or systems.** Requestors shall not be permitted to access or “plug into” City networks or systems or copy records using personal devices or equipment, such as USBs or scanners, which must be connected to City equipment in order to copy records.
- x. **Prevention of excessive interference with essential government functions.** To prevent excessive interference with other essential functions of the City, and to allow the Public Records Officer and other designated City staff members to perform their other assigned duties, the Public Records Officer will spend a maximum of 16 hours per month responding to public records requests. Each department-designated staff member assisting the Public Records Officer under Section 3 of these Rules will spend a maximum of 8 hours per month responding to or assisting with responses to public records requests.

Section 7. Processing requests for electronic records.

- a. **Providing electronic records.** If public records are requested in electronic form, the Public Records Officer will provide non-exempt records in a generally commercially available electronic format that is used by the City, as determined by the Public Records Officer in conjunction with the City’s Information Technology Department.
- b. **Access to electronic records.** The Public Records Officer may provide a link to electronic records easily found on the City’s website. Records may also be accessed using an online transfer or sharing site, email, or an external device such as a USB drive. Copying of electronic records are subject to fees listed in the Fee Schedule.
- c. **Paper records provided electronically.** Paper records that are specifically requested to be provided electronically are subject to processing fees listed in the Fee Schedule.

Section 8. Retention of records. The City will retain its records in accordance with retention schedules approved by the State Local Records Committee. Public records may not be destroyed per a retention schedule if a public records request or actual or anticipated litigation is pending.

Section 9. Exempt and prohibited disclosure of public records.

All public records maintained by the City are available for public inspection and copying in accordance with these Rules, unless the records are specifically exempt or prohibited from disclosure by applicable state and federal laws.

- a. The Public Records Act and other statutes provide that a number of document types and information are prohibited from being disclosed or are exempt from public inspection and copying. The City will maintain on its website a current list of disclosure prohibitions / exemptions, other than those listed in the Act, which exempt or prohibit disclosure of specific information or public records.
- b. The City's failure to list an exemption shall not affect the effectiveness of the exemption.

Section 10. Costs of providing copies of public records

- a. **Costs for records, generally.** Fees for copies and scanning of public records requests shall be charged according to the fee schedule below. Payment of fees is required prior to release of records, unless other arrangements have been made with the Public Records Officer. If requested by a requestor, the City shall provide a summary of the applicable charges before any copies are made and the requestor may revise a public records request to reduce the number of copies to be made and reduce the applicable charges.

No fee is charged for locating records, inspecting records in person or for accessing records routinely made available on the City's website prior to receipt of a request, unless the requestor has specifically requested that the City provide copies of such records through other means.

The City declares that it would be unduly burdensome to calculate the actual costs of providing copies of certain public records, due to variations in copy charges for leased copiers and variations in staff time for manual copying and mailing, or uploading or electronically transmitting, responsive records. Therefore, except as otherwise indicated below, the table below incorporates the standard fees prescribed in RCW 42.56.120(2)(b) for providing public records (other than outsourced copies or copies of large-format plans and maps).

Method of Release of Records		Fee
Inspection of Records		
Inspection of agency records on agency public internet web site or scheduled at agency officer.		No fee
Access or downloading records posted on City's public internet web site.		No fee
Standard Copies of Physical Records		
Size		
8.5 x 11	black and white or color	\$0.15 per printed page
8.5 x 14	black and white or color	\$0.15 per printed page
11 x 17	black and white or color	\$0.15 per printed page

Outsourced Copies any size	Vendor Invoice
Large Format Plans and Maps	\$3.50 In-house; Vendor Invoice if outsourced (recommended for over 5 copies)
Electronic Records	
Use of FTP or Cloud drive service or e-mailing records	Actual cost: \$67.57/hr. x number of minutes uploading or emailing records.
Scanning physical records to electronic format	Actual cost: \$67.57/hr. x number of minutes uploading or emailing records.
USB, CD, DVD or other Storage Device	Actual Cost of storage device*
Video or Audio Tape Reproduction	Vendor invoice
Mailing Physical Records or Storage Devices	
Mailing of physical records or electronic records on storage device	Cost of electronic records storage device plus the actual cost of envelope/container and postage/delivery charge.
Customized Service	
Data compilations prepared or access as a customize service (cost is in addition to copy fees above)	Actual Cost, including hourly rate for information technology staff involved in preparation of data compilation or customized electronic access.
Copy charges above may be combined to the extent more than one type of charge applies to copies released in response to a particular records request.	

*Actual cost of storage devices may fluctuate based on purchase current price. The City will retain an updated list of actual costs for electronic storage devices, which will be available upon request.

- b. **Customized Service Charge.** In addition to any charges noted on the City's Fee Resolution, the City may include a customized service charge if the City estimates that the request would require the use of information technology expertise to prepare data compilations, or provide customized electronic access services when such compilations and customized access services are not used by the City for other purposes. Such charge shall be the actual cost of providing the customized access service. The City must notify the requestor in advance of the customized service charge to be applied, including an explanation of why the customized service charge applies, a description of the specific expertise, and a reasonable estimate cost of the charge, and the City must provide the requestor the opportunity to amend the public records request in order to avoid or reduce the cost of a customized service charge.
- c. **Other copying charges.** The Act generally governs copying charges for public records, but several specific statutes govern charges for particular kinds of records. The following nonexhaustive list provides some examples: RCW 46.52.085 (charges for traffic accident reports); RCW 10.97.100 (copies of criminal histories) and RCW 70.58.107 (charges for birth certificates). The City will charge the amount authorized pursuant to these other statutes rather than as provided under the Act or these Rules.

- d. **Use of other copying services.** The City is not required to copy records at its own facilities and may determine to use a commercial copying center for duplicating voluminous records or records in non-routine formats such as photographs, blueprints or tape recordings. The City will bill the requestor for the amount charged by the vendor.
- e. **Deposit or payment by installments.** Prior to copying records, the Public Records Officer or designee may require a deposit of up to ten percent of the estimated costs of copying the records, including customized service charges, selected by a requestor. The Public Records Officer may also require the payment of the remainder of the copying costs before providing all the records, or the payment of the costs of copying an installment before providing that installment.
- f. **Method of payment.** Payment may be made by cash, check, or money order to the City of Snoqualmie.

Section 11. Denials of requests for public records

- a. **Petition for internal administrative review of denial of access.** Any person who objects to the initial denial or partial denial of a records request may petition in writing (including by e-mail) to the Public Records Officer for a review of that decision. The petition shall include a copy of or reasonably identify the written statement by the Public Records Officer or designee denying the request and the basis for the requestor's challenge to the denial.
- b. **Consideration of petition for review.** The Public Records Officer shall promptly provide the petition and any other relevant information to the City Attorney or his or her designee to conduct the review. The City Attorney or designee will promptly consider the petition and either affirm or reverse the denial within two business days following the City's receipt of the petition, or within such other time to which the City and the requestor mutually agree.
- c. **Judicial review.** Any person may obtain court review of denials of public records requests pursuant to RCW 42.56.550 at the conclusion of two business days after the initial denial regardless of any internal administrative appeal.

EXHIBIT A PUBLIC RECORDS ACT POLICY

A. PURPOSE AND SCOPE

The City is required by the Public Records Act ("PRA" or the "Act"), Chapter 42.56 RCW, to adopt and enforce reasonable rules and regulations to provide public access to Public Records. This policy complies with the requirements of the PRA by providing for straight-forward, predictable practices for responding to and fulfilling requests for disclosure of Public Records in a manner consistent with the PRA.

This policy includes both statutory requirements and best practices. Except where these provisions are mandated by statute, any duties identified in this policy are discretionary and advisory only and shall not impose any affirmative duty on the City. The City reserves the right to apply, interpret, modify, or suspend this policy at any time.

This policy shall be available at City Hall, the Police Department and posted on the City's website.

B. POLICY

It is the policy of the City of Snoqualmie, (the "City") to release records of the City in compliance with the Public Records Act and any other applicable provisions of federal or state law.

1. Public Records Officer.

- a) Public Records Officer - The City Clerk shall serve as the Public Records Officer ("PRO"). All requests must be submitted to the PRO unless the PRO has delegated the request to a specific staff member.
- b) The Public Records Officer shall:
 - i) Be responsible for implementing the City's process regarding disclosure of Public Records;
 - ii) Serve as the principal contact point with any Requestor who has made a records request to the City, unless the PRO has delegated these responsibilities to a specific staff member;
 - iii) Coordinate City staff in this regard, generally ensuring the compliance of the staff with Public Records disclosure requirements;
 - iv) Make the final decision in cooperation with a legal advisor regarding disclosure and application of exemptions;
 - v) Maintain the agency's indices, if any;
 - vi) Maintain a log of Public Records requests; and
 - vii) Undergo training required of Public Records Officers by Washington State law. (RCW 42.56.152)

2. How to Make a Public Records Request

Individuals submitting PRA requests ("Requestors") should do so via the online form located at www.snoqualmiewa.gov or may contact the PRO via email at cityclerk@snoqualmiewa.gov, by phone at 425-888-8016, at City Hall located at

EXHIBIT A PUBLIC RECORDS ACT POLICY

38624 SE River Street, Snoqualmie, or via first class mail addressed to City Clerk, City of Snoqualmie, P.O. Box 987, Snoqualmie, WA 98065.

Individuals submitting PRA requests for police records should do so via the online form located at www.snoqualmiewa.gov or may contact the Snoqualmie Police Department via email at policerecords@snoqualmiewa.gov, 425-888-3333 x2, at the Police Department located at 34825 SE Douglas St., Snoqualmie, or via first class mail addressed to Police Records, City of Snoqualmie, P.O. Box 987, Snoqualmie, WA 98065.

All requests should include the following information:

- i) An indication that the request is being made for access to a Public Record pursuant to the PRA.
- ii) The Requestor's name, address, and convenient means of contact, such as email address, phone number, etc.
- iii) The date of the request.
- iv) A description of the Public Record requested that includes sufficient details to allow the City to identify responsive records.
- v) Whether the Requestor wants to inspect records or wants copies. If the Requestor wants copies, the Requestor should indicate if they want the copies mailed or if they want to pick them up.

Washington Courts have recognized that oral requests for Public Records can be problematic and therefore Requestors are strongly encouraged to make written requests using the online form. When a records request is made orally, the PRO shall document the request by creating a request and if an email address is provided, a confirmation will be sent to the Requestor via email. Any oral request must be made during regular business hours.

It is the Requestor's obligation to provide the City with fair notice that a PRA request has been made.

- a) **Identifiable Record.** A Requestor must request an "identifiable record" before the City must respond to it. An "identifiable record" is one that is existing at the time of the request and which City staff can reasonably locate. The Act does not require the City to guess what records are being requested or allow a Requestor to make "future" or "standing" (ongoing) requests for records not in existence. The City is not obligated to hold requests open for records that may be created in the future. If a public record is created after a request is received by the City, it is not responsive to the request and will not be provided. A new request must be made to obtain later created public records.

A request for all or substantially "ALL records" is not a valid request for identifiable records. The City is not required to answer questions about records, City business or City actions, or conduct research for a Requestor.

- b) **Clarification.** When receiving a request that appears to be broad in nature, the Public Records Officer may request clarification from the Requestor to ensure that the appropriate records are identified and to determine if the request can be narrowed. Clarification shall focus on information needed to identify responsive records.

EXHIBIT A
PUBLIC RECORDS ACT POLICY

Item 15.

If the Requestor is unable or unwilling to help narrow the scope of the documents being sought, the City may err on the side of producing more rather than fewer documents. City staff shall not be obligated to decipher which specific documents may be of interest to the Requestor and the Act does not allow a Requestor to search through the City's files for records which cannot be identified or described to the City.

As part of the clarification process, the PRO may work with the Requestor to find ways to narrow the request. When a Requestor agrees to narrow a request, nothing prevents the Requestor from later expanding the request back to its original scope.

If a Requestor does not provide clarification within thirty (30) days and the entire request is unclear, the City may deem the request abandoned and closed. The City will respond to those portions of the request that, in the determination of the PRO, are clear.

- c) **Requests for List of Names.** The PRA prohibits the City from producing a list of names to a Requestor who intends to use the list for commercial purposes. When a Requestor requests a list of names, the Requestor must explain the intended use of the list and will be asked to sign a declaration providing that the list will not be used for commercial purposes. The PRO must conduct research to confirm that the request is not for commercial purposes.
- d) **Bot Requests.** The City may deny a Bot Request that is one of multiple requests from the Requestor to the City within a twenty-four (24) hour period if it is established that responding to the request would cause excessive interference with other essential functions. "Bot request" means a request for Public Records that an agency reasonably believes was automatically generated by a computer program or script.
- e) **Creating Records.** The PRA only applies to records that exist at the time of the request. The PRA does not apply to requests for information or require the City to create a new record.

A request for information, contained in electronic databases, may be considered a request for records, if the information can be reasonably extracted to produce a record that is fully or partially responsive to the request. However, as stated above, the city is not required under the PRA to create new records to fulfill a request.

3. Response to Request

- a) **Initial Five-Day Response.** Within five (5) business days of receiving a Public Records Request, the City shall acknowledge receipt of the request and take one or more of the following actions:
 - i) Provide the records or provide notice that the records are available for inspection. If the record requested is available on the City's website, the response may include a specific link to the document;
 - ii) Seek clarification or refinement of the request if needed to identify the record requested and provide to the greatest extent possible a reasonable estimate of the time the agency will require to respond to the request if the request is not clarified.
 - iii) Indicate that the City does not have any responsive records;

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- iv) Indicate that any responsive records are exempt from disclosure and provide an exemption log of the withheld records; or
- v) Provide a reasonable estimate of when the request can be fulfilled. For large requests that will be filled in installments, the response will also indicate when the first installment will be made. When providing a reasonable estimate of time required to fulfill a Public Records request, the PRO may take into account the time required to refine or clarify a request, locate or retrieve requested records, redact or withhold exempt records and create associated documentation, consult with appropriate staff or legal advisor regarding potential exemptions, and notify third parties or other agencies of requests for records of a sensitive nature consistent with the provisions of RCW 42.56.540.
- vi) Deny the request, if authorized by the PRA.

Should an extension of time be necessary to fulfill the request, the Public Records Officer will provide a revised estimate and explain any changed circumstances related to the extension.

Note that in calculating five (5) business days, the following are not counted:
The day the agency receives the request, Saturdays, Sundays, and holidays.

- b) **Installments.** The City may elect to provide records on an installment basis. If a Requestor does not review, claim, or pay for the records requested within the allotted timeframe, the City may deem the request abandoned and closed.
- c) **Multiple Requests by the Same Party.** In order to provide the fullest assistance to all requesters; to prevent damage to or disorganization of City records or excessive interference with other essential City functions; or to assure that the appropriate amount of City time and resources will be fairly allocated among all requests and requesters, the Public Records Officer will queue multiple, open requests from the same individual in the order they are received. Staff is not required to work on additional requests until the initial request is completed and closed. However, staff may choose to fulfill the additional requests if fulfilling them would not be unduly burdensome. The Public Records Officer may ask a requester to prioritize requests. If the requester chooses not to prioritize the Public Records Officer will provide records in the order determined by him/her or his/her designee.
- d) **Notice to Third Parties.** If records being sought contain personal information of an individual or organization, the City may notify that individual or organization to allow third parties to seek relief pursuant to RCW 42.56.540. The City may take this into account when providing an estimate for when the records will be available. Nothing in this policy is intended to create any right to such notice.

If a request seeks information located exclusively in an employee's personnel, payroll, supervisor, or training file, the City must provide notice to the employee, to any union representing the employee, and to the Requestor. The notice must state:

- i) The date of the request;
- ii) The nature of the requested record relating to the employee;
- iii) Copies of the requested record(s).

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- iv) That the City will release any information in the record not exempt from disclosure at least fourteen days from the date the notice is made; and
 - v) That the employee may seek to enjoin release of the records under RCW 42.56.540.
- e) **Later Discovered Documents.** If, after the PRO has informed the Requestor that they have provided all available records, the PRO becomes aware of additional responsive documents existing at the time of the request that had not been provided previously, they will promptly inform the Requestor of the additional documents and provide them on an expedited basis.
- f) **Log.** The City shall maintain a log, or run a report if applicable, of all requests maintained. This log shall be maintained pursuant to the State Retention Schedules.
- g) **Prevention of excessive interference with essential government functions.** To prevent excessive interference with other essential functions of the City, and to allow the Public Records Officer and other designated City staff members the ability to perform their other assigned duties, the Public Records Officer will spend a maximum of 16 hours per month responding to public records requests. Each department designated staff member assisting the Public Records Officer will spend a maximum of 8 hours per month responding to or assisting with responses to public records requests.

4. City Actions After a Request is Received

- a) **Order of Response.** Fulfillment of requests shall be processed in the order that they are received. Requests may be fulfilled out of order at the discretion of the Public Records Officer.
- b) **Locating Responsive Records.** After receiving a request, the PRO shall identify locations and City Departments where records are likely to be located. The PRO will then notify the appropriate department staff of the request and inform them of the need to search for potentially responsive records. The PRO will then coordinate with the department staff to respond to the request, as needed.

City staff and officials, if applicable, will be prompt in searching for responsive records and providing them to the PRO in accordance with the timeline established by the PRO and providing documentation of their search efforts. If staff or officials are using home computers, personal devices, or personal accounts to conduct City business, those devices and accounts also need to be searched by the staff member or official for potentially responsive records. If the City's contractors performing City work have responsive public records as a consequence of a contract, they should also be notified of the records request. If staff or officials cannot provide the records by the date established by the PRO, they must inform the PRO of a reasonable estimate of how long it will take to provide the records.

In the case of a broad request where the Requestor is unable or unwilling to help narrow the scope of the documents being sought, the PRO may provide all documents located and the search terms used to reasonably locate those documents.

- c) **Identifying Potentially Exempt Records.** The PRO is responsible for identifying records that

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are potentially exempt or contain potentially exempt information for all departments. The PRO or department designee may work with a legal advisor to determine if any exemption applies.

- d) **Failure to Respond.** If the City does not respond in writing within five business days of receipt of the request, the Requestor should consider contacting the PRO to determine whether the request has been received by the City.

5. Exemptions

- a) **Exemptions.** The PRA and other statutes exempt from or prohibit disclosure of certain Public Records. Requested records may only be withheld or redacted consistent with the law, which shall be documented for the Requestor in accordance with the requirements of RCW 42.56.210.

Some Public Records that are otherwise subject to disclosure may contain specific content that is exempt from disclosure. The presence of exempt information does not necessarily exempt an entire record from disclosure. Exempt portions of an otherwise disclosable record shall be redacted prior to inspection or copying, and such redactions shall be documented. The Requestor shall be notified of the redaction in accordance with the requirements of RCW 42.56.210.

Nothing in this policy shall be construed as authorizing the copying of any other document exempt by federal or state law. Police records are subject to RCW 10.97, RCW 42.56, RCW 13.50, RCW 68.50, and RCW 70.48

The Code Reviser's Office annually provides the State Sunshine Committee with a list of public disclosure exemptions contained in the Revised Code of Washington. This list (as may be later amended) is incorporated into this policy as Appendix A. However, the City's failure to list an exemption shall not affect the efficacy of any exemption.

- b) **Withholding Logs and Redaction Logs.** When records are withheld or redacted, the Requestor shall be informed in writing of the statutory citation for the exemption and a brief explanation of the applicable exemption. For withheld records, the City will also provide basic identifying information for each withheld record including the type of record, the date the record was created, the author, and recipients, if any.

6. Inspection. Records that have not been digitized are not required to be digitized under the PRA. In the event responsive records are located and are not in electronic format, the following shall apply:

- a) **Notice.** Once the PRO has collected all responsive records (or the first installment if the records are being produced on an installment basis), has reviewed the responsive records to remove exempt records and has prepared an exemption log, the PRO shall notify the Requestor that the records are available. Inspection of records shall be by appointment only with the PRO or designee.
- b) **Response by Requestor.** If the Requestor does not contact the PRO to arrange for inspection of one or more of the installments of records within thirty (30) days after the date

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of the notice, the PRO or designee shall stop searching for the remaining records, consider the request abandoned, and close the request. At the PRO's discretion, the thirty (30) period may be extended upon Requestor's request.

- c) **Protection of Records.** In order for Public Records to be protected from damage or disorganization as required by the Act, the following procedures and practices are hereby instituted:
 - i) No Public Records shall be removed from City Hall without the PRO's permission;
 - ii) Inspection of any Public Records shall be conducted in the presence of the PRO or designee;
 - iii) No Public Record may be marked, defaced, torn, damaged, destroyed, unreasonably disorganized or removed from its proper location or order by a member of the public;
 - iv) Public Records maintained in a file jacket or binders, or in chronological order, may not be dismantled except for the purpose of copying, and then only by City staff; and
 - v) Public Records of the City may be copied only on the copying machines of the City unless other arrangements are made by the PRO.
- d) **Loss of Right to Inspect.** Inspection shall be denied and the records withdrawn by the PRO if the Requestor, when reviewing records, acts in a manner which will damage or substantially disorganize the records, harasses, or intimidates the PRO or designee, or interferes excessively with other essential functions of the City.
- e) Requestors are urged to take timely action to prevent their requests from lapsing into an abandoned status.

7. Copies of Electronic Records. Records available in electronic format that do not require redaction may be provided in native format. Electronic records that require redaction usually cannot be produced in a native format and will be converted to paper or PDF. When requested and deemed feasible, electronic records may be converted from one format to another provided such conversion is not unduly burdensome.

8. Fee Schedule

- a) Fees shall be charged according to the fee schedule in Exhibit C. Payment of fees is required prior to release of records. If requested by a Requestor, the PRO shall provide a summary of the applicable charges before any copies are made. The Requestor may amend their public records request to reduce the applicable charges.
- b) No fee is charged for locating records, inspecting records in person, or for accessing records made available on the City's website. However, fees may apply for preparing electronic files to paper for inspection. Any fees due will be paid prior to inspection.
- c) The City declares it would be unduly burdensome to calculate the actual costs of providing copies of certain public records, due to variations in copy charges for leased copiers and variations in staff time for manual copying and mailing or uploading or electronically transmitting responsive records. Therefore, except as otherwise indicated, the fee schedule below incorporates the standard fees prescribed in RCW 42.56.120(2)(b) for

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providing public records other than outsourced copies or copies of large-format plans and maps.

- d) **Customized Service Charge.** Customized Access is a matter of law as noted in RCW 42.56.120. The City may assess a customized service charge for exceptionally large records requests that require staff and resources beyond what is normally available to the agency. The fee is in addition to the authorized copying costs and may include reimbursement for the actual costs of providing the records. A customized service charge is warranted if:
- i. Fulfilling the request requires extensive use of information technology resources to identify, locate, format, or translate a record, or provide electronic access services; or
 - ii. The request requires specialized analytical, research, or supervisory assistance to identify, locate, compile, or transfer the records.

This policy does not apply to records sought under the rules of discovery in the course of litigation. If a requestor is seeking records under discovery, they need to specify this in their request. All records requests made under this policy, regardless of intended use are subject to RCW 42.56 (including the exemptions allowed under the Act).

- e) **Deposit.** The City may require a deposit up to 10% of the estimated costs. When records are being produced on an installment basis, the City may charge for each installment. The decision not to request a deposit shall not serve to waive the City's right to request a deposit for future requests. If a deposit or installment is not paid for within ten (10) days of having been notified, or if the Requestor has not contacted the PRO within this period to make arrangements to pay for the records outside of this ten (10) day period, the City is not obligated to fulfill the balance of the records request and the request may be closed.

9. **Closing the File.** Once all copies of requested records have been provided to the Requestor; the Requestor has inspected the requested records, or thirty (30) days have passed since the Requestor was notified that the records were available and the Requestor has failed to review the records; or the Requestor has failed to pay for the records within the ten (10) days period since the Requestor was notified of the charge, the PRO shall close the request. Upon closing the request, the PRO will provide a closing notice stating the scope of the request and memorializing the outcome of the request.

10. **Administrative Review of Denial.** A Requestor may ask for review of a decision to withhold or redact exempt records by submitting a written petition to the PRO that includes a copy of the redaction or exemption log or detailed description of the City's statement of withholding. The request for review and any relevant information shall be forwarded immediately to the City Attorney or designee, who shall consider the petition and either reverse or affirm the denial within two days of the City's receipt of the petition.

The City and the Requestor may mutually agree to a longer period of time for consideration of a petition for review. If the withholding or redaction is affirmed, the decision shall be considered the City's final action for the purposes of judicial review. If the decision to withhold or redact is reversed, the PRO shall proceed to make the subject records available to the Requestor for inspection in accordance with the provisions of this policy and procedure.

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11. Index of Public Records. For the reasons stated in SMC Chapter 2.50, the City finds that it would be unduly burdensome and would interfere with City operations to maintain an index of records.

12. Retention of Records. The City is not required to retain all records it creates or uses. The Washington State Archivist has developed retention schedules for local government records including e-mail and electronic records. Records of the City shall be retained and destroyed consistent with the retention schedules, which varies depending on the content of the record. If a public records request is made at a time when a record exists, but is scheduled for destruction in the near future, the person with possession and control of the record shall retain the record until the request is resolved.

Backup copies of public records performed by information technology personnel are not a substitute for records retention. Retention is the responsibility of the sender of the record, not the backup process. Backups are for disaster recovery only and files are not individually indexed/identifiable. To avoid interference with essential government operations, and to preserve organization of government records, backup tapes will not be examined in response to a public records request.

The City is not required to retain records longer than the minimum length of time prescribed by law. In order to not artificially extend the retention period of records and/or cause disorganization of the City's records, copies of records compiled for abandoned requests will not be retained. Therefore, records compiled for abandoned requests may not be available for later submittals.

13. Disclaimer of Liability. Neither the City nor any officer, employee, official or custodian shall be liable, nor shall a cause of action exist, for any loss or damage based upon a release of Public Records if the person releasing the records acted in good faith in attempting to comply with this policy.

This policy is not intended to expand or restrict the rights of disclosure or privacy as they exist under state and federal law. Despite the use of any mandatory terms such as "shall," nothing in this policy is intended to impose mandatory duties on the City beyond those imposed by state and federal law.

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Insert Appendix A

Appendix A

See the Washington State Attorney General's Sunshine Committee webpage for the most up-to-date list of public disclosure exemptions. It is created annually by the Code Reviser's Office.

PRA Rule 090. Exemptions provided by other statutes.

(1) **Exemptions.** RCW 42.56.070(2) requires the city to set forth "for informational purposes" every law, in addition to the Act, that exempts or prohibits the production of public records. Requestors should be aware of the following exemptions, outside the Act, that may restrict the availability of some records held by the City for inspection and copying/scanning:

<u>RCW 2.64.111</u>	Documents regarding
<u>RCW 2.64.113</u>	discipline/retirement of judges
<u>RCW 4.24.550</u>	Confidentiality – violations
<u>RCW 5.60.060</u>	Information on sex offenders
<u>RCW 5.60.070</u>	Privileged communications
<u>RCW 7.68.140</u>	Court-ordered mediation records
<u>RCW 7.69A.030(4)</u>	Victims' compensation claims
<u>RCW 7.69A.050</u>	Child victims and witnesses – protection of identity
<u>RCW 7.75.050</u>	Rights of child victims and witnesses – addresses
<u>RCW 9.02.100</u>	Records of Dispute Resolution Centers
<u>RCW 9A.82.170</u>	Reproductive privacy
<u>RCW 9.51.050</u>	Financial institution records – wrongful disclosure
<u>RCW 9.51.060</u>	Disclosing transaction of grand jury
<u>RCW 9.73.090(1)(c)</u>	Disclosure of grand jury deposition
<u>RCW 10.27.090</u>	Prohibition regarding specified emergency response personnel recordings
<u>RCW 10.27.160</u>	Grand jury testimony/evidence
<u>RCW 10.29.030</u>	Grand jury reports – release to public only by judicial order
<u>RCW 10.29.090</u>	Organized crime special inquiry judge
<u>RCW 10.52.100</u>	Records of special inquiry judge proceedings
<u>RCW 10.77.210</u>	Records identifying child victim of sexual assault
<u>RCW 10.97.040</u>	Records of persons committed for criminal insanity
	Criminal history information released must include disposition
Disclosure of identity of suspect to victim	
<u>RCW 10.97.080</u>	Inspection of criminal record by subject
<u>RCW 13.32A.090</u>	Crisis residential centers notice to parent about child

<u>RCW 13.34.115</u>	Court dependency proceedings
<u>RCW 13.40.217</u>	Juveniles adjudicated of sex offenses – release of information
<u>RCW 13.50.010</u>	Maintenance of and access to juvenile records
<u>RCW 13.50.050</u>	Juvenile offenders
<u>RCW 13.50.100</u>	Juvenile/children records not relating to offenses
<u>RCW 13.60.020</u>	Missing children information
<u>RCW 13.70.090</u>	Citizen juvenile review board – confidentiality
<u>RCW 18.04.405</u>	Confidentiality of information gained by CPA
<u>RCW 18.19.060</u>	Notification to clients by counselors
<u>RCW 18.19.180</u>	Confidential communications with counselors
<u>RCW 19.215.020</u>	Destruction of personal health and financial information
<u>RCW 19.34.240(3)</u>	Private digital signature keys
<u>RCW 19.215.030</u>	Compliance with federal rules
<u>RCW 26.04.175</u>	Name and address of domestic violence victim in marriage records
<u>RCW 26.12.170</u>	Reports of child abuse/neglect with courts
<u>RCW 26.23.050</u>	Child support orders
<u>RCW 26.23.120</u>	Child support records
<u>RCW 26.26.041</u>	Uniform Parentage Act – protection of participants
<u>RCW 26.26.450</u>	Confidentiality of genetic testing
<u>RCW 26.33.330</u>	Sealed court adoption records
<u>RCW 26.33.340</u>	Agency adoption records
<u>RCW 26.33.343</u>	Access to adoption records by confidential intermediary
<u>RCW 26.33.345</u>	Release of name of court for adoption or relinquishment
<u>RCW 26.33.380</u>	Adoption – identity of birth parents confidential
<u>RCW 26.44.010</u>	Privacy of reports on child abuse and neglect
<u>RCW 26.44.020(19)</u>	Unfounded allegations of child abuse or neglect
<u>RCW 26.44.030</u>	Reports of child abuse/neglect
<u>RCW 26.44.125</u>	Right to review and amend abuse finding – confidentiality
<u>RCW 27.53.070</u>	Records identifying the location of archaeological sites
<u>RCW 29A.08.720</u>	Voter registration records – place of registration confidential

<u>RCW 29A.08.710</u>	Voter registration records – certain information exempt
<u>RCW 35.102.145</u>	Municipal business and occupation tax – Confidentiality, privilege, and disclosure
<u>Chapter 40.14 RCW</u>	Preservation and destruction of public records
<u>RCW 42.23.070(4)</u>	Municipal officer disclosure of confidential information prohibited
<u>RCW 42.41.030(7)</u>	Identity of local government whistleblower
<u>RCW 42.41.045</u>	Non-disclosure of protected information (whistleblower)
<u>RCW 46.52.080</u>	Traffic accident reports – confidentiality
<u>RCW 46.52.083</u>	Traffic accident reports – available to interested parties
<u>RCW 46.52.120</u>	Traffic crimes and infractions – confidential use by police and courts
<u>RCW 46.52.130(2)</u>	Abstract of driving record
<u>RCW 48.62.101</u>	Local government insurance transactions – access to information
<u>RCW 50.13.060</u>	Access to employment security records by local government agencies
<u>RCW 50.13.100</u>	Disclosure of non-identifiable information or with consent
<u>RCW 51.28.070</u>	Worker's compensation records
<u>RCW 51.36.060</u>	Physician information on injured workers
<u>RCW 60.70.040</u>	No duty to disclose record of common law lien
<u>RCW 68.50.105</u>	Autopsy reports
<u>RCW 68.50.320</u>	Dental identification records – available to law enforcement agencies
<u>Chapter 70.02 RCW</u>	Medical records – access and disclosure – entire chapter (HC providers)
<u>RCW 70.05.170</u>	Child mortality reviews by local health departments
<u>RCW 70.24.022</u>	Public health agency information regarding sexually transmitted disease investigations - confidential
<u>RCW 70.24.024</u>	Transcripts and records of hearings regarding sexually transmitted diseases
<u>RCW 70.24.105</u>	HIV/STD records
<u>RCW 70.28.020</u>	Local health department TB records – confidential
<u>RCW 70.41.200</u>	Hospital quality improvement committee records and accreditation reports
<u>RCW 70.48.100</u>	Jail records and booking photos

<u>RCW 70.58.055</u>	Birth certificates – certain information confidential
<u>RCW 70.58.104</u>	Vital records, research confidentiality safeguards
<u>RCW 70.94.205</u>	Washington Clean Air Act – confidentiality of data.
<u>RCW 70.96A.150</u>	Alcohol and drug abuse treatment programs
<u>RCW 70.123.075</u>	Client records of domestic violence programs
<u>RCW 70.125.065</u>	Records of rape crisis centers in discovery
<u>RCW 71.05.390</u>	Information about mental health consumers
<u>RCW 71.05.395</u>	<u>Chapter 70.02 RCW</u> applies to mental health records
<u>RCW 71.05.400</u>	Information to next of kin or representative
<u>RCW 71.05.425</u>	Notice of release or transfer of committed person after offense dismissal
<u>RCW 71.05.427</u>	Information that can be released
<u>RCW 71.05.430</u>	Statistical data
<u>RCW 71.05.440</u>	Penalties for unauthorized release of information
<u>RCW 71.05.445</u>	Release of mental health information to Dept. of Corrections
<u>RCW 71.05.620</u>	Authorization requirements and access to court records
<u>RCW 71.05.630</u>	Release of mental health treatment records
<u>RCW 71.05.640</u>	Access to treatment records
<u>RCW 71.05.650</u>	Accounting of disclosures
<u>RCW 71.24.035(5)(g)</u>	Mental health information system – state, county and regional support networks – confidentiality of client records
<u>RCW 71.34.200</u>	Mental health treatment of minors – records confidential
<u>RCW 71.34.210</u>	Court records for minors related to mental health treatment
<u>RCW 71.34.225</u>	Release of mental health services information
<u>RCW 71A.14.070</u>	Records regarding developmental disability – confidentiality
<u>RCW 72.09.345</u>	Notice to public about sex offenders
<u>RCW 72.09.585(3)</u>	Disclosure of inmate records to local agencies – confidentiality
<u>RCW 73.04.030</u>	Veterans discharge papers exemption (see related RCW 42.56.440)

RCW 74.04.060

RCW 74.04.520

RCW 74.09.900

RCW 74.13.121

RCW 74.13.280

RCW 74.20.280

RCW 74.34.095

RCW 82.32.330

RCW 84.36.389

RCW 84.40.020

Applicants and recipients of public assistance

Food stamp program confidentiality

Medical assistance

Financial information of adoptive parents

Children in out-of-home placements - confidentiality

Child support enforcement – local agency cooperation, information

Abuse of vulnerable adults - confidentiality of investigations and reports

Disclosure of tax information

Confidential income data in property tax records held by assessor

Confidential income data supplied to assessor regarding real property

Selected Federal Confidentiality Statutes and Rules

18 USC § 2721 - 2725

20 USC § 1232g

23 USC § 409

42 USC 290dd-2

42 USC § 405(c)(2)(C)(viii) (I)

42 USC 654(26)

42 USC 671(a)(8)

42 USC 1396a(7)

7 CFR 272.1(c)

34 CFR 361.38

42 CFR Part 2 (2.1 - 2.67)

42 CFR 431.300 - 307

42 CFR 483.420

42 CFR 5106a(b)(2)(A)

45 CFR 160-164

46 CFR 40.321

Driver and License Plate Information

Family Education Rights and Privacy Act

Evidence of certain accident reports

Confidentiality of Substance Abuse Records

Limits on Use and Disclosure of Social Security Numbers.

State Plans for Child Support

State Plans for Foster Care and Adoption Assistance

State Plans for Medical Assistance

Food Stamp Applicants and Recipients

State Vocational Rehabilitation Services Programs

Confidentiality of Alcohol and Drug Abuse Patient Records

Safeguarding Information on Applicants and Recipients of Medical Assistance

Client Protections for Intermediate Care

Facilities for the Mentally Retarded

Grants to States for Child Abuse and

Neglect Prevention and Treatment Programs

HIPAA Privacy Rule

USCG regulations regarding confidentiality of drug and alcohol test results done by marine employers

EXHIBIT B

RECORDS MANAGEMENT POLICY

Purpose

The purpose of this policy is to establish a policy and standard procedures for managing records according to the provisions of Chapter 40.14 RCW and all other state and federal statutes and regulations which govern agency records keeping practices. Organizing and managing records will save space, provide efficient access, and maintain confidentiality where needed.

Scope

This policy applies to all City employees and elected officials. As public employees, we are all stewards of the City's official records and therefore, have a responsibility to actively participate in management of those records. Official records are comprised of a collection of documentation, including legislative, historic, legal, fiscal and administrative documents, as well as essential records.

Records management includes a vast array of elements and each department will strive to ensure proper safekeeping and destruction pursuant to the criteria set forth herein. A concerted effort will be made to adhere to the retention schedules and to destroy all appropriate records that are being stored in various facilities throughout the City and prepare archival material for transfer to the State Archives. All backlogged and inactive records will be stored or destroyed pursuant to the retention schedules.

What is a Public Record?

Chapter 40.14 of the Revised Code of Washington (RCW) contains regulations for the retention, preservation and lawful destruction of public records, and grants authority to Washington State Archives to preserve and protect public records. (Chapter 42.56 RCW defines public records for the purposes of public records requests.) Per RCW 40.14.010, public records are defined by three key criteria:

1. "Made or received by any agency in the State of Washington". Public Records include both the records that an agency creates and those that it receives or collects. For example, when an agency solicits public comment on an issue, both the request for comment and information received in response are public records.
2. "In connection with the transaction of public business". A record provides proof or evidence of agency business. Agency business includes not only the core functions of an agency, but also support functions, such as finance, human resources, and facility management.

If a record meets the two criteria above, then it is a public record, regardless of the format in which it is transmitted or received.

3. "Regardless of physical form or characteristic". This definition encompasses not only paper records, but also records that are created, received, and used in digital format, including emails, websites, databases, digital photos, blogs, and tweets.

Per RCW 40.14.020, public records are the property of the State of Washington, and do not belong to the individuals who create or receive them. These records must be kept, managed, and disposed of lawfully, in accordance with approved records retention schedules. Agencies need to be aware of what constitutes a public record to capture, manage, retain and dispose of them appropriately.

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RECORDS MANAGEMENT POLICY

Benefits of Managing Public Records

An effective records management program:

1. Enables the City to fulfill its mission. Public records form a critical element of the informational assets of the City. Having timely access to accurate information is central to the City being able to fulfill its mission.
2. Promotes cost-effective use of agency resources.
 - i. Time - City staff can work most productively when the right people are able to locate the right records at the right time. In addition, retaining records that document the agency's actions and experiences helps prevent the wasting of time and resources during staff turnover.
 - ii. Storage costs - Through timely destruction of non-archival records (which have met their minimum retention period) and transfer of archival records to Washington State Archives, the City is able to make optimal use of the physical space within their facilities and the storage space on their servers.
 - iii. IT costs - In addition to reducing IT storage costs, the appropriate disposal/transfer of public records also reduces other IT costs associated with the time it takes to backup/restore data, and to search for and migrate records.
 - iv. Litigation costs - By being able to locate all necessary records in a timely manner during litigation, public records requests, and audits, agencies minimize their risks and associated costs.
3. Promotes Open and Accountable Government. Public records are the evidence by which government agencies can demonstrate, whether during litigation, public records requests, or audits, that they took the right action at the right time for the right reasons. Demonstrating that public records are organized, controlled, and only disposed of as part of a managed program enhances the professionalism of the agency, the public's confidence in the agency, and potentially be a deciding factor in litigation.

Records Management Officer

The City Clerk is designated as the Records Management Officer for the City. The Records Management Officer, or designee, will ensure the citywide records management program is followed and have the following responsibilities:

- Remain current and knowledgeable on the laws and rules governing records retention that affects the City.
- Periodically review the City's retention process to ensure that policies and procedures are being followed and are current with State law.
- Provide periodic training and meetings with Records Liaisons.
- Oversee the destruction of records that have reached the end of their retention prior or coordinate transfer of records to central storage or to the State Archives.

Records Liaisons

Each Department will assign, at minimum, one staff member to serve as the Records Liaison for their Department and whose responsibilities shall include:

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RECORDS MANAGEMENT POLICY

- Work with the City Clerk to establish a file structure and file naming conventions that assists in classifying and preserving records in their area of responsibility
- Complete training as required under the Open Government Trainings Act at least every four years.
- Be knowledgeable regarding their records and the retention schedule that applies
- Complete annual disposal of records which have met retention
- Prepare records for storage
- Educate and train staff within their department on best practices regarding records management and retention.

Departments Affected

Each department will work to ensure that:

- Only active records are stored in valuable office and network space;
- Historically valuable records are preserved and transferred to the State Archives;
- Records are destroyed at the end of the retention period specified on the retention schedule;
- Essential Records are protected from damage or loss in the event of a disaster;
- Public record integrity and accessibility is preserved for their approved retention periods;
- Records are accessible for public inspection and their security is maintained according to the provisions of the Public Disclosure Act (RCW 42.17).

Records Retention Schedules

The City adopts the retention schedules as set forth by the State of Washington Secretary of State, Washington State Archives, found at:

<http://www.sos.wa.gov/archives/RecordsRetentionSchedules.aspx>

The City is subject to the following records retention schedules:

- Local Government Common Records Retention Schedule (CORE)
- Economic Dev & Transport
- Fire & Emergency Medical
- Land Use Planning & Permits
- Law Enforcement
- Licensing, Permitting & Tax
- Parks, Rec & Culture
- Utility Services

Exceptions to Retention Schedule

Records **MUST NOT** be destroyed, regardless of whether retention has been met, when subject to any of the following:

- Existing public records requests in accordance with RCW 42.56—If there is a pending request for records, you cannot destroy them even though the retention period to keep it has passed. Once the records have been provided to the Public Records Officer pursuant to the request, they may be logged on the destruction log and destroyed.
- Ongoing or reasonably anticipated litigation.
- Legal requirements, federal statutes, grant agreements.
- Archival transfer requirements found on the State Retention Schedule.

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RECORDS MANAGEMENT POLICY

- When a specific business need is identified and approved by the Department Director or Supervisor.
- Documents related to damage claims or litigation must be retained until determined they can be released for standard retention

Transitory Records

Many records will be designated as “Transitory Records” which are records with minimal retention value. Transitory Records need only be retained until no longer needed for agency business and then destroyed. The categories of Transitory Records are listed on page 157 of the CORE retention schedule.

If an employee is unsure whether a record is a Transitory Record or falls into an exclusion, the employee should consult with the retention schedules or the Records Management Officer.

Naming Conventions

Departments are given discretion on file naming conventions however, each department should adopt a uniform way of naming so as to maintain consistency, ease of filing, and locating records. Records Liaisons will be responsible for training departmental staff on naming convention best practices for their department.

Here are some tips:

- File names should be kept as short as possible while also providing meaningful information to identify the record.
- Avoid using initials, abbreviations, and codes that are not commonly understood.
- Avoid redundancy.
- Use capital letters to delimit words, not underscores.
- Avoid using non-alphanumeric characters.
- When including a number, always give it a two-digit number unless it is a year or another number with more than two digits.
- Versioning may be used in which case “v.##” should be added to the end.
- Avoid using “draft” or “letter” at the start of the file name as those records will all appear together in the file directory. This rule may be ignored depending on your file structure.

Notwithstanding the above, the City hereby adopts the following:

- Date convention: yyyyymmdd.
- Agendas, minutes: yyyyymmdd [Committee Name] Agenda
- Agenda bills: AByy-xxxx [Topic abbreviated]
- Contracts: [Contract #] Vendor Name – Type of Contract – yyyyymmdd

Email Management

Email and email systems are intended to be a medium of communication. Email messages are subject to the guidelines provided in chapter 40.14 RCW for the preservation and destruction of public records; as such they are managed through records retention schedules. The retention requirements for email messages and attachments are the same as paper documents with identical content. The messages must be managed individually. Email messages that have no public record significance may be deleted as soon as the message has served its purpose. For emails that have public record significance, the email must be retained. If the email is part of a chain of emails, only the last message in the chain must be saved assuming all prior messages are contained within the chain.

EXHIBIT B RECORDS MANAGEMENT POLICY

All employees are responsible for the proper retention and disposition of their email records. Retention is based on the content of the message which must be evaluated to determine the record series it should be filed under and the length of time it must be retained. Email messages subject to retention must be retained in their electronic and native format until they meet their designated retention period. Printing and retaining a hard copy is not an acceptable substitute for the electronic message.

Employees should be thoughtful in determining who should be cc'd on an email as each recipient creates an additional record. Additionally, employees should refrain from blind copying themselves as that creates an additional record which is unnecessary. Should an employee need to flag an email that they have sent, they can move it from their "sent" folder to their "inbox."

Email communication in general will be retained pursuant to DAN GS2010-001 Rev.3 which states two (2) years after communication received unless subject to retention as stated above. Exceptions apply for elected officials / executive management staff.

IT will immediately purge backlogged email that has met retention and perform purging annually at the first of each calendar year.

Staff who need assistance with learning how to manage their email and identifying emails with retention value should contact the City Clerk for guidance.

Text Records

Records created related to city business—including text messages, voicemail messages, and other electronic communications—are public records. These records therefore (1) should be managed according to the applicable retention schedule, and (2) may be subject to disclosure under the Public Records Act. The following is intended to help manage the business-related messages you send or receive on smart phones or similar messaging devices.

The city does not have text or messaging archiving capabilities and thus employees are discouraged from using text as a means of communicating unless for transitory purposes. Examples of transitory messages include informal notices of meetings, directions, scheduling information, and other routine messages that would not be kept in a file if it were a paper communication. Delete transitory, business-related text messages as soon as possible.

Text messages may not be used to send policy, contract, formal correspondence, or personnel related data. Sensitive information should not be sent by text message, including social security numbers, credit card numbers, and passwords.

In the event a text is sent or received and the employee has determined that it has retention value based on its content, the employee must transfer the messages to the city's network. To do this, they need to screenshot the text thread and email it to him/herself so that it can be properly retained.

Social Media

The city's social media sites are subject to public records laws. Any content maintained in a social media format that is related to city business, including a list of subscribers and posted communication, is a public record. Content related to city business shall be maintained in an

EXHIBIT B

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accessible format and so that it can be produced in response to a public records request. Whenever possible, such sites shall clearly indicate that any articles and any other content posted or submitted for posting are subject to public disclosure. Users shall be notified that public disclosure requests must be directed to the city's public records officer.

Record retention schedules apply to social media formats and social media content. Department staff are responsible for ensuring retention of the original-source content including any deleted content. Training and questions related to this subject shall be directed to the city's Communications Coordinator. This section is not meant to conflict with any future social media policy. In the event this section conflicts with any adopted social media policy, the social media policy takes precedence.

Electronic Records

Per WAC 434-662-040, electronic records must be retained in electronic format and remain usable, searchable, retrievable and authentic for the length of the designated retention period. This includes text and voice messages related to the conduct of city business.

Paper Records

All employees should routinely, no less than annually, dispose of original paper records that have met retention and do not require offsite storage by either disposing of the records in a secure recycling location or by secure shredding when necessary to protect confidentiality.

Records that have a longer retention period can be boxed and transferred to central storage until retention is met. An approved box label must be completed prior to transfer. See your Records Liaison or the City Clerk for the form.

Disaster Prevention and Damaged Records Recovery Process

It is the policy of the City to ensure that its records are identified and protected as much as humanly possible from natural and man-made disasters. The procedures described below afford the City the most efficient and cost-effective method for protecting City records and recovering records when disasters occur.

- Avoid storing records near water pipes, air conditioning, or near a heat source.
- Strive to store records in file cabinets or in file drawers inside desks. Be sure to store essential records or copies of essential records in an alternate location. Place record storage boxes on shelves off the floor. Properly label boxes and maintain and update inventories of records and record storage locations.
- Properly labeled filing systems and boxes is essential for reporting disaster damage. In the event that records are damaged, City employees must assess the damage, perform recovery procedures, and when necessary, report records that are unrecoverable to the City Clerk's office. Actions necessary to recover documents can range from simply air-drying paper records to hiring restoration specialists for severely damaged records of various media types.
- Damaged records must be documented. If records are damaged, a Records Disaster Recovery Worksheet should be followed and a Damaged Records Assessment Report should be filled out. If records are unrecoverable, an Authorization to Destroy Unrecoverable Damaged Records should be completed. These reports serve as permanent record and would be utilized in any legal proceeding as evidence of damaged records.

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RECORDS MANAGEMENT POLICY

Documenting Records Disposal

Documentation of records destruction is required. Any forms left by the third-party shred company shall be immediately sent to the City Clerk for retention. In addition, employees wishing to dispose of records that have met retention, should complete a Public Records Destruction Log and send to the City Clerk for approval prior to disposition. Once approval has been given, the employee may shred, recycle, or delete as appropriate. Original Destruction Logs are maintained in the City Clerk's office. This form serves as a permanent record and would be utilized in any legal proceeding as evidence of proper destruction.

Indexing Records

Pursuant to SMC Chapter 2.50, the City finds that it would be unduly burdensome and would interfere with City operations to maintain an index of records.

Reference

Washington State Archives Laws and Rules for Records Management:
Revised Code of Washington (RCW)

- Chapter 40.14: Preservation and destruction of public records.
- Chapter 40.16: Penal provisions.
- Chapter 40.20: Reproduced records for governments and business.
- Chapter 40.24: Address confidentiality for victims of domestic violence, sexual assault, and stalking.
- Chapter 40.26: Biometric identifiers.

Washington Administrative Code (WAC)

- Chapter 434-600: Promulgation.
- Chapter 434-610: Definitions.
- Chapter 434-615: Custody of public records.
- Chapter 434-620: Powers and duties of the state archivist.
- Chapter 434-624: Powers and duties of the state records committee.
- Chapter 434-626: Powers and duties of the state agency records officers.
- Chapter 434-630: Powers and duties of the local records committee.
- Chapter 434-635: Local records disposition authorization.
- Chapter 434-640: Methods of records disposal.
- Chapter 434-660: Standards for the accuracy, durability and permanence of public records.
- Chapter 434-661: Real property electronic recording.
- Chapter 434-662: Preservation of electronic public records.
- Chapter 434-663: Imaging systems, standards for accuracy and durability.
- Chapter 434-670: The Washington state archives local records grant program.
- Chapter 434-677: Security microfilm.
- Chapter 434-690: Archives—Access to public records.
- Chapter 434-750: Combined fund drive.
- Chapter 434-840: Address confidentiality program.

EXHIBIT C
PUBLIC RECORDS REQUEST FEE SCHEDULE

Note: Multiple fees may apply to the same records request.

See Methodology for detailed information on how charges are calculated.

Service/Size	Unit	Proposed Fee
Records Available at No Cost		
In-Person Records Inspection at a City Facility	Appointments available M-W from 8am-5pm. Appointment time slots range from 30 minutes to 1 hour.	No Charge
Records on the City's Website	Direct web links to records already available on the City's website	No Charge
Paper Copies		
Standard Paper (11" x 17" or smaller)	Per side of paper	\$0.30 (1 piece of double-sided printed paper would be \$0.60) (See Methodology)
Plotter Paper – 24" x 36" (Size D)	Per page	\$10.00 for the first page \$1.50 for each additional page
Plotter Paper – 36" x 48" (Size E)	Per page	\$20.00 for the first page \$3.00 for each additional page
Plotter Paper – Other Sizes	Per job requiring outsourcing	Actual cost of vendor's fees
Copying Physical Records to Electronic Format		
Scanning Fee For records which do not exist in electronic format	Per minute OR Per scanning project if outsourced	Actual cost: \$1.12/minute x number of minutes (See Methodology) Over 2 estimated hours or no equipment: Project to be outsourced to a local professional scanning vendor. Vendor's actual costs will be charged.

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PUBLIC RECORDS REQUEST FEE SCHEDULE

Note: Multiple fees may apply to the same records request.

See Methodology for detailed information on how charges are calculated.

Copying Electronic Records		
Electronic Records Transmission Use of cloud-based data storage and processing service.	Per Request	<i>Not being requested at this time.</i>
Electronic File Flat Rate The cost of each original electronic file copied.	Per Record	First 10 Records: No Charge 11+ Records: \$0.25 per Record (See Methodology)
Gigabyte Fee For requests with one GB or more of data.	Per gigabyte (GB) of files	\$.10 (Statutory Default Rate) Requests with less than 1 GB are not charged this fee
Video or Audio Tape Reproduction	Per job requiring outsourcing	Actual cost of vendor's fees
Copying Records to a Storage Device (USB drive, external hard drive, etc.)	Per minute	\$1.12 per minute spent copying records (plus cost of storage device, listed below) (See Methodology)
Other Records Fees		
Mailing Records	Per envelope/package	Actual cost to mail the records [includes envelope or container, postage, delivery fees, and staff time (\$1.12 per minute)] (See Methodology)
Digital Records Storage Device	Per device	Actual cost of the storage device
Technical Expertise to Prepare Data Compilations or Provide Customized Access to Data or Records	Per job requiring expertise	Actual cost of staff time or vendor's fees
Outsourced Copying Services from a Third-Party Vendor	Per job requiring outsourcing	Actual cost of vendor's fees
Credit Card Surcharge	Per Request	Actual cost of surcharge added to any transaction paid by credit/debit card.

EXHIBIT C
PUBLIC RECORDS REQUEST FEE SCHEDULE

Note: Multiple fees may apply to the same records request.

See Methodology for detailed information on how charges are calculated.

Police-Specific Records Fees		
<p>Police Report or Collision Report</p> <p>Police reports may include the case report with narrative or CAD notes if there is no narrative. <i>(Note: If a requester asks for dispatch calls, they will receive the police report with narrative or CAD notes if there is no narrative.)</i></p>	Per report	<p>Parties directly involved in the incident: No Charge for electronic copy; paper copy charges apply.</p> <p>Parties not directly involved: \$5.00 per report</p> <p>(See Methodology)</p> <p>“Directly Involved” means complainant, defendant, person contacted, or victim.</p>
Clearance Letter	Per letter	<p>\$15.00</p> <p>(See Methodology)</p>
Deposits		
<p>If the estimated cost of producing requested records is \$50.00 or more, the City reserves the right to collect a 10% deposit of the estimated fees before beginning work on the request. After the deposit is received, staff will commence work. Once the records are available, communication will be sent to the requester for the total actual cost minus the deposit amount. The records will be provided after full payment is received. This applies whether records are produced in one installment or more.</p>		

Examples of Fees
<p>Example 1: A request is made for all communication regarding a subject. Costs will be calculated utilizing Electronic File Flat Rate fee:</p> <p>The following steps to copy records and ready them for disclosure to a customer:</p> <ul style="list-style-type: none"> Exporting or downloading files from their original locations. Uploading the files. Confirming that all files were successfully uploaded. Renaming and labeling records if necessary. Making the files accessible to the customer. Providing instructions to the customer for how to access their record copies. <p>Fee = First 10 records at no cost, \$.25 each thereafter</p> <p>1A. If the customer then requests these to be printed, additional costs will be calculated utilizing Paper Copies rate fee:</p> <ul style="list-style-type: none"> Exporting or downloading the files to be printed. Preparing the records for printing on the copier. Printing the records. Counting the number of pages printed to ensure they equal the total of the digital copies.

EXHIBIT C
PUBLIC RECORDS REQUEST FEE SCHEDULE

Note: Multiple fees may apply to the same records request.

See Methodology for detailed information on how charges are calculated.

- Comparing the printed copies to the digital copies to ensure all pages were copied and are of good quality (no cut-off or skewed pages, no extra pages, no blurred pages, no erroneous ink marks or ink that is too light or dark to see, etc.).

Fee = \$.30 per one sided page of standard size paper. Note: This fee is in addition to the Electronic File Flat Rate fee.

Example 2: A request is made for all police or dispatch calls for a certain police officer or date range. Police reports may include the case report with narrative or CAD notes if there is no narrative. *(Note: If a requester asks for dispatch calls, they will receive the police report with narrative or CAD notes if there is no narrative.)*

Inspection is not permissible due to security clearance issues. In this instance, costs will be calculated utilizing Police Reports or Collision Reports. Staff will:

- May provide a screen shot list of calls and the requester can indicate which calls they would like to receive electronic copies of.
- Export or download files from their original locations.
- Upload the files.
- Confirm that all files were successfully uploaded.
- Rename and label records if necessary.
- Make the files accessible to the customer.
- Provide instructions to the customer for how to access their copies.

Fee = \$5.00 per report

2A. If the customer then requests these to be printed, the costs above will be applied plus additional costs will be calculated utilizing Paper Copies rate:

- Exporting or downloading the files to be printed.
- Preparing the records for printing on the copier.
- Printing the records.
- Counting the number of pages printed to ensure they equal the total of the digital copies.
- Comparing the printed copies to the digital copies to ensure all pages were copied and are of good quality (no cut-off or skewed pages, no extra pages, no blurred pages, no erroneous ink marks or ink that is too light or dark to see, etc.).

Fee = \$.30 per one sided page of standard size paper. Note: This fee is in addition to the Police Reports and Collision Reports fee.

METHODOLOGY USED TO DETERMINE FEE SCHEDULE COSTS

(The City would like to thank Tammy Mueller, Public Records Analyst, at the City of Issaquah for sharing their cost study analysis and methodology template.)

RECORDS AVAILABLE AT NO COST

In Person Review: Appointments can be made with the City Clerk to review records at City Hall. Once the records being requested are located, City staff will contact the requestor to schedule an appointment. Appointments are between 30 minutes and 1 hour. If more than 1 hour is required, another appointment must be scheduled.

Records on the City's Website: The City has made many commonly requested records available online on its website. If records are requested that are available on the City's website, staff will provide direct links to those records at no charge.

Please Note: Records inspection does not include the cost of copies produced by the City. Some people find it helpful and cost effective to take pictures of records with their phone. The City can also provide an estimate for making photocopies, scanning, and providing electronic copies of records, as outlined below and in the fee schedule.

PAPER COPIES

STANDARD SIZED PAPER

8.5" x 11" (Letter), 8.5" x 14" (Legal), and 11" x 17" (Tabloid)

Current fee: \$.15 per one sided page.

Proposed fee: \$.30 per one sided page of standard sized paper for both black & white and color prints was determined by taking the existing fee and adding the time to copy records using the following methods (6.12 minutes):

- Exporting or downloading the files to be printed.
- Preparing the records for printing on the copier.
- Printing the records.
- Counting the number of pages printed to ensure they equal the total of the digital copies.
- Comparing the printed copies to the digital copies to ensure all pages were copied and are of good quality (no cut-off or skewed pages, no extra pages, no blurred pages, no erroneous ink marks or ink that is too light or dark to see, etc.).

Time to Print Per Page: The time of 6.12 minutes was divided by the number of pages printed (20) to determine the amount of time to print 1 page.

- $6.12 \text{ minutes} \div 20 \text{ pages} = 0.306 \text{ minutes per page}$

Actual Cost per Current Fee Schedule: The current fee schedule rate is \$1.12 per minute. Multiplying this wage by the time per page above yields:

- $\$1.12 \text{ staff cost per minute} \times 0.306 \text{ minutes per page} = \$0.34272 \text{ staff cost per page}$

Paper and Ink/Toner Costs: An average cost per sheet of paper was determined to be \$0.01. For ink/toner, the copier vendor charges \$.03 - \$.06 per page depending on the size of the paper and colors used. In addition, there are copy maintenance fees.

TOTAL TO PRODUCE COPIES PER PAGE: To determine this cost, the cost for staff to print per page from above is added to the cost of paper and ink/toner costs:

- \$0.34272 staff cost per page + \$0.01 per piece of paper + \$0.03 per side of paper of black ink = \$0.38272 per side of paper printed with black ink, or \$0.38 rounding.

The City has chosen to charge \$0.30 per page for copies.

PLOTTER PAPER

As-builts, Architectural Plans, Maps, etc. – 24" x 36" (Size D) and 36" x 48" (Size E)

Flat rate fees were determined for Size D and Size E paper copies regardless of ink/toner color. Since the bulk of time printing these records is in preparing the machine and format the records to print properly on the machine, the bulk of the cost is for the first page. Any subsequent pages printed take far less time and, therefore, cost less.

The flat cost fees are as follows and were rounded down. The methods used to calculate them follow:

- 24" x 36" (Size D): \$10.00 for the first page, \$1.50 for each additional page
- 36" x 48" (Size E): \$20.00 for the first page, \$3.00 for each additional page

Staff Actions: The following actions for actual cost determination to print Size D pages from an electronic file (*Note: making copies from a physical sheet requires scanning, then plotting, which requires additional time and costs – see Scanning below*):

- Opening or downloading the file to be printed.
- Preparing the record for printing on the plotter.
- Printing the record.
- Counting the number of pages printed to ensure they equal the total of the digital copy.
- Comparing the printed copies to the digital copies to ensure all pages were copied and are of good quality (no cut-off or skewed pages, no blurred pages, no erroneous ink marks or ink that is too light or dark to see, etc.).

Time: average 1.4 minutes per square foot for first page and .09 minutes per square foot on each additional page after the first.

Paper and Ink/Toner Costs: To determine resource costs of paper and ink/toner, an average cost per square foot was calculated. This resulted in the following costs, with calculations following below:

- 1 Square Foot of Paper: \$0.12
- 1 Square Foot of Printing in Black and White: \$0.04
- 1 Square Foot of Printing in Color: \$0.06

Paper: A roll of 36" x 300' paper is approximately \$111.69. To calculate the number of square feet in a 36" x 300' (or 3' x 300') roll of paper, we multiply the two dimensions then divide the price by the number of square feet:

- 3 feet x 300 feet = 900 square feet
- \$111.69 ÷ 900 = \$0.1241, or \$0.12 rounded.

Ink/Toner – Black and White: A cartridge of ink for black and white printing is approximately \$109.88. To calculate the number of square feet able to be printed per cartridge, we must determine how many square feet each cartridge can print on average. This requires some conversion of measurements since the page yield is calculated per ISO requirements with uses A4 size paper, which is 210 mm x 297 mm, or 8.26772" x 11.6929" converted. Dividing each converted measurement of inches by 12 produces the measurements in feet, and then multiplying them together produces the square feet:

- $8.26772 \text{ inches} \div 12 = 0.68897667 \text{ feet}$
- $11.6929 \text{ inches} \div 12 = 0.97440833 \text{ feet}$
- $0.68897667 \text{ feet} \times 0.97440833 \text{ feet} = 0.67134461 \text{ square feet}$

According to the manufacturer's specifications, the cartridge can print 4,000 pages. Since we have converted the size of a page into square feet, we multiply the two:

- $4,000 \text{ page yield} \times 0.67134461 \text{ square feet} = 2,685.37844 \text{ square feet of black and white printing per cartridge}$

To calculate the price per square foot, we divide the price by the number of square feet able to be printed per cartridge:

- $\$109.88 \div 2,685.37844 \text{ square feet} = \$0.04091788, \text{ or } \0.04 rounded.

Ink/Toner – Color: A cartridge of ink for color printing is approximately \$77.645.

Please see the calculations above for the Black and White printing for converting an A4 size of paper into 0.67134461 square feet. The page yield of the color cartridges is 2,000. Therefore:

- $2,000 \times 0.67134461 \text{ square feet} = 1,342.68922 \text{ square feet of color printing per cartridge}$

To calculate the price per square foot, we divide the average price by the number of square feet able to be printed per cartridge:

- $\$77.645 \text{ average cost} \div 1,342.68922 \text{ square feet} = \$0.05782798, \text{ or } \0.06 rounded.

Average Cost of Staff to Print Per Square Foot: The average per minute wage (including benefits) of staff who print on the plotter machine for 2023 is \$1.36. Multiplying this wage by the time per square foot for the first page and additional pages after the first yields:

- First page:
 - $\$1.12 \times 1.4 \text{ minutes per square foot for the first page} = \$1.568 \text{ per square foot}$
- Additional pages:
 - $\$1.12 \times 0.09166667 \text{ minutes per square foot} = \$0.102666667 \text{ per square foot}$

TOTAL COST TO PRINT BLACK AND WHITE COPIES PER SQUARE FOOT: To calculate the total cost per square foot, we add the calculated costs per square foot of the paper, black ink/toner, and staff costs from above:

- First Page:
 - $\$0.12 \text{ sq ft paper} + \$0.04 \text{ sq ft black ink} + \$1.568 \text{ sq ft staff cost} = \$1.728, \text{ or } \$1.73 \text{ rounded}$
- Additional Pages:
 - $\$0.12 \text{ sq ft paper} + \$0.04 \text{ sq ft black ink} + \$0.102666667 \text{ sq ft staff cost} = \$0.262666667, \text{ or } \0.26 rounded

TOTAL COST TO PRINT COLOR COPIES PER SQUARE FOOT: To calculate the total cost per square foot, we add the calculated costs per square foot of the paper, color ink/toner, and staff costs from above:

- First Page:
 - $\$0.12 \text{ sq ft paper} + \$0.06 \text{ sq ft color ink} + \$1.568 \text{ sq ft staff cost} = \$1.748, \text{ or } \$1.74 \text{ rounded}$
- Additional Pages:
 - $\$0.12 \text{ sq ft paper} + \$0.06 \text{ sq ft color ink} + \$0.102666667 \text{ sq ft staff cost} = \$0.282666667, \text{ or } \0.28 rounded

Using these, the costs for standard ARCH size D and E prints were calculated:

- Size D – 24" x 36" (6 square feet) – Black and White Ink
 - First Page: \$1.73 x 6 square feet = \$10.38
 - Add'l Pages: \$0.26 x 6 square feet = \$1.56
- Size D – 24" x 36" (6 square feet) – Color Ink
 - First Page: \$1.74 x 6 square feet = \$10.44
 - Add'l Pages: \$0.28 x 6 square feet = \$1.68
- Size E – 36" x 48" (12 square feet) – Black and White Ink
 - First Page: \$1.73 x 12 square feet = \$20.76
 - Add'l Pages: \$0.26 x 12 square feet = \$3.12
- Size E – 36" x 48" (12 square feet) – Color Ink
 - First Page: \$1.74 x 12 square feet = \$20.88
 - Add'l Pages: \$0.28 x 12 square feet = \$3.36

The City has chosen to only utilize the black and white ink pricing and to round down to the following:

- Size D – 24" x 36" (6 square feet)
 - **First Page: \$10.00**
 - **Add'l Pages: \$1.50**
- Size E – 36" x 48" (12 square feet)
 - **First Page: \$20.00**
 - **Add'l Pages: \$3.00**
- All Other Sizes – **Outsourced.**
 - Actual cost of vendor's fees

SCANNING

Using the actual cost from the current Fee Schedule, \$67.57 per hour or \$1.12 per minute. For jobs estimated to take more than 2 hours or where the City does not have appropriate equipment, the City will outsource the work to a scanning vendor and the fee will be the actual vendor's fee.

For scanning jobs estimated to take 2 hours or less, prior to starting the digitization process, the staff member will start a timer and calculate the time it takes to do the following:

- Remove the physical record from its original location (excluding any time spent locating the record).
- Remove paper clips, binder clips, staples, binding (if able/necessary), etc.
- Count the number of pages of each original record.
- Determine the sizing of the papers and whether they are 1-sided or 2-sided, then setting the printer to scan accordingly.
- Repair any torn or damaged pages for scanning.
- Remove any post-it notes or other types of attachments to the pages that would jam the printer.
- Make the scans using agency equipment.
- Compare the digital scanned copy to the original copy and ensure all pages were scanned in both quantity and quality.
- Rename the scanned files as necessary.
- Organize the digital files to mimic the organization of the original paper records (if necessary – split or merge digitized records, put digitized record files into folders, etc.)
- Return the original paper records to their proper location (includes re-attaching any post-its or other attachments and re-clipping, re-binding, and/or re-stapling the records).

Cost is determined by multiplying the per minute cost of \$1.12 by the decimal form of the minutes and seconds it took to scan the records as defined above.

Example: If it takes 15 minutes to complete all steps above for a scanning project - 15 minutes x \$1.12 per minute staff cost = \$16.80.

COPYING ELECTRONIC RECORDS

ELECTRONIC RECORDS TRANSMISSION

Use of a cloud-based data storage and processing service.

RCW 42.56.070 provides that agencies may recover the actual cost of the electronic production or file transfer of the record and the use of any cloud-based data storage and processing service. For the year 2023, the City's electronic records transmission was through Next Request. In 2024, the City's electronic records transmission will be through Laserfiche. Staff are not proposing to adopt this fee at this time.

However, to calculate this in future years, the cost of the base cost of the processing service is divided by the number of public records requests from the previous year where copies of electronic records were transmitted to customers. For example:

- \$11,863.28 base cost of public records portal ÷ 720 records requests = \$16.476, or \$16.48 rounded.

The City is not proposing to adopt this fee. However, if this fee is adopted in the future, under this example, the City would round down and charge \$16.00 per request.

ELECTRONIC FILE FLAT RATE

A flat rate fee of \$0.25 per record was determined by using the following methods and then rounding down:

Timed Tests: The following steps to copy 10 records to the portal and ready them for disclosure to a customer (2.31 minutes):

- Exporting or downloading files from their original locations.
- Uploading the files into the portal.
- Confirming that all files were successfully uploaded.
- Renaming and labeling records if necessary.
- Making the files accessible to the customer.
- Providing instructions to the customer for how to access their record copies.

Time to Copy Per Record: The time of 2.31 minutes was divided by the number of files copied (10) to determine the amount of time to copy 1 file:

- 2.31 minutes ÷ 10 files copied = 0.231 minutes

Actual Cost per Current Fee Schedule: Using the rate from the existing fee schedule of \$67.57 or \$1.12 per minute, multiplied by the time per record above yields:

- \$1.12 staff cost per minute x 0.231 minutes per record = \$0.25872 staff cost per record, or \$0.26 rounded

The City has chosen to round down to \$0.25 per record and provide the first 10 records at no cost. Each record beyond the 10th will be \$0.25 each.

GIGABYTE FEE

The flat rate per gigabyte (GB) of files transmitted electronically is \$0.10.

The City has 2TB of cloud-based storage with its current provider. In the event a large request exceeds 1 gigabyte in storage, it is necessary to pass along excess storage fees. Pursuant to RCW 42.56.120(2)(b), *An agency need not calculate the actual costs it charges for providing public records if it has rules or regulations declaring the reasons doing so would be unduly burdensome...*

The City has established that it is unduly burdensome to determine the per gigabyte fee for excess data storage costs per request. Therefore, the City is electing to use the statutory default rate established by RCW 42.56.120(2)(b)(iv) of \$0.10 per gigabyte.

COPYING ELECTRONIC RECORDS TO A STORAGE DEVICE

The actual cost of the storage device will be charged to the customer along with the actual cost per the current fee schedule of \$1.12 per minute for the time it takes to copy the records to the storage device. **Please note:** Records are available via cloud-based platform at a significant cost savings over storage devices.

The following steps will be performed for copying records to a storage device:

- Exporting or downloading files from their original locations.
- Formatting the storage device (if needed).
- Uploading the files onto the storage device.
- Confirming that all files were successfully copied.
- Renaming and organizing records if necessary.
- Labeling the storage device with the request number, customer name, installment number, etc.
- Providing instructions to the customer for when and how to purchase and pick up the storage device with their record copies.

Records will be provided on a storage device if the file size of the records would be unduly burdensome to upload to the cloud (and would likely be even more burdensome to download by the customer), or upon request by the customer.

To prevent viruses or corrupt files from entering the City's networks, customer-provided storage devices are not permitted to be connected to City computers or networks under any circumstance. Should a storage device be needed, the City will purchase the most cost-effective option available at that time. The customer will reimburse the actual cost of the device, including tax and shipping (if applicable).

When records are provided in installments, a new storage device will be required for each installment. Records will not be broken into smaller installments to accommodate using multiple, smaller/less expensive storage devices. If the size of the files exceeds the limit of the largest flash drive available, or if it would be more cost-effective to do so, an external hard drive will be used.

ADDITIONAL RECORDS FEES

MAILING RECORDS

Due to the inconsistent characteristics of what records might be requested to be mailed to a customer, it is not possible to determine a flat rate for mailing. Instead, the City will charge the actual cost per the current fee schedule of \$1.12 per minute to perform the below-listed actions, plus the actual cost of the envelope, box, or container the records will be shipped in, the postage cost and any other delivery-related fees, and any applicable taxes:

- Prepare the envelope or package (address the envelope, tape a box, etc.).
- Weigh the envelope or parcel.
- Calculate the postage.
- Deliver the envelope or parcel to a post office if special handling is required beyond what the City's postage machine and/or mail services can accommodate.

DIGITAL RECORDS STORAGE DEVICE

USB drive/zip drive/thumb drive, external hard drive, etc.

The actual cost of the digital records storage device, including tax and shipping (if applicable), will be charged to the customer. Please see "Copying Records to a Storage Device" above for full costs for providing records via a storage device.

TECHNICAL EXPERTISE

To prepare data compilations or provide customized access to data or records.

Though rare, if technical expertise is necessary to copy records or data for a request, and these records or data are not used by the City for any City-related purpose, City staff will identify to the best of their ability an internal staff member or vendor who can create a custom report, query, script, program, etc. to export or copy the requested record or data from the system or device it is stored in.

The actual cost per minute wage (including benefits) of an internal staff member's time will be charged, or the actual cost of the vendor's services will be charged to the customer.

CREDIT CARD SURCHARGE

Pass through cost charged to City from credit card company.

Actual cost of surcharge added to any request paid by credit or debit card.

POLICE DEPARTMENT RECORDS FEES

POLICE REPORTS OR COLLISION REPORTS

Police reports may include the case report with narrative or CAD notes if there is no narrative. *(Note: If a requester asks for dispatch calls, they will receive the police report with narrative or CAD notes if there is no narrative.)*

The cost per police or collision report was determined to be \$5.00. This fee only applies to customers not directly involved with the incident the report is related to. No Charge for electronic copy to parties directly involved in the incident; paper copy charges apply. Additionally, charges for electronic copies will not be assessed to the involved customer's insurance company or legal representation. However,

the city must be put on notice that the law firm is representing that customer (notice of appearance preferred) in order for the fee to be waived.

Calculation: Actual cost per the current fee schedule of \$67.57 per hour or \$1.12 per minute multiplied by the average time it takes for a staff member to export a report from their Police database and records system, prepare the report for the customer, and then provide it to the customer. It was found to take 5 minutes on average to disclose a police report or collision report.

- 5 minutes x \$1.12 staff cost per minute = \$5.60 in fees.

The City has chosen to round this down to \$5.00 per report.

CLEARANCE LETTER

Clearance letters (sometimes called Visa letters) will cost \$15.00 each regardless of the number of pages of the letter. If the letter is mailed, the actual cost of mailing as described above will also apply.

Calculation: Police Records staff estimated it takes 15 minutes on average to perform necessary research for the letter and then writing the letter, sending to management for review, notarization, and then provide to the customer or the agency they specify the letter be sent to.

Using the Customized Service Actual Cost per the current fee schedule of \$67.57 per hour or \$1.12 per minute x 15 minutes = \$16.80 total cost per letter.

The City has chosen to round this down to \$15.00 per Clearance Letter.



BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB24-014
January 22, 2024
Committee Report

AGENDA BILL INFORMATION

TITLE:	AB24-014: Council 2024 Meeting Schedule	<input type="checkbox"/> Discussion Only
RECOMMENDED ACTION:	Move to cancel the August 26 and December 23, 2024 City Council meetings.	<input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

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

DEPARTMENT:	Mayor	
	Deana Dean, City Clerk	
	Finance & Administration	Meeting Date: 1/17/2024
	1. 2024 Meeting Schedule	

SUMMARY

The purpose of this Agenda Bill is to review the 2024 Council and Committee meeting schedule and consider cancelling the following to allow Council and staff advance notice for time off for work/life balance:

- August 26, 2024, City Council
- December 23, 2024, City Council

If adopted, all parties understand that Special meetings may be necessary for Council to bring forward one or more items for Council action. Meetings must be noticed pursuant to Council Rules of Procedure and the Open Public Meetings Act. This must be done 24 hours prior to the meeting.

RECOMMENDED ACTION

Move to cancel the August 26 and December 23, 2024, City Council meetings.

City of Snoqualmie Council & Committees Meeting Schedule

2024

Item 16.

Jan 2024						
S	M	T	W	T	F	S
		2	3	4	5	6
7	8	9	10	11	12	13
14		16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Feb 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18		20	21	22	23	24
25	26	27	28	29		

Mar 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Apr 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26		28	29	30	31	

Jun 2024						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18		20	21	22
23	24	25	26	27	28	29
30						

Jul 2024						
S	M	T	W	T	F	S
	1	2	3		5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Aug 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25		27	28	29	30	31

Sept 2024						
S	M	T	W	T	F	S
1		3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Oct 2024						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Nov 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10		12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27			30

Dec 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22		24		26	27	28
29	30	31				

Public Safety; Community Development

1st & 3rd Monday at 5pm and 6pm

Parks & Public Works; F&A Meetings

1st & 3rd Tuesday at 5pm and 6pm

City Council Meetings

2nd & 4th Monday at 7pm

City Holiday or Meeting Cancelled



BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB24-007
January 8, 2024
Committee Report

AGENDA BILL INFORMATION

TITLE:	AB24-007: Submission of a Ballot Proposition to the Qualified Electors of the City at an Election to be Held on August 6, 2024, Regarding a 0.1% Public Safety Sales Tax	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed:
PROPOSED ACTION:	Adopt Resolution 1677 to Provide a Submission of a Ballot Proposition to the Qualified Electors of the City at an Election to be Held on August 6, 2024, Regarding a 0.1% Public Safety Sales Tax	<input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input checked="" type="checkbox"/> Resolution

REVIEW:	Department Director	Drew Bouta	12/26/2023
	Finance	Janna Walker	12/26/2023
	Legal	David Linehan	Click or tap to enter a date.
	City Administrator	Mike Chambless	1/2/2024

DEPARTMENT:	Finance		
STAFF:	Janna Walker, Budget Manager		
COMMITTEE:	Finance & Administration	COMMITTEE DATE: January 2, 2024	
EXHIBITS:	1. Resolution 1677		

AMOUNT OF EXPENDITURE	\$ 46,000
AMOUNT BUDGETED	\$ 4,258,154
APPROPRIATION REQUESTED	\$ 0

SUMMARY

INTRODUCTION

Chapter 82.14.450 of the Revised Code of Washington (RCW) authorizes cities to impose a sales tax of up to 0.1% for public safety with voter approval. Counties may also impose a public safety sales tax under the same statute (up to a maximum of 0.3%) and the combined the city/county sales tax rate for public safety may not exceed 0.3%. However, King County currently does not impose a public safety sales tax. Resolution 1677 calls for an election and certifies a proposition for submission to the King County Director of Elections, to be placed on the ballot for the August 6, 2024, primary election.

If Resolution 1677 is approved and the City's electorate supports the proposition, the resulting public safety sales tax would be shared with King County, with the City receiving 85% of sales tax revenues and King County receiving the remaining 15%. Of the revenues the City would collect, one-third must be used solely for criminal justice and/or fire protection purposes. The remaining two-thirds are unrestricted and may be used

for any lawful governmental purpose but must be spent in accordance with the purposes specified in the ballot measure.

To get the public safety sales tax ballot proposition to a vote of the qualified electors in August, the City must submit the resolution to King County Elections by May 3, 2024.

BACKGROUND

Snoqualmie currently has lower sales tax than 82% of the cities in King County. For comparison, the chart below shows sales tax rates from some of the nearby cities or similarly sized cities within the county.

City	Total Sales Tax Rate
Snoqualmie	8.9%
Issaquah	10.1%
North Bend	9.0%
Sammammish	10.1%
Carnation	8.7%
Lake Forest Park	10.2%
Woodinville	10.1%

ANALYSIS

The approval of Resolution 1677 and passage of the proposition would allow the City to prepare the Department of Revenue for a January 1, 2025, start date, and given the lag time between actual retail sales and distribution of the tax, the City of Snoqualmie would likely not receive any revenue until March 2025. This would result in the following estimated revenue collected from the tax, with inflation based on the CPI-U estimate from King County's Office of Economic & Financial Analysis:

Estimated Revenue from the Public Safety Sales Tax (0.1%):

2024	2025	2026	2027	2028
-	226,000	279,000	286,000	294,000

The City lost certain revenues that support public safety in the General Fund during 2023 and experienced substantial inflation during 2022 and 2023, resulting in higher costs for personnel, services, and materials. While only 33.3% of the sales tax must be used to support public safety, Administration recommends using the entire public safety sales tax to support Police and Fire service at the City to prevent any impairments to service levels.

BUDGET IMPACTS

The City budgeted \$4,258,154 in the 2023-2024 Biennial Budget for services within the General Fund Administration classification (#001). Currently \$2,153,599 has been spent in the current biennium and \$207,219 is encumbered for contracts within the within the General Fund Administration classification, leaving \$1,897,336 for new expenditures.

This agenda bill will increase election-related expenditures, as Snoqualmie is not expecting to have any initiatives or legislative positions on the ballot. However, the cost of elections varies depending on the level of activity from other jurisdictions. Based on the last election in 2023, the cost of placing public safety sales tax proposition on the ballot would be \$46,000, leaving \$1,851,336 in budgetary appropriation. Therefore, sufficient appropriation exists within the 2023-24 Biennial Budget (General Fund Administration - #001) to fund a ballot initiative.

General Fund Administrative Services**2023-2024 Amended Biennial Budget**

Beginning Budget	\$ 4,258,154
Expenditures	\$ (2,153,599)
Outstanding Contract Value	\$ (207,219)
Current Available Budget	\$ 1,897,336
Estimated Cost of 2024 Election	\$ (46,000)
Available Budget after Election Costs	\$ 1,851,336

NEXT STEPS

Recommend authorizing the Mayor to sign a resolution.

PROPOSED ACTION

Move to authorize the Mayor to sign Resolution 1677 to Provide a Submission of a Ballot Proposition to the Qualified Electors of the City at an Election to be Held on August 6, 2024, Regarding a 0.1% Public Safety Sales Tax.

RESOLUTION NO. 1677

A RESOLUTION OF THE CITY OF SNOQUALMIE, WASHINGTON PROVIDING FOR A SUBMISSION TO THE QUALIFIED ELECTORS OF THE CITY AT AN ELECTION TO BE HELD ON AUGUST 6, 2024, OF A PROPOSITION AUTHORIZING AN INCREASE TO THE SALES AND USE TAX WITHIN THE CITY IN THE AMOUNT OF ONE-TENTH OF ONE PERCENT (0.1%) FOR THE PURPOSE OF FUNDING PUBLIC SAFETY, INCLUDING POLICE AND FIRE, AND SETTING FORTH THE TEXT OF THE BALLOT PROPOSITION, AS AUTHORIZED BY RCW 82.14.450.

WHEREAS, Section 82.14.450(2)(a) of the Revised Code of Washington (“RCW”) permits the Council to submit a proposition to the city voters at a primary or general election and, if the proposition is approved by a majority of persons voting, impose a sales and use tax; and

WHEREAS, Section 82.14.450(5) of the RCW states that one-third of all money received under this section must be used solely for criminal justice purposes, fire protection purposes, or both; and

WHEREAS, the Snoqualmie City Council has carefully considered the financial needs of the City’s Police and Fire service and the imposition of the tax and has determined that it is the best interests of the City and the public at large to propose in the upcoming general election on August 1, 2024 a ballot proposition increasing the sales and use tax in the amount of one-tenth of one percent (0.1%) of the selling price in the case of a sales tax, or the value of the article used in the case of a use tax.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Snoqualmie as follows:

Section 1. Findings. The City Council hereby adopts and incorporates by reference the above recitals as findings in support of this Resolution.

Section 2. Purpose of Ballot Proposition. The City Council finds that it is in the best interest of the City and the general public to submit to a vote of the electorate a sales and use tax of one-tenth of one percent (0.1%), pursuant to section 82.14.450 of the Revised Code of Washington for the purpose of raising revenue to be used solely for public safety purposes, which may include but are not limited to personnel and related costs of recruiting, hiring, training, equipping, and employing the public safety professionals described above, and to pay other related public safety expenses including costs of mental health and human services, and for any additional purposes authorized by RCW 82.14.450. The Council reserves the right, in accordance with its biennial budget process, to determine the levels of service to be provided as permitted under applicable state law and within the available revenues collected from this increase. The tax shall be in addition to any other taxes authorized by law and shall be collected from those persons who are taxable by the state under RCW 82.14 upon the occurrence of any taxable event within the City.

Section 3. Calling of Election. It is hereby found that the best interests of the inhabitants of Snoqualmie require the submission to the qualified electors of Snoqualmie for approval or rejection at the election to be held on August 6, 2024 of a proposition authorizing an additional sales and use tax of one-tenth of one percent (0.1%) on the selling price in the case of a sales tax or the value of the article used in the case of a use tax pursuant to RCW 82.14.450(2)(a). The Director of King County Elections, as ex officio supervisor of elections in the City, is hereby requested to assume jurisdiction of and to submit to the qualified electors of Snoqualmie the proposition hereinafter set forth.

Section 4. Submission of Ballot Title to the County. The City Clerk is hereby directed, no later than May 3, 2024, to certify the proposition to the Director to King County Elections in substantially the following form:

PROPOSITION 1

**CITY OF SNOQUALMIE SEEKS VOTER APPROVAL TO IMPOSE A PUBLIC
SAFETY SALES AND USE TAX**

Shall the City of Snoqualmie be allowed to impose a sales and use tax in the amount of one-tenth of one percent (0.1%) to provide ongoing funding for public safety purposes as permitted under RCW 82.14.450 in order to sustain current levels of service provided by the Police and Fire Departments which have been impacted by inflation?

Yes

No

Section 5. Corrections by the City Clerk or Code Reviser. Upon approval of the City Attorney, the City Clerk and Code Reviser are authorized to make necessary corrections to this resolution, including the correction of clerical errors; references to other local, state or federal laws, codes, rules, or regulations, or resolution numbering and section/subsection numbering.

PASSED by the City Council of the City of Snoqualmie, Washington this 8th of January 2024.

Katherine Ross, Mayor

Attest:

Approved as to form:

Deana Dean, City Clerk

David Linehan, Interim City Attorney



BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB24-016
January 23, 2024
Committee Report

AGENDA BILL INFORMATION

TITLE:	AB24-016: 2024 Salary Schedule and Retention Pay System for Non-Represented Management & Professional Employees	<input type="checkbox"/> Discussion Only
PROPOSED ACTION:	Approve the 2024 Salary Schedule and Retention Pay System for Non-Represented Management & Professional Employees	<input type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

REVIEW:	Department Director	Drew Bouta	1/9/2024
	Finance	Janna Walker	1/10/2024
	Legal	David Linehan	1/15/2024
	City Administrator	Mike Chambless	1/10/2024

DEPARTMENT:	Administration	
	Drew Bouta, Finance Director	
	Finance & Administration	COMMITTEE DATE: January 17, 2024
	1. 2024 Salary Schedule & Retention Pay System: Monthly Wage Table 2. 2024 Salary Schedule & Retention Pay System: Hourly Wage Table 3. 2024 Salary Schedule & Retention Pay System: Annual Wage Table 4. 2023 Salary Schedule	

AMOUNT OF EXPENDITURE	\$ 8,425
AMOUNT BUDGETED	\$ N/A
APPROPRIATION REQUESTED	\$ 0

SUMMARY

INTRODUCTION

The intent of this agenda bill is to establish the 2024 salary schedule and retention pay system for non-represented Management and Professional (M&P) employees. This salary schedule would establish employees at the 60th percentile of comparable cities, originating from the January 2023 Classification and Compensation Study (AB23-017), and provide a 6% cost-of-living adjustment (COLA) equal to recently approved Teamsters Collective Bargaining Agreement (CBA) (AB23-143). Furthermore, this agenda bill would establish an increase in pay for those providing enduring service to the City of Snoqualmie, replacing the "Pay for Performance System" as proposed for repeal in AB24-017, increase the step scale from three to nine, and replace automatic step increases on anniversary dates with step increases based on a satisfactory performance evaluation. The 2024 salary schedule and retention pay system would be retroactive to January 1, 2024.

LEGISLATIVE HISTORY



The City Council first approved a salary schedule for non-represented M&P employees in January 2006 and has subsequently approved the schedule on an annual basis following the consideration of a COLA. Last year, the City completed a Classification and Compensation Study (AB23-017) that evaluated the competitiveness regionally of the salaries and benefits offered by the City of Snoqualmie for each Teamsters and M&P grade and position. Following release of the study, and after considerable negotiation and effort, Council approved a CBA with the Teamsters employee group that placed employees at the 60th percentile of comparable cities and included a 6% COLA on December 11, 2023 (AB23-143).

ANALYSIS

The Administration is proposing the placement of M&P employees at the 60th percentile of comparable cities and a 6% COLA adjustment. The proposed 2024 placement and COLA is based on maintaining internal equity with the Teamsters employee group as well as several principles including:

- Encouraging the attraction and retention of high caliber employees.
- Providing a fair, equitable and competitive total compensation package.
- Rewarding individuals as well as organizational success.
- Ensuring that the compensation provided is easy to explain, understand, and administer.
- Balancing the City's need to be competitive with the limits of available financial resources.

In addition, the Administration is proposing a salary schedule that helps the City to “catch up” with the competition presently as well as helps the City to “keep up” with the competition into the future.

CATCH UP	KEEP UP
<ul style="list-style-type: none"> • Ensuring that the City offers a reasonable and competitive compensation package equal to the market average. • 60% Percentile of Comparable Cities 	<ul style="list-style-type: none"> • Ensuring that the City offers a compensation package that maintains parity with the competition and protects our position within the market. • Cost-of-Living Adjustments (COLAs)
	

Lastly, the Administration is proposing a salary schedule that acknowledges the long economic shadow of the pandemic and its resulting inflationary pressures, that have impacted everyone, including M&P employees.

Year	COLA Approved	CPI-W (June to June)
2019	3.0%	3.65%
2020	3.0%	1.68%
2021	2.5%	1.01%
2022	3.0%	6.29%
2023	3.5%	9.54%
2024 (Proposed)	6.0%	4.51%

BUDGET IMPACTS

The City budgeted for M&P positions within the General Fund (#001), the North Bend Police Fund (#014), the American Rescue Plan Act (ARPA) Fund (#150), the Non-Utility Capital Fund (#310), Water Utility (#401), Sewer Utility (#402), Stormwater Utility (#403), Utility Capital (#417), Equipment Repair & Replacement (ER&R) (#501), Information Technology (#502), and Facilities (#510).

If all M&P positions were filled for the duration of 2024, implementing the proposed salary schedule and the accompanying repeal of the pay-for-performance system would result in an estimated \$8,425 increase in personnel costs across all funds. The funds and classifications expected to experience cost increases include Administrative (#001), Police (#001), Community Development (CD) (#001), and Information Technology (IT) (#502), as shown in the table below. However, because of savings realized due to current vacancies in each of these funds/classifications, no additional appropriation is expected to be required.

Salary Increase by Fund / Classification

Department	Fund	2024
Administration ¹	001	\$ 17,436
Police ²	001	\$ 1,346
Fire	001	\$ (6,687)
Parks	001	\$ (1,953)
CD	001	\$ 10,425
Streets	001	\$ (1,953)
Total General Fund	001	\$ 18,614
ARPA	150	\$ (5,423)
Non-Utility Capital	310	\$ (2,441)
Water Utility	401	\$ (2,930)
Sewer Utility	402	\$ (1,953)
Stormwater Utility	403	\$ (1,953)
Utility Capital	417	\$ (4,883)
ER&R	501	\$ (977)
IT	502	\$ 10,859
Facilities	510	\$ (488)
Grand Total		\$ 8,425

¹Includes contract with the City Administrator.

²Includes increases related to North Bend Police Fund (#014).

NEXT STEPS

Adoption at City Council Meeting: January 22, 2024.

PROPOSED ACTION

Move to Approve the 2024 Salary Schedule and Retention Pay System for Non-Represented Management and Professional Employees

City of Snoqualmie
Non-Represented, Management & Professional (M&P)
2024 Salary Schedule
Monthly Wage Table - 60th Percentile

COLA Adjustment Proposed = 6.00%

All employees will be eligible for a step increase in a given year following a satisfactory annual performance evaluation as established by the Administration.

Grade	Position Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
Contract	City Administrator									18,943
13	City Attorney	11,782	12,232	12,700	13,185	13,689	14,213	14,756	15,320	15,906
13	Parks & Public Works Director ¹	11,782	12,232	12,700	13,185	13,689	14,213	14,756	15,320	15,906
13	Police Chief	11,782	12,232	12,700	13,185	13,689	14,213	14,756	15,320	15,906
13	Fire Chief	11,782	12,232	12,700	13,185	13,689	14,213	14,756	15,320	15,906
13	Information Technology Director ¹	11,782	12,232	12,700	13,185	13,689	14,213	14,756	15,320	15,906
12	Finance Director	11,011	11,432	11,869	12,323	12,794	13,283	13,791	14,318	14,865
11	Community Development Director	10,291	10,684	11,093	11,517	11,957	12,414	12,888	13,381	13,893
11	Police Captain ¹	10,291	10,684	11,093	11,517	11,957	12,414	12,888	13,381	13,893
11	Deputy Fire Chief ¹	10,291	10,684	11,093	11,517	11,957	12,414	12,888	13,381	13,893
11	Deputy Parks & Public Works Director	10,291	10,684	11,093	11,517	11,957	12,414	12,888	13,381	13,893
10	Accounting Manager	8,814	9,150	9,500	9,863	10,240	10,632	11,038	11,460	11,898
10	Budget Manager	8,814	9,150	9,500	9,863	10,240	10,632	11,038	11,460	11,898
10	Information Technology Manager ¹	8,814	9,150	9,500	9,863	10,240	10,632	11,038	11,460	11,898
10	Human Resources Manager	8,814	9,150	9,500	9,863	10,240	10,632	11,038	11,460	11,898
10	City Clerk	8,814	9,150	9,500	9,863	10,240	10,632	11,038	11,460	11,898
9	Revenue Manager	8,199	8,512	8,837	9,175	9,526	9,890	10,268	10,661	11,068
9	CIP Project Manager	8,199	8,512	8,837	9,175	9,526	9,890	10,268	10,661	11,068
9	Mental Health Professional & Community Co-Responder (L2) ²	8,199	8,512	8,837	9,175	9,526	9,890	10,268	10,661	11,068
8	Building Official ³	7,627	7,918	8,221	8,535	8,861	9,200	9,552	9,917	10,296
8	Communications Coordinator	7,627	7,918	8,221	8,535	8,861	9,200	9,552	9,917	10,296
7	Management Analyst	7,095	7,366	7,647	7,940	8,243	8,558	8,885	9,225	9,578
6	Budget Analyst	6,600	6,852	7,114	7,386	7,668	7,961	8,266	8,582	8,910
6	Human Resources Analyst ¹	6,600	6,852	7,114	7,386	7,668	7,961	8,266	8,582	8,910
6	Project Specialist	6,600	6,852	7,114	7,386	7,668	7,961	8,266	8,582	8,910
6	Mental Health Professional & Community Co-Responder (L1) ¹	6,600	6,852	7,114	7,386	7,668	7,961	8,266	8,582	8,910
6	Community Liaison	6,600	6,852	7,114	7,386	7,668	7,961	8,266	8,582	8,910
5	Deputy City Clerk/Legal Assistant ¹	6,139	6,374	6,618	6,870	7,133	7,406	7,689	7,983	8,288

Retention Pay System

All employees will receive retention pay in addition to their salaries as follows:

Service Time	% of Salary
0-3 Years of Service	0%
4-5 Years of Service	1%
6-10 Years of Service	2%
11-15 Years of Service	4%
16+ Years of Service	5%

Note: Each step includes a 3.82% increase over the previous step.

¹ These positions are currently vacant.

² The L2 position represents increasing responsibility and would allow for career development. There is no current plan to add a second Mental Health Professional at the L1 level.

³The pay scale of this position may require an administrative update following the provision of legal advice.

City of Snoqualmie
Non-Represented, Management & Professional (M&P)
2024 Salary Schedule
Hourly Wage Table - 60th Percentile

COLA Adjustment Proposed = 6.00%

All employees will be eligible for a step increase in a given year following a satisfactory annual performance evaluation as established by the Administration.

Grade	Position Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
Contract	City Administrator									109.28804
13	City Attorney	67.97308	70.57115	73.26875	76.06971	78.97740	81.99615	85.13077	88.38462	91.76346
13	Parks & Public Works Director ¹	67.97308	70.57115	73.26875	76.06971	78.97740	81.99615	85.13077	88.38462	91.76346
13	Police Chief	67.97308	70.57115	73.26875	76.06971	78.97740	81.99615	85.13077	88.38462	91.76346
13	Fire Chief	67.97308	70.57115	73.26875	76.06971	78.97740	81.99615	85.13077	88.38462	91.76346
13	Information Technology Director ¹	67.97308	70.57115	73.26875	76.06971	78.97740	81.99615	85.13077	88.38462	91.76346
12	Finance Director	63.52596	65.95433	68.47548	71.09327	73.81058	76.63221	79.56154	82.60240	85.76010
11	Community Development Director	59.37019	61.63942	63.99567	66.44231	68.98173	71.61875	74.35625	77.19856	80.14952
11	Police Captain ¹	59.37019	61.63942	63.99567	66.44231	68.98173	71.61875	74.35625	77.19856	80.14952
11	Deputy Fire Chief ¹	59.37019	61.63942	63.99567	66.44231	68.98173	71.61875	74.35625	77.19856	80.14952
11	Deputy Parks & Public Works Director	59.37019	61.63942	63.99567	66.44231	68.98173	71.61875	74.35625	77.19856	80.14952
10	Accounting Manager	50.84760	52.79087	54.80913	56.90433	59.07933	61.33750	63.68221	66.11635	68.64423
10	Budget Manager	50.84760	52.79087	54.80913	56.90433	59.07933	61.33750	63.68221	66.11635	68.64423
10	Information Technology Manager ¹	50.84760	52.79087	54.80913	56.90433	59.07933	61.33750	63.68221	66.11635	68.64423
10	Human Resources Manager	50.84760	52.79087	54.80913	56.90433	59.07933	61.33750	63.68221	66.11635	68.64423
10	City Clerk	50.84760	52.79087	54.80913	56.90433	59.07933	61.33750	63.68221	66.11635	68.64423
9	Revenue Manager	47.30000	49.10817	50.98510	52.93413	54.95769	57.05817	59.23942	61.50385	63.85481
9	CIP Project Manager	47.30000	49.10817	50.98510	52.93413	54.95769	57.05817	59.23942	61.50385	63.85481
9	Mental Health Professional & Community Co-Responder (L2) ²	47.30000	49.10817	50.98510	52.93413	54.95769	57.05817	59.23942	61.50385	63.85481
8	Building Official ³	44.00000	45.68221	47.42837	49.24135	51.12356	53.07788	55.10673	57.21298	59.40000
8	Communications Coordinator	44.00000	45.68221	47.42837	49.24135	51.12356	53.07788	55.10673	57.21298	59.40000
7	Management Analyst	40.93029	42.49471	44.11923	45.80577	47.55673	49.37452	51.26202	53.22115	55.25625
6	Budget Analyst	38.07500	39.53029	41.04135	42.61010	44.23894	45.92981	47.68558	49.50865	51.40096
6	Human Resources Analyst ¹	38.07500	39.53029	41.04135	42.61010	44.23894	45.92981	47.68558	49.50865	51.40096
6	Project Specialist	38.07500	39.53029	41.04135	42.61010	44.23894	45.92981	47.68558	49.50865	51.40096
6	Mental Health Professional & Community Co-Responder (L1) ¹	38.07500	39.53029	41.04135	42.61010	44.23894	45.92981	47.68558	49.50865	51.40096
6	Community Liaison	38.07500	39.53029	41.04135	42.61010	44.23894	45.92981	47.68558	49.50865	51.40096
5	Deputy City Clerk/Legal Assistant ¹	35.41827	36.77212	38.17788	39.63702	41.15240	42.72548	44.35865	46.05433	47.81442

Retention Pay System

All employees will receive retention pay in addition to their salaries as follows:

Service Time	% of Salary
0-3 Years of Service	0%
4-5 Years of Service	1%
6-10 Years of Service	2%
11-15 Years of Service	4%
16+ Years of Service	5%

Note: Each step includes a 3.82% increase over the previous step.

¹ These positions are currently vacant.

² The L2 position represents increasing responsibility and would allow for career development. There is no current plan to add a second Mental Health Professional at the L1 level.

³The pay scale of this position may require an administrative update following the provision of legal advise.

City of Snoqualmie
Non-Represented, Management & Professional (M&P)
2024 Salary Schedule
Annual Wage Table - 60th Percentile

COLA Adjustment Proposed = 6.00%

All employees will be eligible for a step increase in a given year following a satisfactory annual performance evaluation as established by the Administration.

Grade	Position Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
Contract	City Administrator									227,319
13	City Attorney	141,384	146,788	152,399	158,225	164,273	170,552	177,072	183,840	190,868
13	Parks & Public Works Director ¹	141,384	146,788	152,399	158,225	164,273	170,552	177,072	183,840	190,868
13	Police Chief	141,384	146,788	152,399	158,225	164,273	170,552	177,072	183,840	190,868
13	Fire Chief	141,384	146,788	152,399	158,225	164,273	170,552	177,072	183,840	190,868
13	Information Technology Director ¹	141,384	146,788	152,399	158,225	164,273	170,552	177,072	183,840	190,868
12	Finance Director	132,134	137,185	142,429	147,874	153,526	159,395	165,488	171,813	178,381
11	Community Development Director	123,490	128,210	133,111	138,200	143,482	148,967	154,661	160,573	166,711
11	Police Captain ¹	123,490	128,210	133,111	138,200	143,482	148,967	154,661	160,573	166,711
11	Deputy Fire Chief ¹	123,490	128,210	133,111	138,200	143,482	148,967	154,661	160,573	166,711
11	Deputy Parks & Public Works Director	123,490	128,210	133,111	138,200	143,482	148,967	154,661	160,573	166,711
10	Accounting Manager	105,763	109,805	114,003	118,361	122,885	127,582	132,459	137,522	142,780
10	Budget Manager	105,763	109,805	114,003	118,361	122,885	127,582	132,459	137,522	142,780
10	Information Technology Manager ¹	105,763	109,805	114,003	118,361	122,885	127,582	132,459	137,522	142,780
10	Human Resources Manager	105,763	109,805	114,003	118,361	122,885	127,582	132,459	137,522	142,780
10	City Clerk	105,763	109,805	114,003	118,361	122,885	127,582	132,459	137,522	142,780
9	Revenue Manager	98,384	102,145	106,049	110,103	114,312	118,681	123,218	127,928	132,818
9	CIP Project Manager	98,384	102,145	106,049	110,103	114,312	118,681	123,218	127,928	132,818
9	Mental Health Professional & Community Co-Responder (L2) ²	98,384	102,145	106,049	110,103	114,312	118,681	123,218	127,928	132,818
8	Building Official ³	91,520	95,019	98,651	102,422	106,337	110,402	114,622	119,003	123,552
8	Communications Coordinator	91,520	95,019	98,651	102,422	106,337	110,402	114,622	119,003	123,552
7	Management Analyst	85,135	88,389	91,768	95,276	98,918	102,699	106,625	110,700	114,933
6	Budget Analyst	79,196	82,223	85,366	88,629	92,017	95,534	99,186	102,978	106,914
6	Human Resources Analyst ¹	79,196	82,223	85,366	88,629	92,017	95,534	99,186	102,978	106,914
6	Project Specialist	79,196	82,223	85,366	88,629	92,017	95,534	99,186	102,978	106,914
6	Mental Health Professional & Community Co-Responder (L1) ¹	79,196	82,223	85,366	88,629	92,017	95,534	99,186	102,978	106,914
6	Community Liaison	79,196	82,223	85,366	88,629	92,017	95,534	99,186	102,978	106,914
5	Deputy City Clerk/Legal Assistant ¹	73,670	76,486	79,410	82,445	85,597	88,869	92,266	95,793	99,454

Retention Pay System

All employees will receive retention pay in addition to their salaries as follows:

Service Time	% of Salary
0-3 Years of Service	0%
4-5 Years of Service	1%
6-10 Years of Service	2%
11-15 Years of Service	4%
16+ Years of Service	5%

Note: Each step includes a 3.82% increase over the previous step.

¹ These positions are currently vacant.

² The L2 position represents increasing responsibility and would allow for career development. There is no current plan to add a second Mental Health Professional at the L1 level.

³The pay scale of this position may require an administrative update following the provision of legal advice.

City of Snoqualmie
2023 Classification Rates & Salary Schedule
Non-Represented, Management & Professional (M&P)
Monthly Wage Table

Grade	Position Title	Step 1	Step 2	Step 3
Contract	City Administrator			16,457
MP1	City Attorney	14,772	15,592	16,413
MP2	Parks & Public Works Director	13,268	14,005	14,743
MP2	Finance & Human Resources Director	13,268	14,005	14,743
MP2	Police Chief	13,268	14,005	14,743
MP3	Fire Chief	12,636	13,338	14,040
MP4	Information Technology Director	11,780	12,434	13,089
MP4	Community Development Director	11,780	12,434	13,089
MP5	Police Captain	11,219	11,842	12,466
MP6	Deputy Fire Chief	10,658	11,250	11,842
MP6	Deputy Director of Parks & Public Works	10,658	11,250	11,842
MP7	Assistant City Attorney	10,389	10,966	11,543
MP8A	Parks & Public Works Manager	9,663	10,200	10,737
MP8A	Human Resources Manager	9,663	10,200	10,737
MP8B	Budget Manager	8,815	9,304	9,794
MP8B	Financial Services Manager	8,815	9,304	9,794
MP8B	Information Technology Manager	8,815	9,304	9,794
MP8B	Building Official	8,815	9,304	9,794
MP9	City Clerk	8,785	9,273	9,761
MP10	Communications Coordinator	8,168	8,622	9,076
MP10	Senior Financial Analyst	8,168	8,622	9,076
MP11	Human Resources Analyst	7,426	7,838	8,251
MP11	Management Analyst	7,426	7,838	8,251
MP11	Mental Health Professional	7,426	7,838	8,251
MP12	Community Liaison	6,602	6,968	7,335
MP12	Deputy City Clerk/Legal Assistant	6,602	6,968	7,335
MP13	Confidential Assistant to City Attorney	6,003	6,336	6,670
MP13	Confidential Human Resources Assistant	6,003	6,336	6,670
MP14	Vacant	5,402	5,702	6,002
MP15	Vacant	4,861	5,132	5,402
MP16	Vacant	4,375	4,618	4,861



BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB24-017
January 23, 2024
Committee Report

AGENDA BILL INFORMATION

TITLE:	AB24-017: Resolution No. 1679 Repealing Resolution No. 806 Concerning the Establishment of the Management/Professional Employees Performance Management System	<input type="checkbox"/> Discussion Only <input type="checkbox"/> Action Needed:
PROPOSED ACTION:	Approve Resolution No. 1679 Repealing Resolution No. 806 Concerning the Establishment of the Management/Professional Employees Performance Management System	<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

REVIEW:	Department Director	Drew Bouta	1/10/2024
	Finance	Janna Walker	1/10/2024
	Legal	David Linehan	1/15/2024
	City Administrator	Mike Chambless	1/11/2024

DEPARTMENT:	Administration		
STAFF:	Drew Bouta, Finance Director		
COMMITTEE:	Finance & Administration	COMMITTEE DATE: January 17, 2024	
EXHIBITS:	1. Resolution No. 1679 2. Resolution No. 806		

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

SUMMARY

INTRODUCTION

The intent of this agenda bill is to repeal the City's Management/Professional Employees Performance Management System which provides eligible non-represented Management and Professional (M&P) employees the potential to earn an additional percentage of pay annually on top of their salary based on satisfactory performance within the process outlined in Resolution 806.

The City is proposing to replace the current Management/Professional Employees Performance Management System with the retention pay system and performance-based annual step increases as provided for in AB24-016.

LEGISLATIVE HISTORY

Snoqualmie City Council approved Resolution No. 529 on September 13, 1999 establishing the Management/Professional Employees Performance Management System, amending the system through Resolution No. 629 on February 11, 2002, and again through Resolution No. 806 on January 22, 2007.

ANALYSIS

Non-Represented M&P employees currently earn up to 4% of additional pay annually on top of their salary. The repeal of the current Management/Professional Employees Performance Management System and proposed replacement with the retention pay system and performance-based annual step increases as provided for in AB24-016 is designed to accomplish two important objectives including:

- Encourage the retention of high-caliber and faithful employees who continue to make the City of Snoqualmie their employment of choice (retention pay system).
- Create a more meaningful merit-based pay system where annual step increases within the salary schedule are tied to meeting the performance objectives of the City (performance-based annual step increase).

BUDGET IMPACTS

Eliminating the current performance management system and replacing it with a retention pay system and performance-based annual step increases is expected to save the city \$69,802 in 2024. These savings are spread across multiple funds and are incorporated in the AB24-016 M&P Salary Schedule budget statement where they work to lower the total cost of the proposed 2024 M&P salary schedule.

NEXT STEPS

Adoption at City Council Meeting: January 22, 2024.

PROPOSED ACTION

Move to approve Resolution No. 1679 Repealing Resolution No. 806 Concerning the Establishment of the Management/Professional Employees Performance Management System.

RESOLUTION NO. 1679**A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF SNOQUALMIE REPEALING RESOLUTION NO. 806
CONCERNING THE ESTABLISHMENT OF THE
MANAGEMENT/PROFESSIONAL EMPLOYEES
PERFORMANCE MANAGEMENT SYSTEM**

WHEREAS, the City Council of the City of Snoqualmie adopted Resolution 529 on September 13, 1999, related to Management and Professional Employee Compensation, and

WHEREAS, the City Council of the City of Snoqualmie adopted Resolution 629 on February 11, 2002, amending Resolution 529 relating to Management and Professional Employee Compensation – Pay for Performance System, and

WHEREAS, the City Council of the City of Snoqualmie adopted Resolution 806 on January 22, 2007, amending Resolution 629 related to Management and Professional Employee Compensation – Pay for Performance System, and

WHEREAS, the City Council has concurred that it would be in the best interest of the City to repeal the Management and Professional Employee Compensation – Pay for Performance System and replace with a retention pay system and performance-based annual step increases for talent retention and merit-based purposes.

RESOLVED by the Council of the City of Snoqualmie, Washington, Resolution No. 806 relating to Management and Professional Employee Compensation – Pay for Performance System is hereby repealed.

PASSED by the City Council of the City of Snoqualmie, Washington this 22nd day of January 2024.

Katherine Ross, Mayor

ATTEST:

APPROVED AS TO FORM:

Deana Dean, City Clerk

David Linehan, Interim City Attorney

RESOLUTION NO. 806**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SNOQUALMIE, WASHINGTON, RELATING TO MANAGEMENT AND PROFESSIONAL EMPLOYEES PERFORMANCE MANAGEMENT SYSTEM**

WHEREAS, the City Council of the City of Snoqualmie adopted Resolution 529 on September 13, 1999, relating to Management and Professional Employee Compensation, and

WHEREAS, the City Council of the City of Snoqualmie adopted Resolution 629 on February 11, 2002, Amending Resolution 529 relating to Management and Professional Employee Compensation – Pay for Performance System, and

WHEREAS, the City Council, at its December 12, 2005 meeting and concurred that it would be in the best interest of the City to retain the Management -Professional Performance Management System with most of its core elements with certain exceptions; and

WHEREAS, the City Council requested that the City Administrator bring forth a recommendation to amend the program, now therefore, be it

RESOLVED by the City Council of the City of Snoqualmie, Washington the "Management/Professional Employees Performance Management System" attached hereto as Exhibit A is hereby approved and adopted.

PASSED by the City Council of the City of Snoqualmie this 22nd day of January, 2007.


Matthew R. Larson/CML, Mayor

Attest:


Jodi Warren/CMC City Clerk

EXHIBIT A

MANAGEMENT/PROFESSIONAL EMPLOYEES PERFORMANCE MANAGEMENT SYSTEM

I. Purpose

The City of Snoqualmie's performance management system shall provide a clear, consistent means for regularly discussing, measuring, evaluating and documenting individual employee performance and shall provide a fair and equitable means for compensating employees based on their performance.

The performance management system should be able to identify *what* results were achieved by employees and *how* the results were achieved. In order to fulfill this mission, feedback on performance must be timely, standards must be clearly defined, and performance appraisals must be clearly linked to job performance standards.

The appraisals are to be administered to all Management/Professional employees, however will be used to award "Pay for Performance" to those employees who have completed a full year under step C of the approved Management And Professional Classification Plan And Salary Schedule adopted by Resolution 768.

II Performance Appraisal Process

The performance appraisal process contains the following:

- A. Performance Planning
- B. Tracking & Feedback
- C. Performance Review

These components should be viewed as a continuing cycle. Done correctly this cycle can provide the following benefits:

- Build trust and contribute to good employee relations between an employee and their supervisor.
- Give a tangible link to the City's budget objectives, customer service values and the employee's performance.
- Promote employee's job satisfaction by letting them know their supervisor is interested in their progress and development.
- Aid in employee's career development and planning for future City needs.
- Provide recognition for a job well done and identify those areas of performance that may require improvement.
- Improve quality of service delivery to the City's customers.

III. Performance Appraisal Process

As discussed in the previous section the performance appraisal process should be viewed as a continuous cycle. Bi-annually, the performance cycle should result in formal feedback in the form of the *Employee/Supervisor Evaluation*. The results of the *Employee/Supervisor Evaluation* will determine the merit increase an employee is eligible to receive. The following provides guidelines for the performance appraisal cycle.

A. Performance Planning- to be completed in January and July of each year

Performance planning should occur at the beginning of the performance cycle. It may be performed in conjunction with the completion of the Employee Supervisor Performance Evaluation for the prior year or at a separate time shortly after the prior year evaluation is complete. An employee and supervisor should jointly determine the following during the performance planning process:

1. **Improvement Plans:** Identify improvement plans for those areas of the Employee/Supervisor Evaluation that were lower than the Meet Standards rating.
2. **Job Performance Objectives:** Establish Job Performance Objectives descriptions, weights, and action plans that will be used in the Employee/Supervisor Evaluation for the following performance appraisal cycle.

Job Performance Objectives tell what results an employee should achieve during the performance review cycle (i.e., goals, projects and/or tasks) and how the results should be achieved.

The number of Job Performance Objectives identified to be used during the next performance appraisal cycle should be a decision made jointly between the supervisor and employee. There must be a minimum of one Job Performance Objective identified, and ideally no more than six. Each job Performance Objective must be given a weight, with the total weight of all performance objectives totaling 100 percent. In determining the weight assigned to each performance objective, the employee and supervisor should consider priority, importance in accomplishing City and Department goals and complexity in accomplishing the objective. It should be recognized that Job Performance Objectives may change during the performance cycle as a result of changing City Department priorities. There should be communication between the supervisor and employee throughout the performance cycle if a modification in the Job Performance Objectives is needed.

3. **Review Employee Performance:** Review the required Employee Performance categories and the definition of the rating standards for clarity and understanding.

**B. Performance Tracking and Feedback -
To be reviewed during the months of July and January for the preceding six month period.**

Throughout the performance appraisal cycle the employee and supervisor should:

1. Maintain records related to the employee's job performance in relation to the required evaluation categories and the status of the identified performance job objectives.
2. Have adequate dialogue to:
 - Assess the employee's progress of job performance objectives;
 - Reinforce between the supervisor and employee the priority and importance of City and department goals;
 - Make a course correction (e.g., redefine job performance objectives if objectives are unrealistic, if forces beyond employee's control will affect measurement, or if City/department priorities have changed).
 - Identify any areas of job performance that may require corrective action.
 - Identify areas in which the supervisor can provide additional support to assist the employee in accomplishing City/department goals.

**C. Performance Review -
To be completed by July 31 for the period January 1 through June 30 and by
January 31 for the period July 1 through December 31.**

The performance review will consist of the following component:

1. Employee/Supervisor Performance Evaluation

The Employee/Supervisor Performance Evaluation will comprise 100 percent of the overall performance evaluation score. Reviews and recommendations for Pay for Performance are then provided to the Mayor for final approval.

1. Employee/Supervisor Performance Evaluation

Purpose

The purpose of the *Employee/Supervisor Performance Evaluation* is to formally document **what** results the employee has achieved and **how** the results were achieved during the last performance review cycle. A copy of the Employee/Supervisor Performance Evaluation can be found in Appendix B of this section. In order to evaluate the employees performance, all employees will be evaluated on the following six categories:

Performance Categories

Partnership: The employee works well with others to complete a job, supports other staff members and helps to fill in when others are absent.

Productivity: The individual is industrious, puts in a full days work, does fair share of work, is not easily diverted into non-productive activity, prioritizes work, multitasks and spends most time on high priority tasks, and is effective in accomplishing assignments and goals in a timely manner.

Customer Service/Communication: The employee implements the City's customer service values. The employee provides a quality work product through cooperative and team building methods. The employee provides information and ideas to internal and external customers in a manner that demonstrates respectful, timely, and cooperative behavior.

Motivation/Initiative: The employee provides a quality work product through self-initiative on a consistent basis. The employee responds to the needs of customers with a positive, enthusiastic attitude. The employee responds to challenges without direct requests from supervisors. The employee considers and implements alternative methods of accomplishing job tasks that may result in more effective and efficient ways of doing business.

Dependability: The employee fulfills commitments and completes tasks within expected time frames and of the quality expected by supervisors. The employee maintains trust by being honest, adhering to City policies, and maintaining confidentiality on appropriate matters. Others can rely on an employee because of their attendance at work.

Job Performance Objectives: Job performance objectives should describe what, when and how things will be accomplished. Criteria in this area should be specific, measurable, realistic, challenging and reflective of City and department goals. Job

performance objectives should be developed jointly between the employee and supervisor prior to the evaluation period.

If the employee being evaluated is a supervisor then there are two additional categories that are required to be included in the *Employee/Supervisor Performance Evaluation*. They are:

Supervisory Skills: The Supervisor develops constructive relationships with employees. The Supervisor conveys the City's Goals and Values to employees as demonstrated in the department division work product. The Supervisor encourages and implements staff development programs.

Resource Management (Supervisory Positions): The Supervisor prepares and allocates budget, personnel, and equipment resources in a manner that results in timely and high quality work products.

Rating Standards

Each of the required job performance categories, with the exception of Job Performance Objectives, will be evaluated using the following rating standards:

5	Exceptional
4	Exceeds Standards
3	Meets Standards
2	Partially Meets Standards
1	Unacceptable

Job Performance Objectives will be measured for level of accomplishment. Levels of accomplishment may be described by utilizing one or more of the following:

- Quantity/Quality
- Methods
- Establish Time Frames Deadlines
- Comparison to a Known Standard
- Results
- Accuracy

The standards for measuring Job Performance Objectives will be as follows:

5	Accomplishment Exceptional
4	Accomplishment Exceeds Standards
3	Fully Accomplished
2	Partially Accomplished
1	Accomplishment Unacceptable

All ratings for all performance categories should be in whole numbers. In other words, supervisors should give ratings such as "5" or "3", not "4.8" or "3.2". Guidelines for the rating standards in each performance category can be found in the Appendix.

As the supervisor reviews an employee's performance over the previous performance cycle, the supervisor may have to make a decision regarding scoring a specific performance category when the employee has demonstrated performance in two different rating standards.

Overall Employee/Supervisor Performance Evaluation Score

To determine the overall score of the Employee/Supervisor Performance Evaluation, a supervisor should first determine the score for the Job Performance Objective category (refer to page 2). To determine this score, the supervisor should rate each job performance objective using the applicable standards and then multiply this score by the weight assigned to that particular objective. Once all objectives have been scored and multiplied by their respective weight, the supervisor should add all the weighted scores together to determine the final score for the Job Performance Objective category. The following is an example:

H. Job Performance Objectives	Weight	X	Performance Standard	=	Value
#1 Completion of Budget Process	.50	X	3	=	1.50
#2 Acquisition and installation of improved computer hardware	.20	X	2	=	.40
#3 Design and implement compensation plan	.30	X	4	=	1.20
Subtotal Section H					3.10

Since the remaining performance categories are not assigned a weight, the supervisor should determine a score for the category based on the applicable standards scale. Once all performance categories are scored, the scores for each category should be added and divided by six for non-supervisory personnel and eight for supervisory personnel.

The following is an example:

PERFORMANCE CATEGORY				Performance Standard Value	
A. Partnership's				4.0	
B. Productivity				3.0	
C. Customer Service				3.0	
D. Motivation/initiative				4.0	
E. Dependability				3.0	
F. Supervisory Skills				n/a	
G. Resource Management				n/a	
Subtotal Sections A - G				17.0	
H. JOB PERFORMANCE OBJECTIVES	Weight	X	Performance Standard	=	Value
#1 Completion of Budget Process	.50	X	3	=	1.50
#2 Acquisition and installation of improved computer hardware	.20	X	2	=	.40

#3 Design and implement compensation plan	.30	X	4	=	1.20
Subtotal Section H					3.10
Total A through H					20.10
Divide by the number of Performance Categories (6 for Non-Supervisory, 8 for Supervisory)					/6.0
Average Score of Employee/Supervisor Evaluation					3.35
Weighted Employee/Supervisor Evaluation Score (multiply by .100)					

IV. Determining the Results of the Performance Appraisal Process

The scores from the Employee/Supervisor Performance Review determines an overall employee performance score. The resulting performance score is used to determine any merit award for which the employee is eligible. The maximum annual performance award is 4 percent, the minimum is 0%. The merit award is a one-time payment for the applicable six month period, of up to 2% for each six month period, payable during the month that the review is completed and approved. The following table shows the performance pay earned for each performance score. Note that any score below 3.0 (meeting standards) is not eligible to receive a merit award

PERFORMANCE APPRAISAL – MERIT AWARD		
Evaluation Standard	Performance Appraisal Points	Merit Award
Unacceptable – Partially Meets Standard	<3.0	0.0
Meets Standard	3.0	1.0
	3.1	1.0
	3.2	1.1
	3.3	1.1
	3.4	1.2
	3.5	1.2
	3.6	1.3
	3.7	1.3
	3.8	1.4
	3.9	1.4
Exceeds Standard	4.0	1.5
	4.1	1.5
	4.2	1.6
	4.3	1.6
	4.4	1.7
	4.5	1.7
	4.6	1.8
	4.7	1.9
	4.8	1.9
	4.9	2.0
Exceptional	5.0	2.0

V. RESOLVING PERFORMANCE EVALUATION DISAGREEMENTS

Successful performance evaluation processes include open and honest communication between an employee and their supervisor. In the event that the employee disagrees with the ratings received on the Employee/Supervisor Evaluation, the employee should advise the supervisor of their disagreement and reasons for believing that a different rating is justified. The supervisor has the discretion to either modify or not modify ratings as they believe the rating reflects on the actual job performance of the employee. Ultimately, the rating of performance evaluations is the responsibility of the supervisor. The Mayor has the final approval any Pay for Performance awarded.

Appendix A PERFORMANCE EVALUATION FORM

Employee: _____ Position: _____

Department: _____ Supervisor Completing Evaluation: _____

Evaluation Period: _____ Date Evaluation Completed: _____

Performance Category	Rating Standard	Comments
Partnership	Exceptional (5) Exceeds Standard (4) Meets Standard (3) Partially Meets Standard (2) Unacceptable (1)	
Productivity	Exceptional (5) Exceeds Standard (4) Meets Standard (3) Partially Meets Standard (2) Unacceptable (1)	
Customer Service/ Communication	Exceptional (5) Exceeds Standard (4) Meets Standard (3) Partially Meets Standard (2) Unacceptable (1)	
Motivation/Initiative	Exceptional (5) Exceeds Standard (4) Meets Standard (3) Partially Meets Standard (2) Unacceptable (1)	
Dependability	Exceptional (5) Exceeds Standard (4) Meets Standard (3) Partially Meets Standard (2) Unacceptable (1)	
Supervisory Skills	Exceptional (5) Exceeds Standard (4) Meets Standard (3) Partially Meets Standard (2) Unacceptable (1)	
Resource Management	Exceptional (5) Exceeds Standard (4) Meets Standard (3) Partially Meets Standard (2) Unacceptable (1)	

Performance Category	Rating Standard	Comments
1.	Exceptional (5) Exceeds Standard (4) Meets Standard (3) Partially Meets Standard (2) Unacceptable (1)	
2.	Exceptional (5) Exceeds Standard (4) Meets Standard (3) Partially Meets Standard (2) Unacceptable (1)	
3.	Exceptional (5) Exceeds Standard (4) Meets Standard (3) Partially Meets Standard (2) Unacceptable (1)	
4.	Exceptional (5) Exceeds Standard (4) Meets Standard (3) Partially Meets Standard (2) Unacceptable (1)	
5.	Exceptional (5) Exceeds Standard (4) Meets Standard (3) Partially Meets Standard (2) Unacceptable (1)	
6.	Exceptional (5) Exceeds Standard (4) Meets Standard (3) Partially Meets Standard (2) Unacceptable (1)	
7.	Exceptional (5) Exceeds Standard (4) Meets Standard (3) Partially Meets Standard (2) Unacceptable (1)	

PERFORMANCE EVALUATION SCORING SUMMARY

PERFORMANCE CATEGORY				Performance Standard Value	
A. Partnership's					
B. Productivity					
C. Customer Service					
D. Motivation/initiative					
E. Dependability					
F. Supervisory Skills					
G. Resource Management					
Subtotal Sections A - G					
H. JOB PERFORMANCE OBJECTIVES	Weight	X	Performance Standard	=	Value
#1		X		=	
#2		X		=	
#3		X		=	
#4		X		=	
#5		X		=	
#6		X		=	
Subtotal Section H					
Total A through H plus Subtotal Section H					
Average Score of Employee/Supervisor Evaluation - To obtain average score, divide the subtotal above by the number of Performance Categories (6 for Non-Supervisory, 8 for Supervisory)					
Pay for Performance Increase (refer to table on Page 10)					
<p>Mayor's Approval :</p> <p>I agree with the above Performance Evaluation and approve a Pay for Performance Merit Award in the amount of \$_____.</p> <p>Date: _____ Signature: _____</p>					

Appendix B
PERFORMANCE STANDARDS
PARTNERSHIP

The employee works well with others to complete a job, supports other staff members and helps to fill in when others are absent.

Unacceptable:	The employee performs job without regard to how it might affect other staff members or departments. Person is unwilling to assist co-workers for the benefit of the City.
Partially Meets Standard:	The employee cooperates to a degree when asked, but does not take the initiative to work with others.
Meets Standard:	The employee cooperates respectfully with others including peers, supervisors, other departments, citizens, etc. to achieve workgroup goals and City objectives.
Exceeds Standard:	The employee meets criteria of Meets Standard and in addition seeks out opportunities to assist other departments and individuals to achieve the goals and objectives of the City. The employee is recognized by coworkers as a resource.
Exceptional:	The employee meets the criteria of Exceeds Standard and additionally develops cooperation, acknowledges other's contributions, builds consensus and assists others with difficult or less desirable tasks. Builds rapport and gains respect through appropriate actions, comments or execution of plans.

Appendix B
PERFORMANCE STANDARDS
PRODUCTIVITY

Individual is industrious, puts in a full days work, does fair share of work, is not easily diverted into nonproductive activity, prioritizes work and spends most time on high priority tasks, and is effective in accomplishing assignments and goals in a timely manner.

Unacceptable:	Work product is frequently incomplete and inaccurate; numerous corrections are needed to meet department standards; work product frequently shows a lack of attention to detail.
Partially Meets Standard:	Work product is occasionally incomplete and inaccurate; some corrections are needed to meet department standards; at times work product shows a lack of attention to detail; occasionally misses deadlines; sometimes falls behind schedule on routine work and requires significant assistance to catch up.
Meets Standard:	Produces thorough and accurate work products; work product is almost always directly and immediately useable for intended use; conforms to departmental work standards; work product reflects attention to detail; complies with and meets deadlines while maintaining work quality; contributes to team/department effort to effectively accomplish tasks and projects.
Exceeds Standard:	Must meet all criteria established for Meets Standard in addition to: work product is often extremely well done; takes initiative to streamline work processes; seeks ways to improve efficiency; deadlines are consistently met with little or no assistance; work products may include developing innovative methods to accomplish tasks.
Exceptional:	Must meet all criteria for Exceeds Standard in addition to: work product exemplary in thoroughness and accuracy; completed work is consistently error free and does not have to be checked; often sought to review and provide feedback on work completed by others; consistently produces high quality work product thoroughly and before designated deadlines; resourceful in dealing with obstacles.

Appendix B
PERFORMANCE STANDARDS
CUSTOMER SERVICE/COMMUNICATION

The employee implements the City's customer service values. The employee provides a quality work product through cooperative and team building methods. The employee provides information and ideas to internal and external customers in a manner that demonstrates respectful, timely, and cooperative behavior.

Unacceptable:	Has difficulty conveying information and ideas; often misinforms or confuses public and co-workers; communication often results in negative impact or impression; often demonstrates behavior which intimidates other employees or citizens; demonstrates behavior which is disrespectful and uncooperative toward customers; frequently does not respond to internal and external requests in a timely manner; fails to follow up on requests for service; lacks team building and cooperation with other employees.
Partially Meets Standard:	Sometimes misinforms or confuses public or co-workers; occasionally withholds pertinent information; occasionally uses poor listening skills; occasionally abrupt and discourteous toward customers; response to customers is sometimes delayed; occasionally demonstrates a lack of sensitivity to customer needs; sometimes lacks tact and sensitivity in dealing with concerns of citizens or other employees; occasionally abrasive to co-workers.
Meets Standard:	Consistently maintains customer service orientation; exhibits cooperative behavior toward customers; provides clear and concise written and oral communication; accurately conveys information and ideas; listens to others courteously; maintains open and honest communication with supervisors and peer work group; responds in a timely and appropriate manner to customers and citizens concerns; maintains and promotes awareness and sensitivity to customer needs; exhibits sensitivity toward co-workers personalities and their work styles and adjusts accordingly; demonstrates enthusiasm in providing assistance to customers; listens attentively to citizens or employees; works as a team player in achieving department and City goals.
Exceeds Standard:	Must meet all criteria established for Meets Standard in addition to: goes beyond expectations in responding to customers and citizens concerns and needs; communication with others is consistently forthright and well accepted; demonstrates ability to handle difficult situations.
Exceptional:	Must meet all criteria for Exceeds Standard in addition to: develops and promotes innovative and new methods of customer service; is recognized for ability to convey information in a manner which is readily understood and appropriate to the audience; always effective in dealing with confrontational situations; always behaves in a tactful manner; always sensitive and responsive to the needs of others; promotes teamwork, cooperation, harmonious working relationships throughout the work place and significantly impacts team/department efforts to effectively accomplish tasks and projects.

Appendix B
PERFORMANCE STANDARDS
MOTIVATION/INITIATIVE

The employee provides a quality work product through self initiative on a consistent basis. The employee responds to the needs of customers with a positive, enthusiastic attitude. The employee responds to challenges without direct requests from supervisors. The employee considers and implements alternative methods of accomplishing job tasks that may result in more effective and efficient ways of doing business.

Unacceptable:	Frequently does not perceive what is required of a situation and has difficulty organizing and using time effectively; frequently resists requests to complete tasks in a timely fashion; does not promote the City's mission statement by demonstration of work product; frequently receives complaints from internal and/or external customers on lack of response to customer needs; resists alternative ways of doing the job.
Partially Meets Standard:	Occasionally does not perceive what is required of a situation; has difficulty organizing and using time effectively; occasionally receives complaints from internal and/or external customers on lack of response to customer needs; frequently resists implementing procedures and practices that may result in more efficient use of City resources.
Meets Standard:	Perceives what is required of a situation and follows up; uses work time effectively; decisions result in positive impacts on the City; readily accepts additional responsibilities; explores alternative methods of approaching tasks with an attitude of constant improvement.
Exceeds Standard:	Must meet all criteria established for Meets Standard in addition to: consistently takes the correct action; consistently makes sound, logical decisions with consideration of relevant factors; considers alternatives in addition to the most familiar solution; readily accepts responsibilities; manages time efficiently and demonstrates ability to accomplish additional tasks; incorporates innovation as a standard of completing tasks.
Exceptional:	Must meet all criteria for Exceeds Standard in addition to: consistently and accurately determines when to make decisions independently and when to refer to higher authority; consistently alerts supervisor to potential concerns and offers alternative strategies; self-motivated and can always be relied upon to handle a full range of duties; resourceful in dealing with obstacles; promotes teamwork and significantly impacts team/department efforts to effectively accomplish tasks and projects; consistently implements procedures and methods and uses existing resources to improve on service delivery.

Appendix B
PERFORMANCE STANDARDS
DEPENDABILITY

The employee fulfills commitments and completes tasks within expected time frames and of the quality expected by supervisors. The employee maintains trust by being honest, adhering to City policies, and maintaining confidentiality on appropriate matters. Others can rely on an employee because of their attendance at work.

Unacceptable:	Doesn't show up for meetings or is frequently late; deadlines are frequently missed; often needs the help of others to meet deadlines; delays in completion of work adversely impacts department/team efforts; cannot be relied on to handle confidential matters with discretion; often interprets departmental policies and procedures incorrectly; frequently does not follow policies and procedures in performing work tasks; often is not available to complete assignments because of work attendance.
Partially Meets Standard:	Misses or is late to scheduled meetings and appointments; quantity and quality of work occasionally falls below fully meets standard; sometimes shows poor judgment in maintaining confidentiality; needs to be reminded to follow policies and procedures; sometimes performs or processes work without consideration of department or City policies; work attendance negatively impacts the operations of the department or City.
Meets Standard:	Meets department standards in quantity and quality of work produced; complies with and meets deadlines while maintaining product quality; contributes to team/department effort to effectively accomplish tasks and projects; arrives on time to scheduled meetings and appointments; maintains productive work schedule throughout work day; appropriately applies City and departmental policies and procedures; routinely takes policies into consideration when developing new procedures; handles confidential matters with discretion; perceives what is required of a situation and follows up.
Exceeds Standard:	Must meet all criteria established for Meets Standard in addition to: demonstrates a well-versed awareness of policies and procedures as measured by accomplishing job objectives within those policies and procedures; arrives (or offers to if nonexempt) early enough or stays late enough to help handle meeting or work preparation or wrap-up items as measured by observation; adjusts personal schedules when necessary; is almost always prepared for meetings or work so that no time is wasted; handles a full range of confidential matters with utmost discretion.
Exceptional:	Must meet all criteria for Exceeds Standard in addition to: can always be relied upon to handle a full range of extremely confidential and sensitive information; consistently produces high quality work product thoroughly and before designated deadlines, resourceful in dealing with obstacles; readily provides assistance to others in interpretation of policies; has a major role in a very substantiated policy and procedure improvement.

Appendix B
PERFORMANCE STANDARDS
SUPERVISORY SKILLS (Supervisory Positions)

The Supervisor develops constructive relationships with employees. The Supervisor conveys the City's Mission Statement and Customer Service Values to employees as demonstrated in the department/ division work product. The Supervisor encourages and implements staff development programs.

Unacceptable:	Demonstrates a lack of team building and cooperation with employees; frequently out of tune with City and department objectives; provides minimal guidance or encouragement to employees to grow and develop in their career and/or profession; often fails to provide timely feedback regarding performance; makes minimal effort to develop and apply consistent standards of performance; employees are often left in the dark regarding work plans and related updates; allows personal biases or favoritism to interfere with supervisory decisions; has difficulty delegating appropriate functions.
Partially Meets Standard:	Sometimes neglects to incorporate team concept in defining roles and responsibilities; maintains awareness of City and/or outside training and educational opportunities for assigned personnel within budgetary guidelines; provides information and assistance to employees upon request; sometimes slow to provide feedback regarding performance; standards of performance are sometimes weak and lead to misinterpretation by employees; needs some prompting to keep employees advised and updated on work plan; occasionally allows personal biases to affect impartial dealing with others; sometimes needs to be reminded to delegate appropriate job functions.
Meets Standard:	Effectively incorporates the team concept in defining roles and responsibilities; promotes team building and cooperation with employees; actively promotes City and/or outside training and educational opportunities for assigned personnel within budgetary guidelines; works with, encourages and helps employees to grow and develop in their career and/or profession; routinely provides timely feedback regarding performance; guides personnel in setting realistic and attainable objectives; applies consistent standards of performance in an unbiased manner; routinely keeps employees advised and updated on work plan; demonstrates fair and impartial dealing with others; effectively delegates appropriate job functions.
Exceeds Standard:	Must meet all criteria established for Meets Standard in addition to: works to bring a team approach to problem solving and achievement of goals; actively promotes team building and cooperation with employees; actively assesses, promotes and seeks opportunities to develop training and educational programs to effectively meet the needs of assigned staff and ensure they keep current with new developments/technology within budgetary guidelines; consistently recognizes and encourages good performance and provides immediate feedback to employees regarding performance; provides clear and useful approach to allow employees to improve performance; applies consistent standards of performance in an unbiased manner.

Exceptional:	Must meet all criteria for Exceeds Standard in addition to: a demonstrated leader in incorporating the team concept in problem solving and achievement of goals; successfully implements team building and cooperation with employees; demonstrates consistently high and well-accepted level of feedback to employees regarding performance; job performance goals of subordinates are well thought out in terms of being challenging yet realistic and attainable and easily related to City department objectives; continually works to develop and implement consistent standards of performance that are perceived by employees to be fairly and equitably applied.
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Appendix B
PERFORMANCE STANDARDS
RESOURCE MANAGEMENT (Supervisory Positions)

The Supervisor allocates budget, personnel, and equipment resources in a manner that results in timely and high quality work products.

Unacceptable:	Often chooses to take an independent track without regard to cooperative efforts with other functions and departments; demonstrates poor understanding of the practices and techniques of fiscal management; consistently fails to practice effective cost control techniques; often overextends budget amounts due to ineffective management; work plans are frequently ineffective; poor planning and organization often result in delays or failure to complete work according to established priorities.
Partially Meets Standard:	Sometimes neglects to incorporate team concept in completing work projects and objectives; occasionally exhibits a lack of understanding of the principles, practices and procedures of fiscal management; sometimes lax in the application of effective cost control techniques; occasionally overextends budgeted amounts due to improper management; frequently works in a day-to-day mode without regard to work plans; selected resources are sometimes inappropriate for job; lax in monitoring work plans which results in minor delays in completing work within established priorities.
Meets Standard:	Effectively coordinates and works with other work units and departments to achieve City and department objectives; applies effective cost control techniques; routinely operates within budget and promotes effective use of available resources and fiscal responsibility; develops effective work plans; routinely selects appropriate resources for job; routinely functions in an organized, effective and timely manner.
Exceeds Standard:	Must meet criteria established for Meets Standard in addition to: seeks opportunities to effectively coordinate and work with other functions and departments to achieve City and work group objectives; develops effective work plans and continually monitors and modifies plans to make the most efficient use of time; consistently selects best resources for job; consistently demonstrates use of effective planning and organization skills.
Exceptional:	Must meet criteria established for Exceeds Standard in addition to: a demonstrated leader in incorporating the team concept in problem solving and achievement of goals; consistently a leader in coordinating and working with other divisions and departments to achieve City and department objectives; anticipates contingencies that might affect division/department work units; division/department always processes or completes work before assigned deadlines; serves as a significant resource to others in implementing time management skills.

Appendix B
PERFORMANCE STANDARDS
JOB PERFORMANCE OBJECTIVES

Job performance objectives should describe what, when and how things will be accomplished. Criteria in this area should be specific, measurable, realistic, challenging and reflective of City and department goals. Job performance objectives should be developed jointly between the employee and supervisor prior to the evaluation period.

Accomplishment Unacceptable:	Employee failed to accomplish the objective as identified prior to the evaluation period. There were no extenuating circumstances that should have prevented the employee from completing the objective. While performing this objective the employee failed to effectively utilize financial, personnel, and material resources that were provided. In addition, employee failed to complete the accomplishment within time frames that provide benefit to the City and/or department.
Partially Accomplished	Employee was able to accomplish some of the tasks related to the overall objective, but not complete the objective in whole. Accomplishing the objective included exceeding financial resources and time frame established for completing the objective. Work product was not of quality that had been determined in original work plan.
Fully Accomplished	Employee was able to accomplish objective as outlined in work plan and/or as modified throughout the performance cycle. Accomplishment was within budgetary, time frame, material and staff utilization goals. Work product was of acceptable quality.
Accomplishment Exceeds Standard:	Must meet criteria established for Fully Accomplished in addition to: Employee sought innovative and creative methods of accomplishing objective. Employee was able to accomplish objective well within budgetary, time frame, material and staff utilization goals that resulted in additional benefit to the City and/ or department.
Accomplishment Exceptional:	Must meet criteria established for Accomplishment Exceeds Standards in addition to: Employee developed innovative methods of accomplishing objective that resulted in significant financial and time savings to the City. Accomplishment of objective set new standard for future task accomplishment. Work product was of superb quality.

The Year in Review

2023 Top Accomplishments



Item 22.

- 1) The Snoqualmie Fire Department responded to 1,572 calls for service, the second highest in department history, with 56% EMS-based and 46% fire or service-related.
- 2) The Snoqualmie Police Department reached full officer staffing levels for the first time in several years through a streamlined hiring process. Overall, crime statistics are down compared to the previous year.
- 3) The City secured approximately \$4.9 million in grant funding to support infrastructure projects, the community center expansion, and community programs. Best of all, this grant funding saves taxpayers money.
- 4) The Snoqualmie Parkway Rehabilitation Project was completed on time and under budget in a very short timeframe using a \$5 million state appropriation. Mill Pond and Stone Quarry roads were also repaved, and the sidewalk repair and replacement program continued.
- 5) Parks and Public Works replaced the Riverview Park playground equipment with inclusively designed, railroad-themed equipment. In other department milestones, the Stormwater and Urban Forestry Division replaced street trees on Autumn Avenue.
- 6) Community Development launched an extensive two-year project to update the City's Comprehensive Plan, including hosting two community open houses. The City also completed a Housing Strategy Plan with Housing Needs and Middle Housing analyses.
- 7) Community-wide survey results indicated residents continue to enjoy an exceptional quality of life and highly value the natural environment, including parks and recreation opportunities. Residents also have an overall feeling of safety.
- 8) Snoqualmie Winter Lights and Big Truck Day events spotlighted Snoqualmie regionally. The City organized or supported over 22 community events with local partners, and also held 25 blood drives with a total of 1,128 donors.
- 9) The Finance Department completed the first phase of the ERP System Implementation Project that will streamline our financial system and provide customer service options with online portals.
- 10) The City Clerk's Office obtained a Washington Secretary of State Local Records Grant to digitize, securely store, and manage the City's public records utilizing Laserfiche enterprise content management software.