



CITY COUNCIL SPECIAL HYBRID MEETING, 5:30 PM
CITY COUNCIL REGULAR HYBRID MEETING, 7:00 PM
Monday, June 10, 2024
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.

Join by Telephone: To listen to the meeting via telephone, please call **253.215.8782** and enter Webinar ID **813 0614 8787** and Password **1800110121** if prompted.

Press *9 to raise your hand to speak. Raising your hand signals the meeting moderator that you have a comment.
Press *6 to mute and unmute.

Join by Internet: To watch the meeting over the internet via your computer, follow these steps:

- 1) Click this [link](#)
- 2) If the Zoom app is not installed on your computer, you will be prompted to download it.
- 3) If prompted for Webinar ID, enter **813 0614 8787**; Enter Password **1800110121**
- 4) Please confirm that your audio works prior to participating.

SPECIAL MEETING AGENDA, 5:30 PM

CALL TO ORDER & ROLL CALL

AGENDA APPROVAL

SPECIAL BUSINESS

1. Washington Cities Insurance Authority (WCIA) Training

ADJOURNMENT

REGULAR AGENDA, 7 PM

CALL TO ORDER & ROLL CALL

PLEDGE OF ALLEGIANCE

AGENDA APPROVAL

PUBLIC HEARINGS, PRESENTATIONS, PROCLAMATIONS, AND APPOINTMENTS

Public Hearings

Appointments

Presentations

2. National Spelling Bee Recognition
3. Community Van Program

Proclamations

PUBLIC COMMENTS AND REQUESTS FOR ITEMS NOT ON THE AGENDA

(NOTE: No online public comments will be accepted during the meeting. Written comments are encouraged and may be submitted via in-person drop off, mail, or e-mail to cityclerk@snoqualmiewa.gov. All written comments must be received by 3:00 p.m. on the day of the scheduled meeting.)

CONSENT AGENDA

- [4.](#) Approve the City Council Meeting Minutes dated May 28, 2024
- [5.](#) Approve the Claims Report dated June 10, 2024
- [6.](#) **AB24-059:** Approve fireworks stand permit for Impact Ministries
- [7.](#) **AB24-070:** Road Maintenance and Repair Project Public Works Contract
- [8.](#) **AB24-060:** Demolition and removal of residence at 7702 Railroad Ave SE

ORDINANCES

COMMITTEE REPORTS

Public Safety Committee:

Community Development Committee:

Parks & Public Works Committee:

- [9.](#) **AB24-069:** Kimball Creek Bridges Restoration Project Public Works Contract

Proposed Action: Move to adopt Resolution No. 1689 awarding a Public Works Contract to Massana Construction Inc. for the Kimball Creek Bridges Restoration Project

- [10.](#) **AB24-066:** Kimball Creek Bridges Restoration Project Consultant Services Agreement

Proposed Action: Move to approve Amendment No. 2 to the Consultant Services Agreement with Otak for design of Kimball Creek Bridges Restoration Project

- [11.](#) **AB24-072:** 6-Year Transportation Improvement Program for the period 2025 through 2030

Proposed Action: Discussion only

Finance & Administration Committee:

- [12.](#) **AB24-074:** Financial Management Policy Update

Proposed Action: Move to approve Resolution No. 1690 amending the Financial Management Policy

Committee of the Whole:

13. Deliberation and review of Mayor's Proposed 2025-2030 CIP ("Non-Utilities")

REPORTS

- 14. Mayor's Report
- 15. Commission/Committee Liaison Reports
- [16.](#) Department Reports for May 2024.

EXECUTIVE / CLOSED SESSION

- 17. Executive Session pursuant to RCW 42.30.110(1)(b) To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price.
- 18. Closed Session pursuant to RCW 42.30.140(4)(b) Collective Bargaining Proceedings.

ADJOURNMENT

Accommodation: Requests for assistance or accommodations can be arranged by contacting the City Clerk by phone at (425) 888-8016 or by e-mail at cityclerk@snoqualmiewa.gov no later than 3:00 pm the day of the meeting.



CITY COUNCIL REGULAR MEETING MINUTES

May 28, 2024

REGULAR MEETING

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

City Council: Councilmembers Ethan Benson, Robert Wotton, Louis Washington, Catherine Cotton, and Jo Johnson.

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

Excuse CM Holloway and Christensen from this evening's meeting.

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

Mayor Katherine Ross was also present.

City Staff:

David Linehan, Interim City Attorney; Mike Chambless City Administrator (remote); Deana Dean, City Clerk; Gretchen Garrett, Deputy City Clerk (remote); Dana McCall, Communications Coordinator; Brian Lynch, Police Chief; Gary Horejsi, Police Captain; Fletcher Lacroix, Information Technology Director; Michael Liebetrau, Police Evidence and Records Technician; Emily Arteché, Community Development Director; Jeff Hamlin, Parks & Public Works Director; Mike Bailey, Fire Chief; Patrick Fry, Project Engineer; Dylan Gamble, CIP Manager; Drew Bouta, Finance Director; Tami Wood, Revenue Manager; Janna Walker, Budget Manager; and Andy Latham, IT Support.

PLEDGE OF ALLEGIANCE

AGENDA APPROVAL

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

Approve the agenda.

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

PUBLIC HEARINGS, PRESENTATIONS, PROCLAMATIONS, AND APPOINTMENTS

Proclamations

2. **Proclamation 24-12:** Emergency Medical Services (EMS) Week. Proclamation 24-12 read into the record. Mayor proclaims the week of May 19-25, 2024, as Emergency Medical Services Week. Mayor Ross thanked the emergency personnel who were present at this evening's meeting.

3. **Proclamation 24-13:** Public Works Week. Proclamation 24-13 read into the record. Mayor proclaims May 19-25, 2024, as National Public Works Week. Mayor Ross thanked the public works staff who were present at this evening's meeting.

Presentations

4. Community Center Update and CIP Funding Strategy. Presentation by Jeff Hamlin, Parks & Public Works Director and Drew Bouta, Finance Director. Handout provided of Absher Full & Reduced Program Construction Cost Estimates dated April 19, 2024. Topics included progress of the project, recent activities including fundraising and price reduction measures, phased approaches, Phase I and Phase 2 Developments, estimated cost summary for full program and phased approach, CIP and the Community Center background, the four financial buckets, community survey results, planning efforts, 2023-2028 CIP Worksheet, 2025-2030 CIP Worksheet, one-time sales tax and real estate excise tax, interim financing, bonding, and debt service, capital program and debt service sustainability, other options, amount spent and construction cost inflation, and community center benefits. Council comments and questions answered by Director Bouta throughout the presentation.
5. Public Financing and Municipal Bonds. Presentation by Thomas Toepfer, Managing Director, of PFM Financial Advisors. Topics included an introduction to debt financing, types of general obligation debt, debt rating, how credit quality affects borrowing costs, debt capacity, interim financing, line of credit considerations, local government rating calculator, comparable cities, market updates including recent AAA BVAL yield curve movement, municipal market supply & demand, and historical and forecasted interest rates. Council questions answered throughout the presentation.

Council was instructed to direct any questions they may have regarding tonight's presentations to City Administrator Mike Chambless.

Thursday June 6th CIP Open House, here in Council Chambers from 6:30pm.

PUBLIC COMMENTS AND REQUESTS FOR ITEMS NOT ON THE AGENDA – No comments.

CONSENT AGENDA

6. Approve the City Council Meeting Minutes dated May 13, 2024.
7. Approve the Claims Report dated May 28, 2024.
8. **AB24-067:** Climate Change Task Order.
9. **AB24-057:** FEMA Repetitive Loss Analysis Final Report Resolution

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

Approve the consent agenda.

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

ORDINANCES

10. **AB24-054:** Emergency Housing Code Amendment. This is the second reading of Ordinance No. 1291. Councilmember Washington read the introduction into the record.

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

Adopt Ordinance 1291 amending various sections of Ch. 17.10 and 17.55 of the Snoqualmie Municipal Code to satisfy the requirements of HB 1220.

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

COMMITTEE REPORTS

Public Safety Committee: No report.

Community Development Committee:

11. **AB24-064:** Motion on Environmental Element of Comprehensive Plan. Councilmember Washington read the introduction into the record.

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

Accept the Council Roundtable edits on the Environmental Element Goal and Policies shown in Exhibit 1 as part of an on-going review of the City Comprehensive Plan Periodic Review Update, 2044, subject to integration and harmonization with the other Comprehensive Plan elements under review.

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

Discussion followed.

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

Establish and maintain relations with Native American tribes to identify and preserve archaeological site and traditional cultural properties.

PASSED: 5-0 (Washington, Cotton, Johnson)(Benson and Wotton Abstained)

Legal perspective provided by City Attorney Linehan. Comment made by City Administrator Chambless regarding Gateway Park. Additional input provided by Counsel Linehan and Council.

Parks & Public Works Committee:

12. **AB24-063 and AB24-068:** 384th Sewer and Sidewalk Project. Councilmember Benson read the introductions and motions into the record. Presentation provided by Project Engineer Patrick Fry. Questions and comments followed.

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

Adopt a resolution awarding a Public Works Contract to Rodarte Construction, Inc. for the work described in Schedules A & B of the 384th Avenue SE Sewer and Sidewalk Project, and authorizing the mayor to sign the contract.

And

Adopt a resolution awarding a Public Works Contract to Rodarte Construction, Inc. for the work described in Schedules A, B, & C of the 384th Avenue SE Sewer and Sidewalk Project, and authorizing the mayor to sign the contract.

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

Discussion followed. CM Benson withdrew the first motion, concurred by CM Wotton.

Finance & Administration Committee: No report.

Committee of the Whole: No report.

REPORTS

13. Mayor's Report:

- Congratulations were made to City Clerk Dean who recognized on the Municipal Clerk National Honor Roll.
- Congratulations were made to our fire department who have been recommended for the reaccreditation process.
- Congratulations to the Mt Si High School Boys Soccer Team who won the 4A state title.

14. Commission/Committee Liaison Reports:

- CM Cotton provided an update on the EMS Advisory Task Force.
- CM Johnson noted the Planning Commission has made recommendations for amendment to the mixed-use final plan with regard to retail on Center.
- CM Wotton provided updates on the Snoqualmie Valley Government's Association and Regional Law Safety and Justice Committee.

EXECUTIVE/CLOSED SESSION

15. Closed Session pursuant to RCW 42.30.140(4)(b) for the planning or adoption of a strategy or position to be taken during the course of any collective bargaining proceedings, or reviewing the proposals made in the negotiations or proceedings; lasting approximately 10 minutes.

At 9:22 pm, Council took a 5-minute break and will reconvene in Executive Session which is expected to last until 9:37 pm. No action is anticipated following the Closed Session.

Council reconvened at 9:37 pm.

ADJOURNMENT

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

Adjourn the meeting.

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

Meeting was adjourned at 9:37 pm.

CITY OF SNOQUALMIE

Katherine Ross, Mayor

Attest:

Deana Dean, City Clerk

DRAFT



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: June 10, 2024

Subject: CLAIMS REPORT
Approval of payments for the period: May 14, 2024, through May 23, 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							
		Warrants			ACH		CLAIMS TOTAL
Batch ID	Date	From #	Thru #	Amount	Qty	Amount	
92	5/23/2024	81882	81998	\$ 2,169,039.98			2,169,039.98
93	5/23/2024	62472	62472	\$ 1,025.00			1,025.00
							-
							-
							-
Grand Total							2,170,064.98

MISCELLANEOUS DISBURSEMENTS			
Date	Description	ACH Amount	Wire Amount
5/14/2024	Navia - 2024 FSA Plan Reimbursements	\$ 416.68	
5/14/2024	Navia - 2024 HRA Plan Reimbursements	\$ 4,966.76	
5/21/2024	Navia - 2024 HRA Plan Reimbursements	\$ 5,317.75	
			MISC TOTAL
			\$ 416.68
			\$ 4,966.76
			\$ 5,317.75
			\$ -
			\$ -
			Grand Total
			10,701.19

[illegible]

Total	2,820,645.76
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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 \$2,169,039.98

For claims warrants numbered 81882 through 81998 & dated 5/23/2024

For claims warrants numbered 81882 through 81998 & dated 5/23/2024											#92		
VENDOR NAME	ACCOUNT	ACCOUNT DESC	YEAR	PERIOD	TYPE	STATUS	AMOUNT	CHECK NO	INVOICE #	FULL DESC	INVOICE DATE	CHECK DATE	
Alec Bagley	40253580 543000	Training & Travel	2024	5	INV	Paid	76.83	81882	RE A Bagley 5/24	Reimburse A. Bagley trng 5/7-9 2024	5/21/2024	5/23/2024	
Alpine Coachworks	50154868 548000	Repair & Maintenance Services	2024	5	INV	Paid	2,824.22	81883	12196	body repair #109 pit maneuver accident 1-1-2024	5/7/2024	5/23/2024	
Alpine Coachworks	50154868 548000	Repair & Maintenance Services	2024	5	INV	Paid	590.81	81883	12197	lft rear quarter glass & trim repair (not accidnt)	5/7/2024	5/23/2024	
Alpine Products	PKF57680 531300	Repair & Maintenance Supplies	2024	5	INV	Paid	2,115.23	81884	TM-222700	Parking lot striping paint	3/21/2024	5/23/2024	
Alpine Products	PKF57680 531300	Repair & Maintenance Supplies	2024	5	INV	Paid	868.81	81884	TM-223455	Parking lot wheel stops	4/25/2024	5/23/2024	
AMZONCAP	COU51160 549100	City-Sponsored Expenses	2024	5	INV	Paid	133.33	81885	1RMQ-KL7M-6TT7	Council Supplies	5/8/2024	5/23/2024	
AMZONCAP	FIN51423 531820	Info Tech Components	2024	5	INV	Paid	509.02	81885	1P7W-LCGT-RN3Y	FI - Drew Bouta Take Home Monitors and Dock	3/31/2024	5/23/2024	
AMZONCAP	40153915 531820	Info Tech Components	2024	5	INV	Paid	22.69	81885	1CFJ-F46F-Y1HK	PW - Richard Hebel Cellphone Case	4/1/2024	5/23/2024	
APP	50154868 531200	Motor Oils	2024	5	INV	Paid	7,400.71	81886	24-058827	Bulk Fleet Synthetic Oil 5w30	3/27/2024	5/23/2024	
ATWORK	PKF57680 548150	Landscaping Services	2024	5	INV	Paid	17,528.82	81887	PS-INV105461	maintenance agreement-mini-parks	5/16/2024	5/23/2024	
ATWORK	STR54270 548150	Landscaping Services	2024	5	INV	Paid	20,345.42	81887	PS-INV105463	Right of way- landscaping	3/31/2024	5/23/2024	
ATWORK	51051821 548150	Landscaping Services	2024	5	INV	Paid	2,886.85	81887	PS-INV105460	Maintenance agreement-facilities	3/31/2024	5/23/2024	
AUDITOR	FIN51423 541091	State Auditor Services	2024	5	INV	Paid	940.50	81888	L161120	Audit svcs, fraud investigation & 2021 Audit, 4/24	5/9/2024	5/23/2024	
BERGER	31126060 541076	Riverwalk Phase I - Design	2024	5	INV	Paid	29,189.52	81889	36587	Riverwalk NW of Sandy Cove - Design/Engineering	4/12/2024	5/23/2024	
BERGER	31126060 541076	Riverwalk Phase I - Design	2024	5	INV	Paid	15,589.40	81889	36340	Riverwalk NW of Sandy Cove - Design/Engineering	1/11/2024	5/23/2024	
BERGER	31126060 541076	Riverwalk Phase I - Design	2024	5	INV	Paid	27,071.67	81889	36267	Riverwalk NW of Sandy Cove - Design/Engineering	12/14/2023	5/23/2024	
BERGER	31126060 541076	Riverwalk Phase I - Design	2024	5	CRM	Paid	-10,750.83	81889	CM #35845	Credit memo for invoice #35845 dated 7/18/2023	1/11/2024	5/23/2024	
BHS	51051821 531300	Repair & Maintenance Supplies	2024	5	INV	Paid	26.53	81890	53853290.001	Facility keys and lock replacement parts	4/1/2024	5/23/2024	
BHS	51051821 531300	Repair & Maintenance Supplies	2024	5	INV	Paid	243.08	81890	53854573.001	Facility Padlocks A-497	4/19/2024	5/23/2024	
BHS	51051821 531300	Repair & Maintenance Supplies	2024	5	INV	Paid	1,231.70	81890	53854650.001	Facility keys and lock replacement parts	4/22/2024	5/23/2024	
Brent Porter	FIRS2210 549100	City-Sponsored Expenses	2024	5	INV	Paid	48.30	81891	RE B Porter 4/24	RE B Porter- Accreditation site visit 4/25/24	5/8/2024	5/23/2024	
CALPORTL	40153481 531300	Repair & Maintenance Supplies	2024	5	INV	Paid	1,059.16	81892	96323166	replenish gravel in yard	5/2/2024	5/23/2024	
CENLINK	50251888 542000	Telephone Service	2024	5	INV	Paid	1,399.27	81893	300575004 4/24	Snoqualmie police land lines- Apr 20-May 19	5/2/2024	5/23/2024	
Central Welding	FIRS2220 531910	Operating Supplies	2024	5	INV	Paid	371.70	81894	0001985505	Hel, Med high Pressure Haz Mat	2/9/2024	5/23/2024	
Central Welding	FIRS2220 531910	Operating Supplies	2024	5	INV	Paid	5.58	81894	0002041058	Finance charge on orig. inv. 0001985505 paid late	4/13/2024	5/23/2024	
CENTURY	50251888 542000	Telephone Service	2024	5	INV	Paid	701.68	81895	300568001 4/24	Monthly Telephone Service	4/20/2024	5/23/2024	
CENTURY	50251888 542000	Telephone Service	2024	5	INV	Paid	90.52	81895	300570848 4/24	Monthly Telephone Service	4/20/2024	5/23/2024	
CENTURY	50251888 542000	Telephone Service	2024	5	INV	Paid	634.40	81895	300571491 4/24	Monthly Telephone Service	4/20/2024	5/23/2024	
CENTURY	50251888 542000	Telephone Service	2024	5	INV	Paid	236.96	81895	300573862 4/24	Monthly Telephone Service	4/20/2024	5/23/2024	
CENTURY	50251888 542000	Telephone Service	2024	5	INV	Paid	211.54	81895	300576080 4/24	Monthly Telephone Service	4/20/2024	5/23/2024	
CENTURY	50251888 542000	Telephone Service	2024	5	INV	Paid	181.76	81895	402478791 4/24	Monthly Telephone Service	4/20/2024	5/23/2024	
CENTURY	50251888 542000	Telephone Service	2024	5	INV	Paid	1,542.00	81895	411746240 4/24	Monthly Telephone Service	4/20/2024	5/23/2024	
Chinook Lumber	PKF57680 531300	Repair & Maintenance Supplies	2024	5	INV	Paid	337.05	81896	2010381	Awning Streets/Parks container	3/26/2024	5/23/2024	
Chinook Lumber	PKF57680 531300	Repair & Maintenance Supplies	2024	5	INV	Paid	63.54	81896	2015990	Streets/Parks Container Shlvg and Tool hngng matris	4/17/2024	5/23/2024	
Chinook Lumber	PKF57680 531300	Repair & Maintenance Supplies	2024	5	INV	Paid	68.68	81896	2010618	Awning Streets/parks container	3/27/2024	5/23/2024	
CINTAS	NONS1810 531080	First Aid Cabinet Supplies	2024	5	INV	Paid	1,452.47	81897	5210475146	First Aid Cabinets, City Hall, PD, PW	5/7/2024	5/23/2024	
CINTAS	40253580 545200	Rent - Furniture & Equipment	2024	5	INV	Paid	140.61	81897	9270083615	Rent AED	5/1/2024	5/23/2024	
City of Sunnyside	POLS2360 541505	Jail Services - Sunnyside	2024	5	INV	Paid	3,586.00	81898	14446	January 2024 Inmate days-Lemay & Qazi Khani	3/11/2024	5/23/2024	
City of Sunnyside	POLS2360 541505	Jail Services - Sunnyside	2024	5	INV	Paid	25.94	81898	14462	January 2024 inmate medications-Lemay	3/12/2024	5/23/2024	
City of Sunnyside	POLS2360 541505	Jail Services - Sunnyside	2024	5	INV	Paid	3,087.00	81898	14641	April 2024 inmate days served	5/2/2024	5/23/2024	
CO	00150020 531000	Office Supplies	2024	5	INV	Paid	48.56	81899	2278527-0	TP, paper towel rolls, tri-fold paper towels	4/4/2024	5/23/2024	
CO	CLK51420 531000	Office Supplies	2024	5	INV	Paid	48.56	81899	2278527-0	TP, paper towel rolls, tri-fold paper towels	4/4/2024	5/23/2024	
CO	COM55720 531000	Office Supplies	2024	5	INV	Paid	48.56	81899	2278527-0	TP, paper towel rolls, tri-fold paper towels	4/4/2024	5/23/2024	
CO	EXE51310 531000	Office Supplies	2024	5	INV	Paid	48.57	81899	2278527-0	TP, paper towel rolls, tri-fold paper towels	4/4/2024	5/23/2024	
CO	FIN51423 531000	Office Supplies	2024	5	INV	Paid	48.56	81899	2278527-0	TP, paper towel rolls, tri-fold paper towels	4/4/2024	5/23/2024	
CO	HUM51810 531000	Office Supplies	2024	5	INV	Paid	48.56	81899	2278527-0	TP, paper towel rolls, tri-fold paper towels	4/4/2024	5/23/2024	
CO	PLNS5860 531000	Office Supplies	2024	5	INV	Paid	48.56	81899	2278527-0	TP, paper towel rolls, tri-fold paper towels	4/4/2024	5/23/2024	
COI	POLS2122 541511	Dispatch Services	2024	5	INV	Paid	30,130.65	81900	24000197	Dispatch services- April 2024	4/30/2024	5/23/2024	
COI	POLS2360 541502	Jail Services - Issaquah	2024	5	INV	Paid	109.30	81900	24000211	Issaquah jail-misc medical snoq. inmates March 24'	5/9/2024	5/23/2024	
COI	POLS2360 541502	Jail Services - Issaquah	2024	5	INV	Paid	17,601.25	81900	24000207	jail housing-Snoqualmie inmates- April 2024	5/8/2024	5/23/2024	
COI	01452122 541511	Dispatch Services	2024	5	INV	Paid	20,087.10	81900	24000197	Dispatch services- April 2024	4/30/2024	5/23/2024	
COMCAST	50251888 542200	INET Internet Network Services	2024	5	INV	Paid	421.19	81901	0559927-04-24	Secondary Internet Service	4/11/2024	5/23/2024	
COMCAST	50251888 542200	INET Internet Network Services	2024	5	INV	Paid	421.19	81901	0559927-05-24	Secondary Internet Service	5/11/2024	5/23/2024	
CORPPAY	FIN51423 543000	Training & Travel	2024	5	INV	Paid	790.00	81902	4/24 FIN	City Credit Card- FIN	4/23/2024	5/23/2024	
CORPPAY	HUM51810 541420	HR-Related Services	2024	5	INV	Paid	1,286.38	81902	4/24 KJ	City Credit Card K. Johnson	4/23/2024	5/23/2024	
CORPPAY	50251888 541030	Info Tech Services	2024	5	INV	Paid	817.55	81902	4/24 IT	City Credit Card IT Dept	4/23/2024	5/23/2024	
CORPPAY	50251888 541030	Info Tech Services	2024	5	INV	Paid	19.95	81902	4/24 IT2	City Credit Card IT Dept	4/23/2024	5/23/2024	

COS	FIRS2250 547300	Water - Sewer - Stormwater	2024	5	INV	Paid	855.43	81903 UB 4/24	COS UB 4/24	5/3/2024	5/23/2024
COS	NONS1820 547300	Water - Sewer - Stormwater	2024	5	INV	Paid	194.02	81903 UB 4/24	COS UB 4/24	5/3/2024	5/23/2024
COS	PKF57680 547300	Water - Sewer - Stormwater	2024	5	INV	Paid	13,258.53	81903 UB 4/24	COS UB 4/24	5/3/2024	5/23/2024
COS	POL52150 547300	Water - Sewer - Stormwater	2024	5	INV	Paid	966.73	81903 UB 4/24	COS UB 4/24	5/3/2024	5/23/2024
COS	STR54230 547300	Water - Sewer - Stormwater	2024	5	INV	Paid	1,710.77	81903 UB 4/24	COS UB 4/24	5/3/2024	5/23/2024
COS	STR54270 547300	Water - Sewer - Stormwater	2024	5	INV	Paid	195.33	81903 UB 4/24	COS UB 4/24	5/3/2024	5/23/2024
COS	40153481 547300	Water - Sewer - Stormwater	2024	5	INV	Paid	883.35	81903 UB 4/24	COS UB 4/24	5/3/2024	5/23/2024
COS	40153935 547300	Water - Sewer - Stormwater	2024	5	INV	Paid	250.07	81903 UB 4/24	COS UB 4/24	5/3/2024	5/23/2024
COS	40253580 547300	Water - Sewer - Stormwater	2024	5	INV	Paid	6,882.44	81903 UB 4/24	COS UB 4/24	5/3/2024	5/23/2024
COS	40353130 547300	Water - Sewer - Stormwater	2024	5	INV	Paid	993.35	81903 UB 4/24	COS UB 4/24	5/3/2024	5/23/2024
COS	51051821 547300	Water - Sewer - Stormwater	2024	5	INV	Paid	6,418.42	81903 UB 4/24	COS UB 4/24	5/3/2024	5/23/2024
CP	CLK51420 541000	Professional Svcs - General	2024	5	INV	Paid	742.84	81904 GC0014130	Snoqualmie Municipal Code Updates	5/15/2024	5/23/2024
CRESSY	51051821 548000	Repair & Maintenance Services	2024	5	INV	Paid	506.49	81905 193458	garage door not working (diagnose)	2/9/2024	5/23/2024
CRESSY	51051821 548000	Repair & Maintenance Services	2024	5	INV	Paid	2,055.20	81905 195677	Svc, lube and adjust 11 pw shop garage doors	4/26/2024	5/23/2024
Deana Dean	COU51160 549100	City-Sponsored Expenses	2024	5	INV	Paid	72.69	81906 RE D Dean 5/24	5/13 Council Roundtable & Regular Mtg. refreshmnts	5/14/2024	5/23/2024
DJC	41750935 541060	Design Services	2024	5	INV	Paid	887.40	81907 3398383	Advertisement in teh DJC for 384th Proj-Apr 2024	4/9/2024	5/23/2024
Dmitriy Vladis	POL52140 543000	Training & Travel	2024	5	INV	Paid	15.00	81908 RE D Vladis 12/23	Reimburse per diem D. Vladis 12/15/23 training	5/3/2024	5/23/2024
DOO	STR54267 548000	St Clean Repair & Maint Svcs	2024	5	INV	Paid	3,199.88	81909 793	street sweeping	3/7/2024	5/23/2024
Emily Arteche	PLN55860 543000	Training & Travel	2024	5	INV	Paid	272.21	81910 RE E Arteche 5/24	Reimburse E. Arteche 5/2-5/16 2024	5/16/2024	5/23/2024
Epicenter Services	00131020 541082	Recycling Services	2024	5	INV	Paid	19,900.00	81911 SNO202401	Completion of Task 1 & 2 of Solid Waste Contract	4/17/2024	5/23/2024
ESCI	51051821 548000	Repair & Maintenance Services	2024	5	INV	Paid	556.66	81912 27960	PW shop facility vehicle lift annual inspection	4/16/2024	5/23/2024
Evergreen Ford	50154868 548000	Repair & Maintenance Services	2024	5	INV	Paid	454.52	81913 6295710	#122 pd SUV misfire cylinders 3 and 6 repair	5/9/2024	5/23/2024
FCSGROUP	40153410 541095	Utility Rate Study	2024	5	INV	Paid	2,868.50	81914 3918-22403007	Utility Rate Study 2025/2030	3/22/2024	5/23/2024
FCSGROUP	40153410 541095	Utility Rate Study	2024	5	INV	Paid	2,646.50	81914 3918-22404078	Utility Rate Study 2025/2030	4/19/2024	5/23/2024
FCSGROUP	40153410 541095	Utility Rate Study	2024	5	INV	Paid	2,860.00	81914 3880-22312044	Utility Rate Study 2024 Fiscal Health Review	12/15/2023	5/23/2024
FCSGROUP	40253510 541095	Utility Rate Study	2024	5	INV	Paid	2,868.50	81914 3918-22403007	Utility Rate Study 2025/2030	3/22/2024	5/23/2024
FCSGROUP	40253510 541095	Utility Rate Study	2024	5	INV	Paid	2,646.50	81914 3918-22404078	Utility Rate Study 2025/2030	4/19/2024	5/23/2024
FCSGROUP	40253510 541095	Utility Rate Study	2024	5	INV	Paid	2,860.00	81914 3880-22312044	Utility Rate Study 2024 Fiscal Health Review	12/15/2023	5/23/2024
FCSGROUP	40353110 541095	Utility Rate Study	2024	5	INV	Paid	1,434.25	81914 3918-22403007	Utility Rate Study 2025/2030	3/22/2024	5/23/2024
FCSGROUP	40353110 541095	Utility Rate Study	2024	5	INV	Paid	1,323.25	81914 3918-22403007	Utility Rate Study 2025/2030	4/19/2024	5/23/2024
FCSGROUP	40353110 541095	Utility Rate Study	2024	5	INV	Paid	1,430.00	81914 3880-22312044	Utility Rate Study 2024 Fiscal Health Review	12/15/2023	5/23/2024
FIDELIS	50251881 548860	Hardware-Software Maintenance	2024	5	INV	Paid	5,395.50	81915 60340	IT-Fidelis Consulting 30-Hour Block	4/30/2024	5/23/2024
GENDIGIT	HUM51810 549200	Dues-Subscriptions-Memberships	2024	5	INV	Paid	155.76	81916 COS0029	May Norton LifeLock coverage for 16 employees	5/15/2024	5/23/2024
GIRARD	PKF57680 548150	Landscaping Services	2024	5	INV	Paid	586.50	81917 9129232	yard waste	4/16/2024	5/23/2024
GRAINGER	PKF57680 531300	Repair & Maintenance Supplies	2024	5	INV	Paid	257.44	81918 9051344217	Basketball Nets	3/13/2024	5/23/2024
GRAINGER	PKF57680 531300	Repair & Maintenance Supplies	2024	5	INV	Paid	1,996.53	81918 9086758084	Hand Soap	4/15/2024	5/23/2024
GRAINGER	51051821 531300	Repair & Maintenance Supplies	2024	5	INV	Paid	46.17	81918 9071602727	Floor cable cover (conf. room City Hall)	4/1/2024	5/23/2024
Graybar	40253550 531300	Repair & Maintenance Supplies	2024	5	INV	Paid	450.21	81919 9336751089	lift station repair	4/9/2024	5/23/2024
Gretchen Garrett	CLK51420 543000	Training & Travel	2024	5	INV	Paid	1,075.00	81920 RE G Garrett 6/24	Reimburse G. Garrett registration fee trng	5/9/2024	5/23/2024
Gretchen Garrett	CLK51420 543000	Training & Travel	2024	5	INV	Paid	65.00	81920 RE G Garrett 5/24	Reimburse G. Garrett registration fee WAPRO conf.	4/23/2024	5/23/2024
HD Fowler	40153481 531300	Repair & Maintenance Supplies	2024	5	INV	Paid	3,247.92	81921 16680365	corp stops	4/24/2024	5/23/2024
HD Fowler	40153935 531300	Repair & Maintenance Supplies	2024	5	INV	Paid	216.53	81921 16664767	diaphragm and solenoid	4/9/2024	5/23/2024
HD Fowler	40153935 531300	Repair & Maintenance Supplies	2024	5	INV	Paid	1,427.14	81921 16672956	brass valve and pipe wrench	4/17/2024	5/23/2024
HD Fowler	40153935 531300	Repair & Maintenance Supplies	2024	5	INV	Paid	1,028.63	81921 16676075	3" valve	4/19/2024	5/23/2024
HD Fowler	40153935 531300	Repair & Maintenance Supplies	2024	5	INV	Paid	85.12	81921 16677528	pvc adapters	4/22/2024	5/23/2024
HD Supply Facil Main	51051821 531300	Repair & Maintenance Supplies	2024	5	INV	Paid	193.10	81922 9224752293	Facility Parts and Supplies	4/4/2024	5/23/2024
HD Supply Facil Main	51051821 531300	Repair & Maintenance Supplies	2024	5	INV	Paid	102.32	81922 9224591250	Facility Supplies toilet flush valve rebuild Kits	3/31/2024	5/23/2024
HD Supply Facil Main	51051821 531300	Repair & Maintenance Supplies	2024	5	INV	Paid	433.58	81922 9224770378	Facility supplies (City Hall)	4/5/2024	5/23/2024
HD Supply Facil Main	51051821 531300	Repair & Maintenance Supplies	2024	5	INV	Paid	144.40	81922 9224770379	Facility Parts and Supplies	4/5/2024	5/23/2024
HD Supply Facil Main	51051821 531300	Repair & Maintenance Supplies	2024	5	INV	Paid	60.21	81922 9224806576	Facility supplies (garbage liners)	4/7/2024	5/23/2024
HD Supply Facil Main	51051821 531300	Repair & Maintenance Supplies	2024	5	INV	Paid	185.55	81922 9225219252	Facility demolition saw	4/19/2024	5/23/2024
HD Supply Facil Main	51051821 531300	Repair & Maintenance Supplies	2024	5	CRM	Paid	-64.79	81922 CM9225132897	Credit-mop head not delivered org inv #9224770379	4/17/2024	5/23/2024
Ideix Distribution	40253585 531510	Laboratory Supplies	2024	5	INV	Paid	47.18	81923 3148451883	bacterial testing	3/21/2024	5/23/2024
Ideix Distribution	40253585 531510	Laboratory Supplies	2024	5	INV	Paid	3,264.41	81923 3148368258	bacterial testing	3/20/2024	5/23/2024
IHK	FIRS2250 548000	Repair & Maintenance Services	2024	5	INV	Paid	225.56	81924 1426271	Full Service	4/2/2024	5/23/2024
IHK	50154868 548000	Repair & Maintenance Services	2024	5	INV	Paid	2,133.53	81924 1434111	Mini Ex #257 final drive/hub oil leak repair	5/9/2024	5/23/2024
Independent Review & Ivovx Consulting Inc	HUM51810 541420	HR-Related Services	2024	5	INV	Paid	5,039.17	81925 SPD.1005	Investigation Services for Police Dept.	5/1/2024	5/23/2024
Ivovx Consulting Inc	50251881 548860	Hardware-Software Maintenance	2024	5	INV	Paid	3,375.56	81926 TYLW12435	IT-NetApp Maintenance Agreement Renewal-City Hall	4/30/2024	5/23/2024
Ivovx Consulting Inc	50251881 548860	Hardware-Software Maintenance	2024	5	INV	Paid	3,375.56	81926 TYLW12436	IT-NetAPP maintenance Agreement Renewal-PD	4/30/2024	5/23/2024
Jacob Fouts	FIRS2210 549100	City-Sponsored Expenses	2024	5	INV	Paid	136.24	81927 RE J Fouts 4/24	RE J Fouts- snacks -Accd. site visit 4/21-22 2024	5/7/2024	5/23/2024
Jake Stewart	40253580 543000	Training & Travel	2024	5	INV	Paid	41.20	81928 RE J Stewart 5/24	Reimburse J. Stewart per diem for trng 5/7-5/9 2024	5/14/2024	5/23/2024

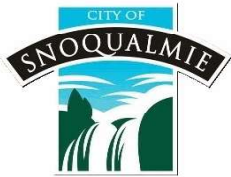
Janna Walker	FINS1423 543000	Training & Travel	2024	5	INV	Paid	158.12	81929 RE J Walker 5/24	Reimburse J. Walker mileage, conference	5/21/2024	5/23/2024
Jaron Gentry	40253580 543000	Training & Travel	2024	5	INV	Paid	42.03	81930 RE J Gentry 5/24	Reimburse J. Gentry per diem 5/7-5/9 2024	5/14/2024	5/23/2024
Jason Hansen	FIRS2210 549100	City-Sponsored Expenses	2024	5	INV	Paid	145.10	81931 RE J Hansen 4/24	RE J Hanson- Accreditation site visit 4/21-4/25	5/7/2024	5/23/2024
Joseph Spears	01452140 543000	Training & Travel	2024	5	INV	Paid	30.00	81932 RE J Spears 4/24	Reimburse Joseph Spears per diem 4/18-19 2024	5/3/2024	5/23/2024
Katherine Ross	EXES1310 543000	Training & Travel	2024	5	INV	Paid	42.88	81933 RE K Ross 5/24	Reimb. K. Ross mileage SCA Board of Dir. Mtg.	5/22/2024	5/23/2024
KBM	LEGS1541 541100	Outside Legal Services - Gen	2024	5	INV	Paid	1,036.00	81934 22418	Pre-Defense General	5/1/2024	5/23/2024
KC 710	STR54230 541000	Professional Svcs - General	2024	5	INV	Paid	1,931.26	81935 132835-132837	Signal Preventative Maint.	3/31/2024	5/23/2024
KC 710	STR54264 548000	Traffic Signal Maintenance	2024	5	INV	Paid	991.89	81935 132835-132837	Signal Preventative Maint.	3/31/2024	5/23/2024
KC Dept of Local Ser	41750935 541060	Design Services	2024	5	INV	Paid	15,622.75	81936 ROWP23-0014-2	For KC ROW Permit ROWP23-0014_Level 2 Analysis	5/7/2024	5/23/2024
KCMCA	CLK51420 549200	Dues-Subscriptions-Memberships	2024	5	INV	Paid	25.00	81937 5/24	KC Munic. Clerk's Assoc. 2024 Dues for G. Garrett	5/13/2024	5/23/2024
Kimley-Horn	PKF57680 541000	Professional Svcs - General	2024	5	INV	Paid	5,046.00	81938 27365686	Parks, Recreation and Open Space Plan	2/29/2024	5/23/2024
Kimley-Horn	PKF57680 541000	Professional Svcs - General	2024	5	INV	Paid	3,120.00	81938 27668695	Parks, Recreation and Open Space Plan	3/31/2024	5/23/2024
Kissler	40253555 548000	Repair & Maintenance Services	2024	5	INV	Paid	4,483.20	81939 11128	Trucking of biosolids to BUF	2/28/2024	5/23/2024
Kissler	40253555 548000	Repair & Maintenance Services	2024	5	INV	Paid	2,228.38	81939 11135	Trucking of biosolids to BUF	3/5/2024	5/23/2024
Kissler	40253555 548000	Repair & Maintenance Services	2024	5	INV	Paid	2,253.42	81939 11142	Trucking of biosolids to BUF	3/13/2024	5/23/2024
Kissler	40253555 548000	Repair & Maintenance Services	2024	5	INV	Paid	2,243.68	81939 11159	Trucking of biosolids to BUF	3/20/2024	5/23/2024
LAI	FIRS2220 531912	EMS Supplies & Equipment	2024	5	INV	Paid	174.40	81940 1431180	gloves	4/30/2024	5/23/2024
Lakeside Ind	STR54230 531300	Repair & Maintenance Supplies	2024	5	INV	Paid	672.05	81941 263588	EZ street asphalt	3/23/2024	5/23/2024
Landscape Structures	31126050 563009	C Pk Sprayground - Construct	2024	5	INV	Paid	748,751.21	81942 INV-139610-PRO	For Delivery of Equipmnt & Features of the Splshpad	12/28/2023	5/23/2024
LEVEL3	50251888 542000	Telephone Service	2024	5	INV	Paid	2,331.00	81943 684217921	Monthly Telephone Service	4/1/2024	5/23/2024
LEVEL3	50251888 542000	Telephone Service	2024	5	INV	Paid	2,331.00	81943 688191733	Monthly Telephone Service	5/1/2024	5/23/2024
LNCS	FIRS2220 531912	EMS Supplies & Equipment	2024	5	INV	Paid	28.55	81944 INV814595	Field Service Kit	4/18/2024	5/23/2024
LNCS	FIRS2250 535900	Small Tools & Equipment	2024	5	INV	Paid	36.74	81944 INV820196	Marrying Strap	5/2/2024	5/23/2024
LNCS	FIRS2250 535900	Small Tools & Equipment	2024	5	INV	Paid	1,362.19	81944 INV822939	5 gallon foam concentrate	5/10/2024	5/23/2024
LNCS	POL52110 523100	Clothing Allowance	2024	5	INV	Paid	1,883.52	81944 INV816650	G. Horejsi- armor carrier, panel set, covert carr	4/24/2024	5/23/2024
LNCS	POL52110 523100	Clothing Allowance	2024	5	INV	Paid	30.90	81944 INV817793	J. Weiss - liner belt	4/26/2024	5/23/2024
LNCS	POL52110 523100	Clothing Allowance	2024	5	INV	Paid	9.92	81944 INV818243	B. Lynch & G. Horejsi embroidery	4/29/2024	5/23/2024
LNCS	POL52110 523100	Clothing Allowance	2024	5	INV	Paid	197.08	81944 INV820098	J. Weiss-Stryke pants (2)	5/2/2024	5/23/2024
LNCS	01452122 531050	Uniforms & Protective Gear	2024	5	INV	Paid	200.25	81944 INV816746	C. Hendricks belt & J. Spears polo shirt, pullover	4/24/2024	5/23/2024
LOUDEDGE	00280090 541000	Professional Svcs - General	2024	5	INV	Paid	575.00	81945 COS-050124-A	Big Truck Day, Plain Air Paint updates, 425 Web Ad	5/1/2024	5/23/2024
LOUDEDGE	COM55720 541060	Design Services	2024	5	INV	Paid	425.00	81945 COS-050124-B	Winter Q2 Newsletter 2024	5/1/2024	5/23/2024
LOUDEDGE	PLN55730 541390	Advertising, Legal Notices etc	2024	5	INV	Paid	575.00	81945 COS-050124-A	Big Truck Day, Plain Air Paint updates, 425 Web Ad	5/1/2024	5/23/2024
LOUDEDGE	POL52110 541000	Professional Svcs - General	2024	5	INV	Paid	200.00	81945 COS-030124-C	Headshot retouch: Cpt Horejsi, Sgt Vladis	3/1/2024	5/23/2024
LOUDEDGE	01257321 541000	Professional Svcs - General	2024	5	INV	Paid	375.00	81945 COS-050124-A	Big Truck Day, Plain Air Paint updates, 425 Web Ad	5/1/2024	5/23/2024
LST	50154868 548000	Repair & Maintenance Services	2024	5	INV	Paid	152.70	81946 36300694582	4 tire demount/mount/spin balance/recycle	5/17/2024	5/23/2024
Lyle Beach	40253580 543000	Training & Travel	2024	5	INV	Paid	400.00	81947 RE L Beach 4/24	Reimburse L. Beach trng fees 4/8-25 2024	4/26/2024	5/23/2024
MADRONA	LEGS1541 541100	Outside Legal Services - Gen	2024	5	INV	Paid	20,974.50	81948 12564	Interim City Attorney - Various Matters	5/6/2024	5/23/2024
MATZKEN	POL52110 541000	Professional Svcs - General	2024	5	INV	Paid	250.00	81949 5724	polygraph examination -W. Schunnauer	5/7/2024	5/23/2024
METTLERT	40253555 548000	Repair & Maintenance Services	2024	5	INV	Paid	1,533.86	81950 655281758	calibration of truck scale for biosolids	3/12/2024	5/23/2024
NB AUTOG	PKF57680 531300	Repair & Maintenance Supplies	2024	5	INV	Paid	16.72	81951 008431	Lawnmower grease	10/25/2023	5/23/2024
NB AUTOG	STR54230 531300	Repair & Maintenance Supplies	2024	5	INV	Paid	15.35	81951 008427	pin with clip	10/25/2023	5/23/2024
Nicole Wiebe	EXES1310 549100	City-Sponsored Expenses	2024	5	INV	Paid	1,123.10	81952 RE N Wiebe 4/24	Reimburse N. Wiebe 4/24	4/26/2024	5/23/2024
Nicole Wiebe	FIRS2210 549100	City-Sponsored Expenses	2024	5	INV	Paid	40.00	81952 RE N Wiebe 4/24	Reimburse N. Wiebe 4/24	4/26/2024	5/23/2024
Nicole Wiebe	PKAS7680 543000	Training & Travel	2024	5	INV	Paid	8.00	81952 RE N Wiebe 4/24	Reimburse N. Wiebe 4/24	4/26/2024	5/23/2024
Nicole Wiebe	PKF57680 549100	City-Sponsored Expenses	2024	5	INV	Paid	5.17	81952 RE N Wiebe 4/24	Reimburse N. Wiebe 4/24	4/26/2024	5/23/2024
Nicole Wiebe	STR54290 543000	Training & Travel	2024	5	INV	Paid	8.00	81952 RE N Wiebe 4/24	Reimburse N. Wiebe 4/24	4/26/2024	5/23/2024
Nicole Wiebe	40153481 543000	Training & Travel	2024	5	INV	Paid	8.00	81952 RE N Wiebe 4/24	Reimburse N. Wiebe 4/24	4/26/2024	5/23/2024
Nicole Wiebe	40253510 543000	Training & Travel	2024	5	INV	Paid	8.00	81952 RE N Wiebe 4/24	Reimburse N. Wiebe 4/24	4/26/2024	5/23/2024
Nicole Wiebe	40353110 543000	Training & Travel	2024	5	INV	Paid	8.00	81952 RE N Wiebe 4/24	Reimburse N. Wiebe 4/24	4/26/2024	5/23/2024
Occ Health Cntr WA	FIRS2220 541000	Professional Svcs - General	2024	5	INV	Paid	1,296.00	81953 82913272	Tyler Byrd phys	4/22/2024	5/23/2024
Ofc Depot 32559	40253580 531000	Office Supplies	2024	5	INV	Paid	197.67	81954 362754582001	Break room supplies	4/29/2024	5/23/2024
OGDENMW	LEGS1541 541102	Downtown Phase 2A Legal Fees	2024	5	INV	Paid	5,842.50	81955 889191	C.A. Carey Appeal	3/27/2024	5/23/2024
OGDENMW	LEGS1541 541102	Downtown Phase 2A Legal Fees	2024	5	INV	Paid	3,887.50	81955 890457	C.A. Carey Appeal	4/30/2024	5/23/2024
OTAK	31175050 541065	Kimball Ck Bridges-Design	2024	5	INV	Paid	14,816.50	81956 000042400391	for Prof Svc ending 04/05/24 - Kimball Crk Bridge	4/26/2024	5/23/2024
PACIFICA	LEGS1541 541100	Outside Legal Services - Gen	2024	5	INV	Paid	15,191.00	81957 89985	Ladder Properties Code Enforcement	5/7/2024	5/23/2024
PACPLANT	31126080 563013	All-Incl Playgrnd - Construct	2024	5	INV	Paid	1,143.68	81958 100356	Centennial Fields Sensory Garden Plants	4/4/2024	5/23/2024
PACPLANT	31126080 563013	All-Incl Playgrnd - Construct	2024	5	INV	Paid	951.30	81958 100357	Centennial Fields Sensory Garden Plants	4/4/2024	5/23/2024
PARAMET	31137020 541000	Community Ctr - Prof'l Svcs	2024	5	INV	Paid	4,462.00	81959 54839	Comm Ctr Design/Build Support Svcs to 4/6/2024	4/17/2024	5/23/2024
PARAMET	31175100 541060	384th Sidewalk Design	2024	5	INV	Paid	9,398.89	81959 55117	For 384th Ave Sewer Design Svcs Ending 4/6/24	4/24/2024	5/23/2024
PARAMET	41750935 541060	Design Services	2024	5	INV	Paid	9,398.90	81959 55117	For 384th Ave Sewer Design Svcs Ending 4/6/24	4/24/2024	5/23/2024
PBBIPP	NONS1890 542300	Postage & Freight	2024	5	INV	Paid	48.97	81960 PP 5-24	Purchase power credit line	5/15/2024	5/23/2024

Pease & Sons, Inc	41759436 563000	WRF Improve Construction	2024	5	INV	Paid	14,170.00	81961 8056- 06	Kimball Crk Lift St Imprvmts electrical submittal	4/30/2024	5/23/2024
Perteet Eng	41759436 541040	WRF Improve Const Mgmt	2024	5	INV	Paid	562.50	81962 20160013.0300 - 41	Final As-built docs for utility infrastruc. imprv	1/8/2024	5/23/2024
PRE-EMPL	HUM51810 541420	HR-Related Services	2024	5	INV	Paid	134.10	81963 376132	Pre-employment Checks for 9 people	4/30/2024	5/23/2024
PROCOM LLC	HUM51810 541420	HR-Related Services	2024	5	INV	Paid	72.00	81964 108311	Pre-Employment Drug Test- Austin Hilton	4/30/2024	5/23/2024
PROSPECT	41759436 563000	WRF Improve Construction	2024	5	INV	Paid	751,489.42	81965 Pay estimate #8	Construction thru 5/1/2024 WRF Phase 3 Imprvmts	5/1/2024	5/23/2024
PSE	FIR52250 547100	Electricity	2024	5	INV	Paid	1,835.35	81966 257959 5/24	Electricity	5/9/2024	5/23/2024
PSE	PKF57680 547100	Electricity	2024	5	INV	Paid	213.30	81966 002042 5/24	Electricity	5/6/2024	5/23/2024
PSE	PKF57680 547100	Electricity	2024	5	INV	Paid	3,485.63	81966 007355 5/24	Electricity	5/6/2024	5/23/2024
PSE	POL52150 547100	Electricity	2024	5	INV	Paid	2,321.45	81966 002083 4/24	PD bldg electric and nat gas -March 2024	4/26/2024	5/23/2024
PSE	STR54263 547100	Electricity	2024	5	INV	Paid	7,300.52	81966 001499 5/24	Electricity	5/6/2024	5/23/2024
PSE	STR54263 547100	Electricity	2024	5	INV	Paid	13.32	81966 001499 4/24-2	Electricity	4/26/2024	5/23/2024
PSE	STR54263 547100	Electricity	2024	5	INV	Paid	46.38	81966 001499 5/24-2	Electricity	5/2/2024	5/23/2024
PSE	STR54263 547100	Electricity	2024	5	INV	Paid	24.06	81966 431306 4/24- 2	Electricity	4/30/2024	5/23/2024
PSE	STR54263 547100	Electricity	2024	5	INV	Paid	11.81	81966 456550 5/24	Electricity	5/2/2024	5/23/2024
PSE	STR54263 547100	Electricity	2024	5	INV	Paid	16.84	81966 577403 5/24	Electricity	5/2/2024	5/23/2024
PSE	STR54263 547100	Electricity	2024	5	INV	Paid	14.98	81966 577445 5/24	Electricity	5/2/2024	5/23/2024
PSE	STR54263 547100	Electricity	2024	5	INV	Paid	111.71	81966 617464 5/24	Electricity	5/2/2024	5/23/2024
PSE	STR54263 547100	Electricity	2024	5	INV	Paid	1,555.85	81966 639966 5/24	Electricity	5/2/2024	5/23/2024
PSE	STR54263 547100	Electricity	2024	5	INV	Paid	30.78	81966 742043 5/24	Electricity	5/2/2024	5/23/2024
PSE	STR54263 547100	Electricity	2024	5	INV	Paid	60.97	81966 780111 5/24	Electricity	5/2/2024	5/23/2024
PSE	STR54263 547100	Electricity	2024	5	INV	Paid	11.78	81966 780137 5/24	Electricity	5/2/2024	5/23/2024
PSE	STR54263 547100	Electricity	2024	5	INV	Paid	26.34	81966 943807 4/24	Electricity	4/12/2024	5/23/2024
PSE	40153481 547100	Electricity	2024	5	INV	Paid	9,357.97	81966 004220 4/24- 2	Electricity	4/26/2024	5/23/2024
PSE	40153481 547100	Electricity	2024	5	INV	Paid	17.33	81966 073989 5/24	Electricity	5/3/2024	5/23/2024
PSE	40153482 547100	Electricity	2024	5	INV	Paid	2,166.00	81966 004220 4/24- 2	Electricity	4/26/2024	5/23/2024
PSE	40153935 547100	Electricity	2024	5	INV	Paid	697.96	81966 002042 5/24	Electricity	5/6/2024	5/23/2024
PSE	40153935 547100	Electricity	2024	5	INV	Paid	11.93	81966 103385 5/24	Electricity	5/2/2024	5/23/2024
PSE	40153935 547100	Electricity	2024	5	INV	Paid	12.73	81966 794782 5/24	Electricity	5/2/2024	5/23/2024
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PSE	40253565 547100	Electricity	2024	5	INV	Paid	36.94	81966 007124 5/24	Electricity	5/6/2024	5/23/2024
PSE	40253565 547100	Electricity	2024	5	INV	Paid	4.32	81966 241392 5/24	Electricity	5/9/2024	5/23/2024
PSE	40253565 547100	Electricity	2024	5	INV	Paid	205.57	81966 241418 5/24	Electricity	5/2/2024	5/23/2024
PSE	40253580 547100	Electricity	2024	5	INV	Paid	1,876.86	81966 010474 5/24	Electricity	5/6/2024	5/23/2024
PSE	51051821 547100	Electricity	2024	5	INV	Paid	275.22	81966 005615 5/24	Electricity	5/6/2024	5/23/2024
PSE	51051821 547100	Electricity	2024	5	INV	Paid	359.83	81966 010474 5/24	Electricity	5/6/2024	5/23/2024
PSE	51051821 547100	Electricity	2024	5	INV	Paid	383.23	81966 133972 5/24	Electricity	5/2/2024	5/23/2024
PSE	51051821 547100	Electricity	2024	5	INV	Paid	66.80	81966 198066 5/24	Electricity	5/2/2024	5/23/2024
PSE	51051821 547100	Electricity	2024	5	INV	Paid	33.31	81966 198082 5/24	Electricity	5/2/2024	5/23/2024
PSE	51051821 547100	Electricity	2024	5	INV	Paid	11.46	81966 400820 5/24	Electricity	5/2/2024	5/23/2024
PSE	51051821 547100	Electricity	2024	5	INV	Paid	87.47	81966 549936 5/24	Electricity	5/2/2024	5/23/2024
PSE	51051821 547100	Electricity	2024	5	INV	Paid	1,361.96	81966 885592 5/24	Electricity	5/2/2024	5/23/2024
PSE	51051821 547100	Electricity	2024	5	INV	Paid	1,689.14	81966 885592 4/24	Electricity	4/12/2024	5/23/2024
PSRFA	50154868 548000	Repair & Maintenance Services	2024	5	INV	Paid	5,989.19	81967 8529	Fire Apparatus Repair and Service	5/5/2024	5/23/2024
RAINASPH	40153481 548000	Repair & Maintenance Services	2024	5	INV	Paid	21,609.85	81968 19693	water main road patches	4/30/2024	5/23/2024
REBECCAD	HUM51810 541120	Legal Consulting Svcs - HR	2024	5	INV	Paid	17,869.51	81969 1453	Legal Services re: Payroll	5/1/2024	5/23/2024
Recycle Design	PKF57680 531300	Repair & Maintenance Supplies	2024	5	INV	Paid	4,148.00	81970 56479	Parks R&M Supplies	3/21/2024	5/23/2024
ROBERTH	FIN51423 541190	Temporary Agency Personnel	2024	5	INV	Paid	2,145.05	81971 63557022	CONTRACTOR DEWAR - GEN FINANCE, WEEK ENDING 5-3-24	5/7/2024	5/23/2024
ROBERTH	FIN51423 541190	Temporary Agency Personnel	2024	5	INV	Paid	2,104.90	81971 63585032	Contractor Dewar-Gen Finance wk end 5-10-24	5/14/2024	5/23/2024
ROBERTH	FIN51423 541190	Temporary Agency Personnel	2024	5	INV	Paid	2,032.75	81971 63613615	Contractor Dewar-Gen Finance wk end 5-17-24	5/21/2024	5/23/2024
SAFE6	00150020 541000	Professional Svcs - General	2024	5	INV	Paid	5,914.91	81972 363685	April Inspections	4/30/2024	5/23/2024
SAFE6	00150020 541000	Professional Svcs - General	2024	5	INV	Paid	895.34	81972 361723	April Plan Review	4/30/2024	5/23/2024
SEATIMES	41750935 541060	Design Services	2024	5	INV	Paid	815.00	81973 75988	Ad for 384th Proj- Apr 2024	4/9/2024	5/23/2024
Siemens Industry	40153481 531300	Repair & Maintenance Supplies	2024	5	INV	Paid	2,448.14	81974 5609544351	flow tube for 1260 Jacobia	5/9/2024	5/23/2024
SPOK	40153935 542000	Telephone Service	2024	5	INV	Paid	29.01	81975 H0303878P	monthly irrigation pager service	4/15/2024	5/23/2024
SUMMLG	HUM51810 541120	Legal Consulting Svcs - HR	2024	5	INV	Paid	4,187.00	81976 154314	Legal Services re: Personnel Policy Handbook	5/17/2024	5/23/2024
SUMMLG	HUM51810 541120	Legal Consulting Svcs - HR	2024	5	INV	Paid	1,640.00	81976 154392	Legal Services re: Snoqualmie Police Assoc.	5/17/2024	5/23/2024
SUMMLG	HUM51810 541120	Legal Consulting Svcs - HR	2024	5	INV	Paid	8,156.86	81976 154391	Legal Services re: Teamsters Local 763	5/17/2024	5/23/2024
Sunbelt Rentals	PKF57680 531300	Repair & Maintenance Supplies	2024	5	INV	Paid	81.83	81977 152965448-0001	Edger blades	4/16/2024	5/23/2024
SV School Dist	01452122 532100	Gasoline/Diesel Fuel	2024	5	INV	Paid	4,499.32	81978 8070	Fleet and North Bend Police Fuel	5/6/2024	5/23/2024
SV School Dist	50154868 532100	Gasoline/Diesel Fuel	2024	5	INV	Paid	11,755.82	81978 8070	Fleet and North Bend Police Fuel	5/6/2024	5/23/2024
TASER	POL52150 535400	Police Firearms & Weapons	2024	5	INV	Paid	575.66	81979 INU5247567	Rasmussen, Natkha, Bostick, Hoyla taser accessorie	5/7/2024	5/23/2024

TASER	01452150 535400	Police Firearms & Weapons	2024	5	INV	Paid	575.66	81979 INUS247567	Rasmussen, Natkha, Bostick, Hoyla taser accessorie	5/7/2024	5/23/2024
The Narwhal Group	STR54266 541000	Professional Svcs - General	2024	5	INV	Paid	800.00	81980 2024-23891	Weathernet Service Fee	1/26/2024	5/23/2024
The Narwhal Group	STR54266 541000	Professional Svcs - General	2024	5	INV	Paid	400.00	81980 2024-24102	Weathernet Service Fee	2/26/2024	5/23/2024
The Narwhal Group	STR54266 541000	Professional Svcs - General	2024	5	INV	Paid	400.00	81980 2024-24290	Weathernet Service Fee	3/28/2024	5/23/2024
The Narwhal Group	STR54266 541000	Professional Svcs - General	2024	5	INV	Paid	400.00	81980 2024-24447	Weathernet Service Fee	4/28/2024	5/23/2024
Thomas O'Brien	FIR52210 549100	City-Sponsored Expenses	2024	5	INV	Paid	545.42	81981 RE T O'Brien 4/24	RE T O'Brien- Accreditation site visit 4/21/24	5/7/2024	5/23/2024
Timothy Jensen	FIR52210 549100	City-Sponsored Expenses	2024	5	INV	Paid	40.00	81982 RE T Jensen 4/24	RE T Jensen accreditation site visit exp 4/21/24	5/7/2024	5/23/2024
TPWI	PKF57680 531300	Repair & Maintenance Supplies	2024	5	INV	Paid	210.48	81983 INV105312	Drinking Fountain Parts	4/16/2024	5/23/2024
TPWI	PKF57680 531300	Repair & Maintenance Supplies	2024	5	INV	Paid	681.85	81983 INV104899	Restroom repair parts/Drinking fountain parts	4/4/2024	5/23/2024
TPWI	PKF57680 531300	Repair & Maintenance Supplies	2024	5	INV	Paid	867.60	81983 INV105936	Restroom repair parts/Drinking fountain parts	5/2/2024	5/23/2024
TRANSU	POL52110 549200	Dues-Subscriptions-Memberships	2024	5	INV	Paid	196.20	81984 944321-202404-1	credit check current charges- 4/1/24-4/30/24	5/1/2024	5/23/2024
TSI CARN	STCS9564 563000	General Parks Signage	2024	5	INV	Paid	805.86	81985 19620	Construction Signs	3/25/2024	5/23/2024
TYLERTEC	35059418 541000	Professional Svcs - General	2024	5	INV	Paid	12,872.10	81986 045-462590	Tyler Consulting Services	4/10/2024	5/23/2024
TYLERTEC	35059418 541000	Professional Svcs - General	2024	5	INV	Paid	1,400.00	81986 045-466143	Tyler Consulting Services	5/8/2024	5/23/2024
TYLERTEC	35059418 541000	Professional Svcs - General	2024	5	INV	Paid	9,285.53	81986 045-466146	Tyler Consulting Services	5/8/2024	5/23/2024
ULI	POL52122 522400	LEOFF I Retiree Med & Premiums	2024	5	INV	Paid	70.50	81987 24-Apr	Group Insurance premium- retiree	5/1/2024	5/23/2024
ULINE	PKF57680 531300	Repair & Maintenance Supplies	2024	5	INV	Paid	3,077.48	81988 175603369	cleaning supplies	3/13/2024	5/23/2024
UULC	40153481 541000	Professional Svcs - General	2024	5	INV	Paid	68.36	81989 4030232	March locates	3/31/2024	5/23/2024
UULC	40253510 541000	Professional Svcs - General	2024	5	INV	Paid	63.08	81989 4030231	811 utility location call center service	3/31/2024	5/23/2024
VALLEYD	NON51591 541111	Public Defender Services	2024	5	INV	Paid	6,650.00	81990 Apr-24	public defense svcs- Snoqualmie cases April 2024	5/1/2024	5/23/2024
Velocity Dynamics	40253970 531300	Repair & Maintenance Supplies	2024	5	INV	Paid	705.76	81991 0000026926	chemical injection parts	4/24/2024	5/23/2024
VERIZ 3	50251888 542010	Cellular Telephone	2024	5	INV	Paid	2,134.82	81992 9961859683	PD cell phones- mar17-April 16 2024	4/16/2024	5/23/2024
VERIZCS	50251888 542010	Cellular Telephone	2024	5	INV	Paid	5,385.73	81993 9961818405	Monthly Cellular Telephone Service	4/16/2024	5/23/2024
Water Mgmt Group	40153935 541000	Professional Svcs - General	2024	5	INV	Paid	4,004.98	81994 21821	May 2024 Maxicom monitoring	4/22/2024	5/23/2024
Water Mgmt Labs	40153481 541000	Professional Svcs - General	2024	5	INV	Paid	390.00	81995 219695	March 2024 bacteria samples	4/11/2024	5/23/2024
WEC	PKF57680 531300	Repair & Maintenance Supplies	2024	5	INV	Paid	267.05	81996 16372714	soil sampling	4/22/2024	5/23/2024
WLACE	STR54230 531300	Repair & Maintenance Supplies	2024	5	INV	Paid	108.89	81997 15311624	concrete mix for sign posts	3/26/2024	5/23/2024
WSP BF	63358930 589305	Concealed Pistol License Remit	2024	5	INV	Paid	290.50	81998 I2405002	fingerprinting background checks-February 2024	3/1/2024	5/23/2024

Accounts Payable

Blanket Voucher Approval Document



User: THolden
Printed: 05/24/2024 - 8:13AM
Warrant Request Date: 5/23/2024
DAC Fund:

Batch: 00003.05.2024 - Eurofins re-issue 5-23-24

City of Snoqualmie
Claims presented to the City to be paid in the amount of \$ 1,025.00
for claims warrants numbered 62472 through 62472 & dated 5/23/2024.

Line	Claimant	Voucher No.	Amount
1	Eurofins Eaton Analytical, Inc.	000062472	1,025.00
Page Total:			\$1,025.00
Grand Total:			\$1,025.00

Accounts Payable

Check Detail

User: THolden
Printed: 05/24/2024 - 8:22AM



Item 5.

Check Number	Check Date				Amount
eurofins - Eurofins Eaton Analytical, Inc. Line Item Account					
62472	05/23/2024				
Inv	3800022129				
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>			
04/26/2023	UCMR5 samples	401-18-037-534-82-41-000	900.00		
Inv 3800022129 Total				900.00	
Inv	3800026172				
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>			
06/22/2023	UCMRS - Lithium sample	401-18-037-534-82-41-000	125.00		
Inv 3800026172 Total				125.00	
62472 Total:					1,025.00
eurofins - Eurofins Eaton Analytical, Inc. Total:					1,025.00
Total:					1,025.00

P5-22-24



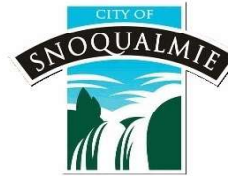
Payroll
Blanket Voucher Document

Claims presented to the City to be paid on *05/22/2024* in the amount of *\$367,603.07* which includes claim warrants numbered ____-____ through ____-____, totaling *\$0.00* and direct deposits totaling *\$367,603.07*.

Payroll

ACH Check Register

User: 'jhughes'
 Printed: 05/21/2024 - 3:07PM
 Batch: 00003.05.2024 - May C1 2024 5/22/24
 Include Partial: TRUE



Check Date	Check Number	Partial ACH	Employee Name	Amount
05/22/2024	0	False	Bryan Holloway	483.05
05/22/2024	0	False	Catherine Cotton	434.69
05/22/2024	0	False	Louis Washington	334.69
05/22/2024	0	False	Ethan Benson	434.69
05/22/2024	0	False	Jolyon Johnson	434.69
05/22/2024	0	False	Robert Wotton	284.69
05/22/2024	0	False	Cara Christensen	434.69
05/22/2024	0	False	Katherine Ross	1,920.62
05/22/2024	0	False	Deana Dean	3,883.77
05/22/2024	0	False	Gretchen Garrett	2,686.74
05/22/2024	0	False	Tania Holden	3,252.73
05/22/2024	0	False	Jimmie Betts Jr.	3,093.03
05/22/2024	0	False	Brendon Ecker	2,345.83
05/22/2024	0	False	Andrew Latham	3,045.86
05/22/2024	0	False	Andrew Jongekryg	2,347.05
05/22/2024	0	False	Lafleche Lacroix	4,103.05
05/22/2024	0	False	Samantha Brumfield	2,201.17
05/22/2024	0	False	Kimberly Johnson	3,478.48
05/22/2024	0	False	Nicole Wiebe	2,464.06
05/22/2024	0	False	Andrew Bouta	4,418.79
05/22/2024	0	False	Jennifer Hughes	3,337.40
05/22/2024	0	False	Debbie Kinsman	2,981.01
05/22/2024	0	False	Heather Florida	2,591.09
05/22/2024	0	False	Gerald Knutsen	3,636.69
05/22/2024	0	False	Kyla Henderson	3,067.95
05/22/2024	0	False	Janna Walker	4,247.67
05/22/2024	0	False	Tami Wood	3,826.49
05/22/2024	0	False	Gail Folkins	2,293.08
05/22/2024	0	False	Danna McCall	3,489.00
05/22/2024	0	False	Kristina Benko	2,582.54
05/22/2024	0	False	Brian Lynch	4,566.41
05/22/2024	0	False	Melinda Black	2,962.22
05/22/2024	0	False	Stephanie Butler	3,097.13
05/22/2024	0	False	Austin Gutwein	3,855.69
05/22/2024	0	False	Joseph Spears	3,077.77
05/22/2024	0	False	Michael Peter	3,380.11
05/22/2024	0	False	Max Bostick	2,414.64
05/22/2024	0	False	Pamela Mandery	5,300.19
05/22/2024	0	False	James Aguirre	3,783.53
05/22/2024	0	False	Michael Liebetrau	2,870.84
05/22/2024	0	False	Kobe Hoyla	2,193.14
05/22/2024	0	False	Craig Miller	7,049.35
05/22/2024	0	False	Daniel Moate	3,724.22
05/22/2024	0	False	Marcus Sanchez	5,433.97
05/22/2024	0	False	Joseph Meadows	4,757.14
05/22/2024	0	False	Cory Hendricks	3,133.70
05/22/2024	0	False	Nicholas Schulgen	3,325.99

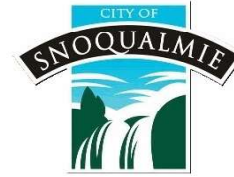
				Item 5.
Check Date	Check Number	Partial ACH	Employee Name	
05/22/2024	0	False	William Natkha	2,236.93
05/22/2024	0	False	Erik Rasmussen	2,522.46
05/22/2024	0	False	Chase Smith	4,275.46
05/22/2024	0	False	James Kaae	4,304.06
05/22/2024	0	False	Jason Weiss	5,870.72
05/22/2024	0	False	Nigel Draveling	2,946.92
05/22/2024	0	False	Dmitriy Vladis	4,275.34
05/22/2024	0	False	Christopher Werre	3,498.11
05/22/2024	0	False	Gary Horejsi	3,597.54
05/22/2024	0	False	Philip Bennett	3,969.83
05/22/2024	0	False	Justin Ren	3,031.19
05/22/2024	0	False	Kerry O'Neil	2,793.68
05/22/2024	0	False	Dalton Hawk	2,335.98
05/22/2024	0	False	Blake Lemoine	1,616.24
05/22/2024	0	False	Jason Battles	3,641.73
05/22/2024	0	False	Neil MacVicar	2,918.40
05/22/2024	0	False	Jorge Orozco	3,358.22
05/22/2024	0	False	Austin Hilton	2,343.04
05/22/2024	0	False	Ryan Barnet	3,279.27
05/22/2024	0	False	Michael Chambless	6,041.26
05/22/2024	0	False	Kyle Markwardt	2,417.42
05/22/2024	0	False	Christine Iverson Stinson	2,418.19
05/22/2024	0	False	Lyle Beach	3,720.83
05/22/2024	0	False	Patrick Fry	3,733.33
05/22/2024	0	False	Jeffrey Hamlin	4,921.59
05/22/2024	0	False	Andrew Vining	3,921.52
05/22/2024	0	False	Hind Ahmed	3,956.18
05/22/2024	0	False	Thomas Holmes	5,384.82
05/22/2024	0	False	Alec Bagley	2,448.37
05/22/2024	0	False	Joan Quade	2,290.89
05/22/2024	0	False	Ryan Dalziel	3,063.02
05/22/2024	0	False	Thai Pham	3,199.34
05/22/2024	0	False	Jaron Gentry	2,443.44
05/22/2024	0	False	Jake Stewart	2,860.87
05/22/2024	0	False	Jason George	4,042.00
05/22/2024	0	False	Kevin Halbert	2,841.68
05/22/2024	0	False	Timothy Barrett	3,579.38
05/22/2024	0	False	Donald Harris	4,853.43
05/22/2024	0	False	Kevin Snyder	3,992.00
05/22/2024	0	False	Kenneth Knowles	3,581.24
05/22/2024	0	False	Christopher Wilson	1,701.21
05/22/2024	0	False	Todd Shinn	4,030.08
05/22/2024	0	False	Matthew Hedger	5,051.61
05/22/2024	0	False	Richard Allen Hebel	302.30
05/22/2024	0	False	John Cooper	3,746.99
05/22/2024	0	False	Emily Arteché	4,728.93
05/22/2024	0	False	Ashley Wragge	2,264.24
05/22/2024	0	False	Ilyse Treptow	3,224.92
05/22/2024	0	False	Rebecca Buelna	2,575.46
05/22/2024	0	False	Dylan Gamble	2,933.77
05/22/2024	0	False	Michael Bailey	5,719.37
05/22/2024	0	False	Jessica Rellamas	1,444.47
05/22/2024	0	False	Tylor Fischer	3,611.01
05/22/2024	0	False	Zachary Schumann	3,442.52
05/22/2024	0	False	Jacob Fouts	5,579.45
05/22/2024	0	False	Darby Summers	3,063.37
05/22/2024	0	False	Theresa Tozier	3,283.18

					Item 5.
Check Date	Check Number	Partial ACH	Employee Name		
05/22/2024	0	False	Gregory Heath	5,100.68	
05/22/2024	0	False	Albert Wolfe	4,415.77	
05/22/2024	0	False	Nicholas Lathrop	4,089.77	
05/22/2024	0	False	Matthew West	7,244.31	
05/22/2024	0	False	Robert Lasswell	4,574.63	
05/22/2024	0	False	Benjamin Parker	4,690.81	
05/22/2024	0	False	Peter O'Donnell	3,196.97	
				Partial ACH:	0.00
				Regular ACH:	367,603.07
Total Employees:			111	Total:	367,603.07

Accounts Payable

Blanket Voucher Approval Document

User: ITreptow
 Printed: 05/22/2024 - 10:43AM
 Warrant Request Date: 5/22/2024
 DAC Fund:



PV5-22-24

Batch: 00002.05.2024 - PV 5/22/2024

City of Snoqualmie Claims presented to the City to be paid in the amount of \$ 272,276.52,
 for claims warrants numbered 62467 through 62471 & dated 5/22/2024.

Line	Claimant	Voucher No.	Amount
1	Dept. of Labor & Industries	000000000	16,801.50
2	Employment Security Dept.	000000000	1,063.01
3	Employment Security Dept.	000000000	3,976.40
4	Employment Security Dept.	000000000	2,551.88
5	Dept. of Retirement Syst.-LEOFF	000000000	29,584.12
6	IAFF Firepac-Political Affairs Dept.	000062467	2.09
7	Teamsters Local Union #763	000062470	2,195.25
8	IAFF LOCAL #2878	000062468	1,514.42
9	Office of Support Enforcement - DSHS	000000000	1,370.95
10	Dept of Retirement Syst.-PERS	000000000	48,771.01
11	Dept. of Retirement Syst.- PSERS	000000000	1,347.50
12	IRS-Payroll EFTPS	000000000	135,959.66
13	Voya Institutional Trust Company	000000000	225.00
14	CITY OF SNOQUALMIE	000062466	476.68
15	ICMA Retirement Trust -303907	000000000	2,902.31
16	Dept. of Retirement Syst.- DCP	000000000	22,163.61
17	AFLAC	000000000	78.13
18	Snoqualmie Police Association	000062469	800.00
19	Western States Police Medical Trust	000062471	493.00
Page Total:			\$272,276.52
Grand Total:			\$272,276.52

Accounts Payable

Check Detail

User: ITreptow
Printed: 05/28/2024 - 10:11AM



Item 5.

Check Number	Check Date	Amount
90110 - AFLAC		
0	05/22/2024	
Inv		
<u>Line Item Date</u>	<u>Line Item Description</u>	
04/18/2024	PR Batch 00002.04.2024 AFLAC-Pre Tax	-0.04
05/21/2024	PR Batch 00003.05.2024 AFLAC-Pre Tax	78.17
Inv Total		78.13
0 Total:		78.13
90110 - AFLAC Total:		78.13
90099 - CITY OF SNOQUALMIE		
62466	05/22/2024	
Inv		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/21/2024	PR Batch 00003.05.2024 FSA	476.68
Inv Total		476.68
62466 Total:		476.68
90099 - CITY OF SNOQUALMIE Total:		476.68
90070 - Dept of Retirement Syst.-PERS		
0	05/22/2024	
Inv		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/21/2024	PR Batch 00003.05.2024 PERS2 Employee	16,529.22
05/21/2024	PR Batch 00003.05.2024 PERS 2 Employer	24,767.84
05/21/2024	PR Batch 00003.05.2024 PERS 3 Employer	4,547.35
05/21/2024	PR Batch 00003.05.2024 PERS 3 Employee	2,926.60
Inv Total		48,771.01
0 Total:		48,771.01
90070 - Dept of Retirement Syst.-PERS Total:		48,771.01

90010 - Dept. of Labor & Industries

0 05/22/2024

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	
05/21/2024	PR Batch 00003.05.2024 L&I Employee	2,512.47
05/21/2024	PR Batch 00003.05.2024 L&I Employer	14,289.03
Inv Total		16,801.50

0 Total:	16,801.50
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90010 - Dept. of Labor & Industries Total:

16,801.50

90105 - Dept. of Retirement Syst.- DCP

0 05/22/2024

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	
05/21/2024	PR Batch 00003.05.2024 DCP Flat Employee	13,673.50
05/21/2024	PR Batch 00003.05.2024 Defferd Comp Roth Flat	728.00
05/21/2024	PR Batch 00003.05.2024 Deffered Comp Percentage	481.11
05/21/2024	PR Batch 00003.05.2024 DCP-Employer-Supplement	1,462.50
05/21/2024	PR Batch 00003.05.2024 DCP-Employer	5,818.50
Inv Total		22,163.61

0 Total:	22,163.61
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90105 - Dept. of Retirement Syst.- DCP Total:

22,163.61

90075 - Dept. of Retirement Syst.- PSERS

0 05/22/2024

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	
05/21/2024	PR Batch 00003.05.2024 PSERS Employee	545.32
05/21/2024	PR Batch 00003.05.2024 PSERS Employer	802.18
Inv Total		1,347.50

0 Total:	1,347.50
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90075 - Dept. of Retirement Syst.- PSERS Total:

1,347.50

90030 - Dept. of Retirement Syst.-LEOFF

0 05/22/2024

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	
05/21/2024	PR Batch 00003.05.2024 LEOFF 2 Employer	11,363.72

05/21/2024	PR Batch 00003.05.2024 LEOFF 2 Employee	18,220.40
Inv Total		29,584.12
0 Total:		29,584.12
90030 - Dept. of Retirement Syst.-LEOFF Total:		29,584.12
90020 - Employment Security Dept.		
0	05/22/2024	
Inv		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/21/2024	PR Batch 00003.05.2024 Emp Sec- Unemployment Tax	1,063.01
05/21/2024	PR Batch 00003.05.2024 WA Paid Fam. & Med. Leave	1,136.08
05/21/2024	PR Batch 00003.05.2024 WA Cares	2,551.88
05/21/2024	PR Batch 00003.05.2024 WA Paid Fam. & Med. Leave	2,840.32
Inv Total		7,591.29
0 Total:		7,591.29
90022 - Employment Security Dept. Total:		7,591.29
90035 - IAFF Firepac-Political Affairs Dept.		
62467	05/22/2024	
Inv		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/21/2024	PR Batch 00003.05.2024 IAFF-FirePac	2.09
Inv Total		2.09
62467 Total:		2.09
90035 - IAFF Firepac-Political Affairs Dept. Total:		2.09
90045 - IAFF LOCAL #2878		
62468	05/22/2024	
Inv		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/21/2024	PR Batch 00003.05.2024 IAFF-Local 2878 Fire	1,514.42
Inv Total		1,514.42
62468 Total:		1,514.42
90045 - IAFF LOCAL #2878 Total:		1,514.42

90100 - ICMA Retirement Trust -303907

0 05/22/2024

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	
05/21/2024	PR Batch 00003.05.2024 ICMA-Employer Supplement	150.00
05/21/2024	PR Batch 00003.05.2024 ICMA-Employee	1,462.50
05/21/2024	PR Batch 00003.05.2024 ICMA-Employer	1,012.50
05/21/2024	PR Batch 00003.05.2024 Mission Square percentage	277.31

Inv Total	2,902.31
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0 Total:	2,902.31
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90100 - ICMA Retirement Trust -303907 Total:

2,902.31

90085 - IRS-Payroll EFTPS

0 05/22/2024

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	
05/21/2024	PR Batch 00003.05.2024 FICA Employer	28,224.66
05/21/2024	PR Batch 00003.05.2024 Medicare Employer	7,789.25
05/21/2024	PR Batch 00003.05.2024 Medicare Employee	7,789.25
05/21/2024	PR Batch 00003.05.2024 FICA Employee	28,224.66
05/21/2024	PR Batch 00003.05.2024 Federal Income Tax	63,931.84

Inv Total	135,959.66
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0 Total:	135,959.66
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90085 - IRS-Payroll EFTPS Total:

135,959.66

90060 - Office of Support Enforcement - DSHS

0 05/22/2024

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	
05/21/2024	PR Batch 00003.05.2024 Child Support	1,370.95

Inv Total	1,370.95
-----------	----------

0 Total:	1,370.95
----------	----------

90060 - Office of Support Enforcement - DSHS Total:

1,370.95

90180 - Snoqualmie Police Association

62469 05/22/2024

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>
-----------------------	------------------------------

05/21/2024	PR Batch 00003.05.2024 Police Union Dues	800.00
Inv Total		800.00
62469 Total:		800.00
90180 - Snoqualmie Police Association Total:		800.00
90040 - Teamsters Local Union #763		
62470	05/22/2024	
Inv		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/21/2024	PR Batch 00003.05.2024 Teamsters Union Dues	2,195.25
Inv Total		2,195.25
62470 Total:		2,195.25
90040 - Teamsters Local Union #763 Total:		2,195.25
90095 - Voya Institutional Trust Company		
0	05/22/2024	
Inv		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/21/2024	PR Batch 00003.05.2024 Voya-Employer	100.00
05/21/2024	PR Batch 00003.05.2024 Voya-Employee	125.00
Inv Total		225.00
0 Total:		225.00
90095 - Voya Institutional Trust Company Total:		225.00
90400 - Western States Police Medical Trust		
62471	05/22/2024	
Inv		
<u>Line Item Date</u>	<u>Line Item Description</u>	
05/21/2024	PR Batch 00003.05.2024 W States Police Medical Trust	493.00
Inv Total		493.00
62471 Total:		493.00
90400 - Western States Police Medical Trust Total:		493.00

Total:

272,276.52

Claims Approval Report F&A 6-4-24, CM 6-10-24

Final Audit Report

2024-05-29

Created:	2024-05-29
By:	Tania Holden (THolden@snoqualmiewa.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA40TF27i0NVK7MqSIN8a070pM1y1UnErb

"Claims Approval Report F&A 6-4-24, CM 6-10-24" History



Document created by Tania Holden (THolden@snoqualmiewa.gov)

2024-05-29 - 6:00:59 PM GMT



Document emailed to Jerry Knutsen (JKnutsen@snoqualmiewa.gov) for signature

2024-05-29 - 6:02:23 PM GMT



Email viewed by Jerry Knutsen (JKnutsen@snoqualmiewa.gov)

2024-05-29 - 6:30:20 PM GMT



Document e-signed by Jerry Knutsen (JKnutsen@snoqualmiewa.gov)

Signature Date: 2024-05-29 - 6:39:08 PM GMT - Time Source: server



Agreement completed.

2024-05-29 - 6:39:08 PM GMT



BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB24-059
June 3, 2024
Consent Agenda

Item 6.

AGENDA BILL INFORMATION

TITLE:	AB24-059: Fireworks Stand Permit for Impact Ministries	<input type="checkbox"/> Discussion Only
PROPOSED ACTION:	MOVE to approve the Fireworks Stand Permit for Impact Ministries	<input type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

REVIEW:	Community Development	Emily Arteché	5/23/2022
	Finance	n/a	Click or tap to enter a date.
	Legal	n/a	Click or tap to enter a date.
	City Administrator	Mike Chambless	5/28/2024

DEPARTMENT:	Fire		
	STAFF: Mike Bailey, Fire Chief		
	COMMITTEE: Public Safety		COMMITTEE DATE: June 3, 2024
	EXHIBITS: 1. Impact Ministries Fireworks Stand Permit Application Packet 2. Fireworks Sales Ordinance		

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

SUMMARY

INTRODUCTION

Per Snoqualmie Municipal Code ("SMC") 8.30.030(C) the Fire Chief shall submit an application to Council for approval to allow the retail sales of fireworks to be sold within City limits. Impact Ministries has applied for a fireworks stand permit to sell fireworks from June 28, 2024 to July 4, 2024 in the parking lot at 34828 SE Douglas Street (Safeway).

LEGISLATIVE HISTORY

In 2023, AB23-082 was approved to allow TNT (Impact Ministries) to sell fireworks at 34828 SE Douglas Street.

BACKGROUND

Impact Ministries has been selling fireworks in the parking lot located at 34828 SE Douglas Street (Safeway) for several years. They are requesting sales from June 28, 2024, to July 4, 2024. They have complied with all requirements and inspection schedules in past years and have been receptive to City feedback when changes were needed. Fireworks stands within Snoqualmie can only sell Snoqualmie-compliant fireworks, which Impact Ministries has been compliant with in previous years.

ANALYSIS

Impact Ministries has complied with all requirements set forth in SMC 8.30 and the Washington Office of the State Fire Marshal as found in the supporting documents. They possess a valid Consumer Fireworks Retail Sales Stand License (WSPFL-01656) issued by the Office of the State Fire Marshall. The Fire Chief has reviewed the application and found it to be complete and in compliance with all requirements of the State statute and regulations of SMC 8.30.

BUDGET IMPACTS

This agenda bill has no budget impacts. The Fire Department is in receipt of \$25.00 for a fireworks sales permit application, and a \$300.00 bond deposit as required.

NEXT STEPS

Placed on consent agenda for June 10th Council Meeting.

PROPOSED ACTION

Motion to approve the fireworks permit for Impact Ministries at 34828 SE Douglas Street (Safeway) for the 2024 season.



City of Snoqualmie
Attn: Jessica Rellamas
37600 SE Snoqualmie Parkway
Snoqualmie, WA 98065

To Fire Chief,

In preparation for the upcoming 2024 4th of July season, please find enclosed with this letter all the documents required to apply for one temporary retail fireworks location permits.

- WSP Application
- City of Snoqualmie Application
- Diagram
- Insurance
- Lease Agreement
- Copy of WSP License
- Check of \$25 for Permit Fee
- Check of \$300 for Bond Fee

If you have any questions or require further information, please feel free to contact me at Huertas@tntfireworks.com or via phone at direct line (253) 830-3076, Monday through Friday, from 8 am to 4 pm.

Sincerely,

Sheila Huerta

2120 Milwaukee Way,
Tacoma, WA 98421
Huertas@tntfireworks.com
Office: (253) 830-3076

Enclosure(s)

AMERICAN PROMOTIONAL EVENTS, INC.
2120 MILWAUKEE WAY • TACOMA, WA 98421
TACOMA (253) 922-0800 • FAX (253) 830-2930
www.tntfireworks.com

City of Snoqualmie

WAS 2

THIS FORM IS INTENDED FOR USE BY LOCAL AUTHORITIES HAVING JURISDICTION (AHJ) IN THE EVENT THEY DO NOT HAVE A PERMIT FORM SPECIFIC FOR RETAIL FIREWORKS SALES AT A CONSUMER FIREWORKS RETAIL SALES (CFRS) FACILITY. IT IS NOT MEANT TO BE REQUIRED IN ADDITION TO OR IN LIEU OF ANY LOCAL PERMITTING FORM AND/OR PROCESS THAT MAY EXIST WITH THE LOCAL AHJ.

Directions: Provided the local jurisdiction has no permit form of their own, complete this permit application and submit it with the local AHJ portion of your Retail Fireworks Stand License to the jurisdiction in which you wish to run your CFRS facility.

WASHINGTON STATE FIREWORKS RETAIL SALES PERMIT APPLICATION

Applicant Information☐ New/First Time Applicant☒ Previous Permit Holder**Impact Ministries**

Name of Group, Organization, or Person (Last, First, Middle Initial, and Date of Birth) issued the Fireworks Retailer License

Jeremy Michalski

Name of Permit Applicant (Last, First, Middle Initial, and Date of Birth)

2120 Milwaukee Way Tacoma, WA 98421

Permit Applicant Mailing Address (Complete Including Street, City, State, and ZIP Code)

(951) 314-2990

Phone Number

huertas@tnfireworks.com

E-Mail Address

(253) 922-0800

Local Business Number (if required)

CFRS Facility Information☒ Stand☐ Tent

Other:

Specify

Size:

24'

Square Feet/Dimensions

Safeway #3616, 34828 SE Douglas St Snoqualmie WA 98065

CFRS Facility Address (Complete Including Street, City, State, and ZIP Code)

Safeway #3613 See Lease Agreement

Name of Property Owner

()

Phone Number

Parcel Number for Stand Location

Fireworks Supplier Information List all of the licensed fireworks wholesalers who will be supplying this stand product**AMERICAN PROMOTIONAL EVENTS****Storage Information**☒ On Site☐ Off Site:

Storage Address (Complete Including Street, City, State, and ZIP Code)

☒ Sales Structure☐ Detached Building☐ Truck/Trailer☐ Other:

Specify

CHECKLIST FOR SUBMISSION Check with the local AHJ for all applicable submission dates and deadlines:☒

Application/Permit Fee

☒

Insurance Certificate (\$1,000,000)

☐

Clean-Up Bond Fee (if applicable)

☒

Valid Washington State Fireworks Retailer License

☐

Property Owners Written Permission

☒

Detailed Site Plan

☐

Interior Plan (required for tents and "other" facilities)

I hereby certify the information in this application is true and correct. I am aware of and agree to comply with all relevant provisions of law, rule, and any ordinance of the state of Washington and the city/county permitting this CFRS Facility.

Sheila Huerta

For Jeremy Michalski

Signature of Permit Applicant

Sheila Huerta

For Jeremy Michalski

Printed Name of Permit Applicant

4/10/2024

Date of Signature

FIRE CODE AUTHORITY HAVING JURISDICTION☒**APPROVED**☐**DENIED**

Permit Number

Approved By

Date of Approval

SEE BACK OF THIS FORM FOR ANY RESTRICTIONS, CONDITIONS, OR NOTATIONS ON THIS PERMIT

Signature of Permitting Official

Printed Name and Title

Date of Signature

THE FIREWORKS RETAILER LICENSE HOLDER (LICENSEE) SHALL RETAIN THIS PERMIT WITH THE ASSOCIATED FIREWORKS RETAILER LICENSE AND MAKE THEM BOTH AVAILABLE FOR INSPECTION AT ANY TIME THE STAND IS IN OPERATION



**City of Snoqualmie
Executive
Nicole Wiebe**

38624 SE River St
PO Box 987
Snoqualmie, WA 98065

Office: 425-888-1555 ext. 1558
Fax: 425-831-6041

nwiebe@snoqualmiewa.gov
www.snoqualmiewa.gov

SPECIAL EVENT PERMIT APPLICATION

FOR OFFICIAL USE ONLY

Date Rec'd: _____ Receipt No. _____ Permit # _____

Review Required: Building, City Clerk, Communications, Events, Finance, Fire, Parks, Planning,
Police and Public Works

City Administrator Approval: _____ Date: _____

Submit completed Special Event Permit minimum of 30 days prior to the event. The Special Event Permit \$35 application fee due at the time of application. Applications denied by the City shall be refunded the processing fee. Applicant to be liable for any overtime for City employees or other extraordinary expenses incurred by the city as a result of the special event.

Event Name	TEMPORARY RETAIL FIREWORKS FUNDRAISER
Event Date/s	6/28/2024- 7/4/2024
Event Times	STARTING ON 6/28/2024 12 NOON TO 10PM, AND STARTING 6/29/2024 FINISH ON 7/4/2024 9 AM TO 10PM
Location (please be specific)	SAFEWAY #3616, 34828 SE DOUGLAS ST SNOQUALMIE WA 98065
Estimated Attendance	
Applicant Name	IMPACT MINISTRIES/ JEREMY MICHALSKI
Address	2120 MILWAUKEE WAY TACOMA WA 98421
Phone	(253)922-0800
Email	HUERTAS@TNTFIREWORKS.COM
Sponsoring Organization	AMERICAN PROMOTIONAL EVENTS
On-site Contact	Name and Phone JEREMY MICHALSKI (951) 314-2990
Tax Exempt ID Number	

EVENT TYPE

- ☐ CONCERT or PERFORMING ARTS EVENT
☐ FAIR/CARNIVAL
☐ FESTIVAL

- ☐ FESTIVAL
☐ PARADE
☐ CYCLE OR RACE/RUN
☒ Other: Please describe TEMPORARY RETAIL FIREWORKS FUNDRAISER

EVENT HISTORYHas this event been produced before? Yes/No

If yes, when and where? Safeway #3616, 34828 SE Douglas St Snoqualmie WA 98065

Annual event? Yes/No**EVENT DESCRIPTION**

Describe event, attach site map, indicate boundaries, location of tents, activity areas, portable restrooms etc.

PLEASE SEE ATTACHMENTS

EVENT TIMELINE

Attach a timeline, sequence of events, including equipment deliveries, set-up and tear down.

ADMISSIONS/VENDORSWill items or services be sold at the event? If yes, describe. **NOTE: City of Snoqualmie business license required.****NON PROFIT EVENT, THIS IS A FUNDRAISER.**Does event accept donations or charge admissions? If yes, describe. **NOTE: Registration for admissions tax required. Non-profit status is exempt.****ALCOHOL/FOOD**

Does event include the sale or consumption of alcohol? Yes/No If yes, describe and attach copy of your state permit.

NOTE: Special Occasion License require 45-day notice. NO ALCOHOLWill vendors cook or heat food? If yes, describe. **NOTE: Compliance with King County Health Department required.****AMPLIFIED SOUND**Will the event have amplified sound? If yes, describe. Noise restrictions may apply. **NO****ANIMALS**Will your event include animals (petting zoo, pony rides, dog/walk run) If yes, describe. **NO****FIREWORKS**Will there be fireworks at the event? If yes, provide company name, contact, email and phone. **YES****AMERICAN PROMOTIONAL EVENTS 2120 MILWAUKEE WAY TACOMA WA 98421 (253)922-0800****FIRST AID**

Will you require additional fire department staffing? If yes, describe. The city may require additional staffing.

Please describe your First Aid plan of action. **NO****INFLATABLES**Will event provide inflatables? If yes, describe. **NOTE: No staking into ground. NO****PARKING**Does event require off-site parking or parking restrictions? If yes, describe. A written agreement with the parking provider will be required. **NO****POWER**Does the event require electricity? If yes, describe. **NO**Does the event require generators? If yes, describe and indicate provider **NO**Will there be handling of vehicle fuel? If yes, describe. **NO****POLICE/SECURITY**

Are you requesting additional police staffing? If yes, describe. The city may require additional safety measures.

YES, OVERNIGHT SECURITY DONE BY THE GROUP MEMBERS

Does this event require overnight security? If yes, indicate provider.

SIGNAGE

Will your event use and post signage, banners or a-frames? If yes, describe desired locations and timeline requested.

5 SIGNS THAT MEASURE 18"X24"

STAGES/STRUCTURES/TENTS

Does event include enclosures such as tents or canopies? If yes, describe, include dimensions and types of activities within the structure. Indicate rental equipment company. 24' STAND , PLEASE SEE ATTACHMENTS

Will your event construct stages or other improvements? If yes, describe and indicate rental equipment company.NO

Will there be any fenced areas? If yes, describe and indicate on site map/plan submitted with application.

PLEASE SEE ATTACHMENT

TRAFFIC CONTROL/IMPACTS N/A

Please describe any requested street closures and/or sidewalk closures. Attach a traffic plan.

Name of Street	Date/Hour Start Time	Date/Hour End Time

VOLUNTEERS

Will your event function with volunteers? If yes, describe. YES, IMPACT MINISTRIES WILL RUN THE TEMPORARY RETAIL FIREWORKS SALES FUNDRAISER

WASTE/WATER

Will you provide portable restrooms, sinks, hand-washing stations? Yes/No If yes, how many? N/A

Will you provide garbage/recycling? Yes/No If yes, how many? N/A

NOTE: Waste Management Inc., is the City of Snoqualmie waste provider.

INSURANCE REQUIREMENT PLEASE SEE ATTACHMENT

A Certificate of Insurance naming the City as an Additional Insured in the minimum amount of \$1 million per occurrence and \$2 million general aggregate is required but may be more if the City determines it necessary for the proposed event. This certificate must be submitted and be acceptable to the city prior to receiving the Special Event Permit. You may obtain your own insurance or contact Washington Cities Insurance Authority for certain events.

OTHER PERMITS AND FEES

Depending upon the nature and scope of the proposed event, other permits may be required as determined through the application process. Other fees may be assessed (i.e., fire, aid and/or police services). The City of Snoqualmie will make every effort to assist the applicant in determining complete permit requirements, though once identified, it will be up to the applicant to provide required and approved documentation where deemed appropriate.

HOLD HARMLESS STIPULATION – Must be submitted with application

Permittee covenants and agrees to indemnify, defend and hold harmless the City, its officers, agents and employees from any and all claims actions, damages, liability, cost and expense, including reasonable attorney's fees in connection with or occasioned, in whole or in part by any act or omission of Permittee, its officers, agents, employees, customers or licenses, or arising from or out of Permittee's failure to comply with any provision of the Special Event Permit granted as a result of this application, regardless of whether it is alleged or proven that the acts or omissions of the City, its officers, agents or employees caused or contributed hereto.

FOR JEREMY MICHALSKI

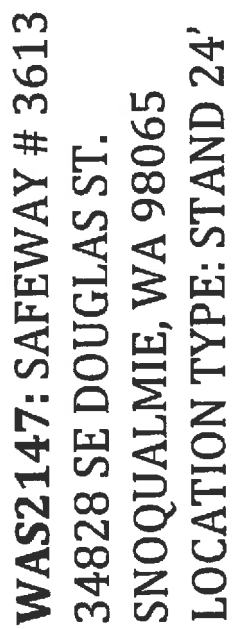
Printed Name, Title SHEILA HUERTA, APE ADMINISTRATIVE DEPARTMENT

Date 4/10/2024

Signature of Authorized Representative

Sheila Huerta

NOTE: This application may be denied if the proposed activity disrupts traffic beyond practical solution; causes undue hardship to surrounding residents or businesses; requires the diversion of so many public employees that service is denied to the public at large; or fails to fall within City standards. The permit may also be rescinded at any time if complete and accurate information was not provided on the application; if the event is not held within the terms of the permit; or if there is failure to comply with applicable legal requirements.

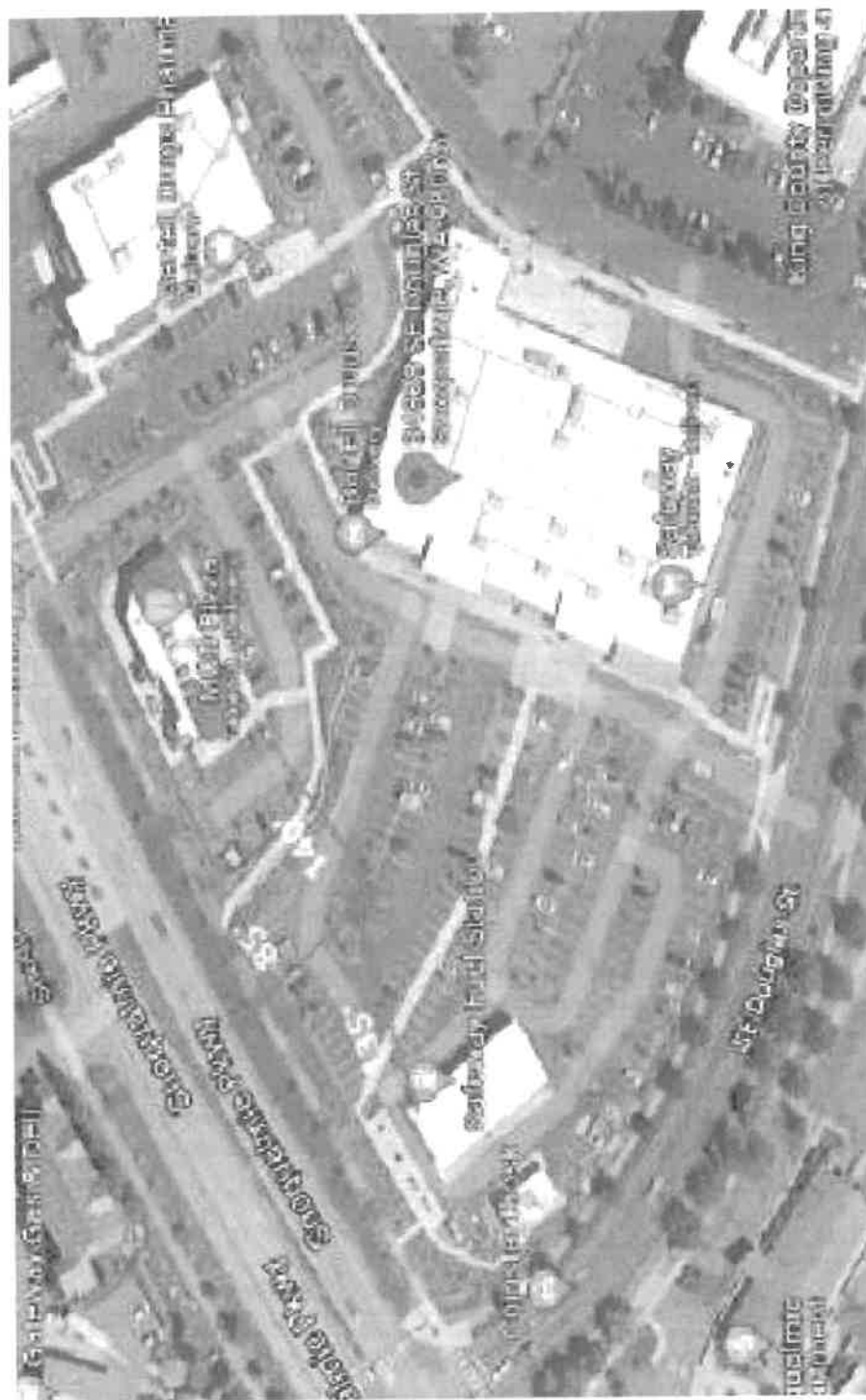


**WAS2147: SAFEWAY # 3613
34828 SE DOUGLAS ST.
SNOQUALMIE, WA 98065
LOCATION TYPE: STAND 24'**

STAND



CONTAINER





CERTIFICATE OF LIABILITY INSURANCE

11/1/2024

DATE (MM/DD/YYYY)

11/1/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Lockton Companies
3280 Peachtree Road NE, Suite #1000
Atlanta GA 30305
(404) 460-3600

CONTACT NAME:
PHONE:
(A/C, No, Ext):
E-MAIL ADDRESS:

FAX (A/C, No):

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A : Everest Indemnity Insurance Company

10851

INSURER B :

INSURER C :

INSURER D :

INSURER E :

INSURER F :

INSURED 1359629 American Promotional Events, Inc.
DBA TNT Fireworks, Inc.
P.O. Box 1318
4511 Helton Drive
Florence AL 35630

COVERAGES **CERTIFICATE NUMBER:** 16114678

REVISION NUMBER: XXXXXXXX

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC <input type="checkbox"/> OTHER:	Y	N	SI8GL00242-231	11/1/2023	11/1/2024
						EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY		NOT APPLICABLE			COMBINED SINGLE LIMIT (Ea accident) \$ XXXXXXXX BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX \$ XXXXXXXX
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE		NOT APPLICABLE			EACH OCCURRENCE \$ XXXXXXXX AGGREGATE \$ XXXXXXXX \$ XXXXXXXX
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	NOT APPLICABLE		PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ XXXXXXXX E.L. DISEASE - EA EMPLOYEE \$ XXXXXXXX E.L. DISEASE - POLICY LIMIT \$ XXXXXXXX

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Stand is located at the Safeway #3613 34828 E Douglas Street, Snoqualmie WA 98065 (WAS2147) Certificate holder is an additional insured on the General Liability as required by written contract subject to policy terms, conditions, and exclusions.

CERTIFICATE HOLDER

16114678
City of Snoqualmie
Impact Ministries
38624 SE River Street
Snoqualmie WA 98065

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2015 ACORD CORPORATION. All rights reserved.

February 14, 2024

TO WHOM IT MAY CONCERN:

Subject to the terms of that certain Master Fireworks Agreement dated March 8, 2019, as amended to date (collectively, the "Agreement") by and between **Albertsons Companies Inc.**, a Delaware corporation ("Grantor"), on behalf of itself and each of its subsidiaries, and **American Promotional Events, Inc. – East**, an Alabama corporation, **American Promotional Events, Inc. – Northwest**, a Washington corporation, and **American Promotional Events, Inc. – West**, a California corporation, each doing business as **TNT Fireworks** (collectively, "TNT"), permission is hereby granted by Grantor to TNT or their authorized agent, for the exclusive right to enter upon a portion of the parking lot of Grantor's store identified on **Exhibit "A"** attached hereto and incorporated herein (the "Store") for the sole purpose of selling fireworks on or around the Summer holiday event. Dates of Sale for the Stores is June 20, 2024 through July 10, 2024.

Please contact Kathy Vilendrer at Kathy.Vilendrer@Albertsons.com with any questions.

All business will be conducted in accordance with all City, County, and State regulations.

Sincerely,
Albertsons Companies Inc.

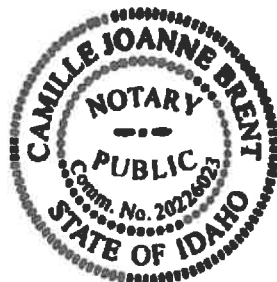

Authorized Signatory

STATE OF IDAHO)
) ss.
County of Ada)

On this 14th day of February, in the year 2024, before me, a Notary Public in and for the State of Idaho, personally appeared Brent Tingey, known or identified to me to be the Authorized Signatory of Albertsons Companies Inc., the company that executed the instrument or the person who executed the instrument on behalf of said company, and acknowledged to me that such company executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year first above written.

[SEAL]



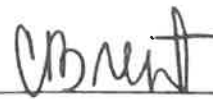

NOTARY PUBLIC for Idaho
Residing at Meridian, Idaho
My commission expires: 12/27/2028

EXHIBIT "A"

TNT Loc #	RE ID #	Legacy Store #	New Store #	Legal Entity	Region	Operating Status	Division	Banner	Street Address	City	ST
NVR4069	0002AS	6002	2	Safeway Realty LLC	West	1-Open	Southwest	Albertsons	201 South Stephanie Street	Henderson	NV
MON2007	0009AS	2009	9	ABS MT-GL LLC	West	1-Open	InterMtn	Albertsons	6999 Jackrabbit Lane	Belgrade	MT
NVR2056	0013AS	6013	13	Albertsons Store Sub LLC	West	1-Open	Southwest	Albertsons	2550 S. Fort Apache Road	Las Vegas	NV
AZP0861	0023AS	1023	23	ABS SW Investor LLC	West	1-Open	Southwest	Albertsons	861 E. Warner Road	Gilbert	AZ
COL1191	0027AS	27	27	Safeway Inc.	West	1-Open	Denver	Safeway	5025 S Kipling	Littleton	CO
NVR4850	0061AS	6061	61	Albertsons Store Sub LLC	West	1-Open	Southwest	Albertsons	4850 W Craig Rd	Las Vegas	NV
NVR1000	0089AS	6089	89	Albertsons Store Sub LLC	West	1-Open	Southwest	Albertsons	6885 E Lake Mead Blvd	Las Vegas	NV
NVR2110	0090AS	6090	90	Safeway Realty LLC	West	1-Open	Southwest	Albertsons	7075 West Ann Road	Las Vegas	NV
IDA2043	0101AS	101	101	ABS ID-O LLC	West	1-Open	InterMtn	Albertsons	1650 W State St.	Boise	ID
IDA2020	0103AS	103	103	Albertsons Store Sub LLC	West	1-Open	InterMtn	Albertsons	415 Cleveland Blvd	Caldwell	ID
XXX5371	0108AS	6108	108	Albertson's LLC	West	1-Open	SoCal	Albertsons	1735 Artesia Blvd.	Gardena	CA
NVR2144	0118AS	6018	118	Albertson's LLC	West	1-Open	Southwest	Albertsons	7151 West Craig Road	Las Vegas	NV
IDA2003	0126AS	126	126	ABS ID-O LLC	West	1-Open	InterMtn	Albertsons	640 Highway 16	Emmett	ID
ida5008	0138AS	138	138	ABS ID-O LLC	West	1-Open	InterMtn	Albertsons	590 E 17th Street	Idaho Falls	ID
CSR2430	0140AS	6140	140	ABS CA-GL LLC	West	1-Open	SoCal	Albertsons	7676 Firestone Blvd	Downey	CA
CSR3007	0148AS	6148	148	Albertson's LLC	West	1-Open	SoCal	Albertsons	15200 E Rosecrans Ave	La Mirada	CA
IDA2032	0154AS	154	154	Albertson's LLC	West	1-Open	InterMtn	Albertsons	1520 N Cole Rd.	Boise	ID
IDA5005	0159AS	159	159	ABS ID-O LLC	West	1-Open	InterMtn	Albertsons	330 East Benton	Pocatello	ID
IDA2036	0161AS	161	161	ABS ID-O LLC	West	1-Open	InterMtn	Albertsons	10700 Ustick Rd	Boise	ID
IDA2056	0164AS	164	164	ABS ID-O LLC	West	1-Open	InterMtn	Albertsons	20 East Fairview	Meridian	ID
IDA3002	0165AS	165	165	Albertsons Store Sub LLC	West	1-Open	InterMtn	Albertsons	528 North Main Street	Mountain Home	ID
IDA2018	0166AS	166	166	Albertsons Store Sub LLC	West	1-Open	InterMtn	Albertsons	2500 Blaine Street	Caldwell	ID
IDA2001	0168AS	168	168	Albertsons Store Sub LLC	West	1-Open	InterMtn	Albertsons	405 S Main St	Payette	ID
IDA2039	0169AS	169	169	ABS ID-O LLC	West	1-Open	InterMtn	Albertsons	909 E. Parkcenter Blvd.	Boise	ID
IDA5015	0171AS	171	171	ABS ID-O LLC	West	1-Open	InterMtn	Albertsons	490 N. 2nd E.	Rexburg	ID
IDA2015	0176AS	176	176	ABS ID-O LLC	West	1-Open	InterMtn	Albertsons	2400 12th Avenue Road	Nampa	ID

TNT Loc #	RE ID #	Legacy Store #	New Store #	Legal Entity	Region	Operating Status	Division	Banner	Street Address	City	ST
IDA2034	0177AS	177	177	ABS ID-O LLC	West	1-Open	InterMtn	Albertsons	4700 North Eagle Road	Boise	ID
IDA2052	0180AS	180	180	ABS ID-O LLC	West	1-Open	InterMtn	Albertsons	3301 W Cherry Lane	Meridian	ID
IDA2060	0182AS	182	182	ABS ID-O LLC	West	1-Open	InterMtn	Albertsons	250 S Eagle Road	Eagle	ID
IDA2033	0184AS	184	184	ABS ID-O LLC	West	1-Open	InterMtn	Albertsons	6560 S Federal Way	Boise	ID
IDA2040	0189AS	189	189	Albertsons Store Sub LLC	West	1-Open	InterMtn	Albertsons	3614 West State Street	Boise	ID
CSR2426	0191AS	6191	191	Albertsons Store Sub LLC	West	1-Open	SoCal	Albertsons	5015 Del Amo Blvd.	Lakewood	CA
IDA2035	0193AS	193	193	ABS ID-GL LLC	West	1-Open	InterMtn	Albertsons	1653 South Vista Avenue	Boise	ID
ANA8100	0194AS	6194	194	Albertson's LLC	West	1-Open	SoCal	Albertsons	810 S. State College Bl.	Anaheim	CA
NVR5079	0212AS	6012	212	Albertsons Store Sub LLC	West	1-Open	Southwest	Albertsons	8350 West Cheyenne Ave.	Las Vegas	NV
IDA1029	0238AS	238	238	ABS ID-O LLC	West	1-Open	Seattle	Albertsons	1024 21st St.	Lewiston	ID
IDA1007	0243AS	243	243	ABS ID-O LLC	West	1-Open	Seattle	Albertsons	220 Ironwood Dr.	Coeur d'Alene	ID
WAS8022	0252AS	252	252	ABS WA-O LLC	West	1-Open	Seattle	Albertsons	690 Gage Blvd	Richland	WA
IDA1008	0254AS	254	254	ABS ID-GL LLC	West	1-Open	Seattle	Albertsons	161 W. Prairie Shopping Center	Hayden	ID
MON2078	0259AS	259	259	Safeway Inc.	West	1-Open	InterMtn	Safeway	310 West Front St	Butte	MT
NVR1200	0276AS	6076	276	Albertsons Store Sub LLC	West	1-Open	Southwest	Albertsons	7350 South Rainbow Blvd.	Las Vegas	NV
XXX2172	0331AS	6331	331	Albertson's LLC	West	1-Open	SoCal	Albertsons	927 S. China Lake Blvd.	Ridgecrest	CA
NVR4800	0332AS	6032	332	Albertsons Store Sub LLC	West	1-Open	Southwest	Albertsons	4800 Blue Diamond Road	Las Vegas	NV
CCR0104	0336AS	6336	336	Albertsons Store Sub LLC	West	1-Open	SoCal	Albertsons	1520 Brundage Lane	Bakersfield	CA
UTA2191	0339AS	339	339	ABS UT-O LLC	West	1-Open	InterMtn	Lucky	740 N. Main	Tooele	UT
CCR9808	0358AS	6358	358	Safeway Realty LLC	West	1-Open	SoCal	Albertsons	2691 Mt. Vernon Ave	Bakersfield	CA
CCR9834	0377AS	6377	377	ABS CA-O LLC	West	1-Open	SoCal	Albertsons	13045 Highway 58	Bakersfield	CA
ORE3208	0386AS	386	386	ACI Real Estate SPE 126, LLC	West	1-Open	Portland	Safeway	1755 Ivy St	Junction City	OR
ORE1853	0406AS	406	406	Safeway Inc.	West	1-Open	Portland	Safeway	2836 Pacific Ave	Forest Grove	OR
AZP0086	0413AS	413	413	Safeway Inc.	West	1-Open	Southwest	Safeway	550 East Bell Rd	Phoenix	AZ
WAS2076	0419AS	419	419	ACI Real Estate SPE 132, LLC	West	1-Open	Seattle	Albertsons	370 SW Sedgwick Rd	Port Orchard	WA
ORE2549	0429AS	429	429	Safeway Inc.	West	1-Open	Portland	Safeway	3380 Lancaster Drive N.E.	Salem	OR
WAS1029	0469AS	469	469	ABS WA-O LLC	West	1-Open	Seattle	Safeway	12811 Beverly Park Rd	Lynnwood	WA
WAS2111	0493AS	493	493	Safeway Realty LLC	West	1-Open	Seattle	Albertsons	104 Military Rd S	Tacoma	WA

TNT Loc #	RE ID #	Legacy Store #	New Store #	Legal Entity	Region	Operating Status	Division	Banner	Street Address	City	ST
ORE2020	0521AS	521	521	Safeway Inc.	West	1-Open	Portland	Safeway	20151 SE Highway 212	Damascus	OR
C5R7107	0524AS	6524	524	ABS CA-O LLC	West	1-Open	SoCal	Albertsons	12013 Central Avenue	Chino	CA
WAS1006	0535AS	535	535	Safeway Stores 58, Inc.	West	1-Open	Seattle	Safeway	20711 Bothell Everett Hwy	Bothell	WA
ORE1054	0536AS	536	536	ABS OR-O LLC	West	1-Open	Portland	Safeway	25691 SE Stark St	Troutdale	OR
WAS1041	0537AS	537	537	Safeway Inc.	West	1-Open	Seattle	Safeway	19651 Hwy 2	Monroe	WA
WAS2043	0547AS	547	547	Safeway Inc.	West	1-Open	Seattle	Safeway	10105 224th St E	Graham	WA
ORE2097	0571AS	571	571	ABS OR-O LLC	West	1-Open	Portland	Albertsons	19007 S Beavercreek Rd.	Oregon City	OR
ORE7512	0577AS	577	577	ACI Real Estate SPE 127, LLC	West	1-Open	Portland	Albertsons	5500 South 6th St.	Klamath Falls	OR
ORE1755	0590AS	590	590	Albertson's LLC	West	1-Open	Portland	Albertsons	7500 E Main St	Hillsboro	OR
ORE1759	0591AS	591	591	Albertson's LLC	West	1-Open	Portland	Safeway	888 NE 25th Avenue	Hillsboro	OR
CSR0457	0598AS	6598	598	Albertsons Store Sub LLC	West	1-Open	SoCal	Albertsons	2000 E. 17th St.	Santa Ana	CA
ORE2014	0782AS	782	782	Safeway Inc.	West	1-Open	Portland	Safeway	37601 Highway 26	Sandy	OR
COL1097	0804AS	804	804	ABS RM Investor LLC	West	1-Open	Denver	Safeway	1451 W. Eisenhower Blvd	Loveland	CO
FUL1944	0819AS	6119	819	Albertson's LLC	West	1-Open	SoCal	Albertsons	1930 N Placentia Ave	Fullerton	CA
COL1192	0839AS	839	839	ABS RM Investor LLC	West	1-Open	Denver	Safeway	8434 South Kipling Parkway	Littleton	CO
CNM1949	0983AS	983	983	Safeway Inc.	West	1-Open	NorCal	Safeway	1071 11th St	Lakeport	CA
ORE2290	1047AS	1047	1047	Safeway Realty LLC	West	1-Open	Portland	Safeway	17779 SW Lower Boones Ferry Rd.	Lake Oswego	OR
NVR5500	1059AS	6059	1059	Albertson's LLC	West	1-Open	Southwest	Albertsons	5500 Boulder Hwy	Las Vegas	NV
WAS4028	1078AS	1078	1078	Safeway Inc.	West	1-Open	Portland	Safeway	2930 Ocean Beach Highway	Longview	WA
XXX0214	1105AS	6105	1105	Albertsons Store Sub LLC	West	1-Open	SoCal	Albertsons	8880 Valley View Street	Buena Park	CA
COL3069	1131AS	1131	1131	Safeway Stores 46, Inc.	West	1-Open	InterMtn	Safeway	1329 South Townsend Ave	Montrose	CO
MON2001	1158AS	1158	1158	Safeway Inc.	West	1-Open	InterMtn	Safeway	201 N Main St	Deer Lodge	MT
WAS6016	1159AS	1159	1159	Safeway Inc.	West	1-Open	Seattle	Safeway	121 W Walnut	Newport	WA
AZP0037	1201AS	1201	1201	Safeway Inc.	West	1-Open	Southwest	Safeway	4005 East Chandler Blvd.	Phoenix	AZ
AZP2935	1221AS	1021	1221	ABS SW Investor LLC	West	1-Open	Southwest	Albertsons	2935 E. Riggs Road	Chandler	AZ
DIX0001	1258AS	1258	1258	Safeway Inc.	West	1-Open	NorCal	Safeway	1235 Stratford Ave	Dixon	CA
CNM3282	1289AS	1289	1289	ACI Real Estate SPE 121, LLC	West	1-Open	NorCal	Safeway	8377 Elk Grove Florin Rd.	Sacramento	CA

TNT Loc #	RE ID #	Legacy Store #	New Store #	Legal Entity	Region	Operating Status	Division	Banner	Street Address	City	ST
CSR6140	1333AS	6333	1333	Albertson's LLC	West	1-Open	SoCal	Albertsons	38727 N. Tierra Subida	Palmdale	CA
CNR6202	1348AS	6348	1348	Albertson's LLC	West	1-Open	SoCal	Albertsons	2320 South Broadway	Santa Maria	CA
CCR6843	1382AS	6382	1382	Albertson's LLC	West	1-Open	SoCal	Albertsons	1044 W Kern St	Taft	CA
WAS2121	1436AS	1436	1436	Safeway Inc.	West	1-Open	Seattle	Safeway	1624 72nd St E	Tacoma	WA
WAS2013	01467AS	1467	1467	Safeway Inc.	West	1-Open	Seattle	Safeway	900 N Callow	Bremerton	WA
IDA1005	1470AS	1470	1470	Safeway Inc.	West	1-Open	Seattle	Safeway	121 Neider Ave	Coeur d'Alene	ID
WAS1043	1472AS	1472	1472	ACI Real Estate SPE 136, LLC	West	1-Open	Seattle	Safeway	315 East College Way	Mt. Vernon	WA
COL1196	1480AS	1480	1480	Safeway Stores 45, Inc.	West	1-Open	Denver	Safeway	9255 S. Broadway	Highlands Ranch	CO
ORE2655	1516AS	1516	1516	Safeway Realty LLC	West	1-Open	Portland	Safeway	4990 River Rd N.	Keizer	OR
WAS2021	1524AS	1524	1524	ACI Real Estate SPE 136, LLC	West	1-Open	Seattle	Safeway	1401 N.E. McWilliams Rd	Bremerton	WA
ORE2504	1527AS	1527	1527	Safeway Inc.	West	1-Open	Portland	Safeway	1535 N. 1st Ave	Stayton	OR
COL3071	1533AS	1533	1533	Safeway Stores 46, Inc.	West	1-Open	InterMtn	Safeway	2901 Patterson Rd	Grand Junction	CO
CNM3215	1560AS	1560	1560	Safeway Inc.	West	1-Open	NorCal	Safeway	4040 Manzanita Ave	Carmichael	CA
WAS2029	1572AS	1572	1572	Safeway Inc.	West	1-Open	Seattle	Safeway	14020 Main St NE	Duvall	WA
MON1049	1581AS	1581	1581	Safeway Inc.	West	1-Open	InterMtn	Safeway	570 North Montana St	Dillon	MT
ORE7750	1590AS	1590	1590	Safeway Stores, Inc.	West	1-Open	Portland	Safeway	455 North Columbia	Milton Freewater	OR
COL1065	1599AS	1599	1599	Safeway Stores 45, Inc.	West	1-Open	Denver	Safeway	12442 W. Ken Caryl Ave.	Littleton	CO
IDA2006	1602AS	102	1602	ABS ID-O LLC	West	1-Open	InterMtn	Albertsons	715 12th Avenue S	Nampa	ID
WAS2132	1619AS	1619	1619	Safeway Realty LLC	West	1-Open	Seattle	Safeway	1109 E. Yelm Ave	Yelm	WA
ORE5004	1666AS	1666	1666	Safeway Inc.	West	1-Open	Portland	Safeway	1539 NE Stephens St	Roseburg	OR
AZP0119	1706AS	1706	1706	ACI Real Estate SPE 160, LLC	West	1-Open	Southwest	Safeway	1637 N. Trekell Rd	Casa Grande	AZ
ORE2952	1710AS	1710	1710	Safeway Inc.	West	1-Open	Portland	Safeway	1540 Main St	Sweet Home	OR
XXX2300	1736AS	1736	1736	The Vons Companies, Inc.	West	1-Open	SoCal	Vons	2701 B. Harbor Blvd.	Costa Mesa	CA
XXX1818	1757AS	1757	1757	Safeway Inc.	West	1-Open	NorCal	Safeway	591 Tres Pinos Rd	Hollister	CA
WAS4046	1762AS	1762	1762	Safeway Realty LLC	West	1-Open	Portland	Safeway	1725 Pacific Ave	Woodland	WA
BRA0475	1767AS	1767	1767	The Vons Companies, Inc.	West	1-Open	SoCal	Vons	475 West Main St	Brawley	CA
WAS2086	1798AS	1798	1798	Safeway Realty LLC	West	1-Open	Seattle	Safeway	11501 Canyon Rd E.	Puyallup	WA
WAS2139	1844AS	1844	1844	Safeway Inc.	West	1-Open	Seattle	Safeway	215 Whitesell St. NW	Orting	WA

TNT Loc #	RE ID #	Legacy Store #	New Store #	Legal Entity	Region	Operating Status	Division	Banner	Street Address	City	ST
ORE2563	1935AS	1935	1935	Safeway Realty LLC	West	1-Open	Portland	Safeway	5660 Commercial St S.E.	Salem	OR
COL2065	1975AS	1975	1975	Safeway Stores 46, Inc.	West	1-Open	Denver	Safeway	6941 Mesa Ridge Parkway	Fountain	CO
DH50011	2177AS	2177	2177	The Vons Companies, Inc.	West	1-Open	SoCal	Vons	14200 Palm Drive	Desert Hot Springs	CA
CNR2984	2242AS	2242	2242	Safeway Realty LLC	West	1-Open	NorCal	Safeway	1025 Alhambra Blvd	Sacramento	CA
CCR5023	2301AS	2301	2301	The Vons Companies, Inc.	West	1-Open	SoCal	Vons	817 E. Main St	Santa Maria	CA
COL1020	2341AS	2341	2341	Safeway Stores 46, Inc.	West	1-Open	Denver	Safeway	620 West Platte Ave	Fort Morgan	CO
XXX7500	2406AS	2406	2406	Safeway Southern California, Inc.	West	1-Open	SoCal	Vons	750 N. Imperial Ave	El Centro	CA
ORE0005	2528AS	528	2528	Albertson's LLC	West	1-Open	Portland	Albertsons	615 SW Keck Dr.	McMinnville	OR
CSC2400	2543AS	6543	2543	Safeway Realty LLC	West	1-Open	SoCal	Albertsons	2400 W. Commonwealth	Alhambra	CA
CCR2092	2560AS	2560	2560	Safeway Realty LLC	West	1-Open	SoCal	Vons	1758 Grand Ave	Grover Beach	CA
NVR2003	2613AS	2613	2613	The Vons Companies, Inc.	West	1-Open	Southwest	Vons	6450 Sky Pointe Drive	Las Vegas	NV
WAS4022	2637AS	2637	2637	Safeway Inc.	West	1-Open	Portland	Safeway	411 Three Rivers Drive	Kelso	WA
WAS2089	2640AS	2640	2640	Safeway Realty LLC	West	1-Open	Seattle	Safeway	13308 Meridian E	Puyallup	WA
WAS1013	2645AS	2645	2645	Safeway Inc.	West	1-Open	Seattle	Safeway	5802 134th Place SE	Everett	WA
TEX6006	2671AS	2671	2671	Randalls' Food & Drugs, LP	East	1-Open	Southern	Randalls	525 South Fry Rd	Katy	TX
TEX6005	2672AS	2672	2672	Randalls' Food & Drugs, LP	East	1-Open	Southern	Randalls	18322 Clay Rd	Houston	TX
ORE2072	2696AS	2696	2696	Safeway Inc.	West	1-Open	Portland	Safeway	14840 SE Webster Rd.	Milwaukie	OR
NVC7975	2804AS	2804	2804	Safeway Realty LLC	West	1-Open	Southwest	Albertsons	7975 Blue Diamond Rd	Las Vegas	NV
CNM1526	2908AS	2908	2908	Safeway Inc.	West	1-Open	NorCal	Safeway	2555 Harris St	Eureka	CA
COL1018	2910AS	2910	2910	Safeway Stores 45, Inc	West	1-Open	Denver	Safeway	1632 Hover Rd	Longmont	CO
COL1021	2917AS	2917	2917	Safeway Inc.	West	1-Open	Denver	Safeway	1605 E Bridge St	Brighton	CO
AZP2785	2955AS	955	2955	Albertson's LLC	West	1-Open	Southwest	Albertsons	2785 N Scottsdale Road	Scottsdale	AZ
AZP4060	2997AS	997	2997	ABS SW Investor LLC	West	1-Open	Southwest	Albertsons	4060 W. Ray Road	Chandler	AZ
NVR1060	3021AS	6021	3021	Albertson's LLC	West	1-Open	Southwest	Albertsons	10140 W. Flamingo Road	Las Vegas	NV
WAS2084	3106AS	3106	3106	Albertson's LLC	West	1-Open	Seattle	Albertsons	11012 Canyon Rd. East	Puyallup	WA
CCR9835	3129AS	3129	3129	Albertson's LLC	West	1-Open	SoCal	Albertsons	3500 Panama Lane	Bakersfield	CA

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IDA5024	3174AS	174	3174	ABS ID-GL LLC	West	1-Open	InterMtn	Albertsons	1901 South 25th East	Ammon	ID
NVR4019	3206AS	3206	3206	Albertson's LLC	West	1-Open	Southwest	Albertsons	190 N. Boulder Hwy	Henderson	NV
NVR6028	3207AS	3207	3207	Albertson's LLC	West	1-Open	Southwest	Albertsons	2910 Bicentennial Parkway	Henderson	NV
WAS2112	3305AS	3305	3305	Safeway Inc.	West	1-Open	Seattle	Safeway	15805 Pacific Ave. S.	Tacoma	WA
IDA2061	3337AS	3337	3337	Albertson's LLC	West	1-Open	InterMtn	Albertsons	700 East Avalon	Kuna	ID
IDA3009	3366AS	3366	3366	Albertson's LLC	West	1-Open	InterMtn	Albertsons	20 East Wyoming	Homedale	ID
WAS2052	3411AS	3411	3411	Albertson's LLC	West	1-Open	Seattle	Safeway	8611 Steilacoom Blvd. SW	Lakewood	WA
WAS8027	3414AS	3414	3414	Albertson's LLC	West	1-Open	Portland	Albertsons	450 N. Wilbur Avenue	Walla Walla	WA
WAS1051	3419AS	3419	3419	Albertson's LLC	West	1-Open	Seattle	Safeway	17520 SR 9 Southeast	Snohomish	WA
WAS1033	3523AS	3523	3523	Safeway Realty LLC	West	1-Open	Seattle	Safeway	14826 Highway 99	Lynnwood	WA
ORE2298	3531AS	3531	3531	Albertson's LLC	West	1-Open	Portland	Albertsons	16199 Boones Ferry Road	Lake Oswego	OR
XXX0840	3587AS	6587	3587	Albertson's LLC	West	1-Open	SoCal	Albertsons	840 East Hobson Way	Blythe	CA
WAS2147	3613AS	3613	3613	Safeway Inc.	West	1-Open	Seattle	Safeway	34828 SE Douglas Street	Snoqualmie	WA
AZR0020	3931AS	931	3931	Albertson's LLC	West	1-Open	Southwest	Albertsons	2378 West 24th Street	Yuma	AZ
NVR3011	4005AS	6005	4005	Albertsons Store Sub LLC	West	1-Open	Southwest	Albertsons	3010 W. Ann Road	North Las Vegas	NV
NVR2102	4011AS	6011	4011	Albertsons Store Sub LLC	West	1-Open	Southwest	Albertsons	1650 N Buffalo Dr	Las Vegas	NV
NVR6017	4017AS	6017	4017	Albertsons Store Sub LLC	West	1-Open	Southwest	Albertsons	7271 S. Eastern Avenue	Las Vegas	NV
MON1003	4040AS	2040	4040	Albertson's LLC	West	1-Open	InterMtn	Albertsons	1313 N 1st St	Hamilton	MT
NVC5881	4091AS	6091	4091	ABS NV-O LLC	West	1-Open	Southwest	Albertsons	5881 E. Charleston Blvd.	Las Vegas	NV
IDA4007	4139AS	139	4139	Albertson's LLC	West	1-Open	InterMtn	Albertsons	1221 Addison Avenue East	Twin Falls	ID
ORE7514	4316AS	4316	4316	Safeway Inc.	West	1-Open	Portland	Safeway	244 North F St	Lakeview	OR
ORE8003	4381AS	4381	4381	Safeway Inc.	West	1-Open	Portland	Safeway	1205 Campbell St	Baker City	OR
ORE8401	4469AS	4469	4469	Safeway Inc.	West	1-Open	Portland	Safeway	246 West Monroe	Burns	OR
COL1010	SS00137AS	137	137	Safeway Inc.	West	1-Open	Denver	Safeway	12200 East Mississippi	Aurora	CO
WAS2002	00483AS	483	4483	ABS WA-O LLC	West	1-Open	Seattle	Safeway	4010 A Street SE	Auburn	WA
WAS2009	SS00544AS	544	544	Safeway Inc. & Safeway Stores 58, Inc.	West	1-Open	Seattle	Safeway	21301 Hwy 410	Bonney Lake	WA
IDA2069	00156AS	156	156	Albertson's LLC	West	1-Open	InterMtn	Albertsons	7100 West State Street	Boise	ID
ORE7519	1665AS	1665	1665	Safeway Inc.	West	1-Open	Portland	Safeway	1705 S Hwy 97	Redmond	OR

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COL1193	00899AS	899	899	Albertson's LLC	West	1-Open	Denver	Safeway	6100 S. Gun Club Road	Aurora	CO
COL1194	00841AS	841	841	ABS RM Investor LLC	West	1-Open	Denver	Safeway	1200 S. Buckley Road	Aurora	CO
COL2067	SS01644AS	1644	1644	ACI Real Estate SPE 103, LLC	West	1-Open	Denver	Safeway	7655 McLaughlin Rd.	Falcon	CO
WAS5021	SS01922AS	1922	1922	Safeway, Inc	West	1-Open	Seattle	Safeway	2709 E. Highway 101	Port Angeles	WA
IDA3004	3360AS	3360	3360	Albertson's LLC	West	1-Open	InterMtn	Albertsons	132 East Lake Street	McCall	ID
WAS2108	SS01680AS	1680	1680	Safeway Inc.	West	1-Open	Seattle	Safeway	2890 NW Bucklin Hill Rd	Silverdale	WA
FDE0146	07817AS	7817	817	Acme Markets, Inc.	East	1-Open	East	Acme	146 Fox Hunt Drive	Bear	DE
FNJ0943	07943AS	7943	943	Safeway Realty LLC	East	1-Open	East	Acme	1619 Center Square Road	Logan Township	NJ
FNJ3459	AP01092AS	1092	1092	Acme Markets, Inc.	East	1-Open	East	Acme	321 Route 440	Jersey City	NJ
FDE2836	07836AS	7836	2836	Acme Markets, Inc.	East	1-Open	East	Acme	238 East Glenwood Ave	Smyrna	DE
FNJ2925	07925AS	7925	2925	American Stores Company, LLC	East	1-Open	East	Acme	20 South Delsea Dr	Clayton	NJ
FDE1763	SS01763AS	1763	1763	NAI Saturn Eastern LLC	East	1-Open	East	Safeway	190 John Hunn Brown Rd.	Dover	DE
ORE0010	00557AS	557	3557	ABS OR-O LLC	West	1-Open	Portland	Safeway	6055 SW 185th Ave.	Aloha	OR
WAS4001	00592AS	592	2592	ABS WA-GL LLC	West	1-Open	Portland	Albertsons	2108 West Main Street	Battle Ground	WA
WAS4008	SS01287AS	1287	1287	Safeway Realty LLC	West	1-Open	Portland	Safeway	800 NE 3rd	Camas	WA
ORE7853	SS01827AS	1827	1827	Safeway Inc.	West	1-Open	Portland	Safeway	2111 Adams Ave	La Grande	OR
ORE7955	0371AS	371	371	Safeway Inc.	West	1-Open	Portland	Safeway	601 West North St	Enterprise	OR
ORE5018	1557AS	1557	1557	Safeway Inc.	West	1-Open	Portland	Safeway	1735 Virginia Ave	North Bend	OR
HIT0033	2893AS	2893	2893	Safeway Inc.	West	1-Open	NorCal	Safeway	381 E. Makaala St.	Hilo	HI
AZP0128	2644AS	2644	2644	Safeway Inc.	West	1-Open	Southwest	Safeway	1855 N. Power Rd	Mesa	AZ
AZP0989	3989AS	989	3989	Albertson's LLC	West	1-Open	Southwest	Albertsons	2727 N Power Rd	Mesa	AZ
AZP9243	1002AS	1002	1002	ABS SW Investor LLC	West	1-Open	Southwest	Albertsons	9243 E Baseline	Mesa	AZ
AZP0240	0240AS	240	240	Safeway Inc.	West	1-Open	Southwest	Safeway	3450 West Bell Rd	Phoenix	AZ
AZP0137	0966AS	966	966	ACI Real Estate SPE 158, LLC	West	1-Open	Southwest	Albertsons	6965 N Hayden Road	Scottsdale	AZ
ANA3100	2338AS	2328	2328	The Vons Companies, Inc.	West	1-Open	Socal	Vons	130 W. Lincoln	Anaheim	CA
LOM0005	3171AS	3171	3171	Albertson's LLC	West	1-Open	Socal	Albertsons	1500 N. 'H' Street	Lompoc	CA
AZP1819	SS01819AS	1819	1819	Safeway Inc	West	1-Open	Southwest	Safeway	18495 E. Queen Creek	Queen Creek	AZ
ORE5025	3595AS	595	3595	Albertson's LLC	West	1-Open	Portland	Albertsons	1360 Plaza Blvd	Central Point	OR

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AZP3145	00981AS	981	981	ABS SW investor LLC	SoCal	1-Open	Seattle	Albertsons	3145 S Alma School Road	Chandler	AZ
NMX4036	1743AS	1743	1743	Safeway Inc.	West	1-Open	Southwest	Safeway	980 N US Highway 491	Gallup	NM
WAS8043	00753AS	253	3253	ABS WA-O LLC	West	1-Open	Seattle	Safeway	5204 West Clearwater	Kennewick	WA
WAS4035	00580AS	580	580	Albertsons Store Sub LLC	West	1-Open	Portland	Safeway	14300 NE 20th Ave.	Vancouver	WA
WAS4062	SS01687AS	1687	1687	Safeway Inc.	West	1-Open	Portland	Safeway	3307 Evergreen Way Ste 5	Washougal	WA
LAL1132	SS02285AS	2285	2285	Safeway Inc. as to the Fee & The Vons Companies, Inc. as to the Leasehold Estate	West	1-Open	SoCal	Vons	11322 Los Alamitos Blvd	Los Alamitos	CA
FMD1351	1351AS	1351	1351	NAI Saturn Eastern LLC	East	1-Open	EAST	Safeway	540 Benfield Rd	Severna Park	MD
FPA7722	3722AS	7722	3722	Acme Markets, Inc.	East	1-Open	EAST	Acme	1825 Limekiln Pike	Dresher	PA
WAS5015	SS01448AS	1448	1448	ACI Real Estate SPE 135, LLC	West	1-Open	Seattle	Safeway	680f West Washington, Bldg F	Sequim	WA
ORE0018	SS00430AS	430	430	Safeway Inc.	West	1-Open	Portland	Safeway	1455 NE Division St	Gresham	OR
ORE1253	00564AS	564	564	ABS OR-O LLC	West	1-Open	Portland	Albertsons	451 NE 181st Ave	Portland	OR
ORE1561	0596AS	596	596	Albertsons Store Sub LLC	West	1-Open	Portland	Safeway	18425 NW West Union Rd	Portland	OR
ORE2074	4387AS	4387	4387	Safeway Inc.	West	1-Open	Portland	Safeway	95 82nd Drive	Gladstone	OR
ORE7502	1489AS	1489	1489	Safeway Realty LLC	West	1-Open	Portland	Safeway	520 Mt Hood St	The Dalles	OR
IDA1025	0350AS	350	350	Safeway Inc.	West	1-Open	Seattle	Safeway	702 North 5th Ave	Sandpoint	ID
ORE0001	SS02627AS	2627	2627	Safeway Inc.	West	1-Open	Portland	Safeway	3250 Leif Erickson Drive	Astoria	OR
WAS2165	SS00531AS	531	531	Safeway Realty LLC	West	1-Open	Seattle	Safeway	101 Auburn Way S	Auburn	WA
IDA5034	00145AS	145	145	Albertson's LLC	West	1-Open	InterMtn	Albertsons	1705 W Broadway St	Idaho Falls	ID
IDA2070	03065AS	3065	3065	Albertson's LLC	West	1-Open	InterMtn	Albertsons	4657 S. Eagle Rd	Meridian	ID
IDA2071	03194AS	3194	3194	Albertson's LLC	West	1-Open	InterMtn	Albertsons	210 N Highbrook Way	Star	ID
COL3070	SS01863AS	1863	1863	Safeway Stores 46, Inc.	West	1-Open	InterMtn	Safeway	1550 Highway 92	Delta	CO
WAS4063	SS01611AS	1611	1611	Safeway Inc.	West	1-Open	Portland	Safeway	6711 NE 63rd St.	Vancouver	WA
ORE2515	SS01765AS	1765	1765	Safeway Inc.	West	1-Open	Portland	Safeway	5270 SW Philomath Blvd	Corvallis	OR
AZP1951	00980AS	980	980	Albertson's LLC	West	1-Open	Southwest	Albertsons	1951 W Baseline	Mesa	AZ
AZP0116	SS01534AS	1534	1534	Safeway Inc.	West	1-Open	Southwest	Safeway	90 South Val Vista Drive	Gilbert	AZ

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AZP0120	SS01732AS	1732	1732	Safeway Inc.	West	1-Open	Southwest	Safeway	1449 N. Arizona Blvd.	Coolidge	AZ
AZP1102	SS02709AS	2709	2709	Randall's Food & Drugs, LP as to the Fee & Safeway Inc. as to the Leasehold Estate of Store Only	West	1-Open	Southwest	Safeway	5035 W. Baseline Rd	Laveen	AZ
AZP3800	SS02821AS	2821	2821	Safeway Inc.	West	1-Open	Southwest	Safeway	3800 W Happy Valley Rd	Glendale	AZ
AZP3325	SS02835AS	2835	2835	Safeway Inc.	West	1-Open	Southwest	Safeway	3313 N. Hunt Highway	Florence	AZ
WAS2169	SS01493AS	1493	1493	Safeway Inc.	West	1-Open	Seattle	Safeway	4011 S. 164th	Seatac	WA
AZT0027	SS01749AS	1749	1749	Safeway Inc.	West	1-Open	Southwest	Safeway	9100 N. Silverbell	Tucson	AZ
	00816AS	816	816	ABS RM Investor LLC	West	1-Open	Denver	Albertsons	1601 Highway 50 West	Pueblo	CO



**Washington State Patrol Fire Protection Bureau
Office of the State Fire Marshal
CONSUMER FIREWORKS RETAIL SALES (CFRS) FACILITY LICENSE**

G23840

Stand Number: SN-15589

Licensee Data

American Promotional Events, Inc. - West
2120 Milwaukee Way
Tacoma, WA 98421
License Number: WSPFL-02766
Phone Number: (253) 922-0800

Operational Data

Wholesaler: American Promotional Events, Inc. - West
County of Operation: King
Operates For: IMPACT MINISTRIES
Stand Operated By: JEREMY MICHALSKI

Date of Issue: March 4, 2024

Date of Expiration: January 31, 2025

Consumer Fireworks Retailer Licenses issued after May are ONLY valid for New Years Sales

This license is NOT valid without a permit from a local fire code official/authority having jurisdiction. This license allows for operation of a single location/stand for retail sales to the public of state legal consumer fireworks purchased only from a licensed fireworks wholesaler.
SURRENDER THIS PORTION OF THE LICENSE TO THE FIREWORKS WHOLESALER

3000-420-041 (10/18)

WAS2147



**Washington State Patrol Fire Protection Bureau
Office of the State Fire Marshal
CONSUMER FIREWORKS RETAIL SALES (CFRS) FACILITY LICENSE**

G23840

Stand Number: SN-15589

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American Promotional Events, Inc. - West
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Date of Issue: March 4, 2024

Date of Expiration: January 31, 2025

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THIS LICENSE PORTION ACCOMPANIES YOUR LOCAL PERMIT APPLICATION

3000-420-041 (10/18)

WAS2147



**Washington State Patrol Fire Protection Bureau
Office of the State Fire Marshal
CONSUMER FIREWORKS RETAIL SALES (CFRS) FACILITY LICENSE**

WAS2147

G23840

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Date of Issue: March 4, 2024

Date of Expiration: January 31, 2025

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THIS PORTION OF THE LICENSE MUST BE POSTED AT THE STAND AT ALL TIMES

3000-420-041 (10/18)

Chapter 8.30 FIREWORKS

Sections:

- 8.30.010 Findings.
- 8.30.020 Activities requiring permit.
- 8.30.030 Application for permit.
- 8.30.040 Permit fee.
- 8.30.050 Financial responsibility of retailers.
- 8.30.060 Requirements for retailers.
- 8.30.065 Stand requirements.
- 8.30.070 Sale, purchase or possession of certain fireworks prohibited – Penalty.
- 8.30.080 Fireworks prohibited in public parks – Penalty.
- 8.30.090 Unlawful discharge of fireworks – Penalty.
- 8.30.100 Reckless discharge of fireworks – Penalty.
- 8.30.110 Unlawful possession of fireworks – Penalty.
- 8.30.120 Seizure of fireworks.
- 8.30.130 Enforcing officer – Revocation of license.
- 8.30.140 Purpose and intent – Liability.

8.30.010 Findings.

A. Chapter 70.77 RCW and Chapter 212-17 WAC provide uniform statewide regulations for the licensing of the sellers of fireworks by local jurisdictions and the sale of fireworks to and possession and use of fireworks by consumers.

B. Cognizant of the legitimate interest the state legislature has in making uniform laws in the exercise of its power to regulate commerce, the city finds that the state law does not adequately serve the overriding interests of protecting the personal safety and property of the community and preserving the precious emergency resources of the locality; and that restrictions on the sale and use of fireworks are necessary in the exercise of the city's constitutional powers to promote the health, safety, and quiet enjoyment of life and general welfare of the citizens of Snoqualmie. (Ord. 978 § 1, 2005; Ord. 694 § 1, 1992).

8.30.020 Activities requiring permit.

A. Within the corporate limits of the city, in addition to a license issued by the Office of the State Fire Marshal, Washington State Patrol, a city permit shall be required to:

1. Manufacture, import, possess (except as provided below) or sell any fireworks at wholesale or retail for any use;
2. Transport fireworks, except as a public carrier delivering to a licensee; or
3. Establish or maintain a place where fireworks are manufactured, constructed, produced, packaged, stored, sold, exchanged, discharged, or used.

B. A permit is not required for the possession or use of common fireworks lawfully purchased at retail.

C. Public display of fireworks shall be limited to city-sponsored events, and shall require a special event permit pursuant to Chapter 12.20 SMC. (Ord. 978 § 2, 2005; Ord. 694 § 1, 1992).

8.30.030 Application for permit.

A. An applicant for any permit required under this chapter shall make written application to the fire chief, at least 30 days prior to commencement of the activity for which the permit is sought. The form of application and the criteria for issuance, denial, or issuance with conditions shall be the same as used by the Office of the State Fire Marshal, Washington State Patrol, in processing applications for the corresponding state license, except in the case of an application for the retail sale of fireworks. It is the intent of this subsection that local permits follow the provisions and procedures for state licenses as closely as practical.

B. An applicant for a permit for the retail sale of fireworks shall submit to the fire chief proof of a current license from the State Fire Marshal. In addition, the applicant is required to show the existence of a comprehensive general liability insurance policy and a bond as specified herein. The applicant is also required to tender the permit fee as specified in SMC 8.30.040.

C. Should the fire chief find an application to be complete and in compliance with all the requirements of state statute and regulations and this chapter, the chief shall file the application with the city council along with a recommendation for its grant or denial. (Ord. 978 § 3, 2005; Ord. 694 § 1, 1992).

8.30.040 Permit fee.

The annual permit fee for the sale of fireworks shall be \$25.00 per year, per stand, outlet or public display, payable in advance. A city business license shall be required and applicable business and occupations tax shall be paid. (Ord. 978 § 4, 2005; Ord. 694 § 1, 1992).

8.30.050 Financial responsibility of retailers.

A. Because the sale of common fireworks presents a clear and present danger of personal injury and property damage from many causes, including not only the storage and handling of explosive devices during sale but also the ultimate use by members of the general public, any person seeking a permit for the retail sale of fireworks in the city must have a public liability insurance policy, as to which the city is named insured, providing coverage in the amount of \$500,000 or more for injuries to any one person in any one accident or occurrence; \$1,000,000 or more for injuries to any two or more persons in any one accident or occurrence; and \$500,000 or more for damage to property in any one accident or occurrence, with no deductible, for all claims for loss and damages arising from personal injury and property damage resulting from the sale of fireworks and all incidental activities, including transportation and storage; the policy to be reviewed and approved by the city attorney.

B. An applicant for a permit to sell retail fireworks shall post a bond in the amount of \$300.00, in a form satisfactory to the city, to ensure that the retail

outlet site is cleared no later than noon on the seventh day of July. (Ord. 978 § 5, 2005; Ord. 694 § 1, 1992).

8.30.060 Requirements for retailers.

A. Notwithstanding RCW 70.77.575 and 70.77.580, every retailer in the city is required to post prominently at each retail outlet a list of the fireworks that may be sold to the public under this chapter. The list is subject to approval by the fire chief.

B. No person may sell fireworks to a person under the age of 16 years.

C. No person may sell fireworks after 10:00 p.m. or before 6:00 a.m. on any day when sales are allowed. No fireworks shall be sold within the city except from 12:00 noon on the twenty-eighth of June to 12:00 noon on the fifth day of July. (Ord. 978 § 6, 2005; Ord. 694 § 1, 1992).

8.30.065 Stand requirements.

In those cases where the sale of fireworks is from a temporary fireworks stand, the stands of all licensees shall conform to the following minimum standards and conditions:

A. Temporary fireworks stands need not comply with the provisions of the building code of the city; provided, however, that all such temporary fireworks stands shall be inspected by the building official before operation may begin. The building official shall require all temporary fireworks stands to be constructed in a safe manner, ensuring the safety of attendants and patrons. In the event any temporary fireworks stand is wired for electricity, then the wiring shall conform to the electrical code of the state. No heating unit or device with a surface temperature capable of igniting fireworks or having an open flame will be allowed within a fireworks stand.

B. No temporary fireworks stand shall be located within 750 feet from any other temporary fireworks stand, or within 50 feet of any building or structure, or within 100 feet of any gasoline-dispensing pump or any tank where flammable liquids or flammable gases are stored.

C. No vehicle parking shall be permitted within 25 feet of a fireworks stand, including curbside parking, and such area shall be roped or barricaded to prevent such parking.

D. No smoking shall be permitted in a temporary fireworks stand or any nearer than 50 feet from the stand. "No Smoking" signs having lettering at least two inches in height shall be posed in a conspicuous location on all four sides of the temporary fireworks stand.

E. No discharge of fireworks shall be permitted within 150 feet of any fireworks stand.

F. The area around such fireworks stands shall be completely free of hazardous accumulations, including dry grass, brush, or debris of any nature, for a distance of not less than 50 feet on all sides.

G. Each temporary fireworks stand must have at least two exits, located remotely from each other, which shall be unobstructed at all times.

H. Each temporary fireworks stand shall have in a readily accessible location not less than two 2A 10B:C rated fire extinguishers provided at each exit. Such extinguishers shall be UL-approved.

I. Each temporary fireworks stand shall be under the direct supervision of a competent adult person, 18 years of age or older. No person under the age of 18 years shall be allowed by the licensee to work in such stand.

J. Fireworks may be left in temporary fireworks stands at night providing the stand is locked and a guard is posted. Such guard shall not stay within the fireworks stand.

K. Fireworks removed from the temporary fireworks stands at night shall be stored in an approved storage location. The storage location shall be approved in advance by the city fire chief or his representative.

L. All unsold stock and accompanying litter shall be removed from the temporary fireworks stand by 5:00 p.m. on the fifth day of July of the permit year.

M. No fireworks stand shall be located on a public right-of-way.

N. All signs relating to temporary fireworks stands shall comply with the city's sign regulations.

O. The licensee's location or place of business shall be governed by the zoning ordinance of the city. (Ord. 978 § 7, 2005; Ord. 694 § 1, 1992).

8.30.070 Sale, purchase or possession of certain fireworks prohibited– Penalty.

A. Licensed retailers may sell and the members of the public may purchase common fireworks as authorized by the Office of the State Fire Marshal, Washington State Patrol. The sale, purchase or possession by any retailer or member of the public of any firework not so authorized by the Office of the State Fire Marshal, Washington State Patrol, is prohibited; provided, this section shall not be deemed to apply to authorized persons conducting the public display of fireworks at city-sponsored events for which a special events permit has been issued by city council.

B. A violation of this section is a gross misdemeanor. (Ord. 978 § 8, 2005; Ord. 694 § 1, 1992).

8.30.080 Fireworks prohibited in public parks– Penalty.

A. No person may possess, discharge, or make any other use of any fireworks in any public park, except authorized persons conducting the public display of fireworks at city-sponsored events for which a special events permit has been issued by city council.

B. A violation of this section is a misdemeanor. (Ord. 978 § 9, 2005; Ord. 694 § 1, 1992).

8.30.090 Unlawful discharge of fireworks– Penalty.

A. No common fireworks shall be discharged within the city except from 6:00 p.m. on the fourth day of July to 11:00 p.m. on the fourth day of July of each year, except for the public display of fireworks at city-sponsored events for which a special events permit has been issued by city council.

B. Common fireworks may be used or discharged on December 31st from 10:00 p.m. to January 1st until 12:30 a.m.

C. A violation of this section is a misdemeanor. (Ord. 978 § 10, 2005; Ord. 750 § 1, 1995; Ord. 694 § 1, 1992).

8.30.100 Reckless discharge of fireworks– Penalty.

A. It is unlawful for any person to discharge or use fireworks in a reckless manner which creates a substantial risk of death or serious physical injury to another person or damage to property of another.

B. A violation of this section is a gross misdemeanor. (Ord. 694 § 1, 1992).

8.30.110 Unlawful possession of fireworks– Penalty.

It is unlawful to possess those fireworks listed in SMC 8.30.070. A violation of this section is:

A. A misdemeanor if involving less than one pound of fireworks, exclusive of external packaging; or

B. A gross misdemeanor if involving one pound or more of fireworks, exclusive of external packaging. (Ord. 694 § 1, 1992).

8.30.120 Seizure of fireworks.

Any fireworks which are illegally sold, offered for sale, used, discharged, possessed or transported in violation of this chapter shall be subject to seizure by the city's fire chief or his designee or the chief of police or his designee or the State Fire Marshal. Any fireworks seized may be disposed of by the city's fire chief or designee or the police chief or designee at any time subsequent to 30 days from such seizure. (Ord. 694 § 1, 1992).

8.30.130 Enforcing officer– Revocation of license.

The city fire chief, or his duly authorized representative, is hereby designated the enforcing officer of this chapter. Any failure or refusal on the part of the licensee to obey any rule, regulation or request relating thereto of the city fire chief or his duly authorized representative concerning the sale or display of fireworks, shall be deemed a violation of this chapter and be grounds for the revocation of the fireworks license. (Ord. 694 § 1, 1992).

8.30.140 Purpose and intent– Liability.

A. It is expressly the purpose of this chapter to provide for and promote the health, safety and welfare of the general public, and not to create or otherwise establish or designate any particular class or group of persons who will or should be especially protected or benefitted by the terms of this chapter.

B. It is the specific intent of this chapter that no provision nor any term used in this chapter is intended to impose any duty whatsoever upon the city or any of its officers or employees, for whom the implementation or enforcement of this chapter shall be discretionary and not mandatory.

C. Nothing contained in this chapter is intended to be nor shall be construed to create or form the basis for any liability on the part of the city, or its officers,

employees or agents, for any injury or damage resulting from the failure of a permittee to comply with the provisions of this chapter, or by reason or in consequence of any inspection, notice, order, certificate, permission or approval authorized or issued or done in connection with the implementation or enforcement pursuant to this chapter, or by reason of any action or inaction on the part of the city related in any manner to the enforcement of this chapter by its officers, employees or agents. (Ord. 694 § 1, 1992).



BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB24-070
June 10, 2024
Committee Report

Item 7.

AGENDA BILL INFORMATION

TITLE:	AB24-070: Resolution No. 1688 Awarding a Public Works Contract to Puget Paving and Construction for the Road Maintenance and Repair Project	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed:
PROPOSED ACTION:	Approve Resolution No. 1688 Awarding a Public Works Contract to Puget Paving and Construction for the Road Maintenance and Repair Project	<input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input checked="" type="checkbox"/> Resolution

REVIEW:	Department Director	Jeff Hamlin	5/23/2024
	Finance	Janna Walker	5/28/2024
	Legal	David Linehan	5/28/2022
	City Administrator	Mike Chambless	5/28/2024

DEPARTMENT:	Parks & Public Works		
	STAFF: Hind Ahmed		
	COMMITTEE: Parks & Public Works		COMMITTEE DATE: June 4, 2024
	EXHIBITS: <div><div>1. AB24-070X1a (Res.)</div><div>2. AB24-070X1b (Contract)</div><div>3. AB24-070X2 (Bid Tab)</div><div>4. AB24-070X3 (CIP)</div><div>5. AB24-070X4 (Streets and Parking lots List)</div></div>		

AMOUNT OF EXPENDITURE	\$ 328,280
AMOUNT BUDGETED	\$ 1,165,000 & \$ 108,000
APPROPRIATION REQUESTED	\$ 0

SUMMARY

INTRODUCTION

This Agenda Bill seeks approval for the award of Schedule A, B, and C of a public works contract to Puget Paving and Construction for the Road Maintenance and Repair Project and authorizes the mayor to sign the contract.

BACKGROUND

The City of Snoqualmie's 2023-2028 Capital Improvement Plan (CIP) includes the Street Resurfacing Program, aimed at rehabilitating City streets and alleys before they require extensive reconstruction, and the Parks Parking Lot Resurfacing Program, which ensures cost-effective maintenance and resurfacing of all City-owned parking lots as their condition diminishes.

The scope of this Road Maintenance and Repair Project includes various maintenance and repair tasks across the City of Snoqualmie. Such as crack sealing in parking lots within city parks, applying slurry seal on Fir St., crack sealing on multiple roads, full-depth repairs at one intersection, and grind and overlay work on Park St.

The selection of streets to receive treatment was based on their current Pavement Condition Index (PCI), as determined in the City Pavement Management Plan, as well as treatment for streets requiring more than just cold patches. Similarly, parking lots are receiving treatments based on their current condition.

The project consists of four separate bid schedules. Schedule A includes crack sealing, slurry seal application, and patch repair on city streets, while Schedule B covers crack sealing for parks parking lots. Schedule C and D are grind and overlay work on two different sections of Park St.

Analysis

The Road Maintenance and Repair Project was advertised for bidding on April 30, 2024, and closed on May 21, 2024. The city received 4 bids, with the lowest bid from Puget Paving and Construction totaling \$361,800.00 for Schedule A, B, C, and D, which is slightly higher than the engineer's estimate.

Parks and Public Works staff are recommending awarding Schedule A, B, and C to the lowest bidder for a total of \$328,280 and waiting to add Schedule D to the contract after the start of construction.

BUDGET IMPACTS

Administration recommends approving a contract with Puget Paving and Construction in the amount of \$328,280 to complete pavement grinding and repair on streets and in parks parking lots. The Street Resurfacing Program and Parks Parking Lot Resurfacing Program were both incorporated within the 2023-28 Capital Improvement Plan (CIP) (Exhibit #3). The 2023-24 amended budget appropriates \$108,000 for the Parks Parking Lot Resurfacing Program (#310) and \$1,165,000 for the Street Resurfacing Program (#310). In the current biennium, nothing has been spent or encumbered within the Parks Parking Lot Resurfacing Program and \$585,530 has been spent for street resurfacing, with \$13,169 in outstanding contract value. With the addition of the Puget Paving and Construction contract, \$63,700 of which relates to Parks Resurfacing and \$264,580 of which relates to Street Resurfacing, the remaining Biennial Budget appropriation is \$44,300 for the Parks Resurfacing Program and \$301,721 for the Street Resurfacing Program. Therefore, sufficient appropriation exists within the 2023-2024 Biennial Budget (Non-Utilities Capital Fund #310) to fund the contract.

Street Resurfacing Program (#310) & Parks Parking Lot Resurfacing Program (#310)

	2023-2024 Biennial Budget	
	<i>Parks Resurfacing</i>	<i>Street Resurfacing</i>
Beginning Budget	\$ 108,000	\$ 1,165,000
Expenditures	\$ -	\$ (585,530)
Outstanding Contract Value <i>(Previously Approved)</i>	\$ -	\$ (13,169)
Current Available Budget	\$ 108,000	\$ 566,301
Value of this Contract <i>(AB24-070)</i>	\$ (63,700)	\$ (264,580)
Available Budget after AB24-070	\$ 44,300	\$ 301,721

NEXT STEPS

Following Council approval staff will work with the Mayor to execute the final contract agreement with Puget Paving and Construction for the Road Maintenance and Repair Project, Construction of the Road Maintenance and Repair Project is anticipated to begin in July 2024.

PROPOSED ACTION

Move to adopt Resolution No. 1688 Awarding a Public Works Contract to Puget Paving and Construction, Inc. for the construction of Schedule A, B, and C of the Road Maintenance and Repair Project and authorize the Mayor to sign.

RESOLUTION NO. 1688**A RESOLUTION OF THE CITY COUNCIL OF CITY OF SNOQUALMIE, WASHINGTON DETERMINING THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER AND AWARDING A PUBLIC WORKS CONTRACT TO AND AUTHORIZING EXECUTION OF A PUBLIC WORKS CONTRACT WITH PUGET PAVING AND CONSTRUCTION FOR THE ROAD MAINTENANCE AND REPAIR PROJECT**

WHEREAS, pursuant to Ordinance No. 448 as codified in Snoqualmie Municipal Code Section 1.08.010, the City of Snoqualmie has adopted the classification of non-charter code city, retaining the mayor-council plan of government as provided for in Chapter 35A.12 RCW; and

WHEREAS, pursuant to RCW 35A.40.210, procedures for procurement of any public work or improvement for code cities shall be governed by RCW 35.23.352; and

WHEREAS, on April 30, 2024, the City advertised the Road Maintenance and Repair Project (“the Project”) for bid; and

WHEREAS, the City received a total of four bids; and

WHEREAS, the bid of \$328,280 from Puget Paving and Construction for Schedule A, B, and C of the project scope was the lowest responsive, responsible bid; and

WHEREAS, City staff has checked references and otherwise determined that Puget Paving and Construction meets the mandatory bidder responsibility criteria established under RCW 39.04.350 and 39.06.020, and the supplemental bidder responsibility criteria in Section 00 04 00 of the contract documents; and

WHEREAS, the Parks and Public Works Director and City Staff recommend award of this contract to Puget Paving and Construction as the lowest responsive, responsible bidder;

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF SNOQUALMIE AS FOLLOWS:

Section 1. Determination of Lowest Responsive, Responsible Bidder. Based on the foregoing recitals, which are hereby incorporated as findings of fact, Puget Paving and Construction is the lowest responsive, responsible bidder for the Road Maintenance and Repair Project.

Section 2. Award of Public Works Contract. The contract for Schedule A, B, and C of the Road Maintenance and Repair Project, in the amount of \$328,280.00, is hereby awarded to Puget Paving and Construction in accordance with its bid proposal.

Section 3. Authorization for Contract Execution. The Mayor is authorized to execute a contract for Schedule A, B, and C of the Road Maintenance and Repair Project in the amount of \$328,280.00 with Puget Paving and Construction in substantially the form attached hereto as Exhibit A.

Passed, by the City Council of the City of Snoqualmie, Washington, this 10th day of June 2024.

Katherine Ross, Mayor

Attest:

Deana Dean, City Clerk

Approved as to form:

David Linehan, Interim City Attorney

Section 00 05 00

AGREEMENT

[ROAD MAINTENANCE AND REPAIR]

THIS AGREEMENT is made on this [REDACTED], 2024 between the City of Snoqualmie ("City"), a municipal corporation located in the State of Washington and [REDACTED], ("Contractor").

In consideration of the terms and conditions contained in this Contract and the requirements attached to it, the parties agree as follows:

1. The Contractor shall do all of the work and furnish all of the labor, materials, tools and equipment for the construction of the improvements and shall perform any changes in the work (the "Work"), all in full compliance with the contract documents entitled **ROAD MAINTENANCE AND REPAIR PROJECT**, which include this Agreement (Section 00 05 00); Contractor's executed Form of Bid and Bid Schedule (Section 00 03 00), executed Performance and Payment Bond (Section 00 04 20), of Transportation (WSDOT) Standard Specifications for Road, Bridge and Municipal Construction, 2024 edition specifically incorporated by reference and/or modified herein, Technical Provisions, Appendices [REDACTED], Addenda [REDACTED], and any project drawings or plans.
2. The City hereby promises and agrees with the Contractor to employ, and does employ the Contractor to furnish the labor, materials, tools and equipment, and to do and cause to be done the above-described Work, and to complete and finish the same in accordance with the said contract documents and the terms and conditions herein contained, and hereby contracts to pay for the same, according to the said documents, including the schedule of estimated quantities, and unit and lump sum prices in the Form of Bid, the sum of \$ [REDACTED], subject to the actual quantity of Work performed, at the time and in the manner and upon the conditions provided for in this contract.
3. The Contractor hereby promises and agrees to diligently prosecute and obtain Substantial Completion of the Work within 25 working days (the "Contract Time"), and to obtain Physical Completion and Final Acceptance of the Work within the time and as specified in the Contract Documents. The Contractor agrees that Liquidated Damages shall be assessed in the amount of \$1800 per day for any failure to complete the Work within the Contract Time, for any failure to meet a Contract Milestone, and for any failure to achieve Physical Completion and Final Acceptance within the time and as required in the Contract Documents.
4. The Contractor for himself, and for his agents, successors, assigns, subcontractors and/or employees, does hereby agree to the full performance of all the covenants herein contained upon the part of the Contractor.
5. The City hereby appoints and the Contractor hereby accepts the Parks & Public Works Director, as the City's representative for the purpose of administering the provisions of this Contract, including the City's right to receive and act on all reports and documents related to this Contract, to request and receive additional information from the Contractor.
6. This Contract contains terms and conditions agreed upon by the parties. The parties agree that there are no other understandings, oral or otherwise, regarding the subject matter of this Contract.

7. The Contractor agrees to comply with all applicable Federal, State, City or municipal standards for the licensing, certification, operation of facilities and programs, and accreditation and licensing of individuals.
8. The Contractor shall not assign or subcontract any portion of the work provided for under the terms of this Contract without obtaining prior written approval of the City. All terms and conditions of this Contract shall apply to any approved subcontract or assignment related to this Contract.
9. The parties intend that an independent Contractor-City relationship will be created by this Contract. The City is interested only in the results to be achieved, and the implementation of the work will lie solely with the Contractor. No agent, employee, servant, or representative of the Contractor shall be deemed to be an employee, agent, servant, or representative of the City for any purpose. Employees of the Contractor are not entitled to any of the benefits the City provides for City employees. The Contractor will be solely and entirely responsible for its acts and for the acts of its agents, employees, servants, subcontractors, or otherwise during the performance of this Contract. In the performance of the work herein contemplated, the Contractor is an independent Contractor with regard to the performance of the details of the work; however, the components of and the results of the work contemplated herein must meet the approval of the City and shall be subject to the general rights of inspection and review to secure the satisfactory completion thereof.
10. The Contractor agrees and covenants to indemnify, defend, and save harmless, the City and those persons who were, now are, or shall be duly elected or appointed officials or employees thereof, hereinafter referred to as the "City" against and from any loss, damage, costs, charge, expense, liability, claims, demands or judgments, of whatsoever kind or nature, whether to persons or to property, arising wholly or partially out of any act, action, neglect, omission, or default on the part of the Contractor, his agents, successors, assignees, subcontractors and/or employees, except only such injury or damage as shall have been caused by or resulted from the sole negligence of the City. In case any suit or cause of action shall be brought against the City on account of any act, action, neglect, omission, or default on the part of the Contractor, his agents, successors, assignees, subcontractors and/or employees the Contractor hereby agrees and covenants to assume the defense thereof and to pay any and all costs, charges, attorney's fees and other expenses and any and all judgments that may be incurred or obtained against the City. In the event the City is required to institute legal action and/or participate in the legal action to enforce this Indemnification and Hold Harmless Clause, the Contractor agrees to pay the City's legal fees, costs and disbursements incurred in establishing the right to indemnification. If the claim, suit, or action for injuries, death, or damages as provided for in the preceding paragraphs of this specification is caused by or results from the concurrent negligence of (a) the indemnitee or the indemnitee's agents or employees and (b) the indemnitor or the indemnitor's agents for employees the indemnity provisions provided for in the preceding paragraphs of this specification shall be valid and enforceable only to the extent of the indemnitor's negligence. The Contractor expressly waives, as respects the City only, all immunity and limitation on liability under any Industrial Insurance Act, including Title 51 RCW, or other workers compensation act, disability act, or other employees benefits of any act of any jurisdiction which would otherwise be applicable in the case of such a claim. BY INITIALING BELOW THE OWNER AND CONTRACTOR CERTIFY THE WAIVER OF IMMUNITY SPECIFIED BY THIS PROVISION WAS MUTUALLY NEGOTIATED.
11. This Contract has been and shall be construed as having been made and delivered within the State of Washington, and it is mutually understood and agreed by each party hereto that this Contract shall be governed by the laws of the State of Washington, both as to interpretation and performance. Any action in law, suit and equity or judicial proceedings for the enforcement

of this contract or any provisions thereof, shall be instituted and maintained in the courts of competent jurisdiction located in King County, Washington.

12. The failure of the City to insist upon strict performance of any of the covenants and agreements of this Contract or to exercise any option herein conferred in any one or more instances shall not be construed to be a waiver or relinquishment of any such obligation, or any other covenants or agreements, but the same shall be and remain in full force and effect.
13. It is understood and agreed by the parties hereto that if any part of this agreement is determined to be illegal, the validity of the remaining portions shall be construed as if the agreement did not contain the particular illegal part.
14. No change or addition to this Contract shall be valid or binding upon either party unless such change or addition shall be in writing, executed by both parties.
15. The Contractor shall fully comply with all applicable state and federal employment and discrimination laws and regulations. IN WITNESS WHEREOF, the Contractor has executed this instrument, on the day and year first below written and the Mayor has caused this instrument to be executed by and in the name of the said City, the day and year first above written.

IN WITNESS WHEREOF, the Contractor has executed this instrument, on the day and year first below written and the Mayor has caused this instrument to be executed by and in the name of the said City, the day and year first above written.

CITY OF SNOQUALMIE ("CITY")

By _____
Typed Name: Katherine Ross _____
Its: Mayor _____
Phone: _____
Fax: _____
Date: _____

_____[CONTRACTOR]

By _____
Typed Name _____
Its _____
Phone: _____
Fax: _____
Date: _____
WA Contractor's License No. _____

Schedule A: Streets				Engineer Estimate		Puget Paving Construction Inc		JB Asphaly Paving		Central Paving		CR contracting LLC	
Item No.	Description	Unit	Quantity	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount
1	Mobilization	LS	1	\$ 15,000.00	\$ 15,000.00	\$ 20,000.00	\$ 20,000.00	\$ 35,000.00	\$ 35,000.00	\$ 47,500.00	\$ 47,500.00	\$ 30,000.00	\$ 30,000.00
2	Unexpected site changes	EST	1	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
3	SPCC Plan	LS	1	\$ 500.00	\$ 500.00	\$ 1,000.00	\$ 1,000.00	\$ 400.00	\$ 400.00	\$ 500.00	\$ 500.00	\$ 5,000.00	\$ 5,000.00
4	Temporary Traffic Control Devices	LS	1	\$ 20,000.00	\$ 20,000.00	\$ 24,100.00	\$ 24,100.00	\$ 3,000.00	\$ 3,000.00	\$ 20,750.00	\$ 20,750.00	\$ 20,000.00	\$ 20,000.00
FULL DEPTH REPAIR													
5	Planing Bituminous Pavement	SY	350	\$ 8.00	\$ 2,800.00	\$ 20.00	\$ 7,000.00	\$ 35.00	\$ 12,250.00	\$ 26.50	\$ 9,275.00	\$ 60.00	\$ 21,000.00
6	Pavement Repair Excavation Incl. Haul	CY	80	\$ 120.00	\$ 9,600.00	\$ 165.00	\$ 13,200.00	\$ 90.00	\$ 7,200.00	\$ 190.00	\$ 15,200.00	\$ 300.00	\$ 24,000.00
7	HMA for Pavement Repair Cl. 1/2 In. PG 58H-22	TON	110	\$ 150.00	\$ 16,500.00	\$ 205.00	\$ 22,550.00	\$ 190.00	\$ 20,900.00	\$ 238.00	\$ 26,180.00	\$ 350.00	\$ 38,500.00
8	Crushed Surfacing Top Course	TON	25	\$ 75.00	\$ 1,875.00	\$ 25.00	\$ 625.00	\$ 70.00	\$ 1,750.00	\$ 242.00	\$ 6,050.00	\$ 200.00	\$ 5,000.00
9	Crushed Surfacing Base Course	TON	75	\$ 75.00	\$ 5,625.00	\$ 25.00	\$ 1,875.00	\$ 70.00	\$ 5,250.00	\$ 111.00	\$ 8,325.00	\$ 200.00	\$ 15,000.00
CRACK SEALING													
10	HOT MIX ASPHALT CRACK SEALING 1/4 INCH TO 1 INCH IN WIDTH	LF	33000	\$ 1.00	\$ 33,000.00	\$ 0.76	\$ 25,080.00	\$ 0.75	\$ 24,750.00	\$ 0.75	\$ 24,750.00	\$ 1.35	\$ 44,550.00
11	CRACK SEALING BIT PVMT WIDER THAN 1 INCH	LF	10000	\$ 1.50	\$ 15,000.00	\$ 0.50	\$ 5,000.00	\$ 1.05	\$ 10,500.00	\$ 3.15	\$ 31,500.00	\$ 5.25	\$ 52,500.00
SLURRY SEAL													
12	Street Sweeping and Preparation	LS	1	\$ 3,000.00	\$ 3,000.00	\$ 5,000.00	\$ 5,000.00	\$ 1,500.00	\$ 1,500.00	\$ 2,200.00	\$ 2,200.00	\$ 10,000.00	\$ 10,000.00
13	Slurry Seal, Type II	SY	1000	\$ 3.00	\$ 3,000.00	\$ 30.00	\$ 30,000.00	\$ 6.50	\$ 6,500.00	\$ 7.15	\$ 7,150.00	\$ 34.95	\$ 34,950.00
Subtotal Bid Price, SCHEDULE A*					\$ 145,900.00	Sub- total A*	\$ 175,430.00	Sub- total A*	\$ 176,000.00	Sub- total A*	\$ 219,380.00	Sub- total A*	\$ 320,500.00

Schedule B: parking lots				Engineer Estimate		Puget Paving Construction Inc		JB Asphaly Paving		Central Paving		CR contracting LLC	
Item No.	Description	Unit	Quantity	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount
1	Mobilization	LS	1	\$ 7,500.00	\$ 7,500.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,500.00	\$ 5,500.00	\$ 10,000.00	\$ 10,000.00
2	Unexpected site changes	EST	1	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
3	Temporary Traffic Control Devices	LS	1	\$ 5,000.00	\$ 5,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 2,200.00	\$ 2,200.00	\$ 5,000.00	\$ 5,000.00
4	HOT MIX ASPHALT CRACK SEALING 1/4 INCH TO 1 INCH IN WIDTH	LF	35000	\$ 1.00	\$ 35,000.00	\$ 0.87	\$ 30,450.00	\$ 0.75	\$ 26,250.00	\$ 0.75	\$ 26,250.00	\$ 1.25	\$ 43,750.00
5	CRACK SEALING BIT PVMT WIDER THAN 1 INCH	LF	15000	\$ 1.50	\$ 22,500.00	\$ 0.95	\$ 14,250.00	\$ 1.05	\$ 15,750.00	\$ 3.15	\$ 47,250.00	\$ 5.25	\$ 78,750.00
Subtotal Bid Price, SCHEDULE B*					\$ 80,000.00	Sub- total B*	\$ 63,700.00	Sub- total B*	\$ 61,000.00	Sub- total B*	\$ 91,200.00	Sub- total B*	\$ 147,500.00

Additive Bid Items C: (Park ST)				Engineer Estimate		Puget Paving Construction Inc		JB Asphaly Paving		Central Paving		CR contracting LLC	
Item No.	Description	Unit	Quantity	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount
1	Mobilization	LS	1	\$ 9,000.00	\$ 9,000.00	\$ 5,000.00	\$ 5,000.00	\$ 25,000.00	\$ 25,000.00	\$ 10,000.00	\$ 10,000.00	\$ 20,000.00	\$ 20,000.00
2	SPCC Plan	LS	1	\$ 500.00	\$ 500.00	\$ 285.00	\$ 285.00	\$ 100.00	\$ 100.00	\$ 500.00	\$ 500.00	\$ 5,000.00	\$ 5,000.00
3	Temporary Traffic Control Devices	LS	1	\$ 9,000.00	\$ 9,000.00	\$ 5,700.00	\$ 5,700.00	\$ 11,000.00	\$ 11,000.00	\$ 11,000.00	\$ 11,000.00	\$ 10,000.00	\$ 10,000.00
4	Planing Bituminous Pavement	SY	2400	\$ 8.00	\$ 19,200.00	\$ 7.50	\$ 18,000.00	\$ 10.00	\$ 24,000.00	\$ 10.50	\$ 25,200.00	\$ 15.00	\$ 36,000.00
5	HMA Cl. 1/2 In. PG 58H-22	TON	300	\$ 150.00	\$ 45,000.00	\$ 145.00	\$ 43,500.00	\$ 140.00	\$ 42,000.00	\$ 183.50	\$ 55,050.00	\$ 250.00	\$ 75,000.00
6	Protect Catch Basin Frame and Grate	EA	10	\$ 600.00	\$ 6,000.00	\$ 103.00	\$ 1,030.00	\$ 100.00	\$ 1,000.00	\$ 100.00	\$ 1,000.00	\$ 1,000.00	\$ 10,000.00
7	Adjust Valve Box	EA	1	\$ 1,000.00	\$ 1,000.00	\$ 285.00	\$ 285.00	\$ 700.00	\$ 700.00	\$ 910.00	\$ 910.00	\$ 2,000.00	\$ 2,000.00
8	Plastic Crosswalk Line	SF	360	\$ 10.00	\$ 3,600.00	\$ 10.00	\$ 3,600.00	\$ 8.50	\$ 3,060.00	\$ 9.40	\$ 3,384.00	\$ 35.00	\$ 12,600.00
9	painted Centerline (Yellow)	LF	1000	\$ 2.00	\$ 2,000.00	\$ 1.75	\$ 1,750.00	\$ 1.25	\$ 1,250.00	\$ 1.35	\$ 1,350.00	\$ 3.50	\$ 3,500.00
10	minor change	EST	1	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Subtotal Bid Price, SCHEDULE C*					\$ 105,300.00	Sub- total C*	\$ 89,150.00	Sub- total C*	\$ 118,110.00	Sub- total C*	\$ 118,394.00	Sub- total C*	\$ 184,100.00

Additive Bid Items D: (Park ST & Meadowbrook Way intersection)				Engineer Estimate		Puget Paving Construction Inc		JB Asphaly Paving		Central Paving		CR contracting LLC	
Item No.	Description	Unit	Quantity	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount
1	Planing Bituminous Pavement	SY	300	\$ 8.00	\$ 2,400.00	\$ 35.00	\$ 10,500.00	\$ 35.00	\$ 10,500.00	\$ 10.50	\$ 3,150.00	\$ 75.00	\$ 22,500.00
2	HMA Cl. 1/2 In. PG 58H-22	TON	40	\$ 150.00	\$ 6,000.00	\$ 370.00	\$ 14,800.00	\$ 250.00	\$ 10,000.00	\$ 183.50	\$ 7,340.00	\$ 550.00	\$ 22,000.00
3	Protect Catch Basin Frame and Grate	EA	2	\$ 600.00	\$ 1,200.00	\$ 100.00	\$ 200.00	\$ 100.00	\$ 200.00	\$ 100.00	\$ 200.00	\$ 5,000.00	\$ 10,000.00
4	Adjust Manhole	EA	1	\$ 1,200.00	\$ 1,200.00	\$ 910.00	\$ 910.00	\$ 900.00	\$ 900.00	\$ 1,155.00	\$ 1,155.00	\$ 5,000.00	\$ 5,000.00
5	Adjust Valve box	EA	4	\$ 1,000.00	\$ 4,000.00	\$ 350.00	\$ 1,400.00	\$ 700.00	\$ 2,800.00	\$ 910.00	\$ 3,640.00	\$ 1,500.00	\$ 6,000.00
6	Adjust Gas	EA	1	\$ 1,000.00	\$ 1,000.00	\$ 910.00	\$ 910.00	\$ 700.00	\$ 700.00	\$ 910.00	\$ 910.00	\$ 1,500.00	\$ 1,500.00
7	Plastic crosswalk line	SF	300	\$ 10.00	\$ 3,000.00	\$ 12.00	\$ 3,600.00	\$ 8.50	\$ 2,550.00	\$ 9.40	\$ 2,820.00	\$ 38.00	\$ 11,400.00
8	Plastic stop bar	LF	40	\$ 15.00	\$ 600.00	\$ 30.00	\$ 1,200.00	\$ 15.00	\$ 600.00	\$ 16.50	\$ 660.00	\$ 45.00	\$ 1,800.00
Subtotal Bid Price, SCHEDULE D*					\$ 19,400.00	Sub- total D*	\$ 33,520.00	Sub- total D*	\$ 28,250.00	Sub- total D*	\$ 19,875.00	Sub- total D*	\$ 80,200.00

Total	\$ 350,600.00	\$ 361,800.00	\$ 383,360.00	\$ 448,849.00	\$ 732,300.00
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TRANSPORTATION CAPITAL PROJECT OR PROGRAM

STREET RESURFACING PROGRAM

CIP Project ID: TRN20001CIP

Department: Transportation

Project Status: Other

Project Location: Multiple Locations

Project Contact: Michael Chambliss

Current Program Budget: \$3,527,000

Years Project in CIP: Ongoing Capital Program

Contact Email: mchambliss@snoqualmiewa.gov

Description:

Streets and alleys deteriorate as they age. Consequently, the goal of this program is to rehabilitate City streets and alleys in a comprehensive and systematic way before they require extensive reconstruction. The City of Snoqualmie intends to resurface streets based on their pavement condition score and use the most appropriate street treatment (slurry seal, chip seal, microsurfacing, asphalt overlay, etc.) in any given situation.

Photo or Map:



Community Impact:

The intent of this program is to preserve the condition of streets and alleys consistent with City of Snoqualmie standards. The ongoing resurfacing of streets will help to maintain even traffic circulation and reduce the long-term cost of major reconstruction by extending the life of the City's transportation system.

Operating Impact:

Staff believes that the ongoing provision of this program may reduce the amount of supplies needed annually to pothole patch and crack seal streets.

Budget:

Project Activities	% of Budg.	Total Activity Budget	2023	2024	2025	2026	2027	2028	2029 or Beyond
Analysis	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	This capital program is anticipated to continue indefinitely into the future.
Design	4%	\$ 150,740	\$ 27,852	\$ 22,974	\$ 24,523	\$ 24,901	\$ 24,677	\$ 25,814	
Construction	85%	\$ 3,014,806	\$ 557,041	\$ 459,480	\$ 490,451	\$ 498,011	\$ 493,548	\$ 516,275	
Const. Manage	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Contingency	4%	\$ 150,740	\$ 27,852	\$ 22,974	\$ 24,523	\$ 24,901	\$ 24,677	\$ 25,814	
Art	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Labor	6%	\$ 210,713	\$ 22,755	\$ 24,072	\$ 28,504	\$ 35,188	\$ 55,097	\$ 45,097	
Other	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL	100%	\$ 3,527,000	\$ 635,500	\$ 529,500	\$ 568,000	\$ 583,000	\$ 598,000	\$ 613,000	
Operating		\$ (18,500)	\$ (2,000)	\$ (2,200)	\$ (2,500)	\$ (3,000)	\$ (3,800)	\$ (5,000)	

TOTAL PROJECT BUDGET: \$3,527,000

TOTAL OPERATING BUDGET: -\$18,500

Anticipated Funding Mix:

Source	Total Sources	2023	2024	2025	2026	2027	2028
Util. & Trans. Taxes	\$ 3,443,000	\$ 635,500	\$ 445,500	\$ 568,000	\$ 583,000	\$ 598,000	\$ 613,000
Sales Tax	\$ 84,000	\$ -	\$ 84,000	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 3,527,000	\$ 635,500	\$ 529,500	\$ 568,000	\$ 583,000	\$ 598,000	\$ 613,000

Fiscal

TOTAL FUNDING SOURCES: \$3,527,000

Notes:

FUTURE FUNDING REQUIREMENTS: \$0

City of Snoqualmie
Road Maintenance and Repair Project
Streets

Item 7.

Type and Schedule

- Crack Seal, A
- Crack/Slurry Seal, A
- Full Depths, A
- Grind and Overlay, D
- Grind and Overlay, C



April 25, 2024



DOWNTOWN

RIDGE 66

City of Snoqualmie
Road Maintenance and Repair Project
Park Parking Lots

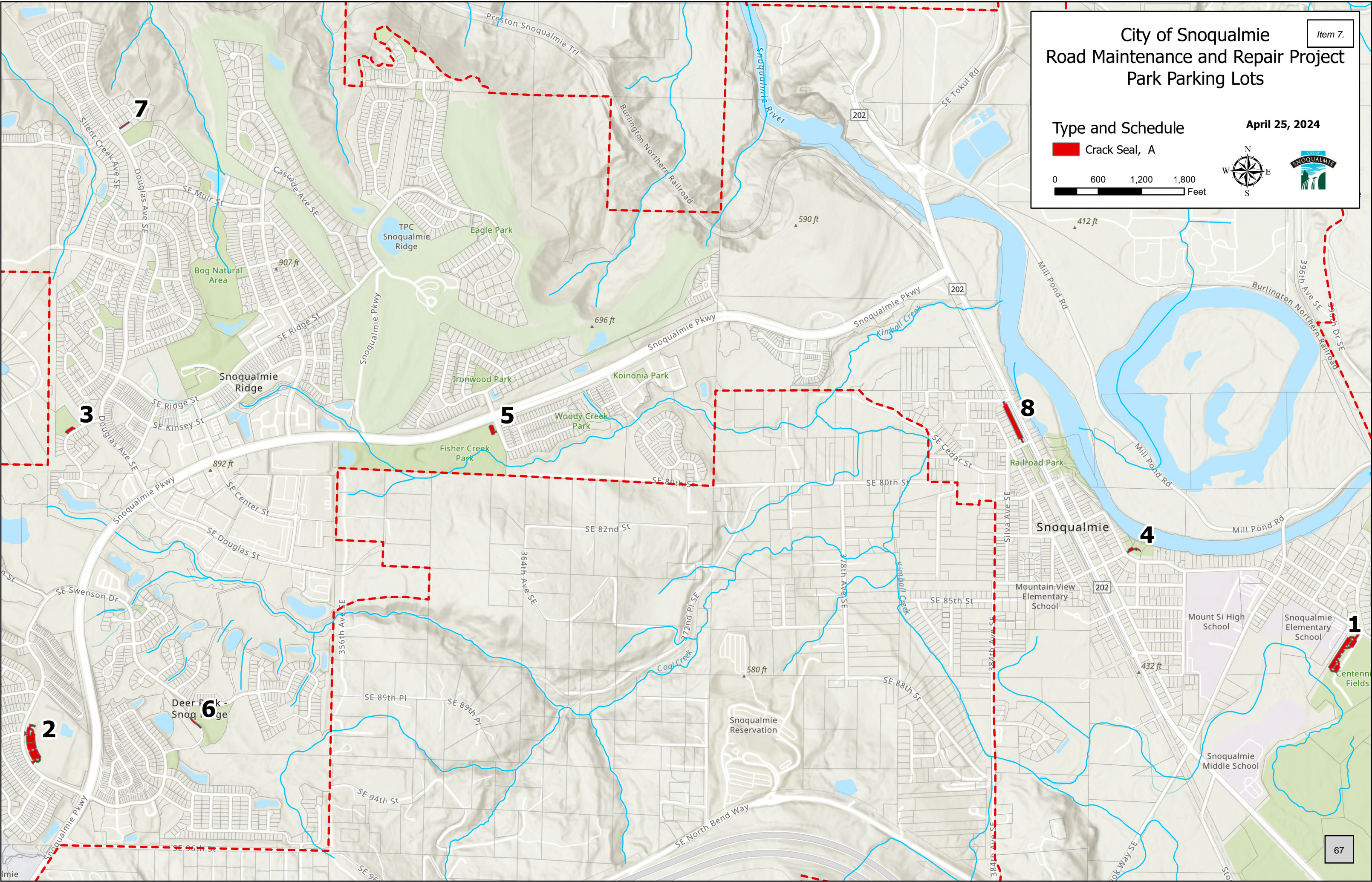
Item 7.

Type and Schedule

April 25, 2024

 Crack Seal, A

0 600 1,200 1,800 Feet



Schedule A:Streets

Street Name	Begin Location	End Location
SE Reinig Rd	Snoqualmie River Bridge (north	Snoqualmie Valley Trail (City limits)
Euclid Ave	SE SE Alpha	St SE Beta St
Euclid Pl SE	SE Park St	SE Alpha St
SE Gamma St	Falls Ave SE	Schusman Ave SE
SE Delta St	Railroad Ave (SR 202)	Schusman Ave SE
SE 90th St	Railroad Ave (SR 202)	Falls Ave SE
SE Newton St	SE Park St	Doone Ave SE
Maple Ave SE	SE Newton St	cul-de-sac
Maple Ave SE	SE Newton St	SE River St
Doone Ave SE	SE River St	SE Newton St
Renig Pl SE	SE Newton St	cul-de-sac
SE Fir St	Maple Ave SE	Railroad Ave (SR 202)
Cedar St	10th Ave NW	Silva Ave SE
Fairway Ave SE	Snoqualmie Parkway	SE Ridge St

Schedule B: Park Parking lots

Park	priority
Centennial Fields	1
Jeanne Hansen Park	2
Stellar Park	3
Riverview Park	4
Fisher Creek Park	5
Swenson Park	6
Azalea Park	7
Carmichael Park	8



BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB24-060
May 27, 2024
Committee Report

Item 8.

AGENDA BILL INFORMATION

TITLE:	Demolition and removal of residence at 7702 Railroad Ave SE	<input type="checkbox"/> Discussion Only
PROPOSED ACTION:	Approve the contract with FORMA Construction for demolition and removal services at 7702 Railroad Ave SE.	<input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

REVIEW:	Department Director	Jeff Hamlin	Click or tap to enter a date.
	Finance	Janna Walker	5/22/2024
	Legal	David Linehan	Click or tap to enter a date.
	City Administrator	Mike Chambless	5/28/2024

DEPARTMENT:	Parks & Public Works		
	STAFF: Dylan Gamble – CIP Manager		
	COMMITTEE: Parks & Public Works		COMMITTEE DATE: May 21, 2024
	EXHIBITS: 1. Contract 2. Scope of Work 3. CIP		

AMOUNT OF EXPENDITURE	\$ 132,439
AMOUNT BUDGETED	\$ 1,470,000
APPROPRIATION REQUESTED	\$ 0

SUMMARY

INTRODUCTION

In alignment with the City's ongoing riverfront property acquisition endeavors aimed at mitigating flood impacts on residents along the Snoqualmie River, the City acquired the property located at 7702 Railroad Ave SE. This agenda bill seeks approval to contract with FORMA Construction to complete the demolition and removal of all man-made structures on the property.

LEGISLATIVE HISTORY

The purchase of the Home at 7702 Railroad Ave SE (Nickname 'The White House') was authorized by the council through Resolution 1653 on June 26th, 2023. This resolution provided the necessary authorization for the acquisition of the property, laying the groundwork for subsequent actions and decisions regarding its use and development.

BACKGROUND

The home location at 7702 Railroad Ave SE was purchased in December 2023, with the final title work concluded on December 22, 2023. Since then, efforts have been underway to obtain all necessary documentation related to the demolition permitting process. This includes securing asbestos and lead reports, confirming utility disconnects, and implementing sediment and erosion control measures. These steps are essential to ensure compliance with regulatory requirements and to facilitate the safe and responsible demolition of the property.

ANALYSIS

Staff opted to pursue a Job Order Contracting (JOC) process to engage the services of a demolition company for the project. After evaluating proposals from three JOC companies, FORMA was selected. Subsequently, a detailed scope of work was developed in collaboration with FORMA, outlining the demolition requirements for all existing structures and refuse on the site.

The demolition process encountered unexpected challenges and increased costs following the lead level results determined by the hazardous materials report. As a result, the disposal of materials containing lead paint necessitates adherence to stringent hazardous waste protocols and mandates transportation to a designated hazardous waste facility. These additional requirements have contributed to the complexity and elevated costs associated with the demolition project.

The purchase and subsequent demolition of this property are integral to advancing the objectives of the Snoqualmie Rivertrail project, specifically, Rivertrail - NW of Sandy Cove. This initiative, slated for construction in 2025, is poised to improve the area for use as a natural trail, passive recreation uses, improved stormwater quality, and enhanced habitat quality by removing the existing building and nearby invasive species. These efforts aim to restore and preserve the natural ecosystem while providing residents with opportunities for access to City owned open space.

BUDGET IMPACTS

Administration recommends approving a contract with FORMA Construction in the amount of \$132,439 to complete demolition of the 7702 Railroad Ave SE property. The Riverfront Land Acquisitions and Demolitions was incorporated within the 2023-28 Capital Improvement Plan (CIP) (Exhibit #3). The 2023-24 amended budget appropriates \$1,470,000 for the purchase and demolition of riverfront land. Currently, \$52,356 has been spent in the current biennium with no outstanding contract value. With the addition of the FORMA Construction contract, the remaining Biennial Budget appropriation is \$1,285,206. Therefore, sufficient appropriation exists within the 2023-2024 Biennial Budget (Non-Utilities Capital Fund #310) to fund the contract.

Riverfront Land Acquisitions & Demolitions (#310)

2023-2024 Biennial Budget	
Beginning Budget	\$ 1,470,000
Expenditures	\$ (52,356)
Outstanding Contract Value <i>(Previously Approved)</i>	\$ -
Current Available Budget	\$ 1,417,644
Value of this Contract <i>(AB24-060)</i>	\$ (132,439)
Available Budget after AB24-060	\$ 1,285,206

NEXT STEPS

Demolition of the Main building and associated structure will begin as soon as contracting details are finalized and all permits are approved.

PROPOSED ACTION

Move to approve the contract with FORMA Construction for demolition and removal services at 7702 Railroad Ave SE.

City of Snoqualmie

38624 SE River Street, P.O. Box 987
Snoqualmie, Washington 98065



Item 8.

Job Order Authorization

Date: 5/28/2024

Job Order Contracting

Project Information	Job Order #:	2024-01F	Location #:
	Project:		
	Job Order Title:	Home Demo	
	Location:	Home Demo 7702 Railroad Ave Snoqualmie, WA 98065	
Contract Information	Contractor Contract #:	23-051	
	Vendor:	FORMA Construction Company (Olympia) 500 Columbia St NW Suite 201, Olympia, WA 98501	
Project Costs	Construction:	\$115,892.33	
	Construction Sales Tax 8.9%	\$10,314.42	
	Gordian Licensing 1.95%	\$2,259.90	
	Sales Tax on License Fee 8.9%	\$201.13	
	Gordian Fee 3.05%	\$3,534.72	
	Total:	\$132,202.50	
Charge Code			
Schedule	Project Duration:		
	Construction Started:		
	Construction Complete:		

Sign below to approve this Job Order. Mayor and City Administrator to sign if over \$116,155. Parks & Public Works Director to sign if under \$116,155.

Mayor

Date

City Administrator

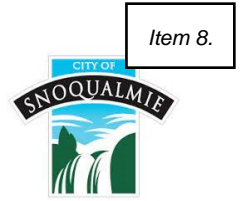
Date

Parks & Public Works Director

Date

City of Snoqualmie

38624 SE River Street, P.O. Box 987
Snoqualmie, Washington 98065



Final Scope of Work

Date: 5/28/2024

Job Order Contracting

To:

From: Brian Kazem

FORMA Construction Company (Olympia)

500 Columbia St NW Suite 201

Olympia, WA 98501

(360) 754-5788

briank@formacc.com

Contract No: 23-051

Charge Code:

Job Order No: 2024-01F

Job Order Title: Home Demo

Location: Home Demo
7702 Railroad Ave
Snoqualmie, WA 98065

Brief Scope of Work:

Building Demolition, removal of building and property related to the building. Grading to make final site to level with both sites of the parcel. In addition, the demolition process cannot close the road (HWY 202/Railroad Ave) without a additional permit from Washington Department of Transportation (Including traffic control plan). Staff recomend demo not pusue this permit unelss it is necessary.

Additional requiments due to permitting:

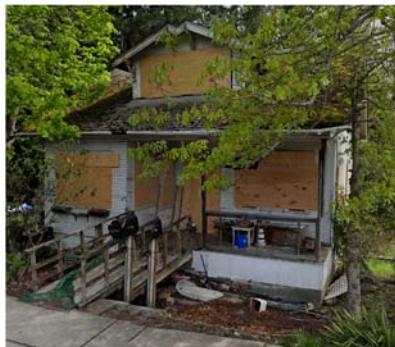
- PSCAA Notice of Intent (City will obtain, contractor plans and details may be required)
- Erosion Control Plan (TESC Plan)
- Confirmation of Utility Disconnect (City will assist)

The following items detail the scope of work as discussed at the site. All requirements necessary to accomplish the items set forth below shall be considered part of this scope of work.



Hazardous Materials Survey

7702 Railroad Ave SE
Snoqualmie, WA 98065



Prepared For
Dylan Gamble
City of Snoqualmie
38624 SE River St
Snoqualmie, WA 98065

Project Number	2024-0064
Inspection Date	February 16, 2024
Report Date	February 22, 2024
Inspected By	Cameron Patterson
AHERA Certification	#187422
Certification Expiration Date	December 27, 2024

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2.0	SURVEY METHOD	4-6
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6.0	CONCLUSIONS AND RECOMMENDATIONS	11-14
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APPENDICES

- A** Sample Locations (Floor Plan)
- B** Laboratory Analysis Results
- C** AHERA Certifications & Laboratory Qualifications

1.0 SCOPE OF WORK

A Hazardous Materials Survey was conducted on the residence located at 7702 Railroad Ave SE, Snoqualmie, WA 98065 on February 16, 2024.

Cameron Patterson (AHERA Certified Building Inspector / WA Commerce Lead Based Paint Inspector) conducted this inspection at the request of Dylan Gamble of the City of Snoqualmie.

The purpose of this survey was to identify suspect asbestos containing building materials, lead paint coatings, and Mercury (Hg) / PCB containing devices which would be impacted by the planned demolition of the structure.

Destructive sampling methods were utilized to collect samples of suspect building materials. No soft/limited demolition was performed during this inspection. Hidden materials may exist within the structure, and all suspect materials must be treated as hazardous until testing proves otherwise.

This survey constitutes a survey of accessible suspect ACM in the project area and was conducted in accordance with:

The National Emission Standards for Hazardous Air Pollutants (NESHAP) 40 Code of Federal Regulations (CFR) Part 61, Subpart M requires a survey by an accredited asbestos inspector prior to demolition of a structures.

This asbestos survey also satisfies the requirements for “Good Faith” inspection outlined in Washington Administrative Code (WAC) 296-62-07721 (2) Communication of hazards, which requires the owner of a structure to provide contractors with a written report identifying the asbestos-containing materials expected to be disturbed during renovation or demolition.

The asbestos survey section is written to comply with the AHERA asbestos sampling procedure as stated in 40 CFR 763.86. This protocol is required under the Puget Sound Clean Air Agency (PSCAA) Regulation III, Article IV, rev. March 26, 2009) for all asbestos surveys prior to a building demolition.

Recommendations have been included for compliance with WAC 296-155-176 “Lead in Construction” and WAC 173-090 “Waste Disposal Regulations”. The Lead in Construction regulations are designed to protect workers from lead hazards during construction and demolition activities.

Fluorescent light tubes, HID lamps, and thermostats containing Mercury (Hg) are classified as universal waste by the EPA and Washington Department of Ecology. Recommendations have been included for compliance with WAC 173-303-573, “The Universal Waste Rule for Dangerous Waste”.

A floor plan indicating locations of samples collected by NVL personnel has been included in **Appendix A**.

2.0 SURVEY METHOD

Asbestos Survey Method

The NVL Labs field inspector is an Asbestos Building Inspector, certified under the requirements of the United States Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA) regulation 40 CFR 763, Subpart E. A copy of his certificate is provided in Appendix C.

The AHERA Guidelines dictate the following:

The inspector must determine *homogeneous areas*, which are defined as an area of Thermal System Insulation, Surfacing Material, or Miscellaneous Material that is uniform in texture and color.

Once homogeneous areas have been determined, the inspector must determine whether or not material is friable or non-friable. **Friable** is defined as a material, that when dry, can be crushed, pulverized, or reduced to dust using hand pressure, and **non-friable** material is defined as a material, that when dry, *cannot* be crushed pulverized or reduced to dust using hand pressure. Materials normally defined as non-friable can become friable by definition if sufficiently damaged.

Once friability has been determined, the materials suspected of containing asbestos are divided into one of three categories: Thermal System Insulation (TSI), Surfacing Material (SM), or Miscellaneous Material (MM). Generally speaking, TSI and SM are considered to be friable, with the exception of TSI where the structural integrity of the insulation is intact and the protective out wrap is undamaged.

Once materials are divided into one of the categories, samples are collected in the following manner:

Friable Thermal System Insulation:

1. Inspector shall collect three (3) randomly distributed samples;
2. Inspector shall collect a minimum of one sample of each TSI materials that appears to have been used as a patch, as long as the patch is less than 6 linear feet or 6 square feet;
3. Inspector shall collect in a manner sufficient, samples from areas of TSI applied to fittings, tees, and joints.

Friable Surfacing Material:

1. Inspector shall collect samples in random manner of surfacing materials as follows:
 - a. Collect three bulk samples from an area believed to be homogeneous (defined as a material that appears to be the same or similar and was installed at the same time) that is 1,000 square feet or less in size;
 - b. Collect five bulk samples from an area believed to be homogeneous that is greater than 1,000 square feet in size, but less than 5,000 square feet in size;
 - c. Collect seven bulk samples from an area believed to be homogeneous that is greater than 5,000 square feet.

2.0 SURVEY METHOD (continued)

Miscellaneous Materials:

1. Inspector shall collect samples in a manner and number sufficient to determine if the material is asbestos-containing or not.

All Materials Determined to Be Non-Friable:

1. Inspector shall collect samples in a manner and number sufficient to determine if the material is asbestos containing or not.

In addition to these sampling requirements, the AHERA Building Inspector is required to assess the following of each material that is found to be positive for asbestos:

1. The condition of each material;
2. Accessibility;
3. Possibility for air erosion.

Once the samples have been collected, they must be analyzed by an accredited laboratory, and they must be analyzed using polarized light microscopy methods, commonly referred to as EPA Method 600/R-93/116.

NVL Labs collected samples and obtained analytical data for suspect asbestos-containing materials identified in the building. Once collected, each bulk sample was sealed in an unadulterated plastic bag to eliminate the possibility of cross-contamination. "Chain-of-Custody" tracking was followed to maintain sample integrity during handling and data reporting at NVL Labs.

A walk-through inspection of all accessible areas of the structures was performed to identify potential asbestos-containing materials. The walk-through inspection included a review of the internal and external aspects of the structures. The locations and types of potential asbestos-containing materials were noted.

2.0 SURVEY METHOD (continued)

Homogeneous Materials

Homogeneous materials are defined as an area of asbestos-containing material or presumed asbestos-containing material which appears similar throughout in terms of color, texture, and date of material application. The report listing for homogenous materials will appear as follows:

Sample Number	Material Description by Layer	Location	Asbestos	Quantity	Friable
#	Layer 1 is not asbestos-containing Layer 2 is asbestos-containing	Location description	1. % 2. %	"X" LF/ft ²	Yes/No

Lead Survey Method

NVL Labs collected representative samples of paint from the interior and exterior of the building within the project scope. Once collected, each bulk sample was sealed in an unadulterated plastic bag to eliminate the possibility of cross-contamination. "Chain-of-Custody" tracking was followed to maintain sample integrity during handling and data reporting at NVL Labs. Sampling was representative of all layers of paint. Copies of laboratory reports and field data forms for lead paint are in Appendix B.

TCLP Sampling Method

A representative composite sample of the proportionate components which make up the areas to be demolished was collected and analyzed according to ASTM Standard. E 1908-97, as suggested by the Washington State Department of Ecology. Waste Characterization Plan number three of this standard, "Composite Sample and Demolish", was used to access the lead (Pb) content of the total debris.

3.0 LABORATORY INFORMATION

Laboratory Analysis: Asbestos

In accordance with 40 CFR Chapter 1 (7-01-07 Edition) Part 763, Subpart E, Appendix E, asbestos samples are analyzed at NVL Labs using polarized light microscopy (PLM) with dispersion staining. If samples are not homogeneous, then sub-samples of the components are analyzed separately. All bulk samples are analyzed using EPA Method 600/R-93/116 with the following measurement uncertainties for reported % asbestos: 1%=0-3%, 5%≥1-9%, 10%=5-15%, 20%=10-30%, 50%=40-60%. Only materials containing more than 1% total asbestos were classified as “asbestos-containing” based on EPA, state, and local regulations.

Findings for samples containing more than one separable layer of materials are reported for each layer. The asbestos concentration in the sample is determined by visual estimation.

NVL Labs is accredited by the National Institute of Standards and Technology (NIST) under the National Volunteer Laboratory Accreditation Program (NVLAP) program for bulk asbestos fiber analysis; *NVLAP Lab Code 102063-0*

Laboratory Analysis: Lead (Pb)

Samples are analyzed for the presence of inorganic lead using atomic absorption spectroscopy (AAS) in accordance with method EPA 3051/7000B. This method reports results in milligrams per kilogram (mg/kg) or its equivalent, parts per million (ppm).

Laboratory Accreditation

Professional accreditations for NVL Laboratories, Inc. include the following:

NVL Laboratories, Inc. is currently accredited by the National Institute of Standards and Technology (NIST) under the National Volunteer Laboratory Accreditation Program (NVLAP) program for bulk asbestos fiber analysis.

NVLAP Lab Code 102063-0

NVL Laboratories, Inc. is approved by the American Industrial Hygiene Association (AIHA) Asbestos Analysts Registry (AAR) program for airborne asbestos fiber analysis.

AAR Counter ID 7412

NVL Laboratories, Inc. is currently accredited by the American Industrial Hygiene Association (AIHA) under the Industrial Hygiene Laboratory Accreditation Program (IHLAP). The IHLAP program is designed specifically for laboratories involved in analyzing samples to evaluate workplace exposure.

IHLAP Certification Number 563

NVL Laboratories is currently accredited by the American Industrial Hygiene Association (AIHA) under the Industrial Hygiene and Environmental Lead Program.

IHLAP Certification Number: 101861

4.0 BUILDING DESCRIPTION

Parcel Number	784920-0425
Year of Construction	1919
Building Square Footage	1,220 ft ²
County	King
General Building Type	The property consists of a single-family residence of wood-frame construction.
Primary External Components	The exterior of the residence is wood siding.
Foundation Type	The residence has an on-grade concrete foundation.
Roofing Material(s)	The residence has tri-tab shingle roofing.
Window Type(s)	The residence has wood windows with glazing.
Flooring	The residence has hardwood flooring.
Thermal Systems with Insulation	The residence features forced air heating with no visible suspect insulation.
Finishing	The residence is finished with drywall.

5.0 FINDINGS

Inventory of Suspect Asbestos-Containing Materials

Sample Number	Material Description by Layer	Location	Asbestos	Quantity **	Friable*
2024-0064-3-1	1: Joint compound with paint 2: Drywall	Main floor – Room 4 – Wall joint	1: 2% 2: ND	***See below	
2024-0064-3-2	Drywall with paint	Floor 2 – Room 9 – Mid wall	ND		
2024-0064-3-3	Beige wallpaper with paint	Main floor – Room 5 – Closet walls	ND		
2024-0064-3-4	1: White plastic 2: Backing with mastic	Main floor – Room 6 – Tub surround	1: ND 2: ND		
2024-0064-3-5	1: Beige vinyl floor tile 2: Mastic with mesh 3: Canvas backing	Floor 2 – Room 11 – Counter	1: ND 2: ND 3: ND		
2024-0064-3-6	Window glazing	Exterior – Wood windows	ND		
2024-0064-3-7	Concrete block	Exterior – Foundation	ND		
2024-0064-3-8	1: Tri-tab shingle 2: Black mastic	Exterior – Doghouse roof	1: ND 2: ND		
2024-0064-3-9	1: Tri-tab shingle 2: Black mastic 3: Felt	Exterior – Roof	1: ND 2: ND 3: ND		

ND None Detected

* The friability of this material was determined at the time of this survey. Subsequent activities such as demolition, renovation, or abatement may affect the friability of this material.

** These quantities are only an estimate of the asbestos containing material discovered on site. Accuracy of these estimates must be verified by asbestos abatement contractor prior to bid submittal.

*** As per WRD 23.30, this material is considered to be <1% asbestos containing when considered a part of the composite wall system, for demolition purposes only.

Any suspect material(s) not identified above should not be disturbed and should be tested immediately. The suspect material must be treated as asbestos-containing until testing proves otherwise.

5.0 FINDINGS (continued)

Inventory of Suspect Lead-Containing Paint Coatings

Sample Number	Material Description	Location	Lead in mg/kg	Lead in %
2024-0064-Pb-1	Beige paint on drywall	Interior – Main floor – Walls/ ceilings	570	0.057
2024-0064-Pb-2	White paint on wood	Interior – Main floor – Windows, doors, trims	550	0.055
2024-0064-Pb-3	Yellow paint on drywall	Interior – Floor 2 – Walls/ ceilings	17000	1.7
2024-0064-Pb-4	Green paint on wood	Interior – Floor 2 – Steps/ trims	900	0.090
2024-0064-Pb-5	Beige paint on wood	Interior – Floor 2 – Window/ door components	1700	0.17
2024-0064-Pb-6	White paint on wood	Exterior – Siding	200000	20
2024-0064-Pb-7	White paint on wood	Exterior – Windows, doors, trims	190000	19

Samples in bold contain lead in excess of detectable levels

Mercury

Zero (0) fluorescent light tubes, zero (0) HID lamps, and zero (0) mercury thermostats were visually identified on the property.

Poly Chlorinated Biphenyls (PCBs) Light Ballasts

Zero (0) light ballasts were visually identified on the property.

TCLP Sampling

Sample Number	Sample Location	Results in ppm
2024-0064-TCLP-1	7702 Railroad Ave SE, Snoqualmie, WA 98065	18.0

6.0 CONCLUSIONS AND RECOMMENDATIONS

Asbestos

No asbestos-containing building materials were identified during the Hazardous Materials Survey of the subject residence.

Materials Containing <1% Asbestos

1. Joint compound with paint

Sample number: 2024-0064-3-1



There is an unknown quantity of asbestos-containing joint compound with paint associated with the interior drywall wall/ceiling system of the residence.

However, as per in WRD 23.30, this material is a part of the composite wall system and is considered to be less than 1% asbestos containing for demolition purposes only.

Regulatory Requirements for Materials Containing <1% Asbestos

- If less than 1% asbestos is found in asbestos containing building material (ACBM), the EPA and Local Clean Air Agencies (LCAAs) do not regulate it as “asbestos containing material.”
- Abatement of <1% asbestos is considered “non-classified” work by Washington State Department of Labor and Industries covered in WAC 296-62-07712 (2, 4, & 5), WAC 296-62-07722 (5), and WAC 296-62-07728.
- Competent Person (with no set training requirements, however the Competent Person must have appropriate knowledge and authority to take necessary action to ensure safe work place) to conduct an exposure assessment/negative exposure assessment (NEA), as per WAC 296-62-07709-3-b.
- Wet Methods (WAC 296-62-07712-2).
- HEPA Vacuum (WAC 296-62-07712-2).
- Prompt clean up and disposal (WAC 296-62-07712-2).
- Protective clothing and equipment is required if NEA is not performed (WAC 296-62-07717).
- Respiratory Protection (WAC 296-62-07715 and WAC 296-842).

Contractors should be aware that concealed suspect asbestos-containing building materials may be uncovered during demolition or renovation work. Contractors should have contingency plans that include stopping work, evacuation of the immediate area and sampling by a certified AHERA Building Inspector whenever these materials are found. Concealed suspect materials may include but are not limited to: non-fiberglass pipe or roof drain insulation; spray-applied coatings; cement board; asphalt or paper vapor barriers; floorings and adhesives.

6.0 CONCLUSIONS AND RECOMMENDATIONS (continued)

If discovered, all asbestos-containing materials that will be disturbed as a natural part of renovation and/or demolition are required to be removed and disposed of in accordance with Washington State regulations. Washington State Department of Labor and Industries and PSCAA requires that the Abatement be performed using Certified Asbestos Workers under the direct on-site supervision by a Certified Asbestos Supervisor. Further, NVL suggests that an AHERA inspector review this property after abatement to ensure all asbestos-containing materials have been removed by the contractor.

NVL recommends that an AHERA inspector/project manager be on site at the time of demolition to ensure that any potentially asbestos-containing materials uncovered during the process of renovation/demolition be dealt with properly.

NVL Labs, Inc. is making the following recommendations regarding asbestos:

1. A copy of this inspection report should be maintained at the project site during the duration of renovation / demolition.
2. A copy of this inspection report should be provided to the General Contractor and any Sub Contractors working on the renovation / demolition project.
3. The inspection report is not intended to serve as a design / bidding document, or scope of work prior to renovation / demolition.
4. Abatement specifications should be prepared by a Hazardous Materials Consulting firm covering the regulated building materials that will be impacted by the renovations / demolition, and these specifications should be part of any contract documents prepared for this project.
5. A licensed asbestos abatement contractor must be utilized to remove any asbestos-containing materials that will be impacted by the planned renovation / demolition.
6. A Hazardous Materials Consulting Firm should provide project oversight and air monitoring during the removal of the asbestos-containing materials.

Lead

Lead-containing paint **was** identified in the following paint samples collected. Worker protection protocols are applicable.

1. Beige paint: Interior main floor drywall walls and ceilings.
2. White paint: Interior main floor wood windows, doors, and trims.
3. Yellow paint: Interior floor 2 drywall walls and ceilings.
4. Green paint: Interior floor 2 wood steps and trims.
5. Beige paint: Interior floor 2 wood window and door components.
6. White paint: Exterior wood siding.
7. White paint: Exterior wood windows, doors, and trims.

The Federal Occupational Safety & Health Administration's (OSHA) interim lead safety standard (29 CFR 1926.59) for the construction industry became effective on June 3, 1993. Lead exposure in construction is regulated in Washington State by WAC 296-155-176. These regulations protect workers disturbing building surfaces with lead containing paints. Paint with "any detectable level" of lead is classified as a lead containing paint by federal and state regulations and the applicable worker safety provisions must be implemented.

6.0 CONCLUSIONS AND RECOMMENDATIONS (continued)

WORKER EXPOSURE

WAC 296-155-176, Lead (Pb), applies to all construction work where an employee may be occupationally exposed to Lead (Pb). Construction work includes activities such as demolition or salvage, removal or encapsulation, and renovation of materials that contain Lead (Pb). When an employee may be occupationally exposed to Lead (Pb), the employer must perform an exposure assessment according to WAC 296-155-176.

The exposure assessment consists of personal air monitoring to determine representative Lead (Pb) exposure levels for the work being performed. During the exposure assessment, the employer must provide the following:

- As a minimum, a half mask air purifying respirators equipped with high efficiency particulate air (HEPA) filters in accordance with WAC 296-155-17613.
- Appropriate personal protective clothing / equipment in accordance with WAC 296-155-17615.
- A designated change area which allows for separate storage areas for work and street clothing to prevent cross contamination in accordance with WAC 296-155-17619(2).
- Hand washing facilities to wash their hands and faces WAC 296-155-17619(5).
- Biological monitoring in the form of blood survey and analysis for Lead (Pb) and zinc protoporphyrin levels in accordance with WAC 296-155-17621 (1) (a).
- Training to include hazard communication, safety, and the limitations, proper use, and maintenance of respirators in accordance with WAC 296-155-100.

In addition to the protective equipment and hygiene requirements, the employer must attempt to reduce the levels of airborne Lead (Pb) through engineering controls such as ventilation and wet methods.

Mercury

Zero (0) florescent light tubes, zero (0) HID lamps, and zero (0) mercury thermostats were identified and assumed to contain Mercury (Hg).

Fluorescent light tubes, HID lamps, and thermostats contain mercury (Hg) are classified as universal waste by the EPA and Ecology. The Universal Waste Rule for Dangerous Waste Lamps (WAC 173-303-573) included the following requirements:

- Immediately place lamps showing evidence of leakage/damage, etc. in a container following removal;
- Containerize in closed, structurally sound, compatible containers;
- Cardboard containers may be used for inside storage only;
- Labeling container required: "Waste Lamps," or "Universal Waste Lamps;"

6.0 CONCLUSIONS AND RECOMMENDATIONS (continued)

- Track the length of time since waste lamp generation. Acceptable methods of proof include: date on label, inventory system, etc.
- Respond immediately to potential releases. If determined to be a release, contain and determine if it designates as a dangerous waste. If so, manage the release as specified in WAC 173-303;
- Disposal of universal waste as general or construction debris is not permitted;
- The crushing of fluorescent light tubes on-site is not allowed. In addition, measures should be taken to prevent breakage of fluorescent light tubes while the light tubes are in transit to their destination.
- Provide training to employees on proper handling & emergency procedures of universal waste lamps;
- Track shipments of universal waste lamps with records (invoice, manifest, etc.) kept for a minimum of 3 years.

Poly Chlorinated Biphenyls (PCBs) Light Ballasts

Zero (0) light ballasts were identified and assumed to contain Poly Chlorinated Biphenyls (PCBs), during the visual inspection.

The Washington statutes definition of a PCB-containing material require that any material with more than 2 parts per million (ppm) to be treated as PCB-containing material. Federal regulations dictated that any material with less than 50 ppm PCBs could be labeled as a non-PCB containing material. Because of this regulatory change, NVL recommends that all light ballasts be observed, removed, handled, and disposed of in an appropriate manner. The ballasts labeled with "PCB Free" and "Non-PCB" shall be packaged for recycle by an approved recycling facility.

TCLP

The TCLP sample result for the residence was **above** the threshold of 5.0 ppm. Thus, the solid waste stream of the demolition debris from the subject property is hazardous demolition debris for disposal.

A solid waste exhibits the characteristic of toxicity if, using the *Toxicity Characteristic Leaching Procedure* (TCLP) testing method, as incorporated in WAC 173-303-090, the extract from a representative sample of the waste contains lead (Pb) contaminants equal to or greater than 5.0 ppm. A material "fails" the TCLP when there is 5.0 parts per million or greater of lead (Pb) in the leachate.

7.0 LIMITATIONS OF SURVEY

The purpose of this Hazardous Materials Survey report is to document asbestos containing building materials, lead paint coatings, and mercury / PCB containing devices discovered at 7702 Railroad Ave SE, Snoqualmie, WA 98065.

The purpose of this survey was to identify suspect asbestos containing building materials, lead paint coatings, and Mercury (Hg) / PCB containing devices which would be impacted by the planned demolition of the residence.

Destructive sampling methods were utilized to collect samples of suspect building materials. No soft/limited demolition was performed during this inspection. Hidden materials may exist within the structures, and all suspect materials must be treated as hazardous until testing proves otherwise.

As hazardous material surveys are non-comprehensive by nature, NVL Laboratories, Inc. cannot be held liable for materials which require destructive means to access, materials which are hidden from sight (e.g. materials hidden behind walls), materials which cannot be found due to their obscure nature, or which otherwise cannot be discovered with reasonable diligence.

This document is the sole property of NVL Laboratories and the property owner, or his agent, authorizing this survey.

Inspected By



Cameron Patterson

AHERA Building Inspector
AHERA Certification: #192135
Expiration Date: December 27, 2024

Reviewed By



Syed Hasan

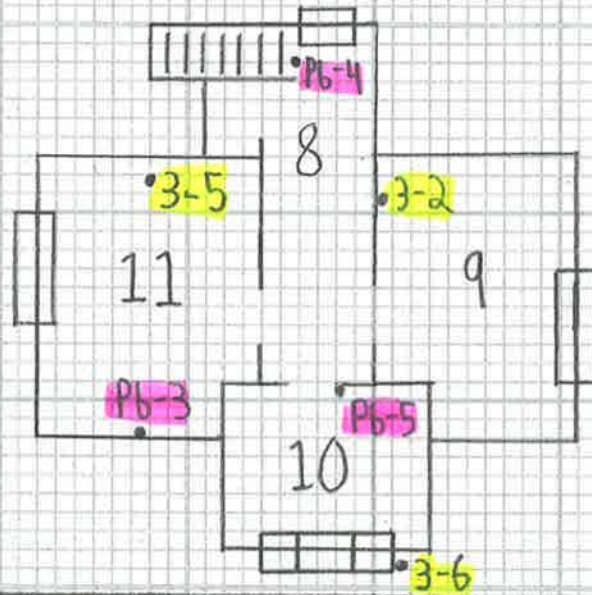
Manager Field Services
AHERA Certification: # 189929
Expiration Date: June 22, 2024



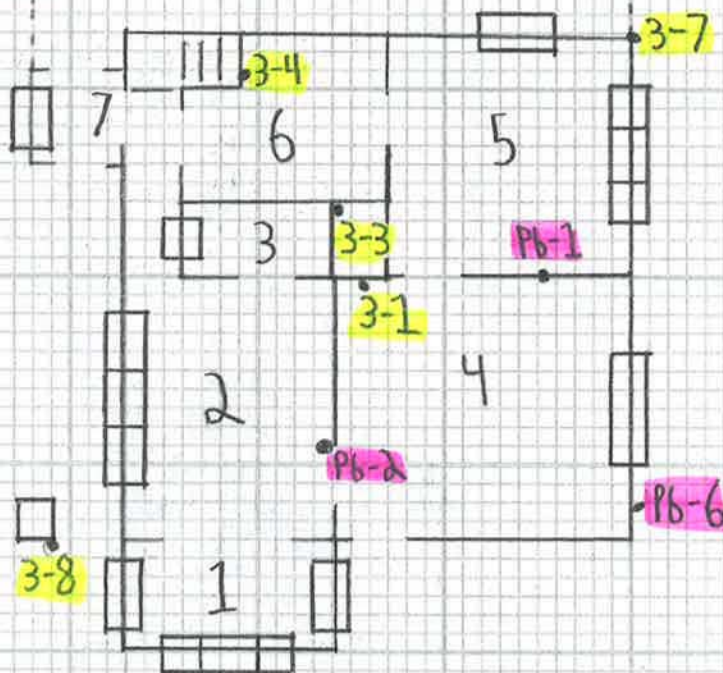
Appendix A

Sample Locations (Floor Plan)

FLOOR 2



MAIN FLOOR





Appendix B

Laboratory Analysis Results

February 20, 2024

Cameron Patterson
NVL Field Services Division
4708 Aurora Ave. N.
Seattle, WA 98103

RE: Bulk Asbestos Fiber Analysis; NVL Batch # 2402926.00

Client Project: 2024-0064
Location: 7702 Railroad Ave SE Snoqualmie, WA 98065

Dear Mr. Patterson,

Enclosed please find test results for the 9 sample(s) submitted to our laboratory for analysis on 2/16/2024.

Examination of these samples was conducted for the presence of identifiable asbestos fibers using polarized light microscopy (PLM) with dispersion staining in accordance with **U. S. EPA 40 CFR Appendix E to Subpart E of Part 763**, Interim Method for the Determination of Asbestos in Bulk Insulation Samples and **EPA 600/R-93/116**, Method for the Determination of Asbestos in Bulk Building Materials.

For samples containing more than one separable layer of materials, the report will include findings for each layer (labeled Layer 1 and Layer 2, etc. for each individual layer). The asbestos concentration in the sample is determined by calibrated visual estimation.

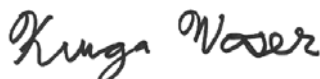
For those samples with asbestos concentrations between 1 and 10 percent based on visual estimation, the EPA recommends a procedure known as point counting (NESHAPS, 40 CFR Part 61). Point counting is a statistically more accurate means of quantification for samples with low concentrations of asbestos.

The detection limit for the calibrated visual estimation is <1%, 400 point counts is 0.25% and 1000 point counts is 0.1%

Samples are archived for two weeks following analysis. Samples that are not retrieved by the client are discarded after two weeks.

Thank you for using our laboratory services. Please do not hesitate to call if there is anything further we can assist you with.

Sincerely,



Kunga Woser, Senior Laboratory Analyst



Testing

Lab Code: 102063-0

Enc.: Sample Results

Phone: 206 547.0100 | Fax: 206 634.1936 | Toll Free: 1.888.NVL.LABS (685.5227)
4708 Aurora Avenue North | Seattle, WA 98103-6516



NVL

Item 8.

Bulk Asbestos Fibers Analysis

By Polarized Light Microscopy

Client: NVL Field Services Division

Address: 4708 Aurora Ave. N.
Seattle, WA 98103

Batch #: 2402926.00

Client Project #: 2024-0064

Date Received: 2/16/2024

Samples Received: 9

Samples Analyzed: 9

Method: EPA/600/R-93/116

Attention: Mr. Cameron Patterson

Project Location: 7702 Railroad Ave SE Snoqualmie, WA 98065

Lab ID: 24017245 Client Sample #: 2024-0064-3-1

Location: 7702 Railroad Ave SE Snoqualmie, WA 98065

Comments: Composite result (per client request) for whole sample is less than 1% asbestos.

Layer 1 of 2 Description: Beige compacted powdery material with paint

Non-Fibrous Materials:

Other Fibrous Materials: %

Asbestos Type: %

Calcareous binder, Paint, Fine particles

Cellulose 2%

Chrysotile 2%

Layer 2 of 2 Description: White chalky material with paper

Non-Fibrous Materials:

Other Fibrous Materials: %

Asbestos Type: %

Gypsum/Binder, Fine particles

Cellulose 14%

None Detected ND

Lab ID: 24017246 Client Sample #: 2024-0064-3-2

Location: 7702 Railroad Ave SE Snoqualmie, WA 98065

Layer 1 of 1 Description: White chalky material with paper and paint

Non-Fibrous Materials:

Other Fibrous Materials: %

Asbestos Type: %

Gypsum/Binder, Paint, Fine particles

Cellulose 15%

None Detected ND

Lab ID: 24017247 Client Sample #: 2024-0064-3-3

Location: 7702 Railroad Ave SE Snoqualmie, WA 98065

Layer 1 of 1 Description: Tan compressed fibrous material with paint

Non-Fibrous Materials:

Other Fibrous Materials: %

Asbestos Type: %

Binder/Filler, Paint

Cellulose 93%

None Detected ND

Lab ID: 24017248 Client Sample #: 2024-0064-3-4

Location: 7702 Railroad Ave SE Snoqualmie, WA 98065

Layer 1 of 2 Description: White hard plastic

Non-Fibrous Materials:

Other Fibrous Materials: %

Asbestos Type: %

Plastic, Fine particles

None Detected ND

None Detected ND

Sampled by: Client

Analyzed by: Alex Shea

Reviewed by: Kunga Woser

Date: 02/19/2024

Date: 02/20/2024

Kunga Woser
Kunga Woser, Senior Laboratory Analyst

Note: If samples are not homogeneous, then subsamples of the components were analyzed separately. All bulk samples are analyzed using both EPA 600/R-93/116 and EPA 40 CFR Appendix E to Subpart E of Part 763 with the following measurement uncertainties for the reported % Asbestos (1%=0-3%, 5%=1-9%, 10%=5-15%, 20%=10-30%, 50%=40-60%). This report relates only to the items tested. If sample was not collected by NVL personnel, then the accuracy of the results is limited by the methodology and acuity of the sample collector. This report shall not be reproduced except in full, without written approval of NVL Laboratories, Inc. It shall not be used to claim product endorsement by NVLAP or any other agency of the US Government



NVL

Item 8.

Bulk Asbestos Fibers Analysis

By Polarized Light Microscopy

Client: NVL Field Services Division

Address: 4708 Aurora Ave. N.
Seattle, WA 98103

Attention: Mr. Cameron Patterson

Project Location: 7702 Railroad Ave SE Snoqualmie, WA 98065

Batch #: 2402926.00

Client Project #: 2024-0064

Date Received: 2/16/2024

Samples Received: 9

Samples Analyzed: 9

Method: EPA/600/R-93/116

Layer 2 of 2	Description: White soft mastic with paper			
	Non-Fibrous Materials:	Other Fibrous Materials:%		Asbestos Type: %
	Mastic, Fine particles	Cellulose 17%		None Detected ND

Lab ID: 24017249 **Client Sample #: 2024-0064-3-5**

Location: 7702 Railroad Ave SE Snoqualmie, WA 98065

Layer 1 of 3	Description: Beige vinyl material			
	Non-Fibrous Materials:	Other Fibrous Materials:%		Asbestos Type: %
	Vinyl/Binder, Fine particles	Cellulose 4%		None Detected ND

Layer 2 of 3	Description: Tan brittle mastic with fibrous mesh			
	Non-Fibrous Materials:	Other Fibrous Materials:%		Asbestos Type: %
	Mastic, Fine particles	Cellulose 41%		None Detected ND

Layer 3 of 3	Description: Tan fibrous backing			
	Non-Fibrous Materials:	Other Fibrous Materials:%		Asbestos Type: %
	Binder/Filler	Cellulose 94%		None Detected ND

Lab ID: 24017250 **Client Sample #: 2024-0064-3-6**

Location: 7702 Railroad Ave SE Snoqualmie, WA 98065

Layer 1 of 1	Description: White brittle material with debris			
	Non-Fibrous Materials:	Other Fibrous Materials:%		Asbestos Type: %
	Binder/Filler, Debris, Fine particles	None Detected ND		None Detected ND

Lab ID: 24017251 **Client Sample #: 2024-0064-3-7**

Location: 7702 Railroad Ave SE Snoqualmie, WA 98065

Layer 1 of 1	Description: Gray cementitious material with granules and paint			
	Non-Fibrous Materials:	Other Fibrous Materials:%		Asbestos Type: %
	Cement/Binder, Granules, Paint	Cellulose <1%		None Detected ND
	Fine grains			

Sampled by: Client

Analyzed by: Alex Shea

Reviewed by: Kunga Woser

Date: 02/19/2024

Date: 02/20/2024

Kunga Woser

Kunga Woser, Senior Laboratory Analyst

Note: If samples are not homogeneous, then subsamples of the components were analyzed separately. All bulk samples are analyzed using both EPA 600/R-93/116 and EPA 40 CFR Appendix E to Subpart E of Part 763 with the following measurement uncertainties for the reported % Asbestos (1%=0-3%, 5%=1-9%, 10%=5-15%, 20%=10-30%, 50%=40-60%). This report relates only to the items tested. If sample was not collected by NVL personnel, then the accuracy of the results is limited by the methodology and acuity of the sample collector. This report shall not be reproduced except in full, without written approval of NVL Laboratories, Inc. It shall not be used to claim product endorsement by NVLAP or any other agency of the US Government



NVL

Item 8.

Bulk Asbestos Fibers Analysis

By Polarized Light Microscopy

Client: NVL Field Services Division

Address: 4708 Aurora Ave. N.
Seattle, WA 98103

Batch #: 2402926.00

Client Project #: 2024-0064

Date Received: 2/16/2024

Samples Received: 9

Samples Analyzed: 9

Method: EPA/600/R-93/116

Attention: Mr. Cameron Patterson

Project Location: 7702 Railroad Ave SE Snoqualmie, WA 98065

Lab ID: 24017252 Client Sample #: 2024-0064-3-8

Location: 7702 Railroad Ave SE Snoqualmie, WA 98065

Layer 1 of 2 Description: Black asphaltic fibrous material with granules and organic debris

Non-Fibrous Materials:	Other Fibrous Materials: %
Asphalt/Binder, Asphaltic Particles, Granules	Glass fibers 14%
Organic debris	Cellulose 3%

Asbestos Type: %
None Detected ND

Layer 2 of 2 Description: Black asphaltic mastic

Non-Fibrous Materials:	Other Fibrous Materials: %
Asphalt/Binder, Asphaltic Particles	Cellulose 3%

Asbestos Type: %
None Detected ND

Lab ID: 24017253 Client Sample #: 2024-0064-3-9

Location: 7702 Railroad Ave SE Snoqualmie, WA 98065

Layer 1 of 3 Description: Black asphaltic fibrous material with granules

Non-Fibrous Materials:	Other Fibrous Materials: %
Asphalt/Binder, Asphaltic Particles, Granules	Glass fibers 16%

Asbestos Type: %
None Detected ND

Layer 2 of 3 Description: Black asphaltic mastic

Non-Fibrous Materials:	Other Fibrous Materials: %
Asphalt/Binder, Asphaltic Particles	Cellulose 2%

Asbestos Type: %
None Detected ND

Layer 3 of 3 Description: Black asphaltic fibrous felt

Non-Fibrous Materials:	Other Fibrous Materials: %
Asphalt/Binder, Asphaltic Particles	Cellulose 48%

Asbestos Type: %
None Detected ND

Sampled by: Client

Analyzed by: Alex Shea

Reviewed by: Kunga Woser

Date: 02/19/2024

Date: 02/20/2024

Kunga Woser

Kunga Woser, Senior Laboratory Analyst

Note: If samples are not homogeneous, then subsamples of the components were analyzed separately. All bulk samples are analyzed using both EPA 600/R-93/116 and EPA 40 CFR Appendix E to Subpart E of Part 763 with the following measurement uncertainties for the reported % Asbestos (1%=0-3%, 5%=1-9%, 10%=5-15%, 20%=10-30%, 50%=40-60%). This report relates only to the items tested. If sample was not collected by NVL personnel, then the accuracy of the results is limited by the methodology and acuity of the sample collector. This report shall not be reproduced except in full, without written approval of NVL Laboratories, Inc. It shall not be used to claim product endorsement by NVLAP or any other agency of the US Government

ASBESTOS LABORATORY SERVICES



NVL

Item 8.

Company NVL Field Services Division
Address 4708 Aurora Ave. N.
 Seattle, WA 98103
Project Manager Mr. Cameron Patterson
Phone (206) 547-0100
NVL Batch Number **2402926.00**
TAT 3 Days **AH** No
Rush TAT
Due Date 2/21/2024 **Time** 3:00 PM
Email cameron.p@nvlabs.com
Fax (206) 634-1936

Project Name/Number: 2024-0064 **Project Location:** 7702 Railroad Ave SE Snoqualmie, WA 98065

Subcategory PLM Bulk

Item Code ASB-02 EPA 600/R-93-116 Asbestos by PLM <bulk>

Total Number of Samples 9

Rush Samples

	Lab ID	Sample ID	Description	A/R
1	24017245	2024-0064-3-1	Composite	A
2	24017246	2024-0064-3-2		A
3	24017247	2024-0064-3-3		A
4	24017248	2024-0064-3-4		A
5	24017249	2024-0064-3-5		A
6	24017250	2024-0064-3-6		A
7	24017251	2024-0064-3-7		A
8	24017252	2024-0064-3-8		A
9	24017253	2024-0064-3-9		A

	Print Name	Signature	Company	Date	Time
Sampled by	Client				
Relinquished by	Client				

Office Use Only	Print Name	Signature	Company	Date	Time
Received by	Fatima Khan		NVL	2/16/24	1500
Analyzed by	Alex Shea		NVL	2/19/24	
Results Called by					
<input type="checkbox"/> Faxed <input type="checkbox"/> Emailed					

Special Instructions:

Date: 2/16/2024
 Time: 3:42 PM
 Entered By: Kelly AuVu

CHAIN of CUSTODY SAMPLE LOG

2402926

Item 8.

Client NVL Laboratories Inc
Street 4708 Aurora Ave N
Seattle, WA 98103
Project Manager Syed Hasan
Project Location 7702 Railroad Ave SE
Snoqualmie, WA 98065

NVL Batch Number
Client Job Number 2024-0064
Total Samples 9

Turn Around Time ☐ 1 Hr ☐ 6 Hrs ☒ 3 Days ☐ 10 Days
☐ 2 Hrs ☐ 1 Day ☐ 4 Days
☐ 4 Hrs ☐ 2 Days ☐ 5 Days

Please call for TAT less than 24 Hrs

Email address dgamble@snoqualmiewa.gov

Phone: (425) 681-4110 Fax:

<input type="checkbox"/> Asbestos Air	<input type="checkbox"/> PCM (NIOSH 7400)	<input type="checkbox"/> TEM (NIOSH 7402)	<input type="checkbox"/> TEM (AHERA)	<input type="checkbox"/> TEM (EPA Level II)	<input type="checkbox"/> Other
<input checked="" type="checkbox"/> Asbestos Bulk	<input checked="" type="checkbox"/> PLM (EPA/600/R-93/116)	<input type="checkbox"/> PLM (EPA Point Count)	<input type="checkbox"/> PLM (EPA Gravimetry)	<input type="checkbox"/> TEM BULK	
<input type="checkbox"/> Mold/Fungus	<input type="checkbox"/> Mold Air	<input type="checkbox"/> Mold Bulk	<input type="checkbox"/> Rotometer Calibration		
METALS	Det. Limit	Matrix	RCRA Metals	<input type="checkbox"/> All 8	Other Metals
<input type="checkbox"/> Total Metals	<input type="checkbox"/> FAA (ppm)	<input type="checkbox"/> Air Filter	<input type="checkbox"/> Arsenic (As)	<input type="checkbox"/> Chromium (Cr)	<input type="checkbox"/> All 3
<input type="checkbox"/> TCLP	<input type="checkbox"/> ICP (ppm)	<input type="checkbox"/> Drinking water	<input type="checkbox"/> Barium (Ba)	<input type="checkbox"/> Lead (Pb)	<input type="checkbox"/> Copper (Cu)
<input type="checkbox"/> Cr 6	<input type="checkbox"/> GFAA (ppb)	<input type="checkbox"/> Dust/wipe (Area)	<input type="checkbox"/> Cadmium (Cd)	<input type="checkbox"/> Mercury (Hg)	<input type="checkbox"/> Nickel (Ni)
<input type="checkbox"/> Other Types of Analysis	<input type="checkbox"/> Fiberglass	<input type="checkbox"/> Nuisance Dust	<input type="checkbox"/> Other (Specify) _____		
	<input type="checkbox"/> Silica	<input type="checkbox"/> Respirable Dust			

Condition of Package: ☐ Good ☐ Damaged (no spillage) ☐ Severe damage (spillage)

Seq. #	Lab ID	Client Sample Number	Comments	A/R
1		2024-0064-3-1	COMPOSITE	
2		3-2		
3		3-3		
4		3-4		
5		3-5		
6		3-6		
7		3-7		
8		3-8		
9		3-9		
10				
11				
12				
13				
14				
15				

	Print Below	Sign Below	Company	Date	Time
Sampled by	CAMERON P		NVL	2/16/24	9:30
Relinquished by	CAMERON P		NVL	2/16/24	
Received by	Ammon		Neulohs	2/16/24	3pm
Analyzed by					
Results Called by					
Results Faxed by					

Special Instructions: Unless requested in writing, all samples will be disposed of two (2) weeks after analysis.

Results report to



February 20, 2024

Cameron Patterson

NVL Field Services Division

4708 Aurora Ave. N.

Seattle, WA 98103

NVL Batch # 2402924.00

RE: Total Metal Analysis
Method: EPA 7000B Lead by FAA <paint>
Item Code: FAA-02

Client Project: 2024-0064

Location: 7702 Railroad Ave SE Snoqualmie, WA 98065

Dear Mr. Patterson,

NVL Labs received 7 sample(s) for the said project on 2/16/2024. Preparation of these samples was conducted following protocol outlined in EPA 3051/7000B , unless stated otherwise. Analysis of these samples was performed using analytical instruments in accordance with EPA 7000B Lead by FAA <paint>. The results are usually expressed in mg/Kg and percentage (%). Test results are not blank corrected.

For recent regulation updates pertaining to current regulatory levels or permissible exposure levels, please call your local regulatory agencies for more detail.

At NVL Labs all analyses are performed under strict guidelines of the Quality Assurance Program. This report is considered highly confidential and will not be released without your approval. Samples are archived after two weeks from the analysis date. Please feel free to contact us at 206-547-0100, in case you have any questions or concerns.

Sincerely,

A handwritten signature in black ink, appearing to read 'Shalini'.

Shalini Patel, Manager Metals Lab

Enc.: Sample results



Phone: 206 547.0100 | Fax: 206 634.1936 | Toll Free: 1.888.NVL.LABS (685.5227)
4708 Aurora Avenue North | Seattle, WA 98103-6516



Analysis Report

Total Lead (Pb)

Client: NVL Field Services Division
Address: 4708 Aurora Ave. N.
Seattle, WA 98103

Batch #: 2402924.00

Matrix: Paint
Method: EPA 3051/7000B
Client Project #: 2024-0064
Date Received: 2/16/2024
Samples Received: 7
Samples Analyzed: 7

Attention: Mr. Cameron Patterson

Project Location: 7702 Railroad Ave SE Snoqualmie, WA 98065

Lab ID	Client Sample #	Sample Weight (g)	RL in mg/Kg	Results in mg/Kg	Results in percent
24017235	2024-0064-Pb-1	0.1941	52	570	0.057
24017236	2024-0064-Pb-2	0.1978	51	550	0.055
24017237	2024-0064-Pb-3	0.1846	54	17000	1.7
24017238	2024-0064-Pb-4	0.2019	50	900	0.090
24017239	2024-0064-Pb-5	0.2093	48	1700	0.17
24017240	2024-0064-Pb-6	0.2036	49	200000	20
24017241	2024-0064-Pb-7	0.1999	50	190000	19


Sampled by: Client

Analyzed by: Yasuyuki Hida

Reviewed by: Shalini Patel

Date Analyzed: 02/20/2024

Date Issued: 02/20/2024


Shalini Patel, Manager Metals Lab

mg/ Kg =Milligrams per kilogram

Percent = Milligrams per kilogram / 10000

Note : Method QC results are acceptable unless stated otherwise.

Unless otherwise indicated, the condition of all samples was acceptable at time of receipt.

RL = Reporting Limit

'<' = Below the reporting Limit

Bench Run No: 2024-0220-01

FAA-02

LEAD LABORATORY SERVICES



NVL

Item 8.

Company NVL Field Services Division
Address 4708 Aurora Ave. N.
 Seattle, WA 98103
Project Manager Mr. Cameron Patterson
Phone (206) 547-0100
NVL Batch Number **2402924.00**
TAT 3 Days **AH** No
Rush TAT
Due Date 2/21/2024 **Time** 3:00 PM
Email cameron.p@nvlabs.com
Fax (206) 634-1936

Project Name/Number: 2024-0064 **Project Location:** 7702 Railroad Ave SE Snoqualmie, WA 98065

Subcategory Flame AA (FAA)

Item Code FAA-02 EPA 7000B Lead by FAA <paint>

Total Number of Samples 7

Rush Samples

	Lab ID	Sample ID	Description	A/R
1	24017235	2024-0064-Pb-1		A
2	24017236	2024-0064-Pb-2		A
3	24017237	2024-0064-Pb-3		A
4	24017238	2024-0064-Pb-4		A
5	24017239	2024-0064-Pb-5		A
6	24017240	2024-0064-Pb-6		A
7	24017241	2024-0064-Pb-7		A

	Print Name	Signature	Company	Date	Time
Sampled by	Client				
Relinquished by	Client				

Office Use Only	Print Name	Signature	Company	Date	Time
Received by	Fatima Khan		NVL	2/16/24	1500
Analyzed by	Yasuyuki Hida		NVL	2/20/24	
Results Called by					
<input type="checkbox"/> Faxed <input type="checkbox"/> Emailed					

Special Instructions:

Date: 2/16/2024
 Time: 3:39 PM
 Entered By: Kelly AuVu

CHAIN of CUSTODY SAMPLE LOG

2402924 Item 8.

Client NVL Laboratories Inc

Street 4708 Aurora Ave N
Seattle, WA 98103

Project Manager Syed Hasan

Project Location 7702 Railroad Ave SE
Snoqualmie, WA 98065

NVL Batch Number

Client Job Number 2024-0064

Total Samples 7

Turn Around Time ☐ 1 Hr ☐ 6 Hrs ☒ 3 Days ☐ 10 Days
☐ 2 Hrs ☐ 1 Day ☐ 4 Days
☐ 4 Hrs ☐ 2 Days ☐ 5 Days

Please call for TAT less than 24 Hrs

Email address dgamble@snoqualmiewa.gov

Phone: (425) 681-4110 Fax:

<input type="checkbox"/> Asbestos Air	<input type="checkbox"/> PCM (NIOSH 7400)	<input type="checkbox"/> TEM (NIOSH 7402)	<input type="checkbox"/> TEM (AHERA)	<input type="checkbox"/> TEM (EPA Level II)	<input type="checkbox"/> Other
<input type="checkbox"/> Asbestos Bulk	<input type="checkbox"/> PLM (EPA/600/R-93/116)	<input type="checkbox"/> PLM (EPA Point Count)	<input type="checkbox"/> PLM (EPA Gravimetry)	<input type="checkbox"/> TEM BULK	
<input type="checkbox"/> Mold/Fungus	<input type="checkbox"/> Mold Air	<input type="checkbox"/> Mold Bulk	<input type="checkbox"/> Rotometer Calibration		
METALS	Det. Limit	Matrix	RCRA Metals	<input type="checkbox"/> All 8	Other Metals
<input checked="" type="checkbox"/> Total Metals	<input checked="" type="checkbox"/> FAA (ppm)	<input type="checkbox"/> Air Filter	<input type="checkbox"/> Arsenic (As)	<input type="checkbox"/> Chromium (Cr)	<input type="checkbox"/> All 3
<input type="checkbox"/> TCLP	<input type="checkbox"/> ICP (ppm)	<input type="checkbox"/> Drinking water	<input type="checkbox"/> Barium (Ba)	<input checked="" type="checkbox"/> Lead (Pb)	<input type="checkbox"/> Copper (Cu)
<input type="checkbox"/> Cr 6	<input type="checkbox"/> GFAA (ppb)	<input type="checkbox"/> Dust/wipe (Area)	<input type="checkbox"/> Cadmium (Cd)	<input type="checkbox"/> Mercury (Hg)	<input type="checkbox"/> Nickel (Ni)
		<input type="checkbox"/> Soil			<input type="checkbox"/> Zinc (Zn)
		<input checked="" type="checkbox"/> Paint Chips in %			
		<input type="checkbox"/> Paint Chips in cr			
<input type="checkbox"/> Other Types of Analysis	<input type="checkbox"/> Fiberglass	<input type="checkbox"/> Nuisance Dust	<input type="checkbox"/> Other (Specify) _____		
	<input type="checkbox"/> Silica	<input type="checkbox"/> Respirable Dust			

Condition of Package: ☐ Good ☐ Damaged (no spillage) ☐ Severe damage (spillage)

Seq. #	Lab ID	Client Sample Number	Comments	A/R
1		2024-0064-Pb-1		
2		Pb-2		
3		Pb-3		
4		Pb-4		
5		Pb-5		
6		Pb-6		
7		Pb-7		
8				
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11				
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13				
14				
15				

	Print Below	Sign Below	Company	Date	Time
Sampled by	CAMERON D		NVL	2/16/24	9:30
Relinquished by	CAMERON D		NVL	2/16/24	
Received by			NVL	2/16/24	3pm
Analyzed by					
Results Called by					
Results Faxed by					

Special Instructions: Unless requested in writing, all samples will be disposed of two (2) weeks after analysis.

Results report to



February 20, 2024

Cameron Patterson
NVL Field Services Division
4708 Aurora Ave. N.
Seattle, WA 98103

NVL Batch # 2402922.00

RE: Total Metal Analysis
Method: EPA 1311/7000B Lead by FAA <TCLP>
Item Code: TCLP-1

Client Project: 2024-0064
Location: 7702 Railroad Ave SE Snoqualmie, WA 98065

Dear Mr. Patterson,

NVL Labs received 1 sample(s) for the said project on 2/16/2024. Preparation of these samples was conducted following protocol outlined in EPA 1311/7000B, unless stated otherwise. Analysis of these samples was performed using analytical instruments in accordance with EPA 1311/7000B Lead by FAA <TCLP>. The results are usually expressed in mg/L and ppm. Test results are not blank corrected.

For recent regulation updates pertaining to current regulatory levels or permissible exposure levels, please call your local regulatory agencies for more detail.

At NVL Labs all analyses are performed under strict guidelines of the Quality Assurance Program. This report is considered highly confidential and will not be released without your approval. Samples are archived after two weeks from the analysis date. Please feel free to contact us at 206-547-0100, in case you have any questions or concerns.

Sincerely,

A handwritten signature in black ink, appearing to read 'Shalini'.

Shalini Patel, Manager Metals Lab

Enc.: Sample results



Phone: 206 547.0100 | Fax: 206 634.1936 | Toll Free: 1.888.NVL.LABS (685.5227)
4708 Aurora Avenue North | Seattle, WA 98103-6516

**NVL**

Item 8.

Analysis Report

Toxicity Characteristic Leaching Procedure - Lead (Pb)

Client: NVL Field Services Division

Address: 4708 Aurora Ave. N.
Seattle, WA 98103**Batch #: 2402922.00**

Matrix: Bulk

Method: EPA 1311/7000B

Client Project #: 2024-0064

Date Received: 2/16/2024

Samples Received: 1

Samples Analyzed: 1

Attention: Mr. Cameron Patterson

Project Location: 7702 Railroad Ave SE Snoqualmie, WA 98065

Lab ID	Client Sample #	RL mg/ L	Results in mg/L	Results in ppm
24017231	2024-0064-TCLP-1	0.5	18.0	18.0

Sampled by: Client

Analyzed by: Yasuyuki Hida

Reviewed by: Shalini Patel

Date Analyzed: 02/20/2024

Date Issued: 02/20/2024


Shalini Patel, Manager Metals Lab

mg/ L =Milligrams per liter

ppm = parts per million

RL = Reporting Limit

'<' = Below the reporting Limit

Note : Method QC results are acceptable unless stated otherwise.

Unless otherwise indicated, the condition of all samples was acceptable at time of receipt.

Bench Run No: 2024-0219-05

TCLP-1

LEAD LABORATORY SERVICES



NVL

Item 8.

Company NVL Field Services Division
Address 4708 Aurora Ave. N.
 Seattle, WA 98103
Project Manager Mr. Cameron Patterson
Phone (206) 547-0100
NVL Batch Number **2402922.00**
TAT 3 Days **AH** No
Rush TAT
Due Date 2/21/2024 **Time** 3:00 PM
Email cameron.p@nvlabs.com
Fax (206) 634-1936

Project Name/Number: 2024-0064 **Project Location:** 7702 Railroad Ave SE Snoqualmie, WA 98065

Subcategory Flame AA (FAA)

Item Code TCLP-1 EPA 1311/7000B Lead by FAA <TCLP>

Total Number of Samples 1

Rush Samples

	Lab ID	Sample ID	Description	A/R
1	24017231	2024-0064-TCLP-1		A

	Print Name	Signature	Company	Date	Time
Sampled by	Client				
Relinquished by	Client				

Office Use Only	Print Name	Signature	Company	Date	Time
Received by	Fatima Khan		NVL	2/16/24	1500
Analyzed by	Yasuyuki Hida		NVL	2/20/24	
Results Called by					
<input type="checkbox"/> Faxed <input type="checkbox"/> Emailed					

Special Instructions:

Date: 2/16/2024
 Time: 3:36 PM
 Entered By: Kelly AuVu

CHAIN of CUSTODY SAMPLE LOG

2402922

Item 8.

RVICES
LABORATORY • MANAGEMENT • TRAINING

Client NVL Laboratories Inc
Street 4708 Aurora Ave N
Seattle, WA 98103
Project Manager Syed Hasan
Project Location 7702 Railroad Ave SE
Snoqualmie, WA 98065

NVL Batch Number _____
Client Job Number 2024-0064
Total Samples 1

Turn Around Time ☐ 1 Hr ☐ 6 Hrs ☒ 3 Days ☐ 10 Days
☐ 2 Hrs ☐ 1 Day ☐ 4 Days
☐ 4 Hrs ☐ 2 Days ☐ 5 Days

Please call for TAT less than 24 Hrs

Email address dqamble@snoqualmiewa.gov

Phone: (425) 681-4110 Fax: _____

<input type="checkbox"/> Asbestos Air	<input type="checkbox"/> PCM (NIOSH 7400)	<input type="checkbox"/> TEM (NIOSH 7402)	<input type="checkbox"/> TEM (AHERA)	<input type="checkbox"/> TEM (EPA Level II)	<input type="checkbox"/> Other _____
<input type="checkbox"/> Asbestos Bulk	<input type="checkbox"/> PLM (EPA/600/R-93/116)	<input type="checkbox"/> PLM (EPA Point Count)	<input type="checkbox"/> PLM (EPA Gravimetry)	<input type="checkbox"/> TEM BULK	
<input type="checkbox"/> Mold/Fungus	<input type="checkbox"/> Mold Air	<input type="checkbox"/> Mold Bulk	<input type="checkbox"/> Rotometer Calibration		
METALS	Det. Limit	Matrix	RCRA Metals	<input type="checkbox"/> All 8	Other Metals
<input type="checkbox"/> Total Metals	<input checked="" type="checkbox"/> FAA (ppm)	<input type="checkbox"/> Air Filter	<input type="checkbox"/> Arsenic (As)	<input type="checkbox"/> Chromium (Cr)	<input type="checkbox"/> All 3
<input checked="" type="checkbox"/> TCLP	<input type="checkbox"/> ICP (ppm)	<input type="checkbox"/> Drinking water	<input type="checkbox"/> Barium (Ba)	<input checked="" type="checkbox"/> Lead (Pb)	<input type="checkbox"/> Copper (Cu)
<input type="checkbox"/> Cr 6	<input type="checkbox"/> GFAA (ppb)	<input type="checkbox"/> Dust/wipe (Area)	<input type="checkbox"/> Cadmium (Cd)	<input type="checkbox"/> Mercury (Hg)	<input type="checkbox"/> Nickel (Ni)
		<input type="checkbox"/> Soil			<input type="checkbox"/> Zinc (Zn)
		<input type="checkbox"/> Paint Chips in %			
		<input type="checkbox"/> Paint Chips in cr			
<input type="checkbox"/> Other Types of Analysis	<input type="checkbox"/> Fiberglass	<input type="checkbox"/> Nuisance Dust	<input type="checkbox"/> Other (Specify) _____		
	<input type="checkbox"/> Silica	<input type="checkbox"/> Respirable Dust			

Condition of Package: ☐ Good ☐ Damaged (no spillage) ☐ Severe damage (spillage)

Seq. #	Lab ID	Client Sample Number	Comments	A/R
1		2024-0064-TCLP-1		
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

	Print Below	Sign Below	Company	Date	Time
Sampled by	CAMERON P		NVL	2/16/24	9:30
Relinquished by	CAMERON P		NVL	2/16/24	
Received by	Retimacion		multib	2/16/24	3p
Analyzed by					
Results Called by					
Results Faxed by					

Special Instructions: Unless requested in writing, all samples will be disposed of two (2) weeks after analysis.

Results report to

Bulk Sample Field Data Sheet

2402922 Item 8.

LABORATORY • MANAGEMENT • TRAINING

Client City of Snoqualmie - Dylan Gamble NVL Batch Number _____
 Service Asbestos/Lead Renovation/Demo Inspection Client Job Number 2024-0064
 Project Manager Syed Hasan Total Samples _____
 Project Location 7702 Railroad Ave SE
Snoqualmie, WA 98065

Sampled By	Date	Time	Results Needed By
CAMERON	2/16/24	9:30	

Line #	Sample #	Homogeneous Material Description	Sample Location	Floor # Room # / Other	%	Quantity (ft ² / LF)	Friable Cond
1	2024-0064-TCLD-1	DRYWALL	30%				
2		WOOD	30%				
3		PAINTED WOOD	20%				
4		CONCRETE	10%				
5		METAL	5%				
6		MISC	5%				
7							
8							
9							
10							
11							
12							
13							
14							
15							

Page ___ of ___

form#: 7010.1



Appendix C

AHERA Certifications & Laboratory Qualifications

United States Department of Commerce
National Institute of Standards and Technology



Certificate of Accreditation to ISO/IEC 17025:2017

NVLAP LAB CODE: 102063-0

NVL Laboratories, Inc.

Seattle, WA

*is accredited by the National Voluntary Laboratory Accreditation Program for specific services,
listed on the Scope of Accreditation, for:*


Asbestos Fiber Analysis

*This laboratory is accredited in accordance with the recognized International Standard ISO/IEC 17025:2017.
This accreditation demonstrates technical competence for a defined scope and the operation of a laboratory quality
management system (refer to joint ISO-ILAC-IAF Communiqué dated January 2009).*

2022-10-01 through 2023-09-30

Effective Dates




For the National Voluntary Laboratory Accreditation Program

National Voluntary Laboratory Accreditation Program



SCOPE OF ACCREDITATION TO ISO/IEC 17025:2017

NVL Laboratories, Inc.

4708 Aurora Avenue N.

Seattle, WA 98103

Mr. Nghiep Vi Ly

Phone: 206-547-0100 Fax: 206-634-1936

Email: nick.l@nvlabs.com

<http://www.nvlabs.com>

ASBESTOS FIBER ANALYSIS

NVLAP LAB CODE 102063-0

Bulk Asbestos Analysis

Code

18/A01

Description

EPA -- 40 CFR Appendix E to Subpart E of Part 763, Interim Method of the Determination of Asbestos in Bulk Insulation Samples

18/A03

EPA 600/R-93/116: Method for the Determination of Asbestos in Bulk Building Materials

A handwritten signature in dark ink, appearing to read "Dana S. Laman", is written over a horizontal line.

For the National Voluntary Laboratory Accreditation Program



AIHA Laboratory Accreditation Programs, LLC
acknowledges that
NVL Laboratories, Inc.
4708 Aurora Ave N, Seattle, WA 98103-6516
Laboratory ID: LAP-101861

along with all premises from which key activities are performed, as listed above, has fulfilled the requirements of the AIHA Laboratory Accreditation Programs (AIHA LAP), LLC accreditation to the ISO/IEC 17025:2017 international standard, General Requirements for the Competence of Testing and Calibration Laboratories in the following:

LABORATORY ACCREDITATION PROGRAMS

<input checked="" type="checkbox"/>	INDUSTRIAL HYGIENE	Accreditation Expires: July 01, 2025
<input checked="" type="checkbox"/>	ENVIRONMENTAL LEAD	Accreditation Expires: July 01, 2025
<input checked="" type="checkbox"/>	ENVIRONMENTAL MICROBIOLOGY	Accreditation Expires: July 01, 2025
<input type="checkbox"/>	FOOD	Accreditation Expires:
<input checked="" type="checkbox"/>	UNIQUE SCOPES	Accreditation Expires: July 01, 2025
<input type="checkbox"/>	BERYLLIUM FIELD/MOBILE	Accreditation Expires:

Specific Field(s) of Testing (FoT)/Method(s) within each Accreditation Program for which the above named laboratory maintains accreditation is outlined on the attached Scope of Accreditation. Continued accreditation is contingent upon successful on-going compliance with ISO/IEC 17025:2017 and AIHA LAP, LLC requirements. This certificate is not valid without the attached Scope of Accreditation. Please review the AIHA LAP, LLC website (www.aihaaccreditedlabs.org) for the most current Scope.

A handwritten signature in black ink that reads 'Cheryl O. Morton'.

Cheryl O Morton
Managing Director, AIHA Laboratory Accreditation Programs, LLC



AIHA Laboratory Accreditation Programs, LLC

SCOPE OF ACCREDITATION

NVL Laboratories, Inc.

4708 Aurora Ave N, Seattle, WA 98103-6516

Laboratory ID: LAP-101861

Issue Date: 07/01/2023

The laboratory is approved for those specific field(s) of testing/methods listed in the table below. Clients are urged to verify the laboratory's current accreditation status for the particular field(s) of testing/Methods, since these can change due to proficiency status, suspension and/or withdrawal of accreditation.

Unique Scopes Laboratory Accreditation Programs (Unique Scopes)

Initial Accreditation Date: 04/01/2013

Unique Scopes Scope Category	Field of Testing (FOT)	Component, parameter or characteristic tested	Method	Method Description (for internal methods only)
Consumer Product Testing	Lead in Paint and Other Similar Surface Coatings	Paint	CPSC-CH-E1003-09	-
	Lead in metal	Solid	CPSC-CH-E1001-08	-
	Lead in non-metal	Solid	CPSC-CH-E1002-08	-

A complete listing of currently accredited Unique Scopes laboratories is available on the AIHA LAP, LLC website at: <http://www.aihaaccreditedlabs.org>



AIHA Laboratory Accreditation Programs, LLC

SCOPE OF ACCREDITATION

NVL Laboratories, Inc.

4708 Aurora Ave N, Seattle, WA 98103-6516

Laboratory ID: LAP-101861

Issue Date: 07/01/2023

The laboratory is approved for those specific field(s) of testing/methods listed in the table below. Clients are urged to verify the laboratory's current accreditation status for the particular field(s) of testing/Methods, since these can change due to proficiency status, suspension and/or withdrawal of accreditation.

The EPA recognizes the AIHA LAP, LLC ELLAP program as meeting the requirements of the National Lead Laboratory Accreditation Program (NLLAP) established under Title X of the Residential Lead-Based Paint Hazard Reduction Act of 1992 and includes paint, soil and dust wipe analysis. Air and composited wipes analyses are not included as part of the NLLAP.

Environmental Lead Laboratory Accreditation Program (ELLAP)

Initial Accreditation Date: 02/07/1997

Component, parameter or characteristic tested	Technology sub-type/Detector	Method	Method Description (for internal methods only)
Airborne Dust	AA	EPA SW-846 3051	N/A
		EPA SW-846 7000B	N/A
Paint	AA	EPA SW-846 3051	N/A
		EPA SW-846 7000B	N/A
Settled Dust by Wipe	AA	EPA SW-846 3051	N/A
		EPA SW-846 7000B	N/A
Soil	AA	EPA SW-846 3051	N/A
		EPA SW-846 7000B	N/A

A complete listing of currently accredited ELLAP laboratories is available on the AIHA LAP, LLC website at:
<http://www.aihaaccreditedlabs.org>



AIHA Laboratory Accreditation Programs, LLC

SCOPE OF ACCREDITATION

NVL Laboratories, Inc.

4708 Aurora Ave N, Seattle, WA 98103-6516

Laboratory ID: LAP-101861

Issue Date: 07/01/2023

The laboratory is approved for those specific field(s) of testing/methods listed in the table below. Clients are urged to verify the laboratory's current accreditation status for the particular field(s) of testing/Methods, since these can change due to proficiency status, suspension and/or withdrawal of accreditation.

Environmental Microbiology Laboratory Accreditation Program (EMLAP)

Initial Accreditation Date: 02/01/1997

EMLAP Scope Category	Field of Testing (FOT)	Component, parameter or characteristic tested	Method	Method Description (for internal methods only)
Fungal	Air - Direct Examination	Air	SOP 12.133	In House: Analysis of Spore Trap
Fungal	Bulk - Direct Examination	Bulk	SOP 12.133	In House: Analysis of Spore Trap

A complete listing of currently accredited EMLAP laboratories is available on the AIHA LAP, LLC website at:
<http://www.aihaaccreditedlabs.org>



AIHA Laboratory Accreditation Programs, LLC

SCOPE OF ACCREDITATION

NVL Laboratories, Inc.

4708 Aurora Ave N, Seattle, WA 98103-6516

Laboratory ID: LAP-101861

Issue Date: 07/01/2023

The laboratory is approved for those specific field(s) of testing/methods listed in the table below. Clients are urged to verify the laboratory's current accreditation status for the particular field(s) of testing/Methods, since these can change due to proficiency status, suspension and/or withdrawal of accreditation.

Industrial Hygiene Laboratory Accreditation Program (IHLAP)

Initial Accreditation Date: 04/01/1997

IHLAP Scope Category	Field of Testing (FOT)	Technology sub-type/Detector	Published Reference Method/Title of In-house Method	Component, parameter or characteristic tested
Asbestos/Fiber Microscopy Core	Phase Contrast Microscopy (PCM)	-	NIOSH 7400	Asbestos/Fibers
Miscellaneous Core	Gravimetric	-	NIOSH 0500	Total Dust
Miscellaneous Core	Gravimetric	-	NIOSH 0600	Respirable Dust
Spectrometry Core	Atomic Absorption	FAA	NIOSH 7082	Lead
Spectrometry Core	Inductively-Coupled Plasma	ICP/AES	NIOSH 7300	RCRA Metals
Spectrometry Core	X-ray Diffraction (XRD)	-	NIOSH 7500	Silica

A complete listing of currently accredited IHLAP laboratories is available on the AIHA LAP, LLC website at: <http://www.aihaaccreditedlabs.org>

Certificate of Completion

This is to certify that

Cameron Patterson

has satisfactorily completed
4 hours of online refresher training as an
AHERA Building Inspector

to comply with the training requirements of
TSCA Title II, 40 CFR 763 (AHERA)

EPA Provider # 1085

192135
Certificate Number



Instructor: Tracy Bockla

Dec 27, 2023

Expires in 1 year.

Date(s) of Training

Exam Score: N/A
(if applicable)



- Facilities
- Environmental
- Geotechnical
- Materials

STATE OF WASHINGTON

Department of Commerce

Lead-Based Paint Activities Program

Cameron Cole Patterson

*Has fulfilled the certification requirements of
WAC 365-230
and has been certified to conduct lead based
paint activities as a
Inspector.*

Certification #

24-0007

Issuance Date

01/05/2024

Expiration Date

01/05/2027

PROJECT: Snoqualmie House Demo

Location: 7702 Railroad Ave SE
Snoqualmie, WA 98065

Date: 5/17/2023

Proposed Schedule:

- Project to be completed by: ASAP
- NTP: TBD
- Construction: TBD working days.

General information:

- Controlling Documents
 - This Scope of work
 - LVT Hazardous Material Survey, Report Date Feb, 22nd 2024
- Site Walk Further Clarifying Scope on Date: 2/16/2023
- Attendees:
 - Jim Willard, Net Compliance
 - Mike Estes, Ascendent Demolition
 - Dickson Larson, Dickson Company
 - Mike Walny, FORMA
 - Brian Kazem, FORMA
 - Patrick Fry, City of Snoqualmie

Description:

Abate and demolish residential house and surrounding man-made items in Snoqualmie.

Work Plan

- Abatement
 - Provide abatement services for all **LEAD** and asbestos containing materials per the NVL survey Final Report dated 2/16/24.
 - ~~Provide soil contamination testing for native soils around house and demo/site area. Once testing has identified the amount of contaminated soil (if any) to be removed, removal costs will be addressed as a change order, if necessary.~~
 - Abatement to be completed with proper equipment and PPE as well as industry standards and guidelines for safe and effective abatement of ALL hazardous materials.
 - All materials are to be disposed of at the appropriate facilities.
 - Contaminated Soils are expected. Soils to be removed once identified (this will be a change condition due to the fact of unknown quantities).
- Demolition – Subcontractor to provide all equipment, labor and materials to perform Demo done in accordance too drawings and owner scope provided.
 - Provide locates prior to demo.
 - Provide and erect Temporary Sedimentation and Erosion Control BMPs prior to the start of work, as needed. Maintain TESC throughout the project and remove at project completion.

- Traffic Control, i.e. flagger or spotter will be the responsibility of the subcontractor as needed entering and leaving the property onto the road.
 - Provide clearing and grubbing as needed to access the site or any location where demo is needed.
 - **NOTE:** Leave all native vegetation unless needed for demo access.
 - Furnish, Install and remove tuck entry way (rip rap / quarry spalls) and wheel wash station if needed.
 - Provide all Labor, Equipment and Materials needed to demolish and remove:
 - Home and foundation(s) included ALL added man-made structures.
 - ALL OTHER MAN-MADE STRUCTURES / ITEMS/ and rubbish around site including in water behind to be removed. Water rubbish to be removed to a certain “feasible” point. No Fishing needed.
 - **NOTE:** Shed and doghouse to be removed.
 - Wood retaining structure to be removed and disposed of at proper facility (creosote).
 - Utilities to be turned off by owner. Cut and cap water line at street and sewer line under house.
 - **NOTE: Gas and meter need to be addressed and shut off by PSE / Owner prior to construction.**
 - Budget street sweeper at the end of the project. Keep road and sidewalk manually swept/clean daily.
- **Submittals:**
 1. Tickets / documentation of all waste removed from site
 2. Gravel Shoring material product data
 3. Silt Fence / Straw Waddles
 - **Exclusions:**
 - Permits, unless otherwise noted above
 - Formal Traffic Control Plan
 - Tree Removal. If needed will be addressed.
 - **Assumptions:**
 - Forma Construction to provide “Temporary Portable Toilet” for Contractor
 - The subcontractor is responsible for site security and the security of their tools and equipment.
 - The subcontractor is responsible for wheel washing of trucks prior to entering road. Also, for road cleaning daily as needed and at end of project.
 - All materials are to be recycled when possible. Import / Export tickets and quantity summary will be required prior to final payment.
 - **Hazardous materials remediation:**
 - High Levels of Lead found on all exterior paint.
 - See Hazardous Material Survey Provided by King County
 - All proper means and methods to remove and dispose of properly is needed.
 - **Hours of operation**
 - 7am-5pm Monday – Friday (Residential Noise Ordinance to be followed if necessary)
 - **Safety:**
 - The subcontractor shall follow all safety practices and protocol.
 - Site Specific Safety Plan and JHA (job hazard analysis) will be required.



Price Proposal Detail Package Report

Version: 2.0

Approved 05/28/2024 06:10:22 PM EST

Item 8.

City of Snoqualmie

38624 SE River Street, P.O. Box 987 Snoqualmie, Washington 98065

Date: May 28, 2024
JOC Name (Contractor): FORMA Construction Company (Olympia)
Contract Name: 2023 - FORMA Construction Company - Base
Contract Number: 23-051
Job Order Number: 2024-01F
Job Order Title: Home Demo
Location: Home Demo
Cost Proposal Date: May 28, 2024
Proposal Value: \$115,892.33

Division		Division Totals
01	General Requirements	\$41,719.48
02	Existing Conditions	\$68,723.24
31	Earthwork	\$5,449.61
Proposal Total:		\$115,892.33
The Percentage of Non Pre-Priced on this Proposal:		0.0%

By signing the Contractor acknowledges that this Job Order is issued under the provisions of the Contract established in response to Contract #23-051 by City of Snoqualmie. The services authorized are within the scope of services set forth in the Contract. All rights and obligations of the parties shall be subject to and governed by the terms and conditions, amendment(s) (if applicable), and the signed contract including any subsequent modifications, are hereby incorporated by reference as if fully set forth herein.

Washington State Sales Tax (9): \$10,430.31
Total Price of Construction Including WSST: \$126,322.64



Price Proposal Detail Package Report

Version: 2.0

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Job Order Number 2024-01F
Job Order Title Home Demo
Location: Home Demo
Cost Proposal Date: May 28, 2024
Proposal Value: \$115,892.33

Record #	CSI Number	MOD	UOM	Description	Unit Price	Factor	Total
01 - General Requirements							\$41,719.48
1	012220000002		HR	Asbestos Removal Worker			
	Accepted						
				Quantity x Unit Price x Factor = LineTotal			
		Installation	HR	8.00 x \$84.12 x 1.3500 =			\$908.50
							\$908.50
User Note: For contaminated rubbish and misc. trash removal							
2	015723000004		EA	36" x 48" x 18" Non-Woven Polypropylene Oil and Sediment Drain Guard (Ultra-Drain Guard® 9219)			
	Accepted						
				Quantity x Unit Price x Factor = LineTotal			
		Installation	EA	4.00 x \$122.49 x 1.3500 =			\$661.45
							\$661.45
User Note: DRAIN PROTECTION AT ROAD							
3	017113000003		EA	Equipment Delivery, Pickup, Mobilization And Demobilization Using A Tractor Trailer With Up To 53' Bed			
	Accepted						
				Quantity x Unit Price x Factor = LineTotal			
		Installation	EA	4.00 x \$1,496.40 x 1.3500 =			\$8,080.56
							\$8,080.56
User Note: Used for delivery and pick up of four pieces of equipment. Equipment - 4 various size Excavator. 1 for demoing/crunching, 1 for sorting material , 1 mini excavator to set TESC, and 1 for loading the trucks.							



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4	017419000012	EA	10 CY Dumpster (1.5 Ton) "Construction Debris"							
	Accepted			Quantity	x	Unit Price	x	Factor	=	LineTotal
		Installation	EA	1.00	x	\$629.99	x	1.3500	=	\$850.49
										\$850.49

User Note:

5	017419000038	CYM	Hauling On Paved Roads, First 15 Miles							
	Accepted			Quantity	x	Unit Price	x	Factor	=	LineTotal
		Installation	CYM	23,840.00	x	\$0.97	x	1.3500	=	\$31,218.48
										\$31,218.48

User Note: Hauling debris to dump at 32 miles.
20,100 sf = 745 CY X 32 = 23840 CYM

02 - Existing Conditions \$68,723.24

6	028319130087	SF	Demolish Concrete Block, Lead Contaminated Material							
	Accepted			Quantity	x	Unit Price	x	Factor	=	LineTotal
		Installation	SF	1,250.00	x	\$4.40	x	1.3500	=	\$7,425.00
										\$7,425.00

User Note: Demo Lead CMU retaining walls

7	028319130096	SF	Demolish Concrete, Lead Contaminated Material							
	Accepted			Quantity	x	Unit Price	x	Factor	=	LineTotal
		Installation	SF	2,150.00	x	\$11.29	x	1.3500	=	\$32,769.23
										\$32,769.23

User Note: Demo Concrete pad @ house, dog house, shed, stairs with Lead - 2.150 sf concrete pad - Abatement required

8	028319130101	EA	Demolish Doors, Lead Contaminated Material							
	Accepted			Quantity	x	Unit Price	x	Factor	=	LineTotal
		Installation	EA	10.00	x	\$57.06	x	1.3500	=	\$770.31
										\$770.31

User Note: Demo Existing Doors exterior and interior doors- Abatement Required

9	028319130106	SF	Demolish Wood Floors, Lead Contaminated Material							
	Accepted			Quantity	x	Unit Price	x	Factor	=	LineTotal
		Installation	SF	4,800.00	x	\$2.69	x	1.3500	=	\$17,431.20
										\$17,431.20

User Note: Demo level 1 and level 2 with Lead dog house and Shed - Abatement required



Price Proposal Detail Package Report

Version: 2.0

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38624 SE River Street, P.O. Box 987 Snoqualmie, Washington 98065

10	028319130116	SF	Demolish Siding, Lead Contaminated Material						
	<i>Accepted</i>								
			Quantity	x	Unit Price	x	Factor	=	LineTotal
	Installation	SF	5,000.00	x	\$1.53	x	1.3500	=	\$10,327.50
									\$10,327.50

User Note: Demo Exterior walls - Abatement required

31 - Earthwork									\$5,449.61
11	312514260025	EA	Wattles (Sterile Straw Filled Rolls), 9" x 25'						
	<i>Accepted</i>								
			Quantity	x	Unit Price	x	Factor	=	LineTotal
	Installation	EA	25.00	x	\$161.47	x	1.3500	=	\$5,449.61
									\$5,449.61

User Note: Used for wattles around the building foot print after demolition. Perimeter of building is approximately 200 LF

Proposal Total:									\$115,892.33
The Percentage of Non Pre-Priced on this Proposal:									0.0%

This proposal total represents the correct total for the proposal. Any discrepancy between line totals, sub-totals and the proposal total is due to rounding of the line totals and sub-totals.



City of Snoqualmie

38624 SE River Street, P.O. Box 987
Snoqualmie, Washington 98065

Job Order Subcontractor Certification Report

23-051 - 2023 - FORMA Construction Company - Base

		Duration								
		Preapproval Process		Construction Duration		Construction				
Job Order #	Project Title	Joint Scope	To NTP	Start Date	Days	End Date				
2024-01F										
						Subcontractor	Certification	Participation Amt	Participation %	Certified (C) or Self (S)
								\$0.00	0.00%	Self Performed
Costs:	Work Order Total:	\$115,892.33				Subcontractor Value:				\$0.00
Total SubContractor Value:		\$0.00								
SubContractor % of "Work" for this Job Order:		0.00%								
Certification Value Summary:										
Certification		Value		%						
		\$0.00		0.00%						

Notice to Proceed

NTP Issued Date:
Job Order Contracting

To: Brian Kazem
FORMA Construction Company (Olympia)
500 Columbia St NW Suite 201
Olympia, WA 98501
(360) 754-5788
briank@formacc.com

From:

Contract #: 23-051
Job Order #: 2024-01F
Job Order Title: Home Demo
Location: Home Demo
7702 Railroad Ave
Snoqualmie, WA 98065

This is your notice that your proposal for the above referenced task order has been approved and you have been awarded the Job Order Contract for the above referenced project. You are authorized to proceed with the work outlined in the Detailed Scope of Work. In accordance with the provisions of the contract, you are hereby notified to commence work on the subject Job Order.

The Authorized Representative's signature below authorizes the contractor to begin procuring materials necessary to start construction.

Construction Complete Date:
The value of this Job Order is: \$115,892.33

If you have any questions, please contact the undersigned.

<hr/> Parks & Public Works Director	<hr/> Date
<hr/> Parks & Public Works, Project Engineer	<hr/> Date

Proposal WorkSheet - 2024-01F
This proposal was prepared exclusively for City of Snoqualmie

Item 8.

Print

Close

Job Order Number:	2024-01F
Job Order Name:	Home Demo
Contractor:	FORMA Construction Company (Olympia)
Date Created:	05/16/2024
Last Update:	05/17/2024
Proposal Value:	\$115,892.33
Construction Task Catalog:	December 2022 - City of Snoqualmie

CSI Number	Description	Quantity	UOM	UnitPrice	Factor	LineTotal
No Category 1						\$115,892.33
012220000002	Asbestos Removal Worker UserNotes: For contaminated rubbish and misc. trash removal	8	HR	\$84.12	1.35	\$908.50
015723000004	36" x 48" x 18" Non-Woven Polypropylene Oil and Sediment Drain Guard (Ultra-Drain Guard® 9219) UserNotes: DRAIN PROTECTION AT ROAD	4	EA	\$122.49	1.35	\$661.45

017113000003	Equipment Delivery, Pickup, Mobilization And Demobilization Using A Tractor Trailer With Up To 53' Bed UserNotes: Used for delivery and pick up of four pieces of equipment. Equipment - 4 various size Excavator. 1 for demoing/crunching, 1 for sorting material , 1 mini excavator to set TESC, and 1 for loading the trucks.	4	EA	\$1,496.40	1.35	\$8,08	Item 8.
017419000012	10 CY Dumpster (1.5 Ton) "Construction Debris" 0 of 1 Mod(s) Applied	1	EA	\$629.99	1.35	\$850.49	
017419000038	Hauling On Paved Roads, First 15 Miles UserNotes: Hauling debris to dump at 32 miles. 20,100 sf = 745 CY X 32 = 23840 CYM	23840	CYM	\$0.97	1.35	\$31,218.48	
026500000019	TCLP (Extraction) - Semi-Volatile Organic, Lab Test UserNotes: site testing of soil samples around site before and after		EA	\$213.71	1.35	0	
028319130087	Demolish Concrete Block, Lead Contaminated Material UserNotes: Demo Lead CMU retaining walls	1250	SF	\$4.40	1.35	\$7,425.00	
028319130096	Demolish Concrete, Lead Contaminated Material UserNotes:	2150	SF	\$11.29	1.35	\$32,769.23	

	Demo Concrete pad @ house, dog house, shed, stairs with Lead - 2.150 sf concrete pad - Abatement required					
028319130101	Demolish Doors, Lead Contaminated Material UserNotes: Demo Existing Doors exterior and interior doors- Abatement Required	10	EA	\$57.06	1.35	\$770.31
028319130106	Demolish Wood Floors, Lead Contaminated Material UserNotes: Demo level 1 and level 2 with Lead dog house and Shed - Abatement required	4800	SF	\$2.69	1.35	\$17,431.20
028319130116	Demolish Siding, Lead Contaminated Material UserNotes: Demo Exterior walls - Abatement required	5000	SF	\$1.53	1.35	\$10,327.50
312514260025	Wattles (Sterile Straw Filled Rolls), 9" x 25' UserNotes: Used for wattles around the building foot print after demolition. Perimeter of building is approximately 200 LF	25	EA	\$161.47	1.35	\$5,449.61

Filtered Proposal Total: \$115,892.33

Proposal Total: \$115,892.33



City of Snoqualmie

Proposed Final 2023-2024 Biennial Budget



Original Proposal: 9/12/2022

Update #1: 10/3/2022

Update #2: 10/13/2022

Update #3: 11/1/2022

Update #4: 11/22/2022



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Mayor's Budget Message

Snoqualmie City Council and Community:

I am pleased to present the City of Snoqualmie's 2023-2024 Biennial Budget which will fund the city's activities for the next two years. This proposed two-year budget totals \$161.5 million, including \$44.3 million for the General Fund, and \$67.2 million in capital investments.

It is my goal that the biennial budget reflects the needs of our community. The entire budget process is a demonstration of the teamwork and diligence of city staff and City Council. I am encouraged by the strength of our local community as we recover from the financial challenges of COVID-19, it is clear that we are a community that supports our own. As we look to the future, I am confident that this balanced budget is fiscally responsible and places us on a good footing for a strong economic future.

This budget reflects using America Rescue Plan Act (ARPA) funds to supplement our revenue losses that occurred during COVID-19 and covers operating expenses negatively impacted by inflation. Cities continue to struggle with revenue limitations such as property taxes, representing 45% of our revenue, which is limited to a 1% annual increase, not including new construction, by state law. We included funding in the budget to improve revenue management oversight and a comprehensive revenue fee study to ensure our service costs are covered. In addition, we are looking at other ways to maximize revenue streams, such as increasing tourism and economic development.

Based on input from the community, the City Council has identified priorities that are evident throughout the budget. These priorities are seen in capital projects that are being funded and specific services that are supported. We took a balanced budget approach to align resources with our need to add staffing resources as our community grows and increases demand for new levels of service.

The biennial budget and capital improvement plan addresses several strategic Council priorities:

- Ensure Fiscal Transparency and Operational Stability
- Assure a Safe Community
- Enhance Quality of Life
- Encourage Economic Vibrancy
- Bolster Neighborhood Livability
- Invest in Transportation & Infrastructure

Council approved the Capital Improvement Plan (CIP) on August 8, 2022. The CIP is a financially sound, responsible, and balanced investment in our community. The plan preserves the City's financially stable condition, provides for the proactive maintenance of critical

infrastructure, and invests strategically in improvements designed to enhance the quality of life for Snoqualmie residents.

Council is currently performing a comprehensive review of all financial policies which are incorporated into the budget, the first review in over a decade. Financial policies help foster confidence in local government by increasing transparency, accountability, and consistency in municipal decision-making.

I would like to thank the City Council for their work in setting priorities that put our community needs first. I would also like to thank our city staff who have labored to make this budget a reality and who continually work so hard to keep our city running smoothly.

It is a pleasure to serve as your Mayor, I am thankful to be a part of such a wonderful community.

Respectfully,

Mayor Katherine Ross



Leadership

Snoqualmie is a full-service City with exceptional residents, businesses, community stakeholders, and city employees. Elected officials serve in a healthy and vigorous political environment, but universally agree that Snoqualmie should welcome others while honoring the history, passion, and location that makes this place spectacular and extraordinary. Snoqualmie operates under the Mayor-Council form of government.

Mayor



The elected Mayor, **Katherine Ross**, is responsible for the day-to-day administration of the City, the implementation of Council policies, and coordination of all City activities and functions in partnership with the City Administrator and department directors. The goal is to ensure and provide the best service to the community.

The seven-member City Council establishes municipal code, citywide policies, and provides leadership for the community. The City Council is responsible for providing effective representation for its residents, determine policy, enact ordinances and resolutions, approve contracts, and authorize payment of all obligations incurred by the City.

City Council

Regular Meetings

7:00 pm

2nd and 4th Mondays
of each month
Snoqualmie City Hall
38624 SE River Street
Snoqualmie, WA 98065



Ethan Benson
City Council Position 1



Rob Wotton
City Council Position 2



Bryan Holloway
City Council Position 3



James Mayhew
City Council Position 4



Matthew Laase
City Council Position 5



Cara Christensen
City Council Position 6



Jolyon Johnson
City Council Position 7

City Officials

Appointed by City Council:

City Administrator	Mike Sauerwein
City Attorney	Bob Sterbank
Police Chief	Perry Phipps
Fire Chief	Mark Correia
Parks & Public Works Director	Mike Chambless
Finance & Human Resources Director	Jen Ferguson
Community Development Director	Emily Arteche
Information Technology Director	Chris Miller (Interim)

Advisory Boards & Commissions

The people that serve on advisory boards and commissions are volunteer residents who advise the City Council in matters concerning the arts, parks, comprehensive land use and development, and in the allocation of dollars for tourism and human services.

Arts Commission

The Snoqualmie Arts Commission helps develop and support public programs for the arts, advises the City on permanent public art installations, and helps develop designs for City streetlight pole banners. Commission programs include classes at reduced cost, art shows in the City Hall Lobby, and developing popular events like the Plein Air Paint Out, and the Finally Friday Art and Wine Walks.

5:30 p.m., Second Monday of the Month

Pos. No.	Name	Term Expires
1	Steve Pennington	1/31/2024
2	Michelle Tjosvold	1/31/2024
3	Donna Cronk	1/31/2025
4	Nicole Hansen	1/31/2025
5	Catherine Cotton	1/31/2026
6	Dennis Pearce	1/31/2026
7	Sally Mayo	1/31/2025
	Gloria McNeely	Lifetime

Civil Service Commission

To ensure equitable treatment of fire and police officers by the City, the commission conducts testing for police and fire positions, conducts promotional exams, and hears appeals of disciplinary actions.

6:00 p.m., First Wednesday of the Month

Pos. No.	Name	Term Expires
1	Fuzzy Fletcher	3/31/2024
2	Rod Roadifer	3/31/2026
3	James Rowland	3/31/2024
4	Chris Stephens	3/31/2026
5	Grahame Ross	3/31/2024

Economic Development Commission

The Economic Development Commission duties include 1) preparing an economic development element for the Snoqualmie Comprehensive Plan and from time to time recommending amendments to the City Council on goals, policies, objectives, and provisions for economic growth and vitality and a high quality of life; and 2) provide such other advice and recommendations to the Mayor and City Council regarding matters affecting economic development within the city.

Parks & Events Commission

The Snoqualmie Parks & Events Commission advises the City Council regarding many aspects of city parks, recreational facilities, and programs. They also advise regarding conduct of any form of recreation or cultural activities held for the enjoyment and well-being of the public.

Planning Commission

The role of the Planning Commission is to make recommendations to the City Council, and on some issues, make decisions on land use issues such as zoning. The principal guide to making land use decisions in Snoqualmie is the Comprehensive Plan of the City and Zoning Ordinance.

8:00 a.m., Third Wednesday of the Month

Pos. No.	Name	Term Expires
1	Louis Washington	12/31/2022
2	Joelle Gibson	12/31/2023
3	Rob McDonald	12/31/2022
4	Ryan Seal	12/31/2023
5	Sherry Jennings	12/31/2022
6	Larry Mana'o	12/31/2023
7	Bobbie Harrison	12/31/2022
*	Council Member James Mayhew	
*	Kelly Coughlin, Chamber of Commerce	

7:00 p.m., Third Monday of the Month

Pos. No.	Name	Term Expires
1	Emily Anderson	2/28/2025
2	Ryan Pryor	2/28/2024
3	Ian Gray	2/28/2024
4	Heather Palmerini	2/28/2024
5	Paul Sweum	2/28/2025

7:30 p.m., First and Third Monday of the Month

Pos. No.	Name	Term Expires
1	Neeraj Mathur	12/31/2023
2	Steve Smith	3/31/2023
3	Andre Testman	12/31/2023
4	Darrel Lambert	12/31/2025
5	Luke Marusiak	12/31/2024
6	Chris Alef	12/31/2025
7	David Goodman	12/31/2023
*	Council Member Jolyon Johnson	

Lodging Tax Advisory Committee

The Lodging Tax Advisory Committee (LTAC) meets on an as needed basis to review applications submitted by local organizations requesting lodging tax funds for tourism projects. The LTAC Committee typically meets no less than twice per year.

Pos. No.	Name	Term Expires
1	Shannon Galusha	12/31/2022
2	Laurie Hay	12/31/2022
3	Richard Anderson	12/31/2022
4	Kelly Coughlin	12/31/2022
*	Council Member Matt Laase	

Human Services Advisory Committee

The City of Snoqualmie assigns a portion of its biennial budget to provide aid for residents in need. Human services are often provided directly by larger municipalities, however, the City of Snoqualmie contracts with community organizations to provide human services because the City does not employ staff with expertise in these areas.

The Human Services Advisory Committee works with staff to identify and prioritize funding needs in the community, administer the funding application process, recommend budget allocations to the City Council, and review accountability reports from human services organizations to ensure efficient

use of City funds. The Human Services Advisory Committee is different from the City's other Commissions as it is a special advisory committee to the Mayor as opposed to being a Council Commission. The Human Services Advisory Committee meets on an as needed basis

Pos. No.	Name	Term Expires
1	Carol Peterson	3/12/2024
2	Sara Weisel	3/12/2024
3	Jennifer Bragg	3/12/2024
*	Council Member James Mayhew	



Mission, Vision, & Values

—VISION—VALUES—MISSION—

Snoqualmie is extraordinary
genuine in its beauty, people,
and quality of life.

OR

Snoqualmie is spectacular
genuine in its beauty, people,
and quality of life.

In serving our community, we
are:

Transparent in every action

Responsive in addressing all
concerns

Accountable in all we do

Innovative in our work

Trustworthy in the eyes of
those we serve

Sustainable fiscally and
environmentally

We are stewards of our
natural and built environment,
striving to preserve and
create an extraordinary
community for our residents,
businesses, neighbors and
visitors.





Council Priorities

At the 2022 City Council Retreat, and with several new Council Members, the Council updated its priorities for the City in order to focus efforts over the next biennium. Within each priority is a number of aspirational goals to achieve and action items to do. The 2023-2024 Biennial Budget endeavors to support, through funding, the achievement of priorities. Throughout the budget document, the various budget allocations work to achieve these priorities along with the routine and ongoing delivery of services that City departments provide.

Encourage Economic Vibrancy

Goal #1: Attract Retain Development

- Create and promote a Snoqualmie brand identity campaign that supports tourism initiatives.
- Develop business recruitment and retention plans to support existing businesses and attract new businesses to the community.

Goal #2: Continue Efforts for Pandemic Recovery

- Develop an action plan to utilize remaining ARPA funds for economic development efforts, to generate sustainable revenue increases or expenditure decreases, and staff retention.

Goal #3: Strengthen the City's Employment Base

Bolster Neighborhood Livability

Goal #1: Support Affordable Housing Development

- Address options for affordable housing needs and implement action plans, including the review of zoning standards.

Goal #2: Provide Aesthetically Pleasing Streetscapes

- Update street standards to include or enhance pedestrian friendly walkways, street tree placements and continuous sidewalks.

Invest in Transportation & Infrastructure

Goal #1: Maintain Sustainable Streets, Parks, and Utility Infrastructure

- Ensure adequate capital improvements are funded.
- Transfer the Snoqualmie Parkway to the State of Washington.
- Develop a City intermodal transportation plan to connect the City to resources.

Assure a Safe Community

Goal #1: Maintain Proactive Community Public Safety Services

- Maintain public safety levels of service by staffing police and fire departments through retention and recruitment efforts, to perform at desired and sustainable levels-of-service.

Goal #2: Deliver Exceptional First Responder Coverage and Response Times

- Invest in adequate fire apparatus.

Enhance Quality of Life

Goal #1: Implement Opportunities to Expand Recreational Programs and Activities

- Expand the Community Center to include a pool.

Goal #2: Cultivate an Environmentally Conscious Community

- Develop long-term plans to include environmentally friendly aspects throughout the Comprehensive Plan update.
- Expand efforts to communicate the City's efforts to improve the environment.

Goal #3: Provide Non-motorized Mobility Options for Connecting Neighborhoods and Recreational Amenities.

- Expand options for residents and visitors to locate trails, parks, and outdoor recreational opportunities.

Goal #4: Enhance Regional Connectivity

- Continue the partnership with King County Metro to provide equitable transportation options for commuters.

Ensure Fiscal Transparency & Operational Stability

Goal #1: Reinforce Snoqualmie's Mission, Vision, & Values

- Adopt a strategic plan.

Goal #2: Maintain an Appropriate Financial Capacity for Present and Future Levels-of-Service

- Adopt sustainable biennial budgets.
- Improve organizational capacity, effectiveness, and efficiency through fully and sustainably staffing administrative, support, and public works operations and functions.
- Maintain the integrity, security, and continuity of the network applications system.



Budget Process

The City of Snoqualmie adopts a biennial budget and allocates spending over a two-year period. Budget amendments occur periodically and the City is required to update the budget at the end of the first year to allow for expenditure adjustments and new revenue sources that were unforeseen at the time of budget adoption. The budget process begins with the priority setting work of City Council, then an update of the multi-year Capital Improvement Plan (CIP), and finally, development of the proposed biennial budget based on the priorities of Council and the Mayor's direction. The 2023-2024 biennial budget includes **6.6%** and **2.5%** inflationary increases for 2023 and 2024 respectively, above 2022 authorized allocations for supplies and services. Personnel costs and internal service charges were estimated by budget staff. Departments were given the opportunity to propose new positions, reclassified positions, or substitute one position for a currently vacant position, as well as request new or changed programs, activities, studies, or pieces of equipment for the 2023-2024 biennium. As a part of their effort, each department was asked to answer the following questions and classify any "enhancements" they may have to the base budget using the framework below.

Catch Up: What does the City need to do to "catch up" to level-of-service expectations or fix existing system deficiencies?

Keep Up: What does the City need to do to "keep up" with the growth and changing nature of the community (i.e., maintain levels-of-service)?

Step Up: What does the City need to do to "step up" and match the vision the Council and Mayor have for the community (i.e., strategic investments)?

Once departments submitted their budget materials, the Mayor then proceeded to review and evaluate budget requests in order to determine what to propose for funding in the 2023-2024 Biennial Budget. This budget document and the presentations that follow reflect those decisions.

The following is the 2023-2024 Biennial Budget Development Calendar which outlines Council's year-long involvement in budget process. Critical pieces that influence and flow into the 2023-2024 Biennial Budget have been captured within the calendar and have been incorporated into this document.



City of Snoqualmie 2023-2024 Biennial Budget Development Calendar

2022 Dates	Council, Committee, or Public	Regular or Special Meeting	Topic/Action
March 15	Council	Special - Budget Workshop	Budget Training with Mike Bailey
March 25 & 26	Council	Special - Council Retreat	Presentation and Review of the Financial Forecast
			Presentation and Review of the Preliminary Capital Improvement Plan (CIP)
April 23	Council	Special - Tour	Presentation and Review of the Budget Calendar
April 25	Council	Special - Budget Workshop	Tour of CIP Locations
	Council	Regular	Discussion of Council's Priorities
May 3	F&A Committee	Regular	Adoption of the Budget Calendar
May 17	F&A Committee	Regular	Adoption of Council's Priorities
May 31	Council	Special - Budget Workshop	Introduction to the Review and Update of the Financial Policies
June 7	F&A Committee	Regular	Review Proposed Update to the Financial Policies
June 9	Public	Special - Open House	Review Proposed Update to the Financial Policies
June 13	Council	Special - Budget Workshop	Public Open House Regarding the Mayor's Proposed 2023-2028 CIP
June 21	F&A Committee	Regular	Review Proposed Update to the Financial Policies
July 11	Council	Regular	Presentation on Public Financing and Municipal Bonds
July 19	Public Safety + F&A Committee	Regular	Review of the Final 2023-2028 CIP
July 25	Council	Regular	Special Topic: Police Take-Home Program
August 2	F&A Committee	Regular	Adoption of the Final 2023-2028 CIP
August 3	F&A Committee	Regular	Review Proposed Update to the Financial Policies
August 8	Council	Regular	Review Proposed Update to the Financial Policies
August 29	F&A Committee	Regular	Review Proposed Update to the Financial Policies
August 30	F&A Committee	Regular	Review Proposed Update to the Financial Policies
September 12	N/A	N/A	Release of the Mayor's Proposed 2023-2024 Biennial Budget Document
	Council	Special - Budget Workshop	Presentation of the Mayor's Proposed 2023-2024 Biennial Budget
October 3 & 4	All Committees	Regular	Presentation and Review of the Financial Forecast
October 10	Council	Special - Budget Workshop	Department Presentations Regarding the Mayor's Proposed 2023-2024 Biennial Budget
October 17 & 18	All Committees	Regular	Review and Deliberation of the Mayor's Proposed 2023-2024 Biennial Budget
October 18	F&A Committee	Regular	Review Proposed Update to the Financial Policies
November 1	Council	Special - Budget Workshop	Review and Deliberation of the Mayor's Proposed 2023-2024 Biennial Budget
November 7 & 8	All Committees	Regular	Review of Internal Cost Allocation Plan and Budgetary Assumptions
November 14	Council	Regular	Deliberation of the Final 2023-2024 Biennial Budget
November 28	Council	Regular	Review and Deliberation of the Final 2023-2024 Biennial Budget
			Presentation and Review of the 2023 Property Tax Levy (incl. Public Hearing)
			Review of the Final 2023-2024 Biennial Budget (incl. Public Hearing)
			Adoption of the 2023 Property Tax Levy (incl. Public Hearing)
			Adoption of the Final 2023-2024 Biennial Budget (incl. Public Hearing)

Council Priorities

Financial Forecast

Financial Policies

2023-2028 Capital Improvement Plan

2023-2024 Biennial Budget

Other

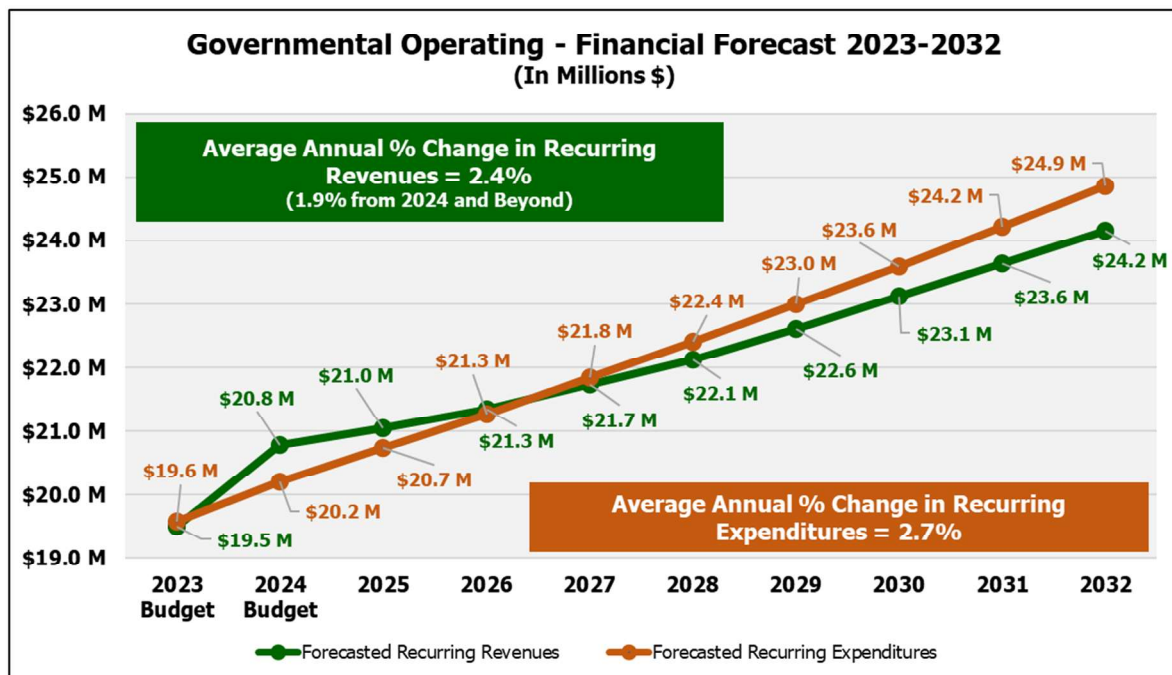
Adoption Dates



Financial Forecast

The City of Snoqualmie has been working within a time of unprecedented economic uncertainty. Reverberations from the pandemic, and the actions taken to stem the public health emergency, have resulted in inflationary pressures unseen since the 1970s. Such actions include greater than normal transfer payments from the federal government and supply chain disruptions. Like the residents and businesses that call our community home, the City has had to manage through the inflation experienced. Coupled with the fact that the City is subject to the 1% statutory limit on its most significant source of revenue, property tax, without the changes proposed in the budget (i.e., new ongoing sources of revenue, please see General Fund Sources Summary), the City would likely see recurring expenditures exceeding recurring revenues during the biennium. While such actions proposed in the budget will help during this biennium, the City will need to continue to be proactive and strategic in what it does to prevent future budgetary deficits and protect levels-of-service.

The following chart shows the expected trend in recurring revenues and recurring expenditures over a 10-year period for "Governmental Operating" (i.e., General Fund). "Governmental Operating" includes important services such as Police, Fire, and Parks Maintenance. The City used the August 2022 King County Economic Forecast to support many of the assumptions included in the chart. Moreover, the chart also assumes taking the 1% property tax increase annually. Given this is a forecast of recurring revenues and expenditures, the chart does not include ARPA funds which are a one-time source of support. A detailed table representing the chart has been included in Appendix A1.





2023-2024 Biennial Budget Executive Summary

The 2023-2024 Biennial Budget is comprised of 18 funds with a total budgeted sources forecast of \$133.8 million and budgeted uses of \$161.5 million. The city is projected to begin the biennium with a fund balance of \$59.0 million and end the biennium with a \$31.3 million fund balance. Operating Funds, which includes the General Fund and three of the Enterprise Funds, anticipate ending fund balances and reserve targets that meet city financial management policy adopted by the City Council.

Summary Sources, Uses, and Fund Balance (All Funds):

Fund Name	Beg. Fund Balance	2023 Sources	2024 Sources	Total Sources	2023 Uses	2024 Uses	Total Uses	End. Fund Balance
General Fund	4,423,674	20,556,954	21,848,782	42,405,736	23,210,979	21,069,447	44,280,426	2,548,984
Reserve Fund	2,726,625	210,497	92,949	303,446	-	-	-	3,030,071
Total General Fund	7,150,300	20,767,451	21,941,731	42,709,182	23,210,979	21,069,447	44,280,426	5,579,056
Arts Activities Fund	48,578	52,094	28,217	80,311	60,856	37,136	97,992	30,897
North Bend Police Services Fund	244,924	2,385,603	2,513,379	4,898,982	2,533,165	2,610,741	5,143,906	-
Deposits Reimbursement Control Fund	21,266	10,358	10,358	20,716	10,358	10,358	20,716	21,266
School Impact Fee Fund	-	-	-	-	-	-	-	-
Total Managerial Funds	314,767	2,448,055	2,551,954	5,000,009	2,604,379	2,658,235	5,262,614	52,163
Hotel/Motel Tax Fund	147,700	140,190	139,601	279,791	175,000	175,000	350,000	77,491
Drug Enforcement Fund	10,200	5,172	5,172	10,344	5,172	5,172	10,344	10,200
Affordable Housing Fund	898,936	384,121	394,121	778,242	-	-	-	1,677,178
ARPA Covid Local Recovery Fund	2,244,095	28,327	9,454	37,781	1,139,516	1,142,360	2,281,876	-
Total Special Revenue Funds	3,300,932	557,810	548,348	1,106,158	1,319,688	1,322,532	2,642,220	1,764,869
Non-Utilities Capital Fund	20,100,000	13,954,950	5,407,400	19,362,350	16,470,500	20,970,850	37,441,350	2,021,000
Total Governmental Capital Funds	20,100,000	13,954,950	5,407,400	19,362,350	16,470,500	20,970,850	37,441,350	2,021,000
Water Operations Fund	1,635,856	5,190,814	5,504,819	10,695,634	5,466,981	5,785,411	11,252,392	1,079,098
Sewer Operations Fund	786,844	6,447,608	6,713,795	13,161,403	6,292,480	6,717,905	13,010,385	937,862
Stormwater Operations Fund	984,709	2,850,899	3,063,483	5,914,382	3,214,430	3,211,527	6,425,957	473,134
Utilities Capital Fund	19,400,000	10,373,442	14,773,142	25,146,584	8,636,000	20,556,000	29,192,000	15,354,584
Total Enterprise Funds	22,807,410	24,862,763	30,055,239	54,918,002	23,609,891	36,270,843	59,880,734	17,844,678
Equipment Replacement & Repair Fund	2,384,697	2,068,177	1,622,125	3,690,302	2,580,278	1,022,835	3,603,113	2,471,886
Information Technology Fund	2,251,692	2,657,771	2,671,609	5,329,380	3,132,449	3,143,340	6,275,789	1,305,283
Facilities Maintenance Fund	711,374	914,845	723,497	1,638,342	1,418,153	716,587	2,134,740	214,976
Total Internal Service Funds	5,347,762	5,640,793	5,017,231	10,658,024	7,130,880	4,882,762	12,013,642	3,992,144
Total All Funds	59,021,171	68,231,822	65,521,903	133,753,725	74,346,317	87,174,669	161,520,986	31,253,909

City Staffing Overview:

City services are provided to the community through the allocation of people and tools. The City has structured the organization and crafted a long-term staffing plan for continued service delivery. Below is a staffing count matrix of overall authorized full-time equivalent (FTE) positions included in the proposed budget.

For 2023-2024 biennium, the City is proposing to add six positions, to include a two-year term-limited Revenue Manager who will oversee and maximize City revenues, a Budget Analyst that will support financial modeling and reporting efforts and produce ad-hoc analyses, a CIP Project Manager who will manage and coordinate capital programs and projects and the grant receipt

process, an Information Technology Manager who will lead operations and support the implementation of critical network infrastructure projects over the next two years, and two new maintenance positions within the Parks and Public Works Department will continue to enhance water and stormwater systems in accordance with the City's utility plans and 2021 Rate Study. The matrix also includes a number of position substitutions and reclassifications.

Department	Position Title	Authorized FTEs	Change Requested	Proposed FTEs
Legislative	Mayor Pro-Tem	0.15	-	0.15
	Council Member	0.60	-	0.60
	Department Total =	0.75	0.00	0.75
Executive	Mayor	0.25	-	0.25
	City Administrator	1.00	-	1.00
	Management Analyst	1.00	-	1.00
	Department Total =	2.25	0.00	2.25
City Clerk	City Clerk	1.00	-	1.00
	Department Total =	1.00	0.00	1.00
Communications	Communications Assistant	0.75	-	0.75
	Communications Coordinator	1.00	-	1.00
	Department Total =	1.75	0.00	1.75
City Attorney	Confidential Assistant to City Attorney	1.00	-	1.00
	City Attorney	1.00	-	1.00
	Assistant City Attorney	1.00	-	1.00
	Department Total =	3.00	0.00	3.00
Community Development	Community Development Director	1.00	-	1.00
	Community Liaison	1.00	-	1.00
	Planning Manager	1.00	(1.00)	0.00
	Senior Planner	1.00	2.00	3.00
	Associate Planner	1.00	-	1.00
	Planning Technician	1.00	-	1.00
	Building Official	1.00	-	1.00
	Building Inspector	1.00	(1.00)	0.00
	Permit Coordinator	0.00	1.00	1.00
	Permit Technician	1.00	(1.00)	0.00
	Department Total =	9.00	0.00	9.00
Finance & Human Resources	Finance & Human Resources Director	1.00	-	1.00
	Management Analyst (Two-Year Term Limited)	0.00	1.00	1.00
	Human Resources Manager	1.00	(1.00)	0.00
	Human Resources Analyst	0.00	1.00	1.00
	Human Resources Assistant	1.00	(1.00)	0.00
	Accounting Manager	1.00	-	1.00
	Accountant	1.00	-	1.00
	Senior Account Clerk	2.00	-	2.00
	Budget Manager	1.00	-	1.00
	Budget Analyst	0.00	1.00	1.00
	Project Specialist	0.00	0.56	0.56
	ARPA Specialist/Human Services Navigator	0.56	(0.56)	0.00
	Revenue Manager (Two-Year Term Limited)	0.00	1.00	1.00
	Account Clerk	1.00	-	1.00
	Office Assistant	1.00	-	1.00
	Department Total =	10.56	2.00	12.56

Department	Position Title	Authorized FTEs	Change Requested	Proposed FTEs
Fire & Emergency Management	Fire Chief	1.00	-	1.00
	Deputy Fire Chief	1.00	-	1.00
	Administrative Assistant II	0.50	-	0.50
	Fire Training Captain	1.00	-	1.00
	Fire Lieutenant	3.00	-	3.00
	Firefighter	9.00	-	9.00
	Department Total =	15.50	0.00	15.50
Information Technology	IT Director	1.00	-	1.00
	IT Manager	0.00	1.00	1.00
	IT Systems Engineer	1.00	-	1.00
	IT Project Manager	1.00	-	1.00
	IT Systems Support	2.00	-	2.00
	Service Desk Technician (Snoqualmie)	1.00	-	1.00
	Service Desk Technician (Duvall)	1.00	-	1.00
	GIS Systems Analyst	1.00	-	1.00
	Department Total =	8.00	1.00	9.00
Parks & Public Works	Parks & Public Works Director	1.00	-	1.00
	Deputy Parks & Public Works Director/City Engineer	1.00	-	1.00
	CIP Project Manager	0.00	1.00	1.00
	Engineer	3.00	-	3.00
	Maintenance Operations Manager	1.00	(1.00)	0.00
	Administrative Assistant	1.00	-	1.00
	Parks & Streets Supervisor	1.00	-	1.00
	Parks & Streets Lead Worker	1.00	-	1.00
	Parks - Maintenance Technician (Levels 4-1)	4.00	-	4.00
	Streets - Maintenance Technician (Levels 4-1)	1.00	-	1.00
	Stormwater & Urban Forestry Supervisor	0.00	1.00	1.00
	Urban Forester	1.00	-	1.00
	Urban Forestry - Maintenance Technician	1.00	-	1.00
	Stormwater - Maintenance Technician (Levels 4-1)	1.00	1.00	2.00
	Sewer - Supervisor	1.00	-	1.00
	Sewer - Plant Operator Lead	1.00	-	1.00
	Sewer - Plant Operator Sr	1.00	-	1.00
	Sewer - Industrial Maintenance Technician Sr	1.00	-	1.00
	Sewer - Laboratory Analyst	1.00	-	1.00
	Sewer - Maintenance Technician-Treatment (Levels 4-1)	2.00	-	2.00
	Water Supervisor	1.00	-	1.00
	Water - Maintenance Technician-Treatment (Levels 4-1)	2.00	1.00	3.00
	Water - Maintenance Technician-Distribution (Levels 4-1)	2.00	-	2.00
	Irrigation - Maintenance Technician (Levels 4-1)	1.00	-	1.00
	Fleet & Facilities Supervisor	1.00	-	1.00
	Facilities - Maintenance Technicians (Levels 4-1)	1.00	-	1.00
	Fleet - Mechanic (Levels 3-1)	1.00	-	1.00
	Department Total =	33.00	3.00	36.00
Police	Police Chief	1.00	-	1.00
	Administrative Coordinator	1.00	-	1.00
	Behavioral Health Coordinator	1.00	-	1.00
	Police Records Technician	1.00	-	1.00
	Police Records/Evidence Technician	1.00	-	1.00
	Police Captain	1.00	-	1.00
	Police Sergeant	4.00	-	4.00
	Administrative Sergeant	0.00	1.00	1.00
	Detective	2.00	(1.00)	1.00
	Support Officer	1.00	-	1.00
	Resource Officer	1.00	-	1.00
	Police Officer	16.00	-	16.00
	Department Total =	30.00	0.00	30.00
Total Staffing Count =		114.81	6.00	120.81



General Fund Overview

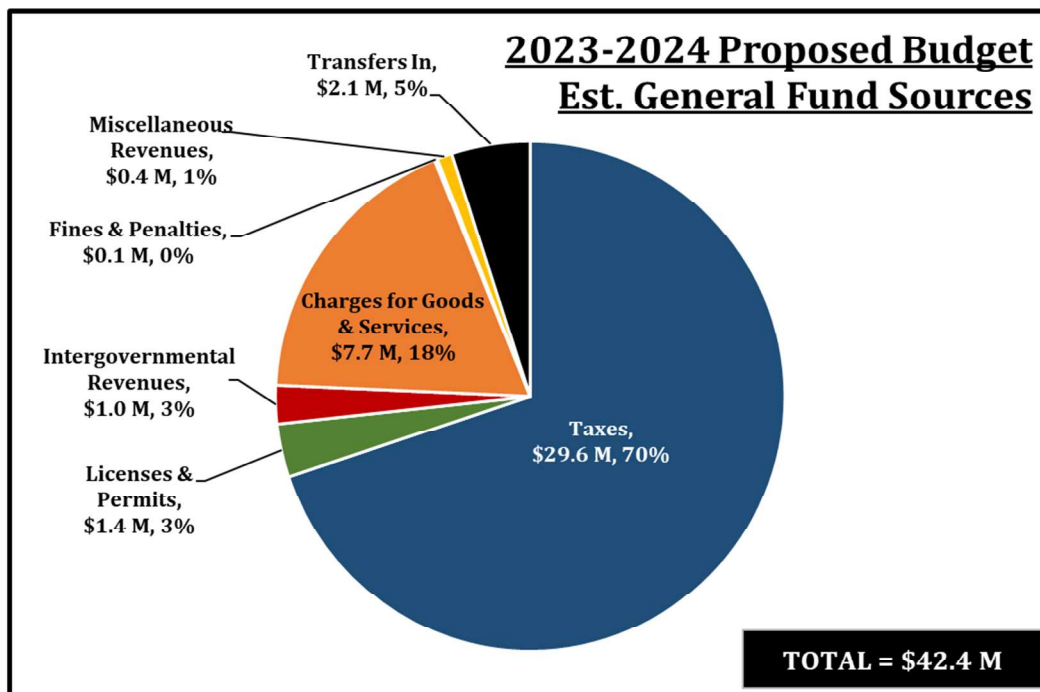
The General Fund serves as the main operating fund of the City and includes source and use allocations for general government activities such as administration, public safety, court services, community planning and development, economic development, street maintenance, park maintenance and human services. Overall General Fund sources are projected at \$42.4 million and General Fund uses are projected at \$44.3 million for 2023-2024 biennium.

The ending fund balance for the General Fund is anticipated to decrease \$1.9 million during the biennium. Fund balance is the difference between total sources and uses and measures the net financial resources available for spending. The City of Snoqualmie operates and reports on a cash basis, so sources and uses are reported when received or paid. While fund balance is not required to be "budgeted", it is a key figure in understanding what is available for spending and an indicator of general financial health for the fund. The beginning fund balance for the General Fund is stable and provides a strong foundation for starting the biennial budget period.

	2022 Restated or Estimated	2023 Proposed Budget	2024 Proposed Budget	2023-2024 Proposed Budget	2022 to 2023 % Change	2023 to 2024 % Change
Beginning Fund Balance	\$ 2,820,304	\$ 4,423,674	\$ 1,769,650			
Sources						
<i>Taxes</i>	\$ 14,263,811	\$ 14,663,830	\$ 14,964,509	\$ 29,628,339	2.8%	2.1%
<i>Licenses & Permits</i>	\$ 652,835	\$ 580,157	\$ 862,727	\$ 1,442,884	-11.1%	48.7%
<i>Intergovernmental Revenues</i>	\$ 451,713	\$ 528,904	\$ 497,124	\$ 1,026,028	17.1%	-6.0%
<i>Charges for Goods & Services</i>	\$ 3,239,349	\$ 3,477,838	\$ 4,229,094	\$ 7,706,932	7.4%	21.6%
<i>Fines & Penalties</i>	\$ 36,571	\$ 39,154	\$ 39,513	\$ 78,667	7.1%	0.9%
<i>Miscellaneous Revenues</i>	\$ 177,984	\$ 208,162	\$ 196,906	\$ 405,068	17.0%	-5.4%
<i>Transfers In</i>	\$ 773,750	\$ 1,058,909	\$ 1,058,909	\$ 2,117,818	36.9%	0.0%
Total Sources =	\$ 19,596,014	\$ 20,556,954	\$ 21,848,782	\$ 42,405,736	4.9%	6.3%
Uses						
<i>Salaries & Wages</i>	\$ 6,943,575	\$ 8,292,152	\$ 8,555,071	\$ 16,847,223	19.4%	3.2%
<i>Employee Benefits</i>	\$ 2,709,873	\$ 3,292,942	\$ 3,424,954	\$ 6,717,896	21.5%	4.0%
<i>Supplies</i>	\$ 534,043	\$ 686,666	\$ 658,157	\$ 1,344,823	28.6%	-4.2%
<i>Services</i>	\$ 7,534,108	\$ 8,264,662	\$ 8,372,064	\$ 16,636,726	9.7%	1.3%
<i>Capital Outlays</i>	\$ -	\$ 2,000	\$ 7,050	\$ 9,050	100.0%	252.5%
<i>Transfers Out</i>	\$ 271,044	\$ 2,672,556	\$ 52,151	\$ 2,724,707	886.0%	-98.0%
Total Uses =	\$ 17,992,643	\$ 23,210,979	\$ 21,069,447	\$ 44,280,426	29.0%	-9.2%
Sources Over (Under) Uses =	\$ 1,603,370	\$ (2,654,025)	\$ 779,335	\$ (1,874,690)		
Ending Fund Balance	\$ 4,423,674	\$ 1,769,650	\$ 2,548,984			

General Fund Sources Summary

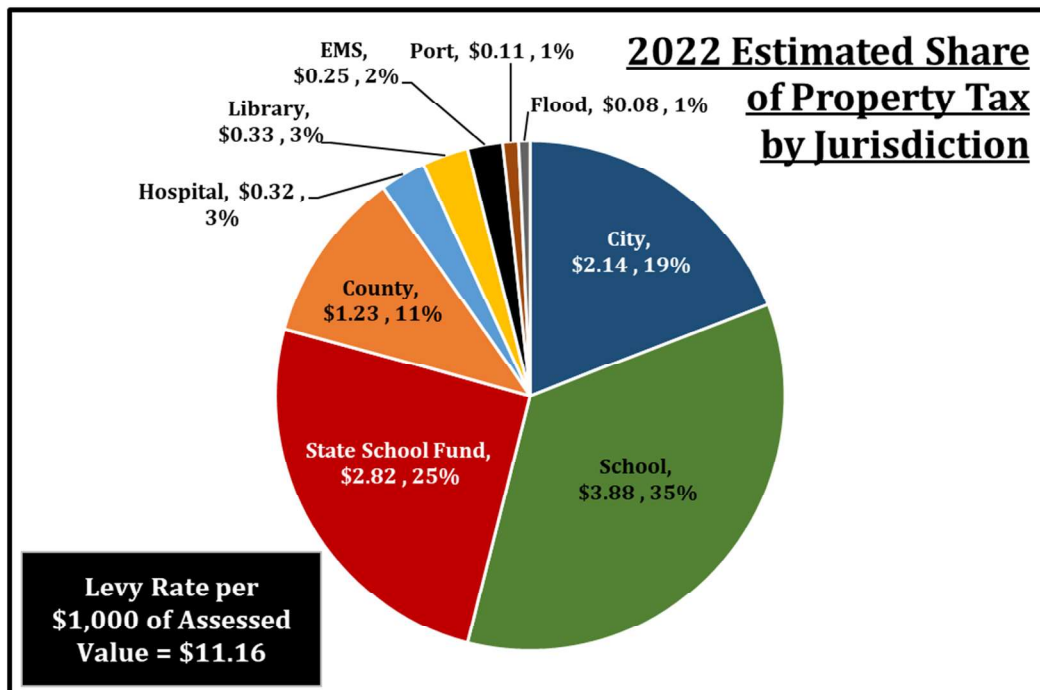
70% of General Fund sources come from property taxes, sales taxes, utility taxes, and other taxes. Charges for goods and services make up the second largest proportion at 18%. The following chart breaks out General Fund sources over the biennium by type of source.



Property Tax:

The King County Assessor's Office estimated the overall 2022 assessed valuation (AV) for property within the City of Snoqualmie at approximately \$4.0 billion. This is an increase in property values of \$494 million dollars over 2021 and represents a 13.9% increase.

The City of Snoqualmie only receives a proportion of the property taxes paid by property owners residing within City boundaries. For 2022, the City receives approximately \$0.19 of every property tax dollar paid. The 2022 levy rate is \$11.16 per \$1,000 of assessed valuation which is a 9.3% decline from the 2021 levy rate of \$12.31.



Property taxes represent the largest source of revenue for the General Fund. The City is projecting an increase of nearly \$215 thousand to a total of \$8.4 million for 2023, which includes the statutory allowable levy increase from the previous year levy along with anticipated new construction values. The final property tax levy rate is set when all taxing jurisdictions adopt final levies and is provided by King County in early January of each year. For the two-year biennium, the City anticipates collecting \$16.9 million in property taxes.

For the average valued home in the City of Snoqualmie, which is estimated to be \$905,000 in 2023, the city portion of the property tax bill is approximately \$1,937. Average values of Snoqualmie homes have increased 17.5% from 2022, according to the King County Assessed Value Forecast, a continued trend of valuation increases as property owners saw an 18.6% increase from 2021 to 2022.

Sales Tax/Business & Occupation (B&O) Tax:

Sales and B&O tax revenue combined represents the second largest revenue source for the General Fund and is projected at \$7.7 million for the biennium, representing 18.1% of all General Fund sources. The 2023-2024 budget forecasts sales tax using King County's Office of Economic and Financial Analysis 2022 CPI-U forecasts.

Utility and Other Taxes:

Utility taxes are another major source of funding for the city's General fund at 11.8% of sources. The 2023-2024 forecast for these taxes is \$5.0 million, which represents a 2.1% decrease from the prior biennium.

Other General Fund Sources:

The remaining General Fund sources represent \$12.8 million and include administrative cost allocations to enterprise funds, building permits, development-related fees, miscellaneous licenses and taxes, public safety revenues, interest income and other miscellaneous sources.

Although mixed-use building projects may happen in Snoqualmie's near future, such as the Mill Site development, depending upon City Council's decision-making, these projects would not affect the budget until 2025, and are not included in the 2023-2024 biennium revenues.

New Ongoing Sources of Revenue:

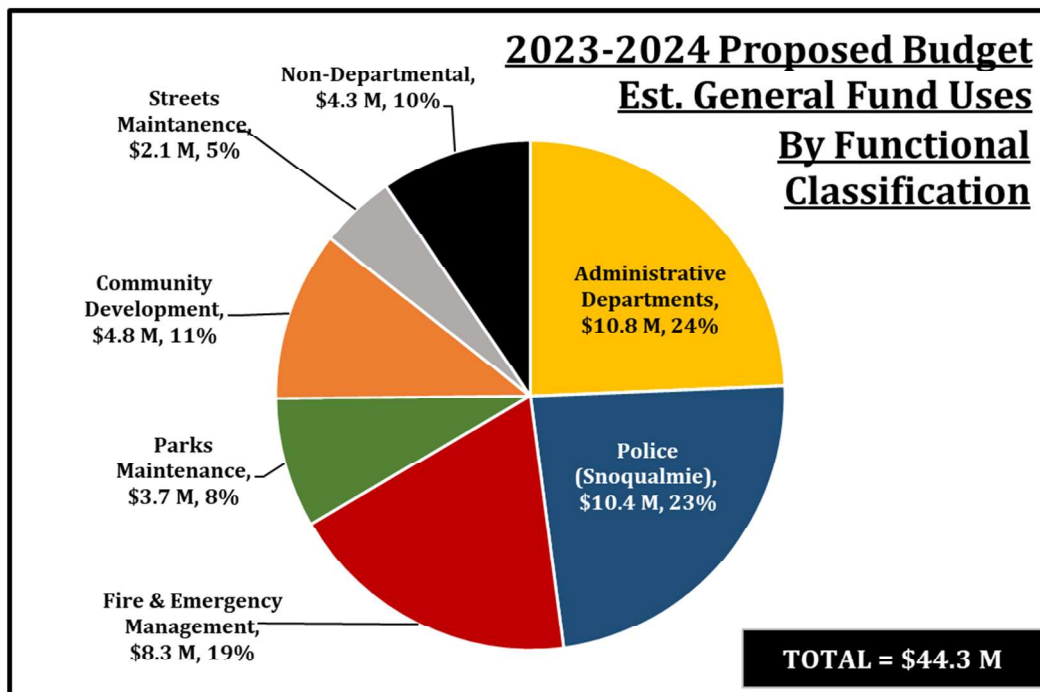
As a part of the 2023-2024 Biennial Budget, and in order to sustain the City's level-of-service following the inflationary pressures and staffing challenges experienced in 2022, the City is proposing to generate new and ongoing sources of revenue from the following activities:

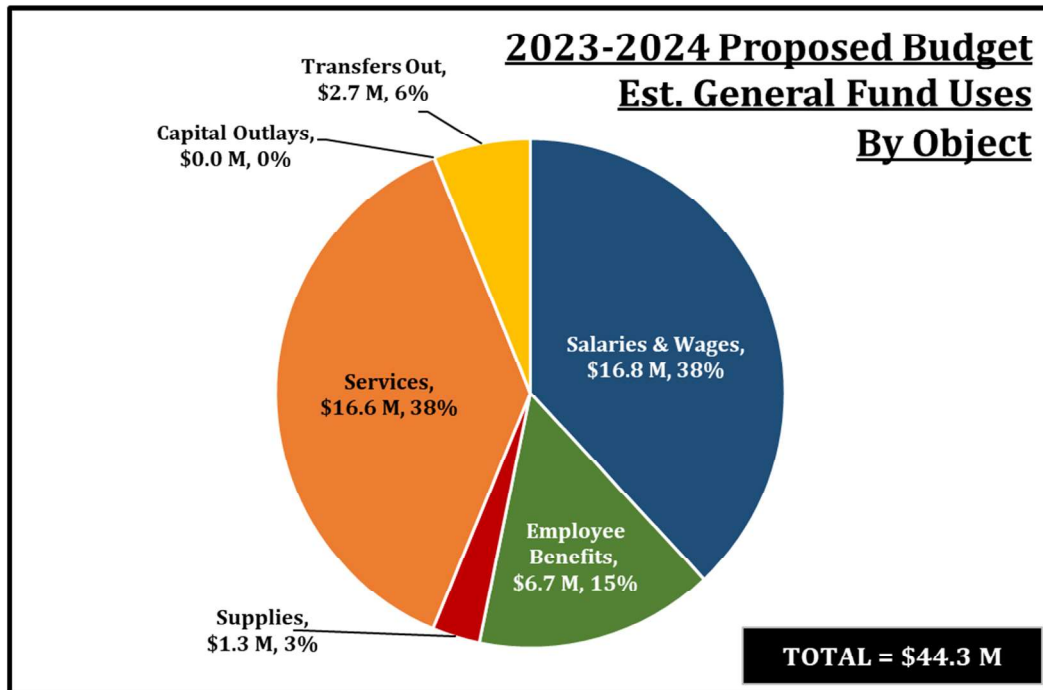
- **Comprehensive Fee Study** (2023: +\$100,000, 2024: +\$300,000)
 - o The budget proposes conducting a comprehensive fee study that would look into all fees set for things like building permits, the use of recreational fields, staffing rates and ambulance transport, and the degree to which the City should cost recover through its fee structure.
- **Ground Emergency Medical Transport (GEMT) Billing** (2023: +\$0, 2024: +\$300,000)
 - o The GEMT program, as available through the Washington State Health Care Authority, provides supplemental payments to publicly owned GEMT providers. The supplemental payments would cover the funding gap between the City's actual costs per GEMT transport and the allowable amount received from Medicaid and any other source of reimbursement.

General Fund Uses Summary

Overall General Fund uses are projected at \$44.3 million for 2023-2024 biennium, a 26% increase from the prior biennium's budget. A substantial portion of the increase comes from the consolidation of the Community Development Fund (#130) into the General Fund. Any increases in personnel costs are associated with cost-of-living adjustments, collective bargaining agreement obligations, and the change in premiums for benefits. The new biennium also includes a \$2.5 million dollar transfer-out to the Non-Utilities Capital Fund for investment in capital improvements such as the Community Center Expansion Project.

Other overall increases from one budget period to another results from a consolidation and realignment of unneeded special revenue funds, updated accounting codes required by the State Auditor's Office BARS and better reporting of governmental expenditures.





Reserve Fund Summary

Description:

The Reserve Fund (#002) is important to the City's financial flexibility and stability and provides options to respond to unexpected events that may arise during the biennium. Important events that may require the use of the Reserve Fund includes an economic downturn, a public emergency, or cash flow issues that prevent the City from paying expenditures when due. This budget assumes a reserve target of 15% of General Fund expenditures and does not anticipate using any during the biennium.

Proposed 2023-2024 Biennial Budget Sources, Uses, and Fund Balance:

	2022 Restated or Estimated	2023 Proposed Budget	2024 Proposed Budget	2023-2024 Proposed Budget	2022 to 2023 % Change	2023 to 2024 % Change
Beginning Fund Balance	\$ 2,686,007	\$ 2,726,625	\$ 2,937,122			
Sources						
Miscellaneous Revenues	\$ 6,484	\$ 47,941	\$ 50,798	\$ 98,739	639.4%	6.0%
Transfers In	\$ 34,134	\$ 162,556	\$ 42,151	\$ 204,707	376.2%	-74.1%
Total Sources =	\$ 40,618	\$ 210,497	\$ 92,949	\$ 303,446	418.2%	-55.8%
Sources Over (Under) Uses =	\$ 40,618	\$ 210,497	\$ 92,949	\$ 303,446		
Ending Fund Balance	\$ 2,726,625	\$ 2,937,122	\$ 3,030,071			



General Fund by Functional Classification

Administrative Departments

Description:

The Administrative Departments are composed of the Mayor and her team, the Council, the City Clerk's Office, the City Attorney's Office, the Finance and Human Resources Department, and the Communications Office.

The **Mayor** and her team provide guidance and leadership to the City through policy implementation and propel the vision of the City as expressed through the legislative process.

Core Services:

- Serve as the Chief Executive of the City and provide leadership and oversight over all department functions.
- Serve as City representative in legislative affairs and intergovernmental relations.
- Implement the priorities of the City Council throughout the entire organization.
- Support departments with additional analytical capacity when needed, especially in regard to large or abnormal projects.
- Manage and oversee the Human Services allocation process, under the advisement of the Human Services Commission.

The **Council** represents the residents of Snoqualmie and provides guidance, leadership, and direction to their government in a manner that best serves their needs as expressed through the democratic process.

Core Services:

- Provide legislative oversight and policymaking over all City business.
- Support City constituents by fostering their connection to government.

The **City Clerk** ensures transparency and community access in the legislative process and fosters community understanding of government.

Core Services:

- Manage the legislative affairs of the City.
- Responsible for records management.
- Provide administrative support to elected officials.
- Serve as the City's volunteer coordinator.
- Provide oversight of the City's risk management program.

The **City Attorney** provides the services necessary in order to keep the City in good standing, providing timely advice and guidance to City Council, the Mayor, City Administrator and departments on a number of legal issues facing the City. The department defends the City against litigation, brings litigation on behalf of the City as authorized by City Council, and contracts for the court, prosecutorial, and defender services necessary to maintain the rule of law.

Core Services:

- Provide ongoing legal advice to the elected and appointed officials of the City, the City Administrator, and City departments.
- Prepare legal documents, ordinances, resolutions, contracts, and other legal instruments.
- Represent the City in all civil legal actions to which the City is a party, including in federal, state, and local courts, and administrative agencies.
- Contract for court, prosecutorial, and defender services.

The **Finance and Human Resources Department** manages and protects the financial resources entrusted to the City by the community as well as provides effective management of human resources. As stewards of the money and keepers of the policies and regulations that govern fiscal and personnel actions, the Department promotes accountability, transparency, and continuity of City services. Through effective leadership and sound practices, the City is able to maintain a healthy financial condition and work environment to support other departments and the levels-of-service they provide to the community.

Core Services:

- Prepare annual financial reports, maintain compliance with BARS requirements, and facilitate the annual audit review.
- Prepare the biennial budget and Capital Improvement Plan (CIP), conduct long-range financial planning, and provide the analysis necessary to drive sound financial decision-making.
- Serve as City Treasurer, manage cash and investments, and oversee the issuance of debt.
- Manage utility billing and business licensing and taxes.
- Oversee citywide payroll and payments to vendors.
- Maintain internal controls and ensure compliance with internal policies.
- Serve as the receptionist for the City.
- Manage the Human Resources program for the City including personnel, benefits, labor relations, and organizational development.

The **Communications Office** is charged with providing transparent and timely communications and information to Snoqualmie residents. The Department is responsible for maintaining and updating the City's website, social media channels, answering general resident inquiries, coordinating community surveys, City news releases, emergency communications, and other communication-related needs.

Proposed 2023-2024 Biennial Budget Uses:

Uses	2022 Restated or Estimated	2023 Proposed Budget	2024 Proposed Budget	2023-2024 Proposed Budget	2022 to 2023 % Change	2023 to 2024 % Change
<i>Salaries & Wages</i>	\$ 1,863,929	\$ 2,352,041	\$ 2,430,646	\$ 4,782,687	26.2%	3.3%
<i>Employee Benefits</i>	\$ 724,052	\$ 956,259	\$ 993,493	\$ 1,949,752	32.1%	3.9%
<i>Supplies</i>	\$ 11,999	\$ 9,355	\$ 11,203	\$ 20,558	-22.0%	19.8%
<i>Services</i>	\$ 1,491,381	\$ 2,091,847	\$ 1,942,725	\$ 4,034,572	40.3%	-7.1%
<i>Capital Outlays</i>	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
<i>Transfers Out</i>	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
Total Uses =	\$ 4,091,360	\$ 5,409,502	\$ 5,378,067	\$ 10,787,569	32.2%	-0.6%

Proposed 2023-2024 Biennial Budget Staffing:

Position Title	Authorized FTEs	Change Requested	Proposed FTEs
Mayor Pro-Tem	0.15	-	0.15
Council Member	0.60	-	0.60
Legislative Subtotal =	0.75	0.00	0.75
Mayor	0.25	-	0.25
Management Analyst	1.00	-	1.00
City Administrator	1.00	-	1.00
Executive Subtotal =	2.25	0.00	2.25
City Clerk	1.00	-	1.00
City Clerk Subtotal =	1.00	0.00	1.00
City Attorney	1.00	-	1.00
Assistant City Attorney	1.00	-	1.00
Confidential Assistant to City Attorney	1.00	-	1.00
City Attorney Subtotal =	3.00	0.00	3.00
Finance & Human Resources Director	1.00	-	1.00
Management Analyst (Two-Year Term-Limited)	0.00	1.00	1.00
Human Resources Manager	1.00	(1.00)	0.00
Human Resources Analyst	0.00	1.00	1.00
Human Resources Assistant	1.00	(1.00)	0.00
Accounting Manager	1.00	-	1.00
Accountant	1.00	-	1.00
Senior Account Clerk	2.00	-	2.00
Budget Manager	1.00	-	1.00
Budget Analyst	0.00	1.00	1.00
Revenue Manager (Two-Year Term Limited)	0.00	1.00	1.00
Account Clerk	1.00	-	1.00
Office Assistant	1.00	-	1.00
Finance & Human Resources Subtotal =	10.00	2.00	12.00
Communications Assistant	0.75	-	0.75
Communications Coordinator	1.00	-	1.00
Communications Subtotal =	1.75	0.00	1.75
Total Staffing Count =	18.75	2.00	20.75

Major Changes/Additions:

- **Revenue Manager (Two-Year Term-Limited)** (One-Time) (2023: -\$164,322, 2024: -\$170,717)
 - o The purpose of this position is to provide better oversight of the collection of revenues such as utility billing, B&O taxes, business licensing, and general cash receipting. In addition, one goal of this position is to facilitate and support an audit of B&O taxes and business licensing. Furthermore, the position may facilitate and/or support the proposed Comprehensive Fee Study and Ground Emergency Medical Transport (GEMT) billing. Both will require significant effort. This position is assumed critical to generating new ongoing sources of revenue over the next biennium.
- **Budget Manager** (Ongoing) (2023: -\$22,631, 2024: -\$23,422)
 - o The reclassification of a Senior Financial Analyst to a Budget Manager will allow the Finance and Human Resources Department to improve service delivery by increasing its focus on updating the financial policy, managing the development of the biennial budget and Capital Improvement Plan (CIP), create a long-term financial model, and oversee portions of multi-year Enterprise Resource Planning (ERP) System Project. The reclassification was approved by Council in July of 2022 and is therefore considered authorized.
- **Budget Analyst** (Ongoing) (2023: -\$143,285, 2024: -\$148,456)
 - o The purpose of this position is to work with the Budget Manager to create and maintain appropriate financial models, produce reports for the review of departments, the Administration, and the Council, and to conduct ad-hoc analyses. Given how critical the budget is in setting the direction of the City, this position will play a significant role in maintaining appropriate financial capacity, and identifying issues beforehand, so that the City can provide adequate levels-of-service now and into the future.
- **Other Finance & Human Resources Department Staffing Changes** (Ongoing) (2023: -\$1,169, 2024: -\$651)
 - o The Finance and Human Resources Department is seeking to restructure the Human Resources function by converting the Human Resources Manager position into a Management Analyst and reclassifying the Human Resources Assistant into a Human Resources Analyst. This will help the department to retain a current employee as well as provide flexibility when it comes to updating and improving policies across all areas of the department.
- **Temporary Assistance During the ERP Project** (One-Time) (2023: -\$50,000, 2024: -\$50,000)
 - o The Finance and Human Resources Department will need additional assistance over the next biennium during the implementation of the Enterprise Resource

Planning System (ERP) Project. With the ERP Project generating approximately 30% of the department's workload over the next biennium, the department will need to backfill the time devoted to the ERP Project to maintain the core services it provides to the community.

- **Additional Enterprise Resource Planning System (ERP) Project Modules** (One-Time & Ongoing) (2024: -\$111,970)
 - o The Finance and Human Resources Department has identified the need for a "system of record" module that can support the taxing and licensing needs of the City and an open data portal that would allow the public to review the City's financial information and budget. In order to offset the annual cost of the tax/licensing module, the City proposes transitioning from the FileLocal system of business licensing and tax filing to the system offered by the Washington State Department of Revenue.
- **Contract Legal Support** (One-Time) (2023: -\$100,000, 2024: -\$100,000)
 - o The funding of additional contract legal support will help to handle some of the anticipated workload the City Attorney's Office will likely experience over the next two years. One goal of this request is to reduce the bottleneck other departments experience when requiring the review and help of the City Attorney.
- **Strategic Plan** (One-Time) (2024: -\$60,000)
 - o The development of a strategic plan will help the City to think more deeply about its current opportunities and challenges, provide guidance and direction to departments, uncover ways to protect key services, and find those strategic investments that will help to propel the City well into the future.
- **Council Chambers Audio/Visual Upgrade** (One-Time) (2023: -\$108,000)
 - o The intent of this proposal is to improve the ability of the Charles S. Peterson Council Chambers to host hybrid meetings and reduce the effort required to administer the technology. The Council Chambers is one of the most important meeting spaces in the City of Snoqualmie and plays host to several organizations outside the City as well as regional meetings. The costs included here represent internal service charges that will allow the Information Technology Department to purchase the necessary equipment to upgrade the Council Chambers.
- **Security Infrastructure at City Hall** (One-Time) (2023: -\$207,000)
 - o The intent of this proposal is to adapt City Hall to account for potential safety risks. As a result, the City expects to prevent the property damage that has occurred in the past as well as protect employees from emergent threats. A secondary goal from such changes is the ability to free up more useable space to house employees. The costs included here represent internal service charges that will allow the Facilities Maintenance Division of the Parks and Public Works Department to construct the improvements.

Police (Snoqualmie)

Description:

The Police Department maintains a “no call too small” community standard to protect the safety and well-being of residents, businesses, and visitors. With 30 officers, sergeants, detectives, and other critical employees, serving both the cities of Snoqualmie and North Bend, the Police Department works cooperatively with the public and within the framework of the U.S. Constitution to enforce the law, reduce fear, deter crime, preserve peace, and provide service with understanding and sensitivity.

Core Services:

- Patrol the cities of Snoqualmie and North Bend to intercede and deter crime or violations, issuing citations where necessary.
- Respond to calls or emergencies from the general public and resolve with discipline, professionalism, and care.
- Investigate and resolve complex property, drug, and violent crimes, preserving evidence where necessary.
- Ensure the safety and well-being of students through the deployment of a school resource officer.
- Transport people in custody to contracted jails.
- Bring under control nuisance animals who pose a threat to people.
- Outreach to the community to foster trust, coordination, and expectation that services will arrive when needed.

Proposed 2023-2024 Biennial Budget Uses:

Uses	2022 Restated or Estimated	2023 Proposed Budget	2024 Proposed Budget	2023-2024 Proposed Budget	2022 to 2023 % Change	2023 to 2024 % Change
<i>Salaries & Wages</i>	\$ 2,069,052	\$ 2,208,956	\$ 2,275,073	\$ 4,484,029	6.8%	3.0%
<i>Employee Benefits</i>	\$ 745,435	\$ 807,143	\$ 839,324	\$ 1,646,467	8.3%	4.0%
<i>Supplies</i>	\$ 126,288	\$ 188,900	\$ 139,000	\$ 327,900	49.6%	-26.4%
<i>Services</i>	\$ 1,578,333	\$ 1,958,693	\$ 2,010,416	\$ 3,969,109	24.1%	2.6%
<i>Capital Outlays</i>	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
<i>Transfers Out</i>	\$ 219,666	\$ -	\$ -	\$ -	-100.0%	0.0%
Total Uses =	\$ 4,738,775	\$ 5,163,692	\$ 5,263,813	\$ 10,427,505	9.0%	1.9%

Proposed 2023-2024 Biennial Budget Staffing:

Position Title	Authorized FTEs	Change Requested	Proposed FTEs
Police Chief	0.88	-	0.88
Administrative Coordinator	1.00	-	1.00
Behavioral Health Coordinator	0.50	-	0.50
Police Records/Evidence Technician	1.00	-	1.00
Police Captain	0.88	-	0.88
Police Sergeant	2.00	-	2.00
Administrative Sergeant	0.00	1.00	1.00
Detective	2.00	(1.00)	1.00
Support Officer	0.50	-	0.50
Resource Officer	1.00	-	1.00
Police Officer	8.00	-	8.00
Total Staffing Count =	17.76	0.00	17.76

Major Changes/Additions:

- **Behavioral Health Coordinator** (Ongoing) (2023: -\$143,285, 2024: -\$148,456)
 - o The purpose of this position is to work with the Police and Fire Departments as a first responder in situations that may require help in rendering mental health assistance. This position has been approved by Council as a mid-year adjustment and is funded through a grant that is expected to last through June 30, 2023. It is expected that the cities of Snoqualmie and North Bend will split the cost of the position following the end of the grant. The Behavioral Health Coordinator was approved by Council in September of 2022 and is therefore considered authorized.
- **Administrative Sergeant** (Ongoing) (2023: -\$23,643, 2024: -\$24,256)
 - o The reclassification of a Detective position to an Administrative Sergeant will allow the Police Department to address certain needs more effectively and help to free up leadership's capacity to develop strategies to improve levels-of-service to the community.

Fire & Emergency Management

Description:

The Fire and Emergency Management Department is an internationally accredited agency committed to providing superior community-based preparedness and emergency services in a timely and professional manner. The men and women of the department, both professional and volunteer, work hard to safeguard life, whether through proactive planning, risk mitigation, or the prompt response of an elite and well-trained crew.

Core Services:

- Provide basic life support to people seeking medical care and transport to the hospital.
- Respond to motor vehicle accidents, in particular on I-90 or SR 18, and extricate passengers.
- Rescue people from swift water.
- Respond to and suppress fires, whether residential, commercial, or in the wildland interface.
- Work to prevent fires through inspection.
- Plan and prepare accordingly for disasters or emergencies. Activate the Emergency Operations Center when required.
- Educate the public on such issues as fire prevention or CPR.

Proposed 2023-2024 Biennial Budget Uses:

	2022 Restated or Estimated	2023 Proposed Budget	2024 Proposed Budget	2023-2024 Proposed Budget	2022 to 2023 % Change	2023 to 2024 % Change
Uses						
<i>Salaries & Wages</i>	\$ 1,824,015	\$ 2,078,900	\$ 2,141,297	\$ 4,220,197	14.0%	3.0%
<i>Employee Benefits</i>	\$ 670,645	\$ 745,728	\$ 778,053	\$ 1,523,781	11.2%	4.3%
<i>Supplies</i>	\$ 134,521	\$ 145,365	\$ 149,000	\$ 294,365	8.1%	2.5%
<i>Services</i>	\$ 739,821	\$ 1,101,977	\$ 1,117,512	\$ 2,219,489	49.0%	1.4%
<i>Capital Outlays</i>	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
<i>Transfers Out</i>	\$ 30,000	\$ -	\$ -	\$ -	-100.0%	0.0%
Total Uses =	\$ 3,399,002	\$ 4,071,971	\$ 4,185,862	\$ 8,257,832	19.8%	2.8%

Proposed 2023-2024 Biennial Budget Staffing:

Position Title	Authorized FTEs	Change Requested	Proposed FTEs
Fire Chief	1.00	-	1.00
Deputy Fire Chief	1.00	-	1.00
Administrative Assistant II	0.50	-	0.50
Fire Training Captain	1.00	-	1.00
Fire Lieutenant	3.00	-	3.00
Firefighter	9.00	-	9.00
Total Staffing Count =	15.50	0.00	15.50

Major Changes/Additions:

- **Firefighter** (Ongoing) (2023: -\$66,989, 2024: -\$69,175)
 - o The addition of a Firefighter is expected to allow the Fire and Emergency Management Department to move the Fire Captain to an administrative role and manage the Department's training and volunteer firefighter program. The training program oversight is necessary due to the City leaving the South King County Fire Training Consortium. In addition, the Volunteer Firefighter Program has struggled because of a lack of oversight and direct administrative support. Lastly, the position will support the Department's accreditation effort. This position is offset by the reduction in the hours of the Administration Assistant position from full-time to half-time. The additional Firefighter was approved by Council in July of 2022 and is therefore considered authorized.
- **Puget Sound Emergency Radio Network (PSERN) Improvements** (Ongoing) (2023: -\$25,000, 2024: -\$15,000)
 - o King County is replacing its radio system and there are additional costs that the City will need to support. This includes an annual service fee, user fee, new hardware costs, and replacement costs. The Puget Sound Emergency Radio Network is a voter-approved emergency public safety radio system that will be used for dispatching and facilitate communications between fire, law enforcement, and other first responders. This system will use the latest telecommunications technology in replacement of an aging system and will provide improved coverage, capacity, and reliability.
- **Recruitment & Coverage** (One-Time) (2023: -\$50,000, 2024: -\$50,000)
 - o This funding will allow the Fire and Emergency Management Department to hire highly trained firefighters in an environment of increasing competition for their services. In addition, the funding could be used to jumpstart a Diversity, Equity, and Inclusion (DEI) Program that could help to encourage a broader range of candidates from different backgrounds into becoming firefighters as well as support the Department in case of any staffing shortages.

Parks Maintenance

Description:

The Parks Maintenance Division of the Parks and Public Works Department provides the maintenance necessary to support a safe, welcoming, and attractive experience for users of playgrounds, sport courts, athletic fields, trails, and other features. The City of Snoqualmie is defined by its accessibility to nature and the active engagement of its residents. As a result, the City currently maintains over 40 parks, 30 miles of trails, and 1,200 acres of open space contributing to the overall health and well-being of the community. The City is also an active leader in forest and street tree management through proactive assessment and mitigation and the Green Snoqualmie Partnership.

Core Services:

- Maintain grass turf at parks, athletic fields, and other rights-of-way through mowing, edging, fertilizing, aerating, etc.
- Maintain beds, shrubs, and ground cover at parks and other rights-of-way through weeding, spraying, trimming, mulching, and bark blowing.
- Maintain park and other athletic field structures by cleaning and repairing bathrooms, air blowing walkways, emptying garbage cans, repairing playground structures, preserving field turf, restoring baseball fields to condition, etc.
- Pick up leaves during the fall.
- Conduct pre-emergent work in parks as necessary in order to mitigate probable future issues.
- Maintain the trail system by clearing fallen trees, restoring eroded pathways, and fixing or replacing worn or broken bridges and guide logs.
- Maintain street and landscape trees in visible areas by pruning branches and removing and planting trees when necessary.
- Assess the condition and health of trees regularly for damage, infestation, and other stressors.
- Manage volunteers and rent out park structures and shelters when applicable.
- Assist with other City functions as needed such as events set-up and the holiday lighting of trees or in times of an emergency such as during snow events.

Proposed 2023-2024 Biennial Budget Uses:

	2022 Restated or Estimated	2023 Proposed Budget	2024 Proposed Budget	2023-2024 Proposed Budget	2022 to 2023 % Change	2023 to 2024 % Change
Uses						
<i>Salaries & Wages</i>	\$ 511,074	\$ 484,340	\$ 499,822	\$ 984,162	-5.2%	3.2%
<i>Employee Benefits</i>	\$ 268,371	\$ 240,020	\$ 249,179	\$ 489,199	-10.6%	3.8%
<i>Supplies</i>	\$ 119,755	\$ 172,191	\$ 178,573	\$ 350,764	43.8%	3.7%
<i>Services</i>	\$ 812,192	\$ 940,966	\$ 897,394	\$ 1,838,360	15.9%	-4.6%
<i>Capital Outlays</i>	\$ -	\$ 2,000	\$ 2,050	\$ 4,050	100.0%	2.5%
<i>Transfers Out</i>	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
Total Uses =	\$ 1,711,392	\$ 1,839,517	\$ 1,827,018	\$ 3,666,535	7.5%	-0.7%

Proposed 2023-2024 Biennial Budget Staffing:

Position Title	Authorized FTEs	Change Requested	Proposed FTEs
Parks & Public Works Director	0.10	-	0.10
Administrative Assistant II	0.10	-	0.10
Maintenance Operations Manager	0.40	(0.40)	0.00
Parks & Streets Supervisor	0.50	-	0.50
Parks & Streets Lead Worker	0.50	-	0.50
Parks - Maintenance Technician	4.00	-	4.00
Total Staffing Count =	5.60	(0.40)	5.20

Major Changes/Additions:

- **Parks Deferred Repairs** (One-Time) (2023: -\$75,000, 2024: -\$75,000)
 - o For the 2021-2022 biennium, the budget for parks maintenance was reduced to counteract the anticipated financial impacts of the pandemic. The goal of this proposal is to give the Parks Maintenance Division of the Parks and Public Works Department the ability to repair items that may have been neglected during the pandemic due to a lack of funding.
- **Parks, Open Space, and Recreation Study** (One-Time) (2023: -\$60,000)
 - o The intent of this study is to reimagine the City's parks system in response to the changing demographics and standards of the community. The goal is to figure out what recreational facilities might be missing from the City's current offerings or oversupplied and will help the City to allocate dollars wisely in the future.

Community Development

Description:

The Community Development Department, which is composed of planning, building, and events, works to secure Snoqualmie's future as a livable, inspiring, vibrant, and equitable community. As stewards of Snoqualmie's vision for long-term growth, community character, and economic vitality, the Department engages multiple stakeholders to foster mutual learning, investment, and collaboration.

Core Services:

- Facilitate decision-making on land use and zoning issues, under the advisement of the Planning Commission, and in conformance with the adopted Comprehensive Plan and Zoning Ordinance(s).
- Facilitate the review and development of plans and projects in conformance with the Zoning Code, State Environmental Policy Act (SEPA), Shoreline Master Plan, Floodplain Ordinance, Snoqualmie Ridge Master Plan(s), Development Agreements, Parks, Open Space, and Recreation Plans, etc.
- Review and issue building permit applications and other development permits for grading, design review, historic preservation, variances, etc.
- Enforce the building code, inspect buildings, and manage the Fire Marshal program for the City.
- Manage economic development programs for the City under the advisement of the Economic Development Commission
- Manage art programs for the City under the advisement of the Arts Commission.
- Manage the lodging tax distribution program for the City under the advisement of the Lodging Tax Advisory Committee
- Lead in the development of environmental programs and provide the stewardship necessary to restore environmentally sensitive areas, support sustainability programs, reposition the City for renewable energy, tackle climate change, K4C, MSWMAC Solid Waste, etc.
- Manage large strategic capital projects in collaboration with other departments and agencies.
- Write, apply, and administer grants from multiple levels of government including the federal government, the State of Washington, and King County.

Proposed 2023-2024 Biennial Budget Uses:

	2022 Restated or Estimated	2023 Proposed Budget	2024 Proposed Budget	2023-2024 Proposed Budget	2022 to 2023 % Change	2023 to 2024 % Change
Uses						
<i>Salaries & Wages</i>	\$ 589,980	\$ 951,804	\$ 985,066	\$ 1,936,870	61.3%	3.5%
<i>Employee Benefits</i>	\$ 252,908	\$ 436,922	\$ 453,987	\$ 890,909	72.8%	3.9%
<i>Supplies</i>	\$ 8,029	\$ 26,043	\$ 10,271	\$ 36,314	224.4%	-60.6%
<i>Services</i>	\$ 1,102,173	\$ 855,488	\$ 1,037,969	\$ 1,893,457	-22.4%	21.3%
<i>Capital Outlays</i>	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
<i>Transfers Out</i>	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
Total Uses =	\$ 1,953,090	\$ 2,270,257	\$ 2,487,294	\$ 4,757,551	16.2%	9.6%

Proposed 2023-2024 Biennial Budget Staffing:

Position Title	Authorized FTEs	Change Requested	Proposed FTEs
Community Development Director	1.00	-	1.00
Community Liaison	1.00	-	1.00
Planning Manager	1.00	(1.00)	0.00
Senior Planner	1.00	2.00	3.00
Associate Planner	1.00	-	1.00
Planning Technician	1.00	-	1.00
Building Official	1.00	-	1.00
Building Inspector	1.00	(1.00)	0.00
Permit Coordinator	0.00	1.00	1.00
Permit Technician	1.00	(1.00)	0.00
Total Staffing Count =	9.00	0.00	9.00

Major Changes/Additions:

- **Community Development Department Staffing Changes** (Ongoing) (2023: -\$34,914, 2024: -\$33,741)
 - o The Community Development Department is seeking to reorganize by reclassifying the Permit Technician into a Permit Coordinator and the Planning Manager and Building Inspector positions into two Senior Planner positions. This will help the department to meet several challenges over the next two years including an update to the Comprehensive Plan. In addition, and in order to support reduced building staffing, the City is proposing to utilize contract support when needed to help with inspections and other services.
- **Additional Enterprise Resource Planning System (ERP) Project Modules** (One-Time & Ongoing) (2024: -\$97,720)
 - o The Community Development Department has identified the need for new permit tracking software that can fully integrate with the new ERP system.

Streets Maintenance

Description:

The Streets Maintenance Division of the Parks and Public Works Department provides the maintenance necessary to sustain a transportation system that keeps Snoqualmie and its neighborhoods connected. With nearly 40 miles of road and adjacent sidewalk, the City ensures that important destinations are accessible by all modes of travel. In taking the necessary actions to preserve the condition and functionality of infrastructure, the City can reduce potential safety hazards and avoid potential costly rebuilds.

Core Services:

- Maintain the condition, safety, and visibility of roads by patching potholes and striping (painting) lanes and shoulders where necessary.
- Maintain landscaped medians, bioswales, and roadsides through mowing, edging, weeding, trimming, etc.
- Repair and replace damaged or worn out signage or install new signage including traffic and wayfinding signs.
- Inspect bridges and other vital transportation structures for deterioration and design solutions to mitigate the wear.
- Maintain the condition, functionality, and luminance of streetlights.
- Maintain the condition, functionality, and synchronicity of traffic control devices.
- Work to keep the transportation network operating during snow events with the de-icing and snow plowing of roads.
- Sweep the streets regularly to remove loose debris and to protect the stormwater system.

Proposed 2023-2024 Biennial Budget Uses:

	2022 Restated or Estimated	2023 Proposed Budget	2024 Proposed Budget	2023-2024 Proposed Budget	2022 to 2023 % Change	2023 to 2024 % Change
Uses						
<i>Salaries & Wages</i>	\$ 85,525	\$ 216,111	\$ 223,167	\$ 439,278	152.7%	3.3%
<i>Employee Benefits</i>	\$ 48,462	\$ 106,870	\$ 110,918	\$ 217,788	120.5%	3.8%
<i>Supplies</i>	\$ 133,451	\$ 144,812	\$ 170,110	\$ 314,922	8.5%	17.5%
<i>Services</i>	\$ 668,591	\$ 560,655	\$ 591,906	\$ 1,152,561	-16.1%	5.6%
<i>Capital Outlays</i>	\$ -	\$ -	\$ 5,000	\$ 5,000	0.0%	100.0%
<i>Transfers Out</i>	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
Total Uses =	\$ 936,029	\$ 1,028,448	\$ 1,101,101	\$ 2,129,549	9.9%	7.1%

Proposed 2023-2024 Biennial Budget Staffing:

Position Title	Authorized FTEs	Change Requested	Proposed FTEs
Parks & Public Works Director	0.10	-	0.10
Administrative Assistant II	0.10	-	0.10
Maintenance Operations Manager	0.30	(0.30)	0.00
Parks & Streets Supervisor	0.50	-	0.50
Parks & Streets Lead Worker	0.50	-	0.50
Streets - Maintenance Technician	1.00	-	1.00
Total Staffing Count =	2.50	(0.30)	2.20

Major Changes/Additions:

- **Right-of-Way Mower** (Ongoing) (2024: -\$20,000)
 - o The current landscape services contract does not include right-of-way mowing and the City currently does not have a right-of-way mower. This funding will allow the City to purchase a mower that will improve the sightlines and safety of our local roadways.

Non-Departmental

Description:

The Non-Departmental portion of the General Fund supports City-wide efforts that cannot be prescribed to a department. This includes things like subscriptions and membership dues, environmental sustainability projects, human service awards, City contracted services such as municipal court services, public prosecutor services, and public defender Services, as well as transfers out to various other funds.

Proposed 2023-2024 Biennial Budget Uses:

	2022 Restated or Estimated	2023 Proposed Budget	2024 Proposed Budget	2023-2024 Proposed Budget	2022 to 2023 % Change	2023 to 2024 % Change
Uses						
<i>Salaries & Wages</i>	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
<i>Employee Benefits</i>	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
<i>Supplies</i>	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
<i>Services</i>	\$ 1,141,617	\$ 755,036	\$ 774,142	\$ 1,529,177	-33.9%	2.5%
<i>Capital Outlays</i>	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
<i>Transfers Out</i>	\$ 21,378	\$ 2,672,556	\$ 52,151	\$ 2,724,707	12401.4%	-98.0%
Total Uses =	\$ 1,162,995	\$ 3,427,592	\$ 826,293	\$ 4,253,884	194.7%	-75.9%



Managerial Funds

Arts Activities Fund (#012)

Description:

Ordinance 913 provides for establishment of an Arts fund to acquire and display art works in public buildings constructed by the City. The ordinance directs that 1% of the construction cost of qualifying public works buildings be transferred into the fund. In addition, the General Fund (#001) makes a \$10,000 annual contribution to the fund to support the work of the Arts Commission.

Proposed 2023-2024 Biennial Budget Sources, Uses, and Fund Balance:

	2022 Restated or Estimated	2023 Proposed Budget	2024 Proposed Budget	2023-2024 Proposed Budget	2022 to 2023 % Change	2023 to 2024 % Change
Beginning Fund Balance	\$ 46,032	\$ 48,578	\$ 39,816			
Sources						
<i>Charges for Goods & Services</i>	\$ 200	\$ 500	\$ 500	\$ 1,000	150.0%	0.0%
<i>Miscellaneous Revenues</i>	\$ 130	\$ 738	\$ 581	\$ 1,319	467.7%	-21.3%
<i>Transfers In</i>	\$ 10,000	\$ 50,856	\$ 27,136	\$ 77,992	408.6%	-46.6%
Total Sources =	\$ 10,330	\$ 52,094	\$ 28,217	\$ 80,311	404.3%	-45.8%
Uses						
<i>Supplies</i>	\$ 2,050	\$ 6,000	\$ 6,000	\$ 12,000	192.6%	0.0%
<i>Services</i>	\$ 5,734	\$ 14,000	\$ 14,000	\$ 28,000	144.2%	0.0%
<i>Capital Outlays</i>	\$ -	\$ 40,856	\$ 17,136	\$ 57,992	100.0%	-58.1%
Total Uses =	\$ 7,784	\$ 60,856	\$ 37,136	\$ 97,992	681.8%	-39.0%
Sources Over (Under) Uses =	\$ 2,546	\$ (8,762)	\$ (8,919)	\$ (17,681)		
Ending Fund Balance	\$ 48,578	\$ 39,816	\$ 30,897			

North Bend Police Services Fund (#014)

Description:

The City of Snoqualmie provides the City of North Bend with police services under an interlocal agreement signed on May 14, 2019. Consequently, a separate fund was established to track the cost of the service and the fee received from North Bend.

Proposed 2023-2024 Biennial Budget Sources, Uses, and Fund Balance:

	2022 Restated or Estimated	2023 Proposed Budget	2024 Proposed Budget	2023-2024 Proposed Budget	2022 to 2023 % Change	2023 to 2024 % Change
Beginning Fund Balance	\$ 16,429	\$ 244,924	\$ 97,362			
Sources						
<i>Intergovernmental Revenues</i>	\$ 37,500	\$ 37,500	\$ -	\$ 37,500	0.0%	-100.0%
<i>Charges for Goods & Services</i>	\$ 2,185,164	\$ 2,345,223	\$ 2,512,559	\$ 4,857,782	7.3%	7.1%
<i>Miscellaneous Revenues</i>	\$ -	\$ 2,880	\$ 820	\$ 3,700	0.0%	0.0%
<i>Transfers In</i>	\$ 187,025	\$ -	\$ -	\$ -	-100.0%	0.0%
Total Sources =	\$ 2,409,689	\$ 2,385,603	\$ 2,513,379	\$ 4,898,982	-1.0%	5.4%
Uses						
<i>Salaries & Wages</i>	\$ 1,157,881	\$ 1,241,620	\$ 1,284,468	\$ 2,526,088	7.2%	3.5%
<i>Employee Benefits</i>	\$ 436,657	\$ 575,696	\$ 598,859	\$ 1,174,555	31.8%	4.0%
<i>Supplies</i>	\$ 54,357	\$ 79,200	\$ 79,200	\$ 158,400	45.7%	0.0%
<i>Services</i>	\$ 532,299	\$ 636,649	\$ 648,214	\$ 1,284,863	19.6%	1.8%
<i>Capital Outlays</i>	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
Total Uses =	\$ 2,181,194	\$ 2,533,165	\$ 2,610,741	\$ 5,143,906	16.1%	3.1%
Sources Over (Under) Uses =	\$ 228,495	\$ (147,562)	\$ (97,362)	\$ (244,924)		
Ending Fund Balance	\$ 244,924	\$ 97,362	\$ -			

Proposed 2023-2024 Biennial Budget Staffing:

Position Title	Authorized FTEs	Change Requested	Proposed FTEs
Police Chief	0.12	-	0.12
Behavioral Health Coordinator	0.50	-	0.50
Police Records Technician	1.00	-	1.00
Police Captain	0.12	-	0.12
Police Sergeant	2.00	-	2.00
Support Officer	0.50	-	0.50
Police Officer	8.00	-	8.00
Total Staffing Count =	12.24	0.00	12.24

Deposits Reimbursement Control Fund (#018)

Description:

This fund is used to hold and account for various types of damage and security deposits that are not related to utility or capital projects, or for certain other special purposes, until they are either refunded to the payee or retained by the City. The types of deposits held in this fund typically include damage deposits, security deposits, bid deposits and certain types of development-related deposits. These deposits used to be held in a special non-budgeted fund, since the money held in it does not technically belong to the City. Due to recent changes in governmental accounting standards, the State Auditor's Office now directs that these types of deposits be accounted for in the fund most closely related to their business purpose. Deposits of these types are deemed to be held more for the benefit of the City than for the benefit of the depositor.

Proposed 2023-2024 Biennial Budget Sources, Uses, and Fund Balance:

	2022 Restated or Estimated	2023 Proposed Budget	2024 Proposed Budget	2023-2024 Proposed Budget	2022 to 2023 % Change	2023 to 2024 % Change
Beginning Fund Balance	\$ 21,266	\$ 21,266	\$ 21,266			
Sources						
<i>Miscellaneous Revenues</i>	\$ -	\$ 358	\$ 358	\$ 716	100.0%	0.0%
<i>Deposits</i>	\$ -	\$ 10,000	\$ 10,000	\$ 20,000	100.0%	0.0%
Total Sources =	\$ -	\$ 10,358	\$ 10,358	\$ 20,716	100.0%	0.0%
Uses						
<i>Refundable Deposits Disbursed</i>	\$ -	\$ 10,358	\$ 10,358	\$ 20,716	100.0%	0.0%
Total Uses =	\$ -	\$ 10,358	\$ 10,358	\$ 20,716	100.0%	0.0%
Sources Over (Under) Uses =	\$ -	\$ -	\$ -	\$ -		
Ending Fund Balance	\$ 21,266	\$ 21,266	\$ 21,266			



Special Revenue Funds

Special revenue funds are used to account for and report the proceeds and users of specific revenue sources that are restricted or committed to expenditures for specific purposes other than debt service or capital projects.

Hotel/Motel Tax Fund (#110)

Description:

This fund records receipts from hotel/motel or lodging taxes. These receipts are a “diversion” of the state component of sales tax attributed to hotel/motel room rentals. The funds are dedicated to tourism promotion. The City’s Lodging Tax Advisory Committee reviews applications from organizations and makes final recommendations on how to spend the taxes received.

Proposed 2023-2024 Biennial Budget Sources, Uses, and Fund Balance:

	2022 Restated or Estimated	2023 Proposed Budget	2024 Proposed Budget	2023-2024 Proposed Budget	2022 to 2023 % Change	2023 to 2024 % Change
Beginning Fund Balance	\$ 78,782	\$ 147,700	\$ 112,890			
Sources						
<i>Taxes</i>	\$ 166,918	\$ 138,000	\$ 138,000	\$ 276,000	-17.3%	0.0%
<i>Miscellaneous Revenues</i>	\$ 2,000	\$ 2,190	\$ 1,601	\$ 3,791	9.5%	-26.9%
Total Sources =	\$ 168,918	\$ 140,190	\$ 139,601	\$ 279,791	-17.0%	-0.4%
Uses						
<i>Services</i>	\$ 100,000	\$ 175,000	\$ 175,000	\$ 350,000	75.0%	0.0%
Total Uses =	\$ 100,000	\$ 175,000	\$ 175,000	\$ 350,000	75.0%	0.0%
Sources Over (Under) Uses =	\$ 68,918	\$ (34,810)	\$ (35,399)	\$ (70,209)		
Ending Fund Balance	\$ 147,700	\$ 112,890	\$ 77,491			

Drug Enforcement Fund (#118)

Description:

The Drug Enforcement Fund was established to collect proceeds from the sale of confiscated and/or forfeited property seized as a result of criminal drug activity. A portion of the proceeds are required to be forwarded to the State of Washington to support the operation of the State Patrol Crime Lab. The proceeds that are retained by the City must be used to support drug

enforcement activities, including acquisition of specialized police equipment. Funds are also used for undercover operations.

Proposed 2023-2024 Biennial Budget Sources, Uses, and Fund Balance:

	2022 Restated or Estimated	2023 Proposed Budget	2024 Proposed Budget	2023-2024 Proposed Budget	2022 to 2023 % Change	2023 to 2024 % Change
Beginning Fund Balance	\$ 32,372	\$ 10,200	\$ 10,200			
Sources						
<i>Miscellaneous Revenues</i>	\$ -	\$ 5,172	\$ 5,172	\$ 10,344	100.0%	0.0%
Total Sources =	\$ -	\$ 5,172	\$ 5,172	\$ 10,344	100.0%	0.0%
Uses						
<i>Supplies</i>	\$ 5,172	\$ 172	\$ 172	\$ 344	-96.7%	0.0%
<i>Services</i>	\$ 10,000	\$ -	\$ -	\$ -	-100.0%	0.0%
<i>Refundable Deposits Disbursed</i>	\$ 7,000	\$ 5,000	\$ 5,000	\$ 10,000	-28.6%	0.0%
Total Uses =	\$ 22,172	\$ 5,172	\$ 5,172	\$ 10,344	-76.7%	0.0%
Sources Over (Under) Uses =	\$ (22,172)	\$ -	\$ -	\$ -		
Ending Fund Balance	\$ 10,200	\$ 10,200	\$ 10,200			

Affordable Housing Fund (#131)

Description:

The Affordable Housing Fund was established to collect proceeds from an affordable housing sales tax credit from the State of Washington and a 0.1% housing and related services sales tax. The credit does not increase the tax rate for consumers but instead shares a portion of the state sales tax with cities, towns, and counties. The sales tax credit can be used for the acquisition, rehabilitation, or construction of affordable housing, the operation and maintenance of such housing units, or to provide rental assistance to tenants below a certain median income threshold. The 0.1% sales tax may be used similarly or to support behavioral health treatment programs and services.

Proposed 2023-2024 Biennial Budget Sources, Uses, and Fund Balance:

	2022 Restated or Estimated	2023 Proposed Budget	2024 Proposed Budget	2023-2024 Proposed Budget	2022 to 2023 % Change	2023 to 2024 % Change
Beginning Fund Balance	\$ 553,936	\$ 898,936	\$ 1,283,057			
Sources						
<i>Taxes</i>	\$ 343,000	\$ 369,000	\$ 379,000	\$ 748,000	7.6%	2.7%
<i>Miscellaneous Revenues</i>	\$ 2,000	\$ 15,121	\$ 15,121	\$ 30,242	656.1%	0.0%
Total Sources =	\$ 345,000	\$ 384,121	\$ 394,121	\$ 778,242	11.3%	2.6%
Uses						
<i>Services</i>	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
Total Uses =	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
Sources Over (Under) Uses =	\$ 345,000	\$ 384,121	\$ 394,121	\$ 778,242		
Ending Fund Balance	\$ 898,936	\$ 1,283,057	\$ 1,677,178			

ARPA Covid Local Recovery Fund (#150)

Description:

The America Rescue Plan Act (ARPA) Covid Local Recovery Fund was established to collect proceeds from the U.S. Department of Treasury following congressional passage of the America Rescue Plan Act (ARPA). The Coronavirus State and Local Fiscal Recovery Funds (SLFRF), which is a part of the American Rescue Plan, delivered funds to state, local, and Tribal governments across the country to support their response to and recovery from the COVID-19 public health emergency. The program ensures that governments have the resources needed to fight the pandemic and support family and businesses struggling with its public health and economic impacts, maintain vital public services, even amid declines in revenue, and build a strong, resilient, and equitable recovery by making investments that support long-term growth and opportunity.

The City received \$3.8 million in funds over two tranches and engaged in a process to allocate ARPA funds in 2022 to the resident, business, and non-profit members of the community who have been negatively impacted by the pandemic. In order to protect the City from inflationary pressures experienced in 2022 and over the biennium. It is the intention of the City to transfer the remaining funds into the General Fund (#001) to support its ongoing operations.

Proposed 2023-2024 Biennial Budget Sources, Uses, and Fund Balance:

	2022 Restated or Estimated	2023 Proposed Budget	2024 Proposed Budget	2023-2024 Proposed Budget	2022 to 2023 % Change	2023 to 2024 % Change
Beginning Fund Balance	\$ 1,894,301	\$ 2,244,095	\$ 1,132,906			
Sources						
<i>Intergovernmental Revenues</i>	\$ 1,903,134	\$ -	\$ -	\$ -	-100.0%	0.0%
<i>Miscellaneous Revenues</i>	\$ 4,000	\$ 28,327	\$ 9,454	\$ 37,781	608.2%	-66.6%
Total Sources =	\$ 1,907,134	\$ 28,327	\$ 9,454	\$ 37,781	-98.5%	-66.6%
Uses						
<i>Salaries & Wages</i>	\$ 41,711	\$ 54,441	\$ 56,347	\$ 110,788	30.5%	3.5%
<i>Employee Benefits</i>	\$ 15,324	\$ 25,666	\$ 26,604	\$ 52,270	67.5%	3.7%
<i>Services</i>	\$ 750,305	\$ 500	\$ 500	\$ 1,000	-99.9%	0.0%
<i>Transfers Out</i>	\$ 750,000	\$ 1,058,909	\$ 1,058,909	\$ 2,117,818	41.2%	0.0%
Total Uses =	\$ 1,557,340	\$ 1,139,516	\$ 1,142,360	\$ 2,281,876	-26.8%	0.2%
Sources Over (Under) Uses =	\$ 349,794	\$ (1,111,189)	\$ (1,132,906)	\$ (2,244,095)		
Ending Fund Balance	\$ 2,244,095	\$ 1,132,906	\$ -			

Proposed 2023-2024 Biennial Budget Staffing:

Position Title	Authorized FTEs	Change Requested	Proposed FTEs
Project Specialist	0.00	0.56	0.56
ARPA Specialist/Human Services Navigator	0.56	(0.56)	0.00
Total Staffing Count =	0.56	0.00	0.56



Governmental Capital Funds

Non-Utilities Capital Fund (#310)

Description:

The Non-Utilities Capital Fund appropriates funds for the acquisition or improvement of long-term park, transportation, and facility infrastructure with a useful life greater than one year over the biennium. On August 8, 2022, Council adopted the 2023-2028 Capital Improvement Plan (CIP). The first two years of the plan have been incorporated into this fund for the 2023-2024 Biennial Budget.

Proposed 2023-2024 Biennial Budget Sources, Uses, and Fund Balance:

	2022 Restated or Estimated	2023 Proposed Budget	2024 Proposed Budget	2023-2024 Proposed Budget	2022 to 2023 % Change	2023 to 2024 % Change
Beginning Fund Balance	\$ 18,637,740	\$ 20,100,000	\$ 17,584,450			
Sources						
<i>Taxes</i>	\$ 3,175,915	\$ 2,587,388	\$ 2,857,766	\$ 5,445,154	-18.5%	10.4%
<i>Intergovernmental Revenues</i>	\$ 1,740,000	\$ 8,518,550	\$ 2,383,400	\$ 10,901,950	389.6%	-72.0%
<i>Miscellaneous Revenues</i>	\$ -	\$ 349,012	\$ 166,234	\$ 515,246	100.0%	-52.4%
<i>Transfers In</i>	\$ -	\$ 2,500,000	\$ -	\$ 2,500,000	100.0%	-100.0%
Total Sources =	\$ 4,915,915	\$ 13,954,950	\$ 5,407,400	\$ 19,362,350	183.9%	-61.3%
Uses						
<i>Salaries & Wages</i>	\$ 81,850	\$ 232,366	\$ 240,149	\$ 472,515	183.9%	3.3%
<i>Employee Benefits</i>	\$ 30,429	\$ 97,940	\$ 101,719	\$ 199,659	221.9%	3.9%
<i>Supplies</i>	\$ 203	\$ -	\$ -	\$ -	-100.0%	0.0%
<i>Services</i>	\$ 7,696	\$ 158,258	\$ 162,391	\$ 320,649	1956.4%	2.6%
<i>Capital Outlays</i>	\$ 2,985,478	\$ 15,854,080	\$ 20,362,455	\$ 36,216,535	431.0%	28.4%
<i>Debt Service</i>	\$ 348,000	\$ 87,000	\$ 87,000	\$ 174,000	-75.0%	0.0%
<i>Transfers Out</i>	\$ -	\$ 40,856	\$ 17,136	\$ 57,992	100.0%	-58.1%
Total Uses =	\$ 3,453,655	\$ 16,470,500	\$ 20,970,850	\$ 37,441,350	376.9%	27.3%
Sources Over (Under) Uses =	\$ 1,462,260	\$ (2,515,550)	\$ (15,563,450)	\$ (18,079,000)		
Ending Fund Balance	\$ 20,100,000	\$ 17,584,450	\$ 2,021,000			

Proposed 2023-2024 Biennial Budget Staffing:

Position Title	Authorized FTEs	Change Requested	Proposed FTEs
Parks & Public Works Director	0.125	-	0.125
Administrative Assistant II	0.125	-	0.125
Engineer	0.75	-	0.75
CIP Project Manager	0.00	1.00	1.00
Total Staffing Count =	1.00	1.00	2.00

Major Changes/Additions:

- **CIP Project Manager** (Ongoing) (2023: -\$153,800, 2024: -\$159,318)
 - o The purpose of this position is to help implement the non-utilities portion of the CIP which includes managing multiple capital programs and projects while going after the grants necessary to accomplish the plan. Sufficient labor dollars were allocated within the 2023-2028 CIP to fund this position.
- **Right-of-Way Mower** (One-Time) (2023: -\$80,000)
 - o The current landscape services contract does not include right-of-way mowing and the City currently does not have a right-of-way mower. This funding will allow the City to purchase a mower that will improve the sightlines and safety of our local roadways.



Enterprise Funds

Enterprise funds may be used to account for any activity for which a fee is charged to external users of goods and services. Enterprise funds are required to be used for any activity whose principal source of revenue is pledged to the repayment of revenue-type debt, if there is a legal requirement that all costs must be recovered through user fees, or when a government establishes a policy to recover all costs of an activity through user fees.

Enterprise Funds Resources Summary:

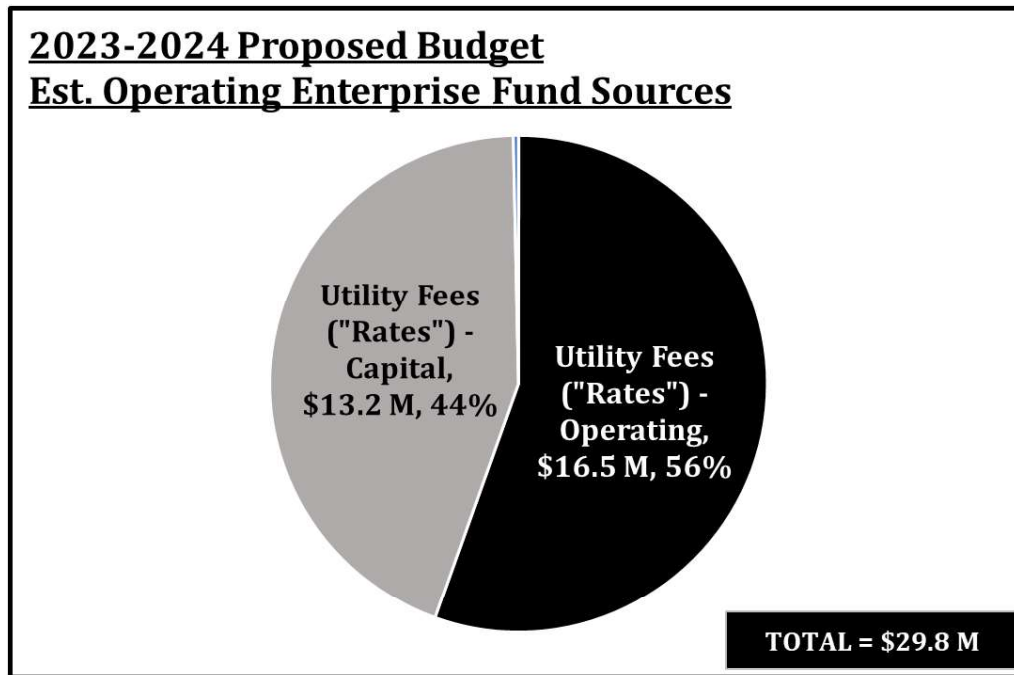
The City of Snoqualmie operates three enterprise utilities: water, sewer, and stormwater. The primary source of revenue generated by all three utilities are utility fees ("rates"). Utility rates are set by Council and were last adopted in May of 2021 for a six-year period (2021-2026). Changes in utility rates may differ between customer class and the utility involved. For an average resident¹ in Snoqualmie, the following table estimates the increase in their utility bill on an annual basis.

Phase-In Alternative 1	Existing	2022	2023	2024	2025	2026
Avg. Residential Monthly Bill	\$ 159.45	\$ 164.34	\$ 169.38	\$ 174.58	\$ 179.94	\$ 185.47
\$ Monthly Difference		\$ 4.89	\$ 5.04	\$ 5.20	\$ 5.36	\$ 5.53
Overall Increase		3.07%	3.07%	3.07%	3.07%	3.07%

In total, the operating enterprise funds are expected to generate \$29.8 million in revenue over the next biennium. This is approximately a 5.5% increase over the amount collected during the

¹ Assumes a ¾" meter, 7 centum cubic feet of monthly water usage, and 1 equivalent service unit (ESU).

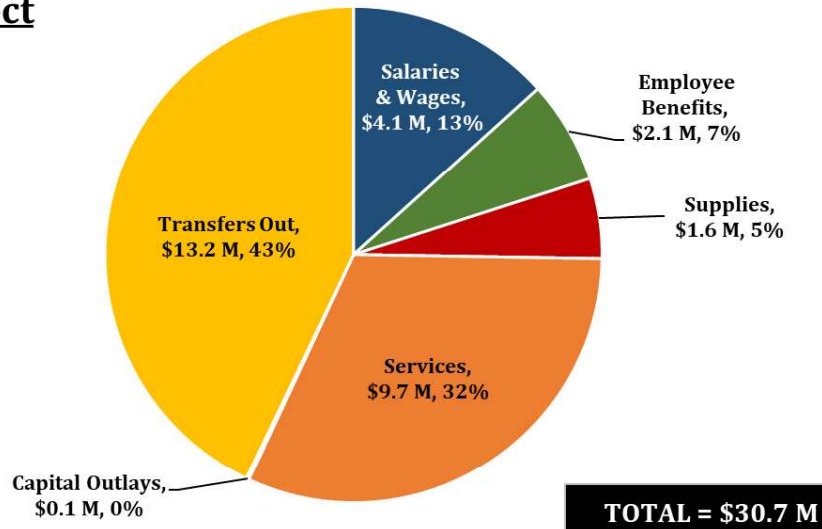
2021-2022 biennium. Of the revenue expected to be collected during the next biennium, roughly \$13.2 million will fund the capital needs of the utilities and \$16.5 million will support utility operations.



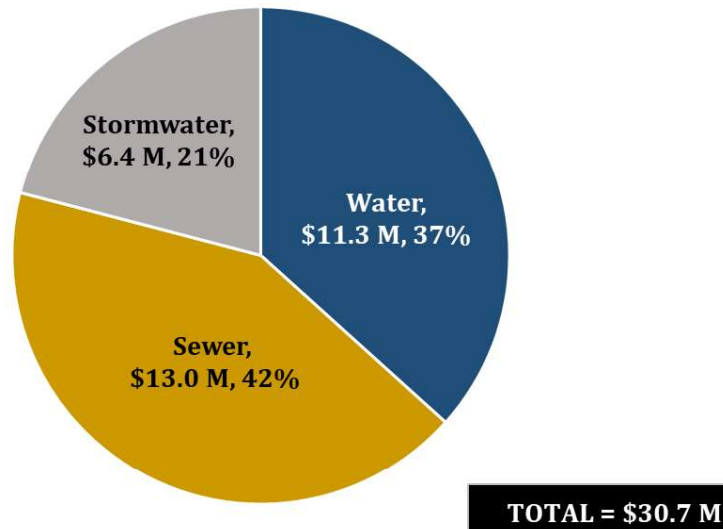
Enterprise Funds Uses Summary:

During the 2023-2024 biennium, the three operating enterprise funds (Water Operations Fund (#401), Sewer Operations Fund (#402), Stormwater Operations Fund (#403)) are expected to spend \$30.7 million, which includes \$13.2 million in transfers to the Utilities Capital Fund (#417) to pay for capital improvements and debt service. The following two charts break out the anticipated spending by object and utility.

2023-2024 Proposed Budget
Est. Operating Enterprise Fund Uses
By Object



2023-2024 Proposed Budget
Est. Operating Enterprise Fund Uses
By Utility



Water Operations Fund (#401)

Description:

The Water Operations Fund is composed of the Water Operations Division of the Parks and Public Works Department. The Division provides the management and maintenance necessary to deliver high quality drinking water to the residents and businesses of Snoqualmie. Through a reliable collection, treatment, and distribution system, the City is able to supply clean and readily available water in support of a healthy and vibrant community.

Core Services:

- Collect water from spring and local sources and convey to a treatment plant.
- Treat the water removing any contaminants through effective means and technology.
- Test samples constantly to ensure and maintain compliance with federal and state standards.
- Clean, repair, and inspect collection mains, booster pump stations, pressure reducing valve stations, and other essential facilities to maintain the satisfactory distribution of water, at the proper pressure, to residents and businesses.
- Install and maintain water meters.
- Maintain adequate fire flow and ensure the proper replacement of fire hydrants.
- Monitor the supervisory control system to ensure system functionality and respond in a timely fashion to issues that may arise.
- Maintain and calibrate the irrigation system to support the health and vibrancy of City-owned parks, City-owned rights-of-way, and privately owned landscaping.

Proposed 2023-2024 Biennial Budget Sources, Uses, and Fund Balance:

	2022 Restated or Estimated	2023 Proposed Budget	2024 Proposed Budget	2023-2024 Proposed Budget	2022 to 2023 % Change	2023 to 2024 % Change
Beginning Fund Balance	\$ 1,362,835	\$ 1,635,856	\$ 1,359,689			
Sources						
<i>Licenses & Permits</i>	\$ 3,238	\$ 3,335	\$ 3,435	\$ 6,770	3.0%	3.0%
<i>Charges for Goods & Services</i>	\$ 4,857,266	\$ 5,158,947	\$ 5,479,489	\$ 10,638,437	6.2%	6.2%
<i>Miscellaneous Revenues</i>	\$ 17,505	\$ 28,532	\$ 21,895	\$ 50,427	63.0%	-23.3%
Total Sources =	\$ 4,878,009	\$ 5,190,814	\$ 5,504,819	\$ 10,695,634	6.4%	6.0%
Uses						
<i>Salaries & Wages</i>	\$ 513,027	\$ 745,834	\$ 770,087	\$ 1,515,921	45.4%	3.3%
<i>Employee Benefits</i>	\$ 272,908	\$ 380,391	\$ 395,044	\$ 775,435	39.4%	3.9%
<i>Supplies</i>	\$ 290,625	\$ 363,029	\$ 349,556	\$ 712,585	24.9%	-3.7%
<i>Services</i>	\$ 1,669,217	\$ 1,790,085	\$ 1,831,263	\$ 3,621,348	7.2%	2.3%
<i>Capital Outlays</i>	\$ 3,395	\$ 38,619	\$ 3,710	\$ 42,329	1037.5%	-90.4%
<i>Transfers Out</i>	\$ 1,855,816	\$ 2,149,023	\$ 2,435,751	\$ 4,584,774	15.8%	13.3%
Total Uses =	\$ 4,604,987	\$ 5,466,981	\$ 5,785,411	\$ 11,252,392	18.7%	5.8%
Sources Over (Under) Uses =	\$ 273,022	\$ (276,167)	\$ (280,592)	\$ (556,758)		
Ending Fund Balance	\$ 1,635,856	\$ 1,359,689	\$ 1,079,098			

Proposed 2023-2024 Biennial Budget Staffing:

Position Title	Authorized FTEs	Change Requested	Proposed FTEs
Parks & Public Works Director	0.15	-	0.15
Deputy Parks & Public Works Director	0.20	-	0.20
Administrative Assistant II	0.15	-	0.15
Water Supervisor	1.00	-	1.00
Water Treatment - Maintenance Technician	2.00	1.00	3.00
Water Distribution - Maintenance Technician	2.00	-	2.00
Irrigation - Maintenance Technician	1.00	-	1.00
Total Staffing Count =	6.50	1.00	7.50

Major Changes/Additions:

- **Water Maintenance Technician** (Ongoing) (2023: -\$117,722, 2024: -\$121,977)
 - o The purpose of this position is to support the operational functioning of the water distribution system and treatment facilities during assigned shifts and in emergency situations. The Water System Plan calls for the addition of 6 new positions over the next few years to maintain the condition of the water system. The position was contemplated and included within the 2021-2026 utility rate scheduled adopted by Council.
- **Valve Turning Machine and Pick-Up Truck** (Ongoing) (2024: -\$20,000)
 - o Currently, Water Maintenance Technicians are hand turning valves which runs a risk of injury. The Valve Turning Machine will enable technicians to do their job in a safer, more effective manner. The new Water Maintenance Technician position, listed above, will also need a pick-up truck to perform their duties in support of the water treatment and distribution process.

Sewer Operations Fund (#402)

Description:

The Sewer Operations Fund is composed of the Sewer Operations Division of the Parks and Public Works Department. The Division provides the management and maintenance necessary to deliver a reliable system for the collection, conveyance, and treatment of sewage from residential and commercial users. The service provided ensures that residents and businesses can enjoy a personally clean, hygienic, and sanitary life free from diseases and contamination.

Core Services:

- Clean, repair, and inspect collection mains, lift stations, and other essential facilities to maintain the satisfactory conveyance of sewage to the treatment plant.
- Treat the sewage entering the treatment plant through effective means and technology to separate solids from water.
- Treat the solids and water effectively before transport or discharge.
- Test samples constantly to ensure and maintain compliance with federal and state standards.
- Monitor the supervisory control system to ensure plant functionality and respond in a timely fashion to issues that may arise.

Proposed 2023-2024 Biennial Budget Sources, Uses, and Fund Balance:

	2022 Restated or Estimated	2023 Proposed Budget	2024 Proposed Budget	2023-2024 Proposed Budget	2022 to 2023 % Change	2023 to 2024 % Change
Beginning Fund Balance	\$ 481,202	\$ 786,844	\$ 941,972			
Sources						
<i>Charges for Goods & Services</i>	\$ 6,176,933	\$ 6,432,492	\$ 6,697,825	\$ 13,130,317	4.1%	4.1%
<i>Miscellaneous Revenues</i>	\$ 18,572	\$ 15,116	\$ 15,970	\$ 31,086	-18.6%	5.6%
Total Sources =	\$ 6,195,505	\$ 6,447,608	\$ 6,713,795	\$ 13,161,403	4.1%	4.1%
Uses						
<i>Salaries & Wages</i>	\$ 600,048	\$ 787,436	\$ 812,529	\$ 1,599,965	31.2%	3.2%
<i>Employee Benefits</i>	\$ 280,199	\$ 375,118	\$ 389,655	\$ 764,773	33.9%	3.9%
<i>Supplies</i>	\$ 280,105	\$ 290,940	\$ 297,962	\$ 588,902	3.9%	2.4%
<i>Services</i>	\$ 1,485,878	\$ 2,040,378	\$ 2,046,497	\$ 4,086,875	37.3%	0.3%
<i>Capital Outlays</i>	\$ 6,416	\$ 6,840	\$ 7,010	\$ 13,850	6.6%	2.5%
<i>Transfers Out</i>	\$ 3,237,218	\$ 2,791,768	\$ 3,164,252	\$ 5,956,020	-13.8%	13.3%
Total Uses =	\$ 5,889,863	\$ 6,292,480	\$ 6,717,905	\$ 13,010,385	6.8%	6.8%
Sources Over (Under) Uses =	\$ 305,642	\$ 155,128	\$ (4,110)	\$ 151,018		
Ending Fund Balance	\$ 786,844	\$ 941,972	\$ 937,862			

Proposed 2023-2024 Biennial Budget Staffing:

Position Title	Authorized FTEs	Change Requested	Proposed FTEs
Parks & Public Works Director	0.10	-	0.10
Deputy Parks & Public Works Director	0.20	-	0.20
Administrative Assistant II	0.10	-	0.10
Sewer Supervisor	1.00	-	1.00
Sewer - Plant Operator Lead	1.00	-	1.00
Sewer - Plant Operator Senior	1.00	-	1.00
Sewer - Industrial Maint. Technician Senior	1.00	-	1.00
Sewer - Maintenance Technician	2.00	-	2.00
Sewer - Laboratory Analyst	1.00	-	1.00
Total Staffing Count =	7.40	0.00	7.40

Stormwater Operations Fund (#403)

Description:

The Stormwater Operations Fund is composed of the Stormwater & Urban Forestry Division of the Parks and Public Works Department. The Division provides the management and maintenance necessary to preserve storm drainage, catch basin, and water retention facilities critical for healthy streams, clean water, and a green environment. With an average rainfall of 60 inches annually, higher than in other areas around Puget Sound, the City of Snoqualmie maintains facilities to their highest standard in order to keep rain from washing pollutants into streams or from overwhelming drainage capacity. Ultimately, such efforts contribute to the wider regional goal of protecting the health and ecology of the Snoqualmie River and the Puget Sound.

Core Services:

- Clean and repair the storm drainage system to maintain satisfactory stormwater conveyance and water quality.
- Clean and maintain catch basins and/or retention ponds on an ongoing basis to remove pollutants and reduce flooding and stream erosion.
- Support the flood control efforts of the City by suggesting and/or analyzing changes to other sources of infrastructure such as the street network.
- Lead the effort in maintaining the City's National Pollutant Discharge Elimination System (NPDES) permit.
- Support the Urban Forestry Program with annual funding. The urban forest helps to filter and retain stormwater reducing the need for extensive grey and built infrastructure.

Proposed 2023-2024 Biennial Budget Sources, Uses, and Fund Balance:

	2022 Restated or Estimated	2023 Proposed Budget	2024 Proposed Budget	2023-2024 Proposed Budget	2022 to 2023 % Change	2023 to 2024 % Change
Beginning Fund Balance	\$ 613,908	\$ 984,709	\$ 621,178			
Sources						
<i>Charges for Goods & Services</i>	\$ 2,635,524	\$ 2,838,624	\$ 3,057,401	\$ 5,896,025	7.7%	7.7%
<i>Miscellaneous Revenues</i>	\$ 6,233	\$ 12,275	\$ 6,082	\$ 18,357	96.9%	-50.5%
Total Sources =	\$ 2,641,757	\$ 2,850,899	\$ 3,063,483	\$ 5,914,382	7.9%	7.5%
Uses						
<i>Salaries & Wages</i>	\$ 286,106	\$ 477,431	\$ 493,335	\$ 970,766	66.9%	3.3%
<i>Employee Benefits</i>	\$ 166,164	\$ 255,373	\$ 265,331	\$ 520,704	53.7%	3.9%
<i>Supplies</i>	\$ 136,319	\$ 149,710	\$ 153,455	\$ 303,165	9.8%	2.5%
<i>Services</i>	\$ 694,622	\$ 999,861	\$ 1,008,760	\$ 2,008,621	43.9%	0.9%
<i>Capital Outlays</i>	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
<i>Transfers Out</i>	\$ 987,745	\$ 1,332,055	\$ 1,290,646	\$ 2,622,701	34.9%	-3.1%
Total Uses =	\$ 2,270,956	\$ 3,214,430	\$ 3,211,527	\$ 6,425,957	41.5%	-0.1%
Sources Over (Under) Uses =	\$ 370,801	\$ (363,531)	\$ (148,044)	\$ (511,575)		
Ending Fund Balance	\$ 984,709	\$ 621,178	\$ 473,134			

Proposed 2023-2024 Biennial Budget Staffing:

Position Title	Authorized FTEs	Change Requested	Proposed FTEs
Parks & Public Works Director	0.10	-	0.10
Deputy Parks & Public Works Director	0.10	-	0.10
Administrative Assistant II	0.10	-	0.10
Stormwater & Urban Forestry Supervisor	0.00	1.00	1.00
Urban Forester	1.00	-	1.00
Stormwater - Maintenance Technician	1.00	1.00	2.00
Urban Forestry - Maintenance Technician	1.00	-	1.00
Total Staffing Count =	3.30	2.00	5.30

Major Changes/Additions:

- **Stormwater & Urban Forestry Supervisor** (Ongoing) (2023: -\$136,958, 2024: -\$141,908)
 - o The purpose of this position is to supervise the work of the Division including the operational functioning of the stormwater system and maintenance of City-owned natural resources including street trees and forested open space. Since August 2019, the City has been under a National Pollution Discharge Elimination System (NPDES) Phase II Municipal Stormwater Permit (Phase II Permit) issued by the Washington State Department of Ecology. By creating a supervisory position that is focused on maintaining the stormwater system, the Urban Forestry Program, and managing the NPDES permit, the Division will be able to improve service as well as maintain excellent relations with the Department of Ecology. Currently the Division is managed by the Sewer Supervisor.

- **Stormwater Maintenance Technician** (Ongoing) (2023: -\$117,722, 2024: -\$121,977)
 - o The purpose of this position is to support the operational functioning of the stormwater system and maintenance of City-owned natural resources including street trees and forested open space during assigned shifts and in emergency situations. Since August 2019, the City has been under a National Pollution Discharge Elimination System (NPDES) Phase II Municipal Stormwater Permit (Phase II Permit) issued by the Washington State Department of Ecology. To meet the requirements of the permit, this position will help to track, inspect, and cleanup where necessary. The position was contemplated and included within the 2021-2026 utility rate scheduled adopted by Council.

Utilities Capital Fund (#417)

Description:

The Utilities Capital Fund appropriates funds for the acquisition or improvement of long-term utility (water, sewer, and stormwater) infrastructure with a useful life greater than one year over the biennium. On August 8, 2022, Council adopted the 2023-2028 Capital Improvement Plan (CIP). The first two years of the plan have been incorporated into this fund for the 2023-2024 Biennial Budget.

Proposed 2023-2024 Biennial Budget Sources, Uses, and Fund Balance:

	2022 Restated or Estimated	2023 Proposed Budget	2024 Proposed Budget	2023-2024 Proposed Budget	2022 to 2023 % Change	2023 to 2024 % Change
Beginning Fund Balance	\$ 10,682,998	\$ 19,400,000	\$ 21,137,442			
Sources						
<i>Intergovernmental Revenues</i>	\$ 2,434,083	\$ 290,500	\$ 1,518,500	\$ 1,809,000	-88.1%	422.7%
<i>Miscellaneous Revenues</i>	\$ 5,531,607	\$ 3,572,153	\$ 3,719,350	\$ 7,291,503	-35.4%	4.1%
<i>Capital Contributions</i>	\$ 1,100,000	\$ 237,943	\$ 2,644,643	\$ 2,882,586	-78.4%	1011.5%
<i>Transfers In</i>	\$ 6,009,011	\$ 6,272,846	\$ 6,890,649	\$ 13,163,495	4.4%	9.8%
Total Sources =	\$ 15,074,702	\$ 10,373,442	\$ 14,773,142	\$ 25,146,584	-31.2%	42.4%
Uses						
<i>Salaries & Wages</i>	\$ 278,911	\$ 393,823	\$ 407,467	\$ 801,290	41.2%	3.5%
<i>Employee Benefits</i>	\$ 108,538	\$ 165,690	\$ 172,162	\$ 337,852	52.7%	3.9%
<i>Supplies</i>	\$ 231	\$ -	\$ -	\$ -	-100.0%	0.0%
<i>Services</i>	\$ 17,672	\$ 308,802	\$ 370,510	\$ 679,312	1647.5%	20.0%
<i>Capital Outlays</i>	\$ 3,504,437	\$ 5,208,685	\$ 17,197,861	\$ 22,406,546	48.6%	230.2%
<i>Debt Service</i>	\$ 2,447,911	\$ 2,409,000	\$ 2,408,000	\$ 4,817,000	-1.6%	0.0%
<i>Transfers Out</i>	\$ -	\$ 150,000	\$ -	\$ 150,000	100.0%	-100.0%
Total Uses =	\$ 6,357,700	\$ 8,636,000	\$ 20,556,000	\$ 29,192,000	35.8%	138.0%
Sources Over (Under) Uses =	\$ 8,717,002	\$ 1,737,442	\$ (5,782,858)	\$ (4,045,416)		
Ending Fund Balance	\$ 19,400,000	\$ 21,137,442	\$ 15,354,584			

Proposed 2023-2024 Biennial Budget Staffing:

Position Title	Authorized FTEs	Change Requested	Proposed FTEs
Parks & Public Works Director	0.25	-	0.25
Deputy Parks & Public Works Director	0.50	-	0.50
Administrative Assistant II	0.25	-	0.25
Engineer	2.25	-	2.25
Total Staffing Count =	3.25	0.00	3.25

Major Changes/Additions:

- **Valve Turning Machine and Pick-Up Truck** (One-Time) (2023: -\$145,000)
 - o Currently, Water Maintenance Technicians are hand turning valves which runs a risk of injury. The Valve Turning Machine will enable technicians to do their job in a safer, more effective manner. The new Water Maintenance Technician position, listed above, will also need a pick-up truck to perform their duties in support of the water treatment and distribution process.



Internal Service Funds

Internal service funds are used to account for services provided by one City department to another department of the City. They can also provide a mechanism for allocating common costs among the various departments of the City.

Equipment Replacement & Repair Fund (#501)

Description:

The Equipment Replacement and Repair Division maintains a “keep the City moving” commitment by providing safe and operable equipment at the lowest possible cost per mile. With over 140 vehicles and equipment, the division is able to keep multiple City departments responding to calls for service through strict preventative maintenance and proper replacement management. The work completed ensures that the City can provide quality, longer-lived assets, reducing the need to part with vehicles or equipment sooner than expected.

Core Services:

- Manage approximately \$10 million dollars’ worth of City assets through the repair and replacement of batteries, engines, transmissions, drive axles, brakes, tires, oil, etc.
- Maintain and replenish the inventory of high use parts on an as-needed basis.
- Manage and procure the replacement of all City vehicles and equipment.
- Manage the registration and insurance for all City vehicles and equipment.
- Support the City Clerk in the repair or replacement of vehicles or equipment damaged due to accidents.
- Support 4 insourcing programs including City of North Bend Police Services, the school resource officer, City of Duvall information technology, and the Coalition of Small Police Agencies.
- Outsource specialty vehicles and equipment for repair and maintenance such as large Fire Department apparatus.

Proposed 2023-2024 Biennial Budget Sources, Uses, and Fund Balance:

	2022 Restated or Estimated	2023 Proposed Budget	2024 Proposed Budget	2023-2024 Proposed Budget	2022 to 2023 % Change	2023 to 2024 % Change
Beginning Fund Balance	\$ 2,527,534	\$ 2,384,697	\$ 1,872,596			
Sources						
<i>Charges for Goods & Services</i>	\$ 1,225,850	\$ 1,446,002	\$ 1,510,332	\$ 2,956,334	18.0%	4.4%
<i>Miscellaneous Revenues</i>	\$ 5,745	\$ 37,787	\$ 41,793	\$ 79,580	557.7%	10.6%
<i>Other Financing Sources</i>	\$ 67,992	\$ 70,000	\$ 70,000	\$ 140,000	3.0%	0.0%
<i>Transfers In</i>	\$ -	\$ 514,388	\$ -	\$ 514,388	100.0%	-100.0%
Total Sources =	\$ 1,299,587	\$ 2,068,177	\$ 1,622,125	\$ 3,690,302	59.1%	-21.6%
Uses						
<i>Salaries & Wages</i>	\$ 184,691	\$ 179,392	\$ 184,604	\$ 363,996	-2.9%	2.9%
<i>Employee Benefits</i>	\$ 84,802	\$ 83,521	\$ 86,751	\$ 170,272	-1.5%	3.9%
<i>Supplies</i>	\$ 242,577	\$ 386,898	\$ 436,232	\$ 823,130	59.5%	12.8%
<i>Services</i>	\$ 376,451	\$ 247,468	\$ 254,022	\$ 501,490	-34.3%	2.6%
<i>Capital Outlays</i>	\$ 553,903	\$ 1,682,999	\$ 61,226	\$ 1,744,225	203.8%	-96.4%
<i>Transfers Out</i>	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
Total Uses =	\$ 1,442,425	\$ 2,580,278	\$ 1,022,835	\$ 3,603,113	78.9%	-60.4%
Sources Over (Under) Uses =	\$ (142,838)	\$ (512,101)	\$ 599,290	\$ 87,189		
Ending Fund Balance	\$ 2,384,697	\$ 1,872,596	\$ 2,471,886			

Proposed 2023-2024 Biennial Budget Staffing:

Position Title	Authorized FTEs	Change Requested	Proposed FTEs
Parks & Public Works Director	0.05	-	0.05
Administrative Assistant II	0.05	-	0.05
Maintenance Operations Manager	0.20	(0.20)	0.00
Fleet & Facilities Supervisor	0.50	-	0.50
Fleet - Mechanic	1.00	-	1.00
Total Staffing Count =	1.80	(0.20)	1.60

2023 Equipment Replacement List:

As a part of the 2023-2024 Biennial Budget, the City of Snoqualmie will be replacing or purchasing a number of new vehicles or pieces of equipment.

Count	Asset	Year	ID#	Dept.	Cost	Type
1	Fire Engine LaFrance	2003	106	Fire & EM	\$900,000	Replace
2	Chev. 1 Ton Service	2003	232	P&PW (Water)	\$85,000	Replace
3	Chev. ¾ Ton Utility	2004	455	P&PW (Water)	\$75,000	Replace
4	Schwarze Sweeper	2014	248	P&PW (Storm)	\$375,000	Replace
5	580 SL Backhoe/Case	1997	226	P&PW (Streets)	\$180,000	Replace
6	Lift Truck – Cat T30D	1997	245	P&PW (Fleet)	\$49,999	Replace
7	Olympic Trailer 1 ½ T	2013	422	P&PW (Parks)	\$6,000	Replace
8	Magnum Trailer	2003	444	P&PW (Parks)	\$12,000	Replace
TOTAL =					\$1,682,999	

2024 Equipment Replacement List:

Count	Asset	Year	ID#	Dept.	Cost	Type
1	Honda XR 650L (Motorcycle)	2001	136	Police (S)	\$13,113	Replace
2	Honda XR 650L (Motorcycle)	2001	137	Police (S)	\$13,113	Replace
3	Compactor/Wack BS600	2000	246	P&PW (Water)	\$5,000	Replace
4	Toro Sand Pro 2020	2007	441	P&PW (Parks)	\$17,000	Replace
5	Toro Blower Towbehind Buff.	2010	470	P&PW (Parks)	\$13,000	Replace
TOTAL =					\$61,226	

Information Technology Fund (#502)

The Information Technology Department delivers cost-effective and sustainable technology solutions through strategic partnerships, effective and accountable employees, and collaborative and trustworthy engagement. The department prides itself on innovation, responsiveness, and transparency in support of citywide operations and excellent service delivery to the community and its residents.

Core Services:

- Manage the provision and maintenance of critical infrastructure systems (network, cybersecurity, storage, etc.)
- Manage the provision and maintenance of business continuity services (enterprise applications, email, internet, etc.)
- Manage, administer, and provide professional technology services (project management, equipment lifecycle, contract management, application development, etc.)
- Purchase, setup, and maintain computing equipment such as desktops, laptops, printers, etc.
- Purchase, setup, and maintain communications equipment such as office phones, mobile phones, and video/teleconferencing equipment.
- Provide and manage the City's geographic information system.
- Respond in a timely and professional manner to requests for help.
- Serve the City of Duvall with their IT needs through the ILA.

Proposed 2023-2024 Biennial Budget Sources, Uses, and Fund Balance:

	2022 Restated or Estimated	2023 Proposed Budget	2024 Proposed Budget	2023-2024 Proposed Budget	2022 to 2023 % Change	2023 to 2024 % Change
Beginning Fund Balance	\$ 3,151,904	\$ 2,251,692	\$ 1,777,014			
Sources						
<i>Charges for Goods & Services</i>	\$ 1,911,953	\$ 2,473,635	\$ 2,645,020	\$ 5,118,655	29.4%	6.9%
<i>Miscellaneous Revenues</i>	\$ 7,046	\$ 34,136	\$ 26,589	\$ 60,725	384.5%	-22.1%
<i>Transfers In</i>	\$ -	\$ 150,000	\$ -	\$ 150,000	100.0%	-100.0%
Total Sources =	\$ 1,918,999	\$ 2,657,771	\$ 2,671,609	\$ 5,329,380	38.5%	0.5%
Uses						
<i>Salaries & Wages</i>	\$ 870,186	\$ 966,526	\$ 1,000,817	\$ 1,967,343	11.1%	3.5%
<i>Employee Benefits</i>	\$ 334,503	\$ 394,059	\$ 409,067	\$ 803,126	17.8%	3.8%
<i>Supplies</i>	\$ 45,620	\$ 65,500	\$ 67,138	\$ 132,638	43.6%	2.5%
<i>Services</i>	\$ 1,016,051	\$ 1,014,231	\$ 1,002,987	\$ 2,017,218	-0.2%	-1.1%
<i>Capital Outlays</i>	\$ 552,851	\$ 692,133	\$ 663,331	\$ 1,355,464	25.2%	-4.2%
<i>Transfers Out</i>	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
Total Uses =	\$ 2,819,212	\$ 3,132,449	\$ 3,143,340	\$ 6,275,789	11.1%	0.3%
Sources Over (Under) Uses =	\$ (900,213)	\$ (474,678)	\$ (471,731)	\$ (946,409)		
Ending Fund Balance	\$ 2,251,692	\$ 1,777,014	\$ 1,305,283			

Proposed 2023-2024 Biennial Budget Staffing:

Position Title	Authorized FTEs	Change Requested	Proposed FTEs
Information Technology Director	1.00	-	1.00
IT Manager	0.00	1.00	1.00
Information Technology Systems Support	2.00	-	2.00
Service Desk Technician (Snoqualmie)	1.00	-	1.00
Service Desk Technician (Duvall)	1.00	-	1.00
GIS Systems Analyst	1.00	-	1.00
IT Systems Engineer	1.00	-	1.00
IT Project Manager	1.00	-	1.00
Total Staffing Count =	8.00	1.00	9.00

Major Changes/Additions:

- **IT Manager** (Ongoing) (2023: -\$164,322, 2024: -\$170,717)
 - o The intent of this position is to allow the Information Technology Department to address certain needs more effectively, manage several projects scheduled over the next two years, and help to free up leadership's capacity to develop strategies to improve levels-of-service to other departments.
- **Council Chambers Audio/Visual Upgrade** (One-Time) (2023: -\$108,000)
 - o The intent of this proposal is to improve the ability of the Charles S. Peterson Council Chambers to host hybrid meetings and reduce the effort required to administer the technology. The Council Chambers is one of the most important meeting spaces in the City of Snoqualmie and plays host to several organizations

outside the City as well as regional meetings. The Information Technology Fund will receive funds from the General Fund (#001) to support this improvement.

- **Core Switch Replacement** (One-Time) (2023: -\$97,000)
 - o A core switch enables the routing of data necessary at the core layer level within and between networks. The current core switch will no longer be supported by the vendor soon. End-of-support is scheduled for April 2024.
- **Firewall Replacement** (One-Time) (2023: -\$30,000)
 - o This is a necessary replacement to prevent attacks against the City's networks. All network traffic is scanned as it goes in and out of the City. The current firewall is aging and soon will no longer be supported by the vendor. End-of-life and end-of-support is scheduled for the 3rd quarter of 2023 and 4th quarter of 2024 respectively.
- **Broadband Feasibility Study** (One-Time) (2023: -\$15,000)
 - o This study would provide a path forward on what economic options might be available regarding the utilization of existing conducts and fiber owned by the City to increase the speed of data transmission.

Facilities Maintenance Fund (#510)

The Facilities Division provides the management, repair, and maintenance necessary to keep 5 municipal buildings and their grounds in excellent condition. With over 60,000 square feet, the City maximizes the use of space to keep employees productive and accessible to visitors. In taking the necessary preventative actions, the City can ensure that each building will reach or exceed its anticipated useful life.

Core Services:

- Maintain the interior condition and functionality of buildings by painting, plumbing, cleaning carpets, fixing lights, installing or deconstructing cubical systems, etc.
- Repair mechanical or electrical components such as entry doors, garage doors, elevators, furnaces, tanks, generators, etc.
- Maintain and inspect the outside of buildings for foundation, siding, roof, gutter, fence, lighting, and other issues.
- Work to move heavy pieces of equipment, furniture, etc. in and out of buildings.
- Work with the Information Technology Department to secure buildings.
- Maintain landscaped grounds through mowing, edging, weeding, trimming, etc.
- Respond to requests from staff.

Proposed 2023-2024 Biennial Budget Sources, Uses, and Fund Balance:

	2022 Restated or Estimated	2023 Proposed Budget	2024 Proposed Budget	2023-2024 Proposed Budget	2022 to 2023 % Change	2023 to 2024 % Change
Beginning Fund Balance	\$ 636,450	\$ 711,374	\$ 208,066			
Sources						
<i>Charges for Goods & Services</i>	\$ 609,924	\$ 904,557	\$ 717,372	\$ 1,621,929	48.3%	-20.7%
<i>Miscellaneous Revenues</i>	\$ -	\$ 10,288	\$ 6,125	\$ 16,413	100.0%	-40.5%
Total Sources =	\$ 609,924	\$ 914,845	\$ 723,497	\$ 1,638,342	50.0%	-20.9%
Uses						
<i>Salaries & Wages</i>	\$ 151,225	\$ 158,595	\$ 163,587	\$ 322,182	4.9%	3.1%
<i>Employee Benefits</i>	\$ 99,899	\$ 80,847	\$ 84,004	\$ 164,851	-19.1%	3.9%
<i>Supplies</i>	\$ 48,575	\$ 54,137	\$ 55,492	\$ 109,629	11.5%	2.5%
<i>Services</i>	\$ 235,301	\$ 403,186	\$ 413,504	\$ 816,690	71.3%	2.6%
<i>Capital Outlays</i>	\$ -	\$ 207,000	\$ -	\$ 207,000	100.0%	-100.0%
<i>Transfers Out</i>	\$ -	\$ 514,388	\$ -	\$ 514,388	0.0%	0.0%
Total Uses =	\$ 535,000	\$ 1,418,153	\$ 716,587	\$ 2,134,740	165.1%	-49.5%
Sources Over (Under) Uses =	\$ 74,924	\$ (503,308)	\$ 6,910	\$ (496,398)		
Ending Fund Balance	\$ 711,374	\$ 208,066	\$ 214,976			

Proposed 2023-2024 Biennial Budget Staffing:

Position Title	Authorized FTEs	Change Requested	Proposed FTEs
Parks & Public Works Director	0.025	-	0.025
Administrative Assistant II	0.025	-	0.025
Maintenance Operations Manager	0.10	(0.10)	0.00
Fleet & Facilities Supervisor	0.50	-	0.50
Facilities - Maintenance Technician	1.00	-	1.00
Total Staffing Count =	1.65	(0.10)	1.55

Major Changes/Additions:

- **Security Infrastructure at City Hall** (One-Time) (2023: -\$207,000)
 - o The intent of this proposal is to adapt City Hall to account for potential safety risks. As a result, the City expects to prevent the property damage that has occurred in the past as well as protect employees from emergent threats. A secondary goal from such changes is the ability to free up more useable space to house employees. The Facilities Maintenance Fund will receive funds from the General Fund (#001) to support this improvement.



Appendices



A1: Financial Forecast Working Table



Version Date: November 20, 2022

Financial Forecast WORKING DRAFT

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	1,769,649	2,548,984	2,809,544	2,836,185	2,681,757	2,352,297	1,917,334	1,388,095	741,933
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	4,081,070	4,101,067	4,210,976	4,312,039	4,502,200	4,713,353	4,917,442	5,130,367
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 (6.01% Annual Inc.)	3,477,838	4,229,094	4,134,847	4,217,543	4,301,894	4,387,932	4,475,691	4,565,205	4,656,509	4,749,639
Licenses & Permit Fees (2.00% Annual Inc.)	580,157	862,727	875,982	897,582	915,533	933,844	952,521	971,571	991,003	1,010,823
Intergovernmental Revenues & Grants (2.00% Annual Inc.)	528,904	497,124	507,066	517,207	527,551	538,103	548,865	559,842	571,039	582,459
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 =	19,498,044	20,789,873	21,048,112	21,348,013	21,742,729	22,133,595	22,618,645	23,129,869	23,639,304	24,162,950
Recurring Expenditures (Inflated Using August 2022 KC Economic Forecast)										
Administrative Depts.	4,636,895	4,768,844	4,896,649	5,022,493	5,156,593	5,290,665	5,429,280	5,572,070	5,719,173	5,870,159
Police (Snocualmie)	5,163,692	5,263,813	5,404,883	5,543,789	5,691,808	5,839,795	5,992,797	6,150,408	6,312,779	6,479,436
Fire & Emergency Management	4,021,971	4,135,862	4,246,703	4,355,843	4,472,144	4,588,420	4,708,637	4,832,474	4,960,051	5,090,986
Parks Maintenance	1,704,517	1,752,018	1,798,972	1,845,206	1,894,473	1,943,729	1,994,655	2,047,114	2,101,158	2,156,628
Streets Maintenance	1,028,448	1,101,101	1,130,611	1,159,667	1,190,630	1,221,587	1,253,592	1,286,562	1,320,527	1,355,389
Community Development	1,901,647	2,026,869	2,081,189	2,134,675	2,191,671	2,248,654	2,307,569	2,368,258	2,430,780	2,494,953
Developer Reimbursed Expenditures	368,640	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	339,887	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 =	19,580,816	20,200,473	20,741,846	21,274,911	21,842,951	22,410,868	22,998,033	23,602,881	24,225,997	24,865,564
Recurring Revenues Over (Under) Recurring Expenditures	(82,771)	589,400	306,266	73,101	(100,222)	(277,273)	(379,388)	(473,012)	(586,693)	(702,613)
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	-	-	-	-	-	-	-	-
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	-	-	-	-	-	-	-	-
Fire & Emergency Management: Recruitment & Coverage Program	50,000	50,000	-	-	-	-	-	-	-	-
Parks Maintenance: Parks, Open Space, and Recreation Study	60,000	60,000	-	-	-	-	-	-	-	-
Parks Maintenance: Deferred Repairs	75,000	75,000	-	-	-	-	-	-	-	-
Community Development: Permit Software Replacement	-	82,600	-	-	-	-	-	-	-	-
Total One-Time Expenditures =	957,607	816,823	-	-	-	-	-	-	-	-
Transfers										
Transfer In (ARPA 2022-2024)	1,058,909	1,058,909	-	-	-	-	-	-	-	-
Transfer In (from Reserve Fund)	-	-	-	-	-	-	-	-	-	-
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)	(162,556)	(42,151)	(33,206)	(33,960)	(39,206)	(37,187)	(38,075)	(38,727)	(39,468)	(19,320)
Transfer Out (to Capital Funds)	(2,500,000)	-	-	-	-	-	-	-	-	-
Total Transfers =	(1,613,647)	1,006,758	(45,706)	(46,460)	(54,206)	(52,187)	(55,575)	(56,227)	(59,468)	(39,320)
Ending Fund Balance	1,769,649	2,548,984	2,809,544	2,836,185	2,681,757	2,352,297	1,917,334	1,388,095	741,933	0
<i>Estimated Fund Balance</i>	<i>9%</i>	<i>13%</i>	<i>14%</i>	<i>13%</i>	<i>12%</i>	<i>10%</i>	<i>8%</i>	<i>6%</i>	<i>3%</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	2,937,122	3,030,071	3,111,277	3,191,237	3,276,443	3,361,630	3,449,705	3,540,432	3,633,900
Interest Earned	47,941	50,798	48,000	46,000	46,000	48,000	50,000	52,000	54,000	56,000
In	162,556	42,151	33,206	33,960	39,206	37,187	38,075	38,727	39,468	19,320
Out	-	-	-	-	-	-	-	-	-	-
Ending Fund Balance	2,937,122	3,030,071	3,111,277	3,191,237	3,276,443	3,361,630	3,449,705	3,540,432	3,633,900	3,709,220
Reserve Target %	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%
Fund Balance Required - Min 15%	2,937,122	3,030,071	3,111,277	3,191,237	3,276,443	3,361,630	3,449,705	3,540,432	3,633,900	3,729,835
Fund Balance Over (Under) Target - Min	(0)	(0)	0	0	0	0	0	(0)	0	(20,615)
Fund Balance Required - Max 20%	3,916,163	4,040,095	4,148,369	4,254,982	4,368,590	4,482,174	4,599,607	4,720,576	4,845,199	4,973,113
Fund Balance Over (Under) Target - Max	(979,041)	(1,010,024)	(1,037,092)	(1,063,745)	(1,092,147)	(1,120,544)	(1,149,902)	(1,180,144)	(1,211,299)	(1,263,893)

A2: Proposed Budget Ordinance Table





Proposed 2023-2024 Biennial Budget Ordinance Table

Item 15.

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	\$ 20,556,954		\$ 1,769,650	\$ 21,848,782		\$ 2,548,984	\$ 42,405,736	\$ 10,787,569
	Administrative Departments ¹			\$ 5,409,502			\$ 5,378,067			\$ 10,427,505
	Police (Snoqualmie)			\$ 5,163,692			\$ 5,263,813			\$ 8,257,832
	Fire & Emergency Management			\$ 4,071,971			\$ 4,185,862			\$ 3,666,535
	Parks Maintenance			\$ 1,839,517			\$ 1,827,018			\$ 4,757,551
	Community Development ²			\$ 2,270,257			\$ 2,487,294			\$ 2,129,549
	Streets Maintenance			\$ 1,028,448			\$ 1,101,101			\$ 4,253,884
	Non-Departmental ³			\$ 3,427,592			\$ 826,293			\$ -
002	Reserve Fund	\$ 2,726,625	\$ 210,497		\$ 2,937,122	\$ 92,949		\$ 3,030,071	\$ 303,446	\$ -
	Total General Fund	\$ 7,150,300	\$ 20,767,451	\$ 23,210,979	\$ 4,706,772	\$ 21,941,731	\$ 21,069,447	\$ 5,579,056	\$ 42,709,182	\$ 44,280,426
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	\$ 2,385,603	\$ 2,533,165	\$ 97,362	\$ 2,513,379	\$ 2,610,741	\$ -	\$ 4,898,982	\$ 5,143,906
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	\$ 2,448,055	\$ 2,604,379	\$ 158,443	\$ 2,551,954	\$ 2,658,235	\$ 52,163	\$ 5,000,009	\$ 5,262,614
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
131	Affordable Housing Fund	\$ 898,936	\$ 384,121		\$ 1,283,057	\$ 394,121		\$ 1,677,178	\$ 778,242	\$ -
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	\$ 557,810	\$ 1,319,688	\$ 2,539,053	\$ 548,348	\$ 1,322,532	\$ 1,764,869	\$ 1,106,158	\$ 2,642,220
310	Non-Utilities Capital Fund	\$ 20,100,000	\$ 13,954,950	\$ 16,470,500	\$ 17,584,450	\$ 5,407,400	\$ 20,970,850	\$ 2,021,000	\$ 19,362,350	\$ 37,441,350
	Total Capital Funds	\$ 20,100,000	\$ 13,954,950	\$ 16,470,500	\$ 17,584,450	\$ 5,407,400	\$ 20,970,850	\$ 2,021,000	\$ 19,362,350	\$ 37,441,350
401	Water Operations Fund	\$ 1,635,856	\$ 5,190,814	\$ 5,466,981	\$ 1,359,689	\$ 5,504,819	\$ 5,785,411	\$ 1,079,098	\$ 10,695,634	\$ 11,252,392
402	Sewer Operations Fund	\$ 786,844	\$ 6,447,608	\$ 6,292,480	\$ 941,972	\$ 6,713,795	\$ 6,717,905	\$ 937,862	\$ 13,161,403	\$ 13,010,385
403	Stormwater Operations Fund	\$ 984,709	\$ 2,850,899	\$ 3,214,430	\$ 621,178	\$ 3,063,483	\$ 3,211,527	\$ 473,134	\$ 5,914,382	\$ 6,425,957
417	Utilities Capital Fund	\$ 19,400,000	\$ 10,373,442	\$ 8,636,000	\$ 21,137,442	\$ 14,773,142	\$ 20,556,000	\$ 15,354,584	\$ 25,146,584	\$ 29,192,000
	Total Enterprise Funds	\$ 22,807,410	\$ 24,862,763	\$ 23,609,891	\$ 24,060,282	\$ 30,055,239	\$ 36,270,843	\$ 17,844,678	\$ 54,918,002	\$ 59,880,734
501	Equipment Replacement & Repair Fund	\$ 2,384,697	\$ 2,068,177	\$ 2,580,278	\$ 1,872,596	\$ 1,622,125	\$ 1,022,835	\$ 2,471,886	\$ 3,690,302	\$ 3,603,113
502	Information Technology Fund	\$ 2,251,692	\$ 2,657,771	\$ 3,132,449	\$ 1,777,014	\$ 2,671,609	\$ 3,143,340	\$ 1,305,283	\$ 5,329,380	\$ 6,275,789
510	Facilities Maintenance Fund	\$ 711,374	\$ 914,845	\$ 1,418,153	\$ 208,066	\$ 723,497	\$ 716,587	\$ 214,976	\$ 1,638,342	\$ 2,134,740
	Total Internal Service Funds	\$ 5,347,762	\$ 5,640,793	\$ 7,130,880	\$ 3,857,675	\$ 5,017,231	\$ 4,882,762	\$ 3,992,144	\$ 10,658,024	\$ 12,013,642
	Total All Funds	\$ 59,021,171	\$ 68,231,822	\$ 74,346,317	\$ 52,906,676	\$ 65,521,903	\$ 87,174,669	\$ 31,253,909	\$ 133,753,725	\$ 161,520,986

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, Council Contingency, etc.

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Item 8.

A3: Biennial Budget Comparison Table & Presentation





City of Snoqualmie Biennial Budget Comparison

Item 15.

Fund #	Fund Name	2019-20 A = B + C + D + E	2019-20 Transfers Out B	2019-20 Internal Service Charges C	2019-20 Capital Exps. D	2019-20 Operating Exps. E	2021-22 F = G + H + I + J	2021-22 Transfers Out G	2021-22 Internal Service Charges H	2021-22 Capital Exps. I	2021-22 Operating Exps. J	2023-24 K = L + M + N + O	2023-24 Transfers Out L	2023-24 Internal Service Charges M	2023-24 Capital Exps. N	2023-24 Operating Exps. O
001	General Fund	\$ 2,812,059	\$ -	\$ 1,118,523	\$ -	\$ 6,493,536	\$ 7,801,732	\$ -	\$ 1,127,689	\$ -	\$ 6,674,043	\$ 10,787,649	\$ -	\$ 1,453,844	\$ -	\$ 9,333,795
	Administrative Departments	\$ 1,014,283	\$ -	\$ 1,707,833	\$ -	\$ 8,306,450	\$ 9,911,366	\$ 432,894	\$ 1,794,539	\$ -	\$ 7,939,933	\$ 10,437,053	\$ -	\$ 2,208,109	\$ -	\$ 8,219,386
	Police (Snoqualmie)	\$ 6,693,695	\$ 30,000	\$ 1,096,101	\$ -	\$ 5,567,584	\$ 7,053,601	\$ 60,000	\$ 1,143,194	\$ -	\$ 5,850,407	\$ 8,257,833	\$ -	\$ 1,617,129	\$ -	\$ 6,640,404
	Parks & Recreation Management	\$ 4,524,026	\$ -	\$ 723,939	\$ -	\$ 3,800,087	\$ 3,722,931	\$ -	\$ 756,164	\$ -	\$ 2,966,767	\$ 4,757,551	\$ -	\$ 636,042	\$ -	\$ 3,330,493
	Parks Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Community Development	\$ 3,092,107	\$ -	\$ 618,798	\$ -	\$ 2,473,309	\$ 2,090,000	\$ -	\$ 552,886	\$ -	\$ 1,537,014	\$ 2,129,449	\$ -	\$ 561,510	\$ -	\$ 1,496,031
	Streets Maintenance	\$ 3,582,744	\$ 1,885,614	\$ -	\$ -	\$ 1,697,130	\$ 7,042,983	\$ 4,192,640	\$ -	\$ -	\$ 2,850,343	\$ 4,253,883	\$ 2,774,707	\$ 321,667	\$ -	\$ 1,807,882
	Non-Departmental	\$ 1,036,914	\$ 1,036,914	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,529,178
002	Continuing Care Retirement Community Reserve Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
003	Operating Reserve Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
004	Revolving Reserve Fund	\$ 3,055,935	\$ -	\$ 3,055,935	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
005	Street Overlay Reserve Fund	\$ 735,288	\$ 735,288	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Total General Fund	\$ 40,547,051	\$ 6,743,751	\$ 5,265,194	\$ -	\$ 28,838,106	\$ 37,632,884	\$ 4,676,534	\$ 5,374,872	\$ -	\$ 27,572,478	\$ 44,280,827	\$ 2,724,707	\$ 6,798,603	\$ -	\$ 34,757,119
011	Fire Equipment Replacement Fund	\$ 146,100	\$ -	\$ -	\$ -	\$ 146,100	\$ 60,000	\$ -	\$ -	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -
012	Fire Activities Fund	\$ 21,154	\$ -	\$ -	\$ -	\$ 21,154	\$ 20,000	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -
014	North Bend Police Services Fund	\$ 4,557,792	\$ -	\$ 958,294	\$ -	\$ 3,599,498	\$ 4,900,094	\$ -	\$ 590,417	\$ -	\$ 4,309,677	\$ 5,143,906	\$ -	\$ 737,439	\$ -	\$ 4,406,467
015	Environmental Sustainability Fund	\$ 45,000	\$ -	\$ -	\$ -	\$ 45,000	\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -
016	Human Services Fund	\$ 457,614	\$ -	\$ -	\$ -	\$ 457,614	\$ 464,574	\$ -	\$ -	\$ -	\$ 464,574	\$ -	\$ -	\$ -	\$ -	\$ 20,716
018	Deposits Reimbursement Control Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
020	School Impact Fee Fund	\$ 5,227,660	\$ -	\$ 958,294	\$ -	\$ 4,269,366	\$ 5,474,668	\$ -	\$ 590,417	\$ -	\$ 4,884,251	\$ 5,262,614	\$ -	\$ 737,439	\$ -	\$ 4,525,175
	Total Managerial Funds	\$ 1,063,207	\$ 1,063,207	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
101	Streets Revenue Fund	\$ 244,385	\$ -	\$ -	\$ -	\$ 244,385	\$ 180,000	\$ -	\$ -	\$ -	\$ 180,000	\$ 350,000	\$ -	\$ -	\$ -	\$ 350,000
110	Hotel/Motel Tax Fund	\$ 92,460	\$ 92,460	\$ -	\$ -	\$ -	\$ 8,867	\$ 8,867	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
113	King County Trails Levy Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
115	SR Capital Mitigation Fund	\$ 2,976,840	\$ 2,976,840	\$ -	\$ -	\$ -	\$ 2,781,805	\$ 2,781,805	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
116	Real Estate Excise Tax Fund	\$ 34,746	\$ -	\$ -	\$ -	\$ 34,746	\$ 60,041	\$ -	\$ -	\$ -	\$ 60,041	\$ 10,344	\$ -	\$ -	\$ -	\$ 10,344
118	Drug Enforcement Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
119	Tokul Roundabout Construction Fund	\$ 672,303	\$ 472,303	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
120	Riverfront Land Acquisition Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
121	King Conservation Dist. Grants Fund	\$ 340,169	\$ 340,169	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
122	Keane Hansen Fields Maintenance Fund	\$ 4,939,947	\$ -	\$ 1,036,497	\$ -	\$ 3,763,450	\$ 4,306,971	\$ -	\$ 1,012,159	\$ -	\$ 3,294,812	\$ -	\$ -	\$ -	\$ -	\$ -
130	Community Development Fund	\$ 1,468,000	\$ -	\$ -	\$ -	\$ 1,468,000	\$ 136,000	\$ -	\$ -	\$ -	\$ 136,000	\$ -	\$ -	\$ -	\$ -	\$ -
144	At-Risk Housing Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
150	Home Revitalization Fund	\$ 11,692,057	\$ 4,944,979	\$ 1,036,497	\$ 200,000	\$ 5,510,581	\$ 9,950,000	\$ 1,905,000	\$ 1,905,000	\$ -	\$ 6,670,853	\$ 2,464,240	\$ 2,117,818	\$ -	\$ -	\$ 164,058
211	2016 UTGO Bond Debt Service Fund	\$ 936,015	\$ -	\$ -	\$ 496,015	\$ -	\$ 3,003,113	\$ 16,997	\$ 1,012,159	\$ 2,986,116	\$ 3,670,853	\$ -	\$ -	\$ -	\$ -	\$ 524,402
216	2016 UTGO Bond Debt Service Fund	\$ 496,015	\$ -	\$ -	\$ 496,015	\$ -	\$ 502,000	\$ -	\$ -	\$ -	\$ 502,000	\$ -	\$ -	\$ -	\$ -	\$ -
221	2021 Redefined UTGO Bond Debt Service Fund	\$ 1,431,615	\$ -	\$ -	\$ 1,431,615	\$ -	\$ 3,817,138	\$ 16,997	\$ -	\$ 3,800,141	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
301	Madisonbrook Bridge Maintenance Fund	\$ 77,943	\$ 77,943	\$ -	\$ -	\$ -	\$ 6,364,090	\$ -	\$ -	\$ -	\$ 6,364,090	\$ -	\$ -	\$ -	\$ -	\$ -
303	Parks & Playgrounds Capital Fund	\$ 3,284,430	\$ -	\$ -	\$ 3,284,430	\$ -	\$ 11,000	\$ 11,000	\$ -	\$ -	\$ 3,946,320	\$ -	\$ -	\$ -	\$ -	\$ -
305	Flood Reduction Improvement Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
310	Fire Department Capital Fund	\$ 5,253,998	\$ -	\$ -	\$ 5,253,998	\$ -	\$ 3,946,320	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
313	Riverwalks Construction Fund	\$ 130,010	\$ -	\$ -	\$ 130,010	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
316	Construction Contingency Fund	\$ 462,983	\$ -	\$ -	\$ 462,983	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
318	River St. & SR 202 Pedestrian Signal Fund	\$ 22,434	\$ 22,434	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
319	Kimball Creek Box Culvert Construction Fund	\$ 21,271	\$ 21,271	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
320	Tokul Roundabout Construction Fund	\$ 306,863	\$ 39,366	\$ -	\$ 267,497	\$ -	\$ 303,527	\$ 303,527	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
324	Snoqualmie Parkway Maintenance Fund	\$ 1,070,178	\$ 1,070,178	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
325	Snoqualmie Parkway Maintenance Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
326	Sidewalks Construction Fund	\$ 1,188,710	\$ 1,173,710	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
327	Complete Streets Award Fund	\$ 264,220	\$ 14,220	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
329	Facilities Capital Fund	\$ 82,500	\$ -	\$ -	\$ 82,500	\$ -	\$ 725,000	\$ -	\$ -	\$ 725,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Total Capital Funds	\$ 12,165,540	\$ 2,419,122	\$ 1,428,174	\$ 9,746,418	\$ -	\$ 11,350,077	\$ 314,667	\$ -	\$ 11,035,410	\$ -	\$ 37,441,350	\$ 57,992	\$ 320,649	\$ 37,062,709	\$ -
401	Water Operations Fund	\$ 9,050,367	\$ 3,381,026	\$ -	\$ 4,241,167	\$ -	\$ 9,583,134	\$ 3,625,735	\$ 1,497,062	\$ -	\$ 4,460,337	\$ 11,252,392	\$ 4,584,774	\$ 1,678,481	\$ -	\$ 4,989,137
402	Stormwater Operations Fund	\$ 10,151,015	\$ 4,067,770	\$ 1,002,189	\$ -	\$ 5,081,055	\$ 14,082,219	\$ 8,191,003	\$ 1,048,207	\$ -	\$ 4,843,009	\$ 13,010,385	\$ 5,956,020	\$ 1,872,147	\$ -	\$ 5,182,218
403	Stormwater Operations Fund	\$ 3,916,929	\$ 1,789,289	\$ 379,864	\$ -	\$ 1,747,775	\$ 8,033,814	\$ 5,362,655	\$ 397,992	\$ -	\$ 2,273,167	\$ 6,425,957	\$ 2,622,701	\$ 908,231	\$ -	\$ 2,895,025
404	Water Capital Improvement Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
405	Water Capital Improvement Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 185,000	\$ 185,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
406	Stormwater Capital Improvement Fund	\$ 1,026,082	\$ -	\$ -	\$ 1,026,082	\$ -	\$ 75,000	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
407	2017 Refunded Revenue Bond Debt Service Fund	\$ 3,570,000	\$ -	\$ -	\$ 3,570,000	\$ -	\$ 3,582,214	\$ -	\$ -	\$ -	\$ 802,364	\$ -	\$ -	\$ -	\$ -	\$ -
408	2018 Revenue Bond Debt Service Fund	\$ 19,088,579	\$ -	\$ -	\$ 19,088,579	\$ -	\$ 20,773,884	\$ 300,000	\$ -	\$ 20,473,884	\$ -	\$ 29,192,000	\$ 150,000	\$ 679,312	\$ 28,362,688	\$ -
417	Utilities Capital Fund	\$ 46,302,972	\$ 9,238,085	\$ 28,10,228	\$ 23,684,661	\$ 11,069,998	\$ 57,126,629	\$ 17,773,593	\$ 2,943,246	\$ 24,883,462	\$ 11,376,513	\$ 59,880,734	\$ 13,313,495	\$ 5,138,171	\$ 28,862,688	\$ 13,066,380
	Total Interagency Funds	\$ 3,542,387	\$ -	\$ 354,114	\$ 1,583,005	\$ 1,405,468	\$ 3,085,000	\$ -	\$ 370,147	\$ 1,385,138	\$ 1,325,715	\$ 3,603,113	\$ -	\$ 348,007	\$ 1,744,225	\$ 1,309,981
501	Equipment Replacement & Repair Fund	\$ 4,144,983	\$ -	\$ 346,197	\$ 4,144,983	\$ -	\$ 3,798,186	\$ 4,752,960	\$ -	\$ 363,883	\$ 4,385,023	\$ 6,275,769	\$ -	\$ 549,597	\$ -	\$ 5,726,192
502	Information Technology Fund	\$ 1,666,020	\$ -	\$ 79,675	\$ 1,666,020	\$ -	\$ 2,037,715	\$ 1,026,000	\$ -	\$ 64,081	\$ 1,973,634	\$ 2,134,740	\$ 514,388	\$ 194,487	\$ -	\$ 1,428,865
503	Facilities Maintenance Fund	\$ 1,076,500	\$ -	\$ 156,130	\$ -	\$ 916,370	\$ 2,037,715	\$ 1,106,000	\$ -	\$ 103,080	\$ 910,000	\$ 12,019,642	\$ 614,388	\$ 1,099,391	\$ 1,744,225	\$ 9,669,038
511	Tokul Service Fund	\$ 12,264,000	\$ -	\$ 936,117	\$ 1,582,005	\$ -	\$ 12,117,859	\$ 1,106,000	\$ 981,202	\$ 1,395,138	\$ 9,625,519	\$ 12,019,642	\$ 614,388	\$ 1,099,391	\$ 1,744,225	\$ 9,669,038
	Total Service Funds	\$ 130,128,195	\$ 23,345,937	\$ 11,006,830	\$ 36,645,599	\$ 59,130,328	\$ 136,889,638	\$ 28,583,263	\$ 10,901,611	\$ 41,055,151	\$ 56,349,613	\$ 161,520,987	\$ 18,728,400	\$ 14,087,851	\$ 67,169,622	\$ 61,535,114
	TOTAL ALL FUNDS															

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Item 8.



2023-2024 Biennial Budget

~Biennial Budget Comparison~

Updated November 20, 2022

Introduction



- The “**Biennial Budget Comparison Table**” reveals a **complex, interconnected system** of departments and funds that **provide a diverse set of public goods and services.**
- The table also reveals a large **fund consolidation** effort the City started the previous biennium and the Administration is proposing to continue into the next biennium.
- The purpose of this fund consolidation effort is to **simplify the City’s fund structure and increase Council’s comprehension and understanding of what the City proposes to do financially.**

Introduction



• **CAUTION:**

- Comparisons are tricky!
- The City is continuously thinking about what fund or departments to best charge expenditures and the proposed budget reflects those decisions that are made throughout the year.

Summary of the Biennial Budget Comparison Table



Item 15.

	2019/20 Budget	2021/22 Budget	2023/24 Budget	2019/20 to 2021/22 % Change	2019/20 to 2023/24 % Change	2021/22 to 2023/24 % Change
Total Appropriation	\$130.1M	\$136.9M	\$161.5M	5.2%	24.1%	18.0%
Transfers Out (Less)	\$23.3M	\$28.6M	\$18.7M	22.4%	-19.8%	-34.5%
Internal Service Charges (Less)	\$11.0M	\$10.9M	\$14.1M	-1.0%	28.0%	29.2%
Capital Expenditures (Less) ¹	\$36.6M	\$41.1M	\$67.2M	12.0%	83.3%	63.6%
Operating Expenditures²	\$59.1M	\$56.3M	\$61.5M	-4.7%	4.1%	9.2%

¹ This row is comprised of any funds that pay for the construction of capital assets.

² May include some smaller capital outlays.

Key Terms



- **Appropriation -**

- Legal spending level authorized by ordinance. The City **cannot exceed** this level without prior approval of Council.
- Includes the anticipated spending on employees and outside vendors for services rendered, supplies bought, or capital assets constructed (i.e., money leaving the City), but also includes the money that flows internally between different funds.

- **Transfers Out -**

- Money that is transferred between funds (e.g., the budget proposes a \$2.5 million transfer from the General Fund to the Non-Utilities Capital Fund).

Key Terms



- **Internal Service Charges -**

- The costs of certain departments (i.e., ER&R, IT, Admin, etc.) that can be charged to other departments (i.e., Police, Fire) for the provision of goods and services. Must be based on a plan that is fair and equitable.

- **Operating Expenditures -**

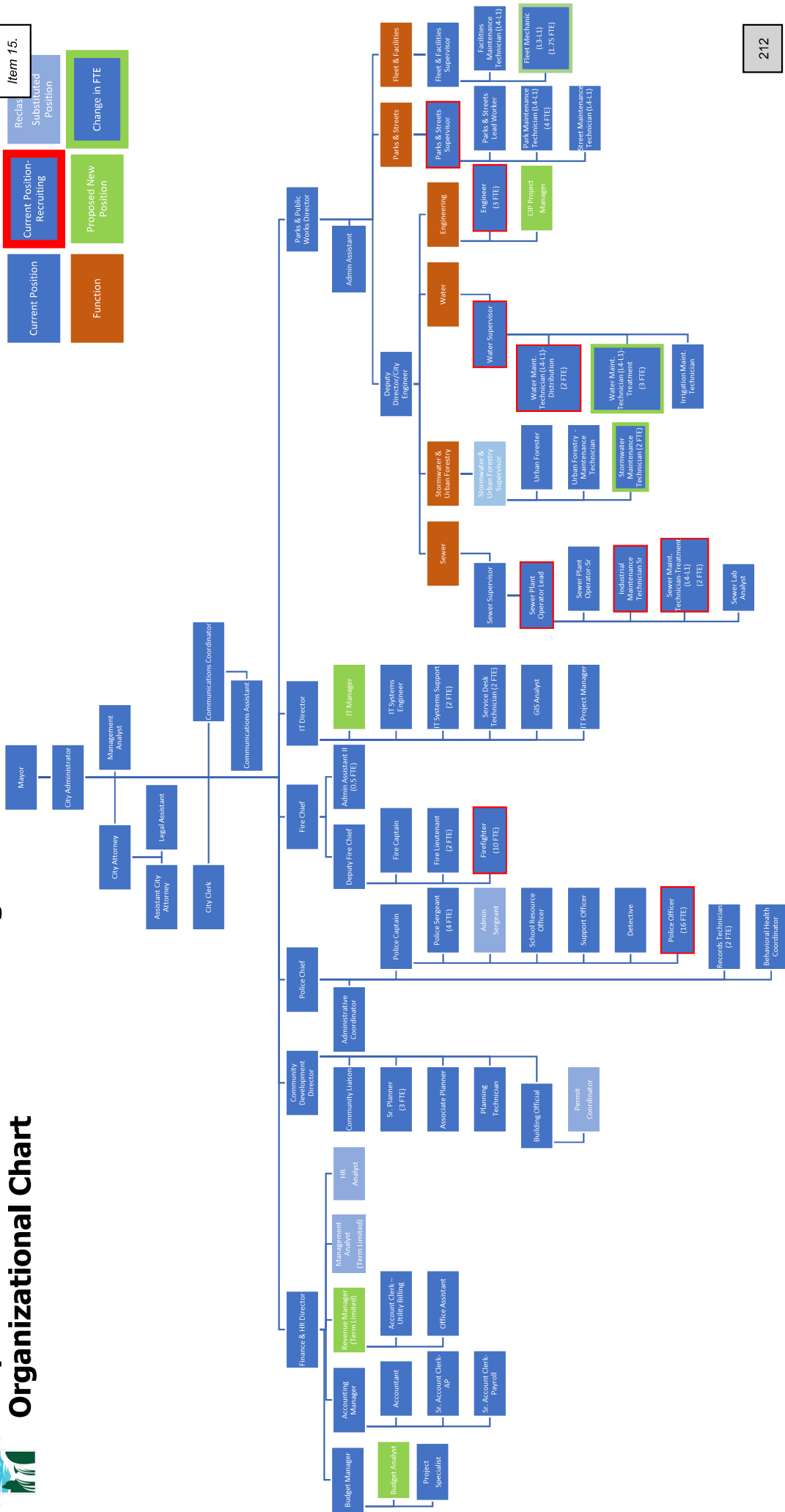
- An attempt to determine the amount of money that was/has been budgeted to leave the City (i.e., to employees or outside vendors) that is operating in nature. Does not include the purchase of capital assets.

A4: Organizational Chart





Proposed 2023-2024 Biennial Budget Organizational Chart



Current Position

Current Position- Recruiting

Proposed New Position

Function

Reclass Substituted Position

Change in FTE

Item 15.

A5: 2023-2028 Capital Improvement Plan





2023-2028 Capital Improvement Plan

Vision:

Snoqualmie is extraordinary; genuine in its beauty, people, and quality of life.

Mission:

We are stewards of our natural and built environment, striving to preserve and create an extraordinary community for our residents, businesses, neighbors, and visitors.

Proposed May 31, 2022
Updated June 8, 2022
Updated July 9, 2022
Updated July 16, 2022
Updated August 5, 2022
Approved August 8, 2022



Office of the Mayor

Katherine Ross

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May 31, 2022

Honorable Councilmembers and Snoqualmie Residents,

I am pleased to present the proposed 2023-2028 Capital Improvement Plan (CIP) for facilities, parks, transportation, and utilities. This capital investment plan was thoughtfully prepared and addresses several strategic Council priorities including:

- Encourage Economic Vibrancy
- Bolster Neighborhood Livability
- Invest in Transportation & Infrastructure
- Enhance Quality of Life
- Assure a Safe Community
- Ensure Fiscal Transparency and Operational Stability

The \$157.9 million proposed CIP is a financially sound, responsible, and balanced investment in our community. The plan preserves the City's financially stable condition, provides for the proactive maintenance of critical infrastructure, and invests strategically in improvements designed to enhance the quality of life for Snoqualmie residents.

The preservation of City infrastructure and facilities is critical to maintaining the quality of life in Snoqualmie. Ongoing investment in historic downtown infrastructure requires costly repairs and reconstruction, while the backbone infrastructure on Snoqualmie Ridge is now over twenty years old and requires ongoing maintenance to avoid more costly future failures. The CIP dedicates approximately \$24.5 million over a six-year period, or nearly \$4.1 million annually, to the preservation of existing infrastructure with the goal of preventing the costly rebuild of infrastructure in future years if maintenance needs are not adequately addressed.

The proposed CIP is the culmination of several years of work and community discussions about investments to improve the quality of life for Snoqualmie residents, businesses, and visitors including, among others:

- Expanding the Snoqualmie Community Center including the addition of an aquatics center.
- Completing much of the Snoqualmie Riverwalk, which will provide one continuous trail system through Downtown Snoqualmie to Meadowbrook Farm.
- Replacing aging playground equipment, play surfaces, and providing accessibility for all through an all-inclusive playground.
- Increasing sewer treatment capacity and replacing critical components that are nearing the end of their expected service life by updating the water reclamation facility.
- Replacing aging fire apparatus with equipment that has newer technology and is designed to meet the needs of our city.

My sincere gratitude to members of the public, as well as those who have served on the City Council or a commission, past or present, for their contributions to this plan. Special thanks to Budget Manager, Drew

Bouta, Interim Finance Director Jen Ferguson, and all city staff who have contributed to the development of this plan.

Snoqualmie is truly extraordinary, genuine in its beauty, people, and quality of life. This Capital Improvement Plan will continue our fulfillment of that vision.

Sincerely,

Katherine Ross
Mayor

Updates & Revisions

The proposed plan was presented to the City Council on May 31, 2022, and updated on June 8, 2022, and July 9, 2022. The City Council reviewed those updates to reflect:

- The GFCs and CIACs funding sources and cashflow forecasts include contributions from the City/Tribe Agreement 5th Amendment for Casino Expansion
- Updated project costs for the Wastewater Reclamation Facility Improvement Project
- A 3.8% true interest cost and bond term revisions (30 yr. to 20 yr.) estimate for the Community Center Expansion Bond per bond financial advisor, PFM
- Updated project detail sheet for the Fire Ladder Truck
- Updated project costs for the Kimball Creek Bridges Restoration Project
- Updated project costs for the Meadowbrook Bridge Restoration Project

Updates to the proposed plan on July 16, 2022 included:

- Current inflationary increases. This revised version effects all project costs, cashflow forecasts, statement of sources, uses and cash balances.

The following table describes inflation rates used to estimate future capital expenditures. The estimates were derived from a construction cost assessment report recently developed for the Washington State Office of Financial Management (June 2022).

	2023	2024	2025	2026	2027	2028
Estimated Annual Inflation	5.6% ¹	4.9%	3.0%	3.0%	3.0%	3.0%

¹ Represents the additional inflationary factor applied to 2023 above and beyond the amount already applied. The goal was to account for the higher than anticipated inflation experienced in 2022 and expected for 2023.

Note: Some capital projects have not been inflated per the table above due to the projects other stakeholders involved that may or may not have committed to funding inflationary increases.

- Community Center Expansion project and Community Park Sprayground projects have been separated.

Updates to the proposed plan on August 5, 2022 included:

- Separating the “sources by type” table within the executive summary section by “utility” and “non-utility”.
- Deleting the pie chart within the capital sources summary section that combined both “utility” and “non-utility” sources.
- Updating the capital funding sustainability subsection. The update includes a new row showing the difference between recurring sources and recurring uses and adds a footnote indicating the exclusion of non-recurring sales tax from committed capital taxes. The exclusion explains the difference between this subsection and the “Statement of Non-Utilities CIP Sources, Uses, and Cash Balance” (found under the financial schedules section).
- Adding a table to the financial schedules section that shows the amount of grants, appropriations, or other revenue sources secured or unsecured over the six-year period.
- Adding a table (may be provided on August 8, 2022) behind the Street Resurfacing Program CIP worksheet that outlines the streets selected for pavement treatment over the six-year period.
- Adding a table behind the Playground Replacement Program CIP worksheet that outlines the parks selected for playground improvements over the six-year period.

On August 8, 2022, Council passed two motions amending the proposed plan. These amendments included:

- Increasing the Street Resurfacing Program budget to \$1.165 million over the 2023-2024 biennium. This is an increase of \$84,000 from the previous version of the proposed plan. The amounts budgeted for 2023 and 2024 reflect the amounts budgeted in the first two years of the Street Resurfacing Program as incorporated in the amended CIP. Council adopted the amended CIP in May of 2021.
- Moving the \$1.5 million purchase of the Fire Ladder Truck from 2023 to 2025.

This adopted CIP replaces all previous versions.



EXECUTIVE SUMMARY

The 2023-2028 Capital Improvement Plan (CIP) guides the acquisition and improvement of park, transportation, facility, and utility infrastructure investments over the six-year period and supersedes previous CIPs. The CIP is updated on a biennial basis. Authorized allocations for sources and uses in the first two years of the plan will be included in the 2023-2024 Biennial Budget.

The CIP includes approximately \$157.9 million in capital program, capital project, and debt service expenditures between 2023 and 2028. Of the \$157.9 million, roughly \$30.2 million is earmarked for facilities, \$17.6 million is earmarked for parks, \$22.4 million is earmarked for transportation, and \$86.2 million is earmarked for utilities, and \$1.5 million is earmarked for the purchase of a Fire Ladder Truck. These allocations include approximately \$24.5 million for the preservation of existing community assets, or roughly \$4.1 million annually, through the establishment of capital programs.

Beyond the 2023-2028 time horizon, the City has identified future capital projects and programs, subject to Council approval, totaling approximately \$23.4 million. Some of the capital projects considered beyond 2028 do not have cost information at this time. All capital program or project costs included in the plan are inflated to year-of-expenditure dollars.

The following table summarizes annual capital sources, uses, and cash balance changes over the six-year plan:

	2023	2024	2025	2026	2027	2028	Total
Beginning Cash Balances	\$39.5M	\$38.9M	\$17.6M	\$13.3M	\$8.5M	\$10.2M	\$39.5M
Sources	\$24.3M	\$20.2M	\$32.7M	\$16.8M	\$16.5M	\$16.2M	\$126.8M
Uses	\$24.9M	\$41.5M	\$37.1M	\$21.6M	\$14.8M	\$18.1M	\$157.9M
Ending Cash Balances	\$38.9M	\$17.6M	\$13.3M	\$8.5M	\$10.2M	\$8.4M	\$8.4M

The City of Snoqualmie relies upon a variety of sources to fund the 2023-2028 CIP. This plan incorporates approximately \$166.3 million in funding sources, which includes \$39.5 million of cash on hand. The following table summarizes annual sources for funding over the 6-year plan:

Sources by Type	2023	2024	2025	2026	2027	2028	Total
Non-Utilities							
Beginning Cash Balances	\$20.1M	-	-	-	-	-	\$20.1M
Restricted Transportation Taxes	\$0.9M	\$0.9M	\$0.9M	\$0.9M	\$1.0M	\$1.0M	\$5.6M
Restricted Capital Taxes	\$1.5M	\$1.5M	\$1.6M	\$1.7M	\$1.8M	\$1.9M	\$9.9M
Committed Capital Taxes	\$0.9M	\$0.9M	\$0.9M	\$0.9M	\$0.9M	\$1.0M	\$5.5M
Grants & Intergov. Revenues	\$8.2M	\$2.1M	\$14.8M	\$2.6M	\$2.0M	\$0.7M	\$30.4M
Other	\$2.5M	\$0.0M	\$0.0M	\$0.0M	\$0.0M	\$0.0M	\$2.5M
Non-Utilities Subtotal	\$34.1M	\$5.4M	\$18.2M	\$6.2M	\$5.7M	\$4.5M	\$74.0M
Utilities							
Beginning Cash Balances	\$19.4M	-	-	-	-	-	\$19.4M
Utility Fees	\$6.6M	\$7.2M	\$7.6M	\$8.1M	\$8.0M	\$8.6M	\$46.0M
General Facilities Charges	\$3.2M	\$3.4M	\$1.7M	\$1.7M	\$1.8M	\$1.9M	\$13.8M
Contributions in Aid of Construction	\$0.2M	\$2.6M	\$4.4M	\$0.8M	\$1.0M	\$1.3M	\$10.3M
Grants & Intergov. Revenues	\$0.3M	\$1.5M	\$0.9M	\$0.0M	\$0.0M	\$0.0M	\$2.8M
Utilities Subtotal	\$29.8M	\$14.8M	\$14.5M	\$10.6M	\$10.8M	\$11.7M	\$92.3M
Grand Total	\$63.8M	\$20.2M	\$32.7M	\$16.8M	\$16.5M	\$16.2M	\$166.3M

Infrastructure Preservation

This CIP devotes approximately \$4.1 million annually towards the preservation of existing City infrastructure, including the following recurring capital programs:

- Street Resurfacing
- Sidewalk Replacement
- Americans with Disabilities Act (ADA)
- Playgrounds Replacement
- Trails Replacement
- Sport Courts Replacement
- Parks Parking Lot Resurfacing
- Parks Facilities Maintenance
- Facilities Maintenance
- Utility Main & Drainage System Replacement
- Urban Forestry Improvement
- Stormwater Pond Improvement

2023 to 2028 Annual Capital Program Expenditures:

	2023	2024	2025	2026	2027	2028	Total
Capital Program Expenditures	\$3.5M	\$3.7M	\$4.2M	\$4.0M	\$4.6M	\$4.5M	\$24.5M

New Infrastructure Projects

In addition to infrastructure preservation, the CIP funds park, transportation, facility, and utility projects designed to improve the communal health, safety, and vibrancy of the City for residents, businesses, and visitors alike. Major capital projects include, but are not limited to (followed by year of proposed construction):










































- Snoqualmie Parkway Rehabilitation Project (2023)
- Meadowbrook Bridge Restoration Project (2023)
- Community Park Sprayground Project (2023)
- Kimball Creek Bridges Restoration Project (2023/24)
- Community Center Expansion Project (2024)
- Water Reclamation Facility Improvements – Phase 3 (2024)
- Sandy Cove Park Improvement Project (2024)
- Sandy Cove Park Riverbank Restoration & Outfall Project (2024/25)
- Snoqualmie Mill Water Main Loop Project (2025)
- Town Center Improvement Project – Phase 3 (2025/26)
- SR 202 Drainage Improvement Project (2025/26)
- Eagle Lake Water Reclamation Basin Improvement Project (2025/26)
- South Wellfield Improvement Project (2026)
- Source of Supply Improvement Project (2026)
- 599 Zone Reservoir Addition Project (2027/28)
- SR 202 Bridge Maintenance Project (2027/28)
- 1040 Zone Reservoir Addition Project (2028)
- Canyon Springs Improvement Project (2028)
- Riverwalk (four total projects) (Multiple years)
- Kimball Creek Riparian Restoration Project (Multiple years)

Capital Programs or Projects Based on Funding Source Status

Not all proposed capital uses in the CIP have confirmed funding sources that can relatively assure their completion. To distinguish between those capital programs and projects where their funding is relatively assured with those capital programs and projects that are awaiting the approval of grants or other contributions, as well as those capital programs and projects not included in the CIP due to a lack of funding, the following color-coding system was devised.

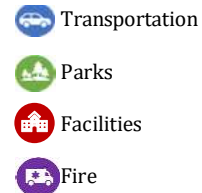
- **Green:** Capital projects or programs with confirmed funding sources
- **Yellow:** Capital projects or programs conditional on grant funding or other contributions
- **Red:** Alternative capital projects or programs with no confirmed funding sources

Non-Utility Capital Programs or Projects Based on Funding Source Status

Capital Program or Project Name	Area	2023 to 2028	Est. Year of	Est. % Funded by
Street Resurfacing Program	 Transportation	\$ 3,527,000	Multiple	0.0%
Sidewalk Replacement Program	 Transportation	\$ 1,367,000	Multiple	0.0%
Americans with Disabilities Act (ADA) Program	 Transportation	\$ 272,000	Multiple	0.0%
Playgrounds Replacement Program	 Parks	\$ 1,694,000	Multiple	0.0%
Trails Replacement Program	 Parks	\$ 339,000	Multiple	0.0%
Sport Courts Replacement Program	 Parks	\$ 146,000	Multiple	0.0%
Parks Parking Lot Resurfacing Program	 Parks	\$ 339,000	Multiple	0.0%
Parks Facilities Maintenance Program	 Parks	\$ 212,000	Multiple	0.0%
Facilities Maintenance Program	 Facilities	\$ 1,896,000	Multiple	0.0%
Kimball Creek Bridges Restoration Project	 Transportation	\$ 1,318,000	Multiple	0.0%
Community Park Sprayground Project	 Parks	\$ 1,500,000	2023	0.0%
Snoqualmie Parkway Rehabilitation Project	 Transportation	\$ 6,400,000	2023	78.1%
Riverfront Land Acquisitions & Demolitions	 Parks	\$ 1,620,000	Multiple	80.2%
Riverwalk Project - Northwest of Sandy Cove Park	 Parks	\$ 2,708,000	Multiple	54.6%
Sandy Cove Park Improvement Project	 Parks	\$ 1,741,000	Multiple	28.7%
All-Inclusive Playground Project	 Parks	\$ 876,000	2023	78.4%
Ladder Fire Truck	 Fire	\$ 1,500,000	2025	0.0%
Town Center Improvement Project - Phase III	 Transportation	\$ 7,215,000	Multiple	52.2%
Meadowbrook Bridge Restoration Project	 Transportation	\$ 1,744,000	2023	50.0%
Riverwalk Project - Arboretum Trail	 Parks	\$ 1,307,000	Multiple	38.3%
Riverwalk Project - Boardwalk	 Parks	\$ 4,838,000	Multiple	50.0%
Meadowbrook Trail Project	 Parks	\$ 240,000	2023	0.0%
Community Center Expansion Project	 Facilities	\$ 28,338,000	2024	46.4%
SR 202 & Meadowbrook Way Channelization Project	 Transportation	\$ 1,430,318	2029 and Beyond	Not in funded CIP
Town Center South Parking Project	 Transportation	\$ 889,441	2029 and Beyond	Not funded in CIP
Town Center North Improvement Project	 Transportation	\$ 2,379,857	2029 and Beyond	Not funded in CIP
Northern St. Culvert Project (Transportation Portion)	 Transportation	\$ 4,597,450	2029 and Beyond	Not funded in CIP
Ridge Marketplace Placemaking Project	 Transportation	\$ 480,779	2029 and Beyond	Not funded in CIP
Riverwalk Pedestrian Bridge Project	 Parks	\$ 5,763,340	2029 and Beyond	Not funded in CIP
Centennial Park Improvements Project	 Parks	\$ 679,101	2029 and Beyond	Not funded in CIP
Railroad Park Improvements Project	 Parks	\$ 1,370,220	2029 and Beyond	Not funded in CIP
Kimball Creek Village Trail Project	 Parks	\$ 1,274,065	2029 and Beyond	Not funded in CIP
Steller Park Baseball Field Project	 Parks	\$ 150,243	2029 and Beyond	Not funded in CIP
Swenson Park Baseball Field Project	 Parks	\$ 661,071	2029 and Beyond	Not funded in CIP
Jeanne Hansen Park Lights Project	 Parks	\$ 1,045,695	2029 and Beyond	Not funded in CIP
SE North Bend Way Roundabout Project	 Transportation	*	2029 and Beyond	Not funded in CIP
Town Center Improvement Project - Phase IV	 Transportation	*	2029 and Beyond	Not funded in CIP
SR 202 Kimball Creek Bridge Replacement Project	 Transportation	*	2029 and Beyond	Not funded in CIP
SR 202 Snoqualmie River Bridge Replacement Project	 Transportation	*	2029 and Beyond	Not funded in CIP
Snoqualmie Parkway & SE 99th St. Improvement Project	 Transportation	*	2029 and Beyond	Not funded in CIP
SE 99th St. & I-90 Park and Ridge Project	 Transportation	*	2029 and Beyond	Not funded in CIP

ESTIMATED USES

Proposed Funding Target	\$ 27,455,000
Conditional Funding Target (City Portion)	\$ 22,985,300
Conditional Funding Target (Grants and Other Contributions Portion)	\$ 20,696,700
CIP Funding Target Subtotal	\$ 71,137,000
Proposed Debt Service Target Subtotal	\$ 522,000
Estimated Uses Subtotal	\$ 71,659,000
Alternative Capital Projects or Programs	\$ 20,721,580
GRAND TOTAL	\$ 92,380,580



Note: The estimated costs for projects or programs not currently funded are approximate, but rough, estimates.

* A cost estimate of the proposed capital project has not been made. This estimate is pending more detailed scoping of the project.

Utility Capital Program or Projects Based on Funding Source Status

Capital Project or Program Name	Area	2023 to 2028 Est. Total Cost	Est. Year of Construction	Est. % Funded by Grants and Other Contributions
Utility Main & Drainage System Replacement Program	All Utilities	\$ 12,763,000	Multiple	0%
Urban Forestry Improvement Program	Stormwater	\$ 1,610,000	Multiple	0%
Stormwater Pond Improvement Program	Stormwater	\$ 354,000	Multiple	0%
Pressure Zone Conversions Project	Water	\$ 231,000	Multiple	0%
Pressure Reducing Valve (PRV) Stations Project	Water	\$ 321,000	Multiple	0%
1040 Zone Booster Pump Station Improvement Project	Water	\$ 432,000	Multiple	0%
705 Zone Booster Pump Station Improvement Project	Water	\$ 575,000	Multiple	0%
South Wellfield Improvement Project	Water	\$ 2,858,000	Multiple	0%
1040 Zone Reservoir Addition Project	Water	\$ 5,432,000	Multiple	0%
Canyon Springs Improvement Project	Water	\$ 1,253,000	2028	0%
Railroad Place Lift Station Improvement Project	Sewer	\$ 106,000	2023	0%
Eagle Lake Water Reclamation Basin Improvement Project	Sewer	\$ 3,332,000	Multiple	0%
SR 202 Drainage Improvement Project	Stormwater	\$ 2,618,000	Multiple	0%
Leitz Street Drainage Improvement Project	Stormwater	\$ 132,000	2026	0%
Ridge Street Drainage Improvement Project	Stormwater	\$ 336,000	Multiple	0%
Kimball Creek Riparian Restoration Project	Stormwater	\$ 2,376,000	Multiple	0%
Enterprise Resource Planning System Replacement Project	IT	\$ 150,000	2023	0%
Sandy Cove Park Riverbank Restoration & Outfall Project	Stormwater	\$ 5,500,000	Multiple	50%
SR 202 Bridge Utility Main Replacement Project	Water	\$ 3,915,000	Multiple	10%
599 Zone Reservoir Addition Project	Water	\$ 4,117,000	Multiple	50%
Source of Supply Improvement Project	Water	\$ 2,234,000	Multiple	19%
Snoqualmie Mill Water Main Loop Project	Water	\$ 6,803,000	Multiple	70%
Water Reclamation Facility Improvements - Phase 3	Sewer	\$ 14,730,000	Multiple	26%
Lift Station Improvement Program	Sewer	\$ 853,383	2029 and Beyond	Not funded in the CIP
Northern St. Culvert Project (Stormwater Portion)	Stormwater	\$ 1,826,961	2029 and Beyond	Not funded in the CIP

ESTIMATED USES

Proposed Funding Target	\$ 34,879,000
Conditional Funding Target (City Portion)	\$ 23,102,596
Conditional Funding Target (Grants and Other Contributions Portion)	\$ 14,196,404
CIP Funding Target Subtotal	\$ 72,178,000
Proposed Debt Service Target Subtotal	\$ 14,063,000
Estimated Uses Subtotal	\$ 86,241,000
Alternative Capital Projects or Programs	\$ 2,680,344
GRAND TOTAL	\$ 88,921,344



Note: The estimated costs for projects or programs not currently funded are approximate, but rough, estimates.



THE PURPOSE OF THE CIP

The Capital Improvement Plan (CIP) is a planning and financial management tool that helps the City of Snoqualmie identify and prioritize capital investments over a six-year period. Based on staff recommendations, public input, and Council deliberation, the CIP establishes the scope and cost of capital investments, estimates funding from various sources, and balances both cost and estimated sources in a cohesive and efficient financial plan. This long-term plan increases the transparency of the capital decision-making process. Given its explicit and forward-looking nature, the City of Snoqualmie can avoid longer-term adverse financial and operating surprises by creating and adopting a CIP and including projects and programs in the biennial budget.

The Growth Management Act and the CIP

The CIP is required by the State of Washington Growth Management Act (GMA) (RCW 36.70A) which is state law that requires local governments to plan and manage growth that would impact the environment and quality of life. The GMA establishes the importance and primacy of the Comprehensive Plan which provides the vision, policies, and guidance for growth, development, and conservation within a local government over a twenty-year period. The Capital Facilities Element, a critical piece of the Comprehensive Plan, documents how a local government expects to provide public facilities and services at the population and intensities of development envisioned.

The Capital Facilities Element must include the following:

- An inventory of existing capital facilities disclosing the location and capacity of each facility;
- A forecast of future capital facility needs;
- A *six-year financial plan* that clearly identifies and forecasts the revenues available for capital purposes (RCW 36.70A.070(3)).

According to the Washington Administrative Code (WAC 365-196-415(2)(c), a local government should include in the Capital Facilities Element a six-year capital plan for financing, forecast projected funding capacities based on revenues available, and update the plan biennially so that financial planning remains sufficiently ahead of the present need for capital facilities.

This CIP serves to fulfill the financial planning requirements established in the GMA.



THE CIP PROCESS

The goal of the CIP process is to create a smart, well-considered, transparent, and sustainable financial plan for the City of Snoqualmie. To achieve this goal, the Snoqualmie City Council adopted comprehensive Financial Management Policy identifies capital budgeting objectives, criteria and ranking guidance, project source and use identification, and the planning schedule.



CAPITAL USES SUMMARY

The 2023-2028 Capital Improvement Plan (CIP) covers forty-five capital programs and projects including two facility programs or projects, twelve park programs or projects, seven transportation programs or projects, one combined utilities program, eleven water projects, three sewer projects, seven stormwater programs or projects, one information technology project, and finally one capital equipment addition.

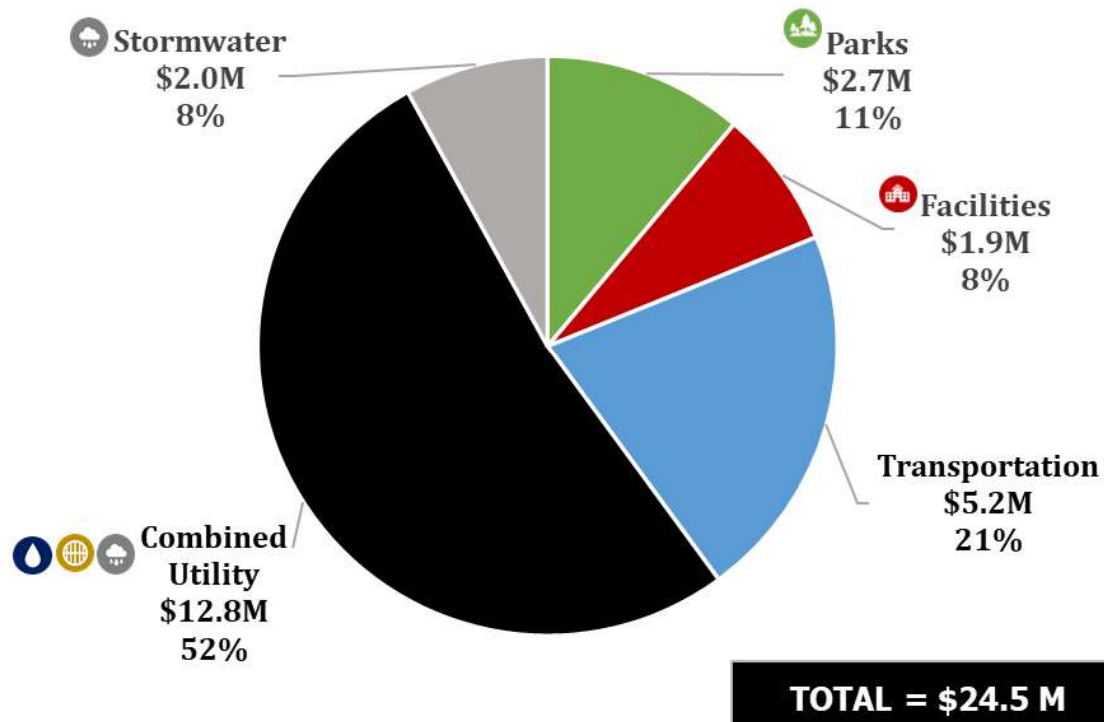
The City of Snoqualmie has identified twelve of the forty-five as capital programs. A capital program is defined as the continuous replacement or renewal, over an extended period of time, of similar long-term assets such as streets or playground equipment. Of the twelve capital programs incorporated into the CIP, eleven have been carried forward from the previous version of the CIP. The Stormwater Pond Improvement Program will begin in 2023.

The 2023-2028 CIP includes approximately \$157.9 million in capital program, project, and debt service expenditures. In total, approximately \$71.7 million is composed of non-utility capital uses and \$86.2 million is composed of utility capital uses. The following table shows the amounts and timing of capital project or program expenditures annually within the 6-year plan. All proposed costs are inflated to year-of-expenditure dollars:

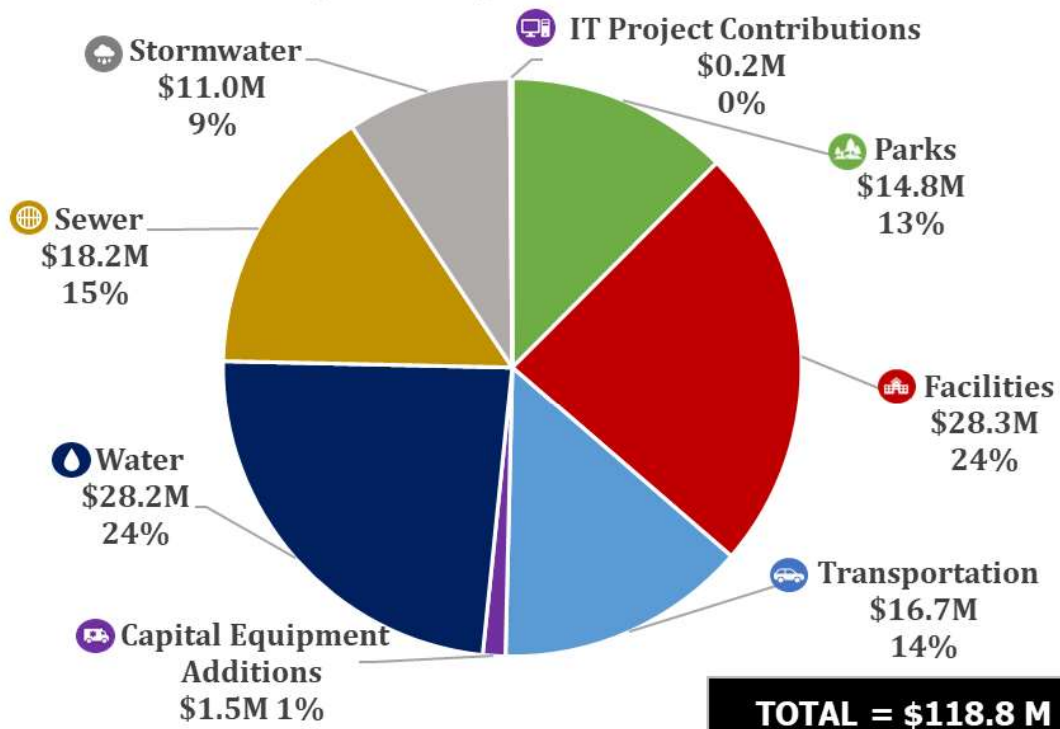
	2023	2024	2025	2026	2027	2028	6-Year Total
Non-Utilities							
Transportation Capital Programs	\$0.9M	\$0.8M	\$0.8M	\$0.9M	\$0.9M	\$0.9M	\$5.2M
Transportation Capital Projects	\$8.5M	\$1.5M	\$2.7M	\$3.2M	\$0.8M	\$0.0M	\$16.7M
Parks Capital Programs	\$0.6M	\$0.3M	\$0.6M	\$0.3M	\$0.7M	\$0.3M	\$2.7M
Parks Capital Projects	\$5.6M	\$2.9M	\$0.4M	\$1.9M	\$3.0M	\$1.1M	\$14.8M
Facilities Capital Programs	\$0.7M	\$0.2M	\$0.2M	\$0.2M	\$0.2M	\$0.2M	\$1.9M
Facilities Capital Projects	-	\$15.2M	\$13.1M	-	-	-	\$28.3M
Capital Equipment Additions	-	-	\$1.5M	-	-	-	\$1.5M
Debt Service	\$0.1M	\$0.1M	\$0.1M	\$0.1M	\$0.1M	\$0.1M	\$0.5M
Non-Utilities Subtotal	\$16.4M	\$21.0M	\$19.5M	\$6.6M	\$5.6M	\$2.6M	\$71.7M
Utilities							
Combined Utility Capital Program	\$1.0M	\$2.1M	\$2.2M	\$2.3M	\$2.5M	\$2.7M	\$12.8M
Water Projects	\$1.0M	\$1.6M	\$6.4M	\$5.9M	\$3.0M	\$10.4M	\$28.2M
Sewer Projects	\$3.0M	\$10.8M	\$3.2M	\$1.2M	-	-	\$18.2M
Stormwater Capital Programs	\$0.3M	\$0.3M	\$0.3M	\$0.3M	\$0.4M	\$0.4M	\$2.0M
Stormwater Capital Projects	\$0.7M	\$3.4M	\$3.1M	\$2.9M	\$0.9M	-	\$11.0M
IT Project Contributions	\$0.2M	-	-	-	-	-	\$0.2M
Debt Service	\$2.4M	\$2.4M	\$2.4M	\$2.4M	\$2.4M	\$2.0M	\$14.1M
Utilities Subtotal	\$8.5M	\$20.6M	\$17.6M	\$15.0M	\$9.1M	\$15.5M	\$86.2M
Grand Total	\$24.9M	\$41.5M	\$37.1M	\$21.6M	\$14.8M	\$18.1M	\$157.9M

Furthermore, this plan includes \$24.5 million proposed for the preservation of existing assets, or nearly \$4.1 million annually, through the establishment of capital programs. These programmatic and project-based uses are broken out into categories within the two following pie charts:

Est. Total Capital Programs in the 2023-28 CIP



Est. Total Capital Projects in the 2023-28 CIP



Contingency

Contingencies are built into many capital programs and projects to protect against unanticipated cost increases. The amount of contingency set aside is based on a percentage of three cost estimates: design, construction, and construction management. Some capital projects do not require a contingency. This is likely because it is the responsibility of a partner agency to cover any cost overruns that eventuate. Given the potential number of risks that could result in higher than anticipated costs, contingencies help to safeguard the City's financial condition in an uncertain planning environment.

Of the \$157.9 million in capital uses, the City of Snoqualmie will set aside nearly \$17.8 million for contingency in case of higher-than-anticipated costs. This is roughly equivalent to 11% of the total CIP.

Operating Impact

Consistent with best practices in financial planning, the 2023-2028 CIP contemplates the operating impact of capital programs and projects. Once Council commits to a program or project with a known operating implication, such as staff time or maintenance, a level of obligation is included within the operating budget.

The City of Snoqualmie, based on all the capital projects or programs, will spend slightly more than it will save, at a net amount of \$21,098 over the six-year period, to maintain the condition of current and new capital assets as formulated in the CIP. Some capital projects and programs will necessitate additional staff resources and maintenance, whereas others may reduce the amount of staffing and maintenance resources required. The following summary estimates the increase in the annual operating budget needed to support the CIP:

	2023	2024	2025	2026	2027	2028	Total
Transportation	(\$28.0K)	(\$29.7K)	(\$31.5K)	(\$32.5K)	(\$34.8K)	(\$37.5K)	(\$194.0K)
Parks	\$12.0K	\$31.8K	\$38.0K	\$39.5K	\$46.0K	\$47.7K	\$215.1K
Facilities	-	-	-	-	-	-	-
Total	(\$16.0K)	\$2.1K	\$6.5K	\$7.0K	\$11.2K	\$10.2K	\$21.1K

The 1% Commitment to the Arts

In 2002, the Snoqualmie City Council adopted Ordinance 913 which dedicates 1% of certain capital program or project construction costs to public art. All dedicated CIP arts funding will be pooled into a fund each year for eventual allocation to public art uses. The City's Arts Commission collaborate, review, and recommend public art projects to City Council for funding annually.

Approved uses for CIP arts funding may be visual art at the location of the CIP project from which the funding was derived or in any other public space, repair and maintenance of existing public art, public participation by community members in the creation of public art, and other acquisition costs of public art excluding administrative costs.

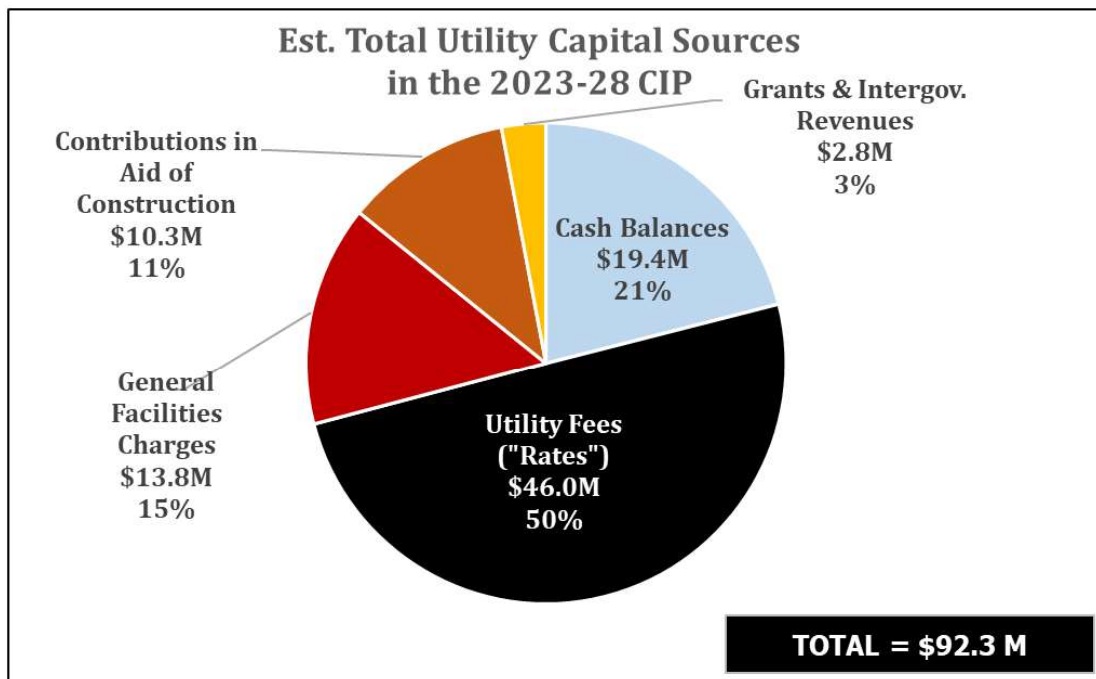
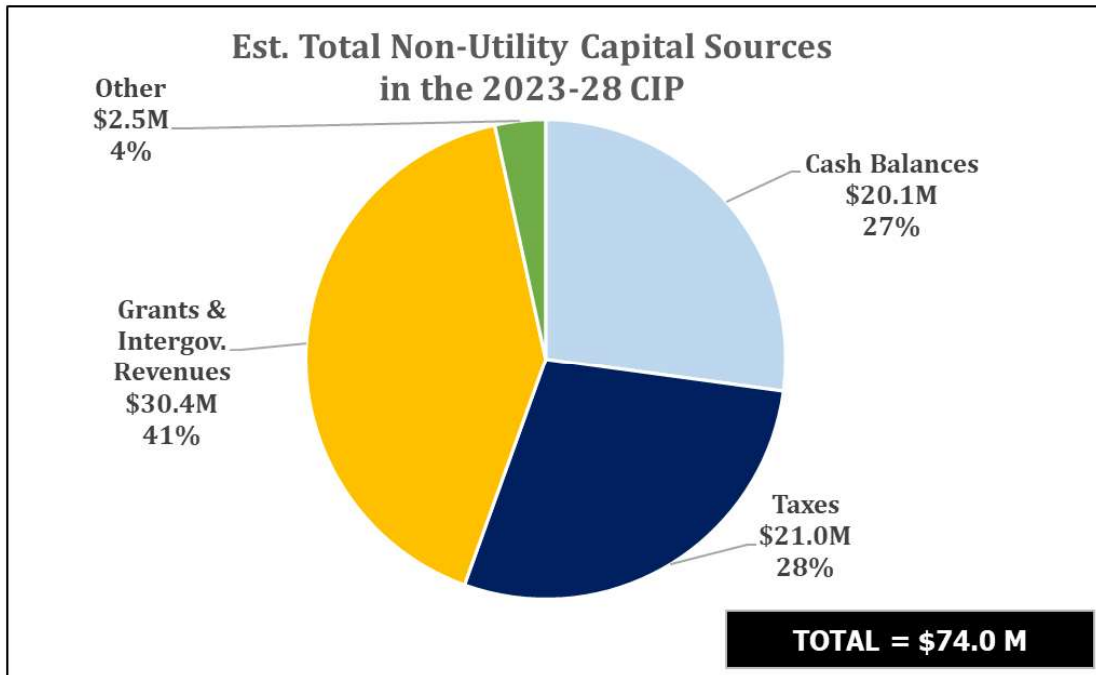
This CIP provides over \$291 thousand in public arts funding over the plan's six-year period. Because the CIP arts ordinance does not apply to street, sidewalk, and parking projects, years in which heavy emphasis is given to those project categories see less arts funding. A yearly breakdown of CIP arts funding is shown below:

2023	2024	2025	2026	2027	2028	Total
\$40.9K	\$17.1K	\$185.9K	\$11.0K	\$26.4K	\$9.9K	\$291.1K



CAPITAL SOURCES SUMMARY

The City of Snoqualmie will rely upon a variety of sources to fund the 2023-2028 CIP. The plan incorporates approximately \$74.0 million in funding sources to support non-utility capital uses and \$92.3 million to support utility capital uses. The following charts break out the available funding sources for both the non-utility and utility portions of the CIP.



Real Estate Excise Tax – Cashflow Forecast

The Real Estate Excise Tax (REET) is levied on all sales of real estate. Because the City of Snoqualmie plans under the provisions of the GMA, the City levies two 0.25% REET taxes. Use of these funds are restricted by the State for use on capital projects and programs such as parks, transportation, and facilities.

Capital Funding Source: Real Estate Excise Tax (REET)						
Cashflow Forecast	2023	2024	2025	2026	2027	2028
Beginning Cash Balance	\$ 10,400,000	\$ 8,229,950	\$ -	\$ 48,000	\$ 82,250	\$ 299,000
Sources						
Real Estate Excise Tax	\$ 1,450,000	\$ 1,525,000	\$ 1,600,000	\$ 1,680,000	\$ 1,765,000	\$ 1,855,000
Total Sources	\$ 1,450,000	\$ 1,525,000	\$ 1,600,000	\$ 1,680,000	\$ 1,765,000	\$ 1,855,000
Uses						
Parks						
Playgrounds Replacement Program	\$ 398,000	\$ -	\$ 308,000	\$ -	\$ 338,000	\$ -
Trails Replacement Program	\$ -	\$ 108,000	\$ -	\$ 113,000	\$ -	\$ 118,000
Sport Courts Replacement Program	\$ 21,000	\$ 23,000	\$ 24,000	\$ 25,000	\$ 26,000	\$ 27,000
Parking Lot Resurfacing Program	\$ -	\$ 108,000	\$ -	\$ 113,000	\$ -	\$ 118,000
Parks Facilities Maintenance Program	\$ 32,000	\$ 34,000	\$ 35,000	\$ 36,000	\$ 37,000	\$ 38,000
Facilities Maintenance Program	\$ 740,000	\$ 220,000	\$ 226,000	\$ 231,000	\$ 237,000	\$ 242,000
Riverfront Land Acquisitions & Demolitions	\$ 120,000	\$ 200,000	\$ -	\$ -	\$ -	\$ -
Riverwalk Project - NW of Sandy Cove Park	\$ 952,000	\$ 276,600	\$ -	\$ -	\$ -	\$ -
Sandy Cove Park Improvement	\$ 319,000	\$ 922,000	\$ -	\$ -	\$ -	\$ -
All-Inclusive Playground	\$ 189,600	\$ -	\$ -	\$ -	\$ -	\$ -
Riverwalk Project - Arboretum Trail	\$ -	\$ -	\$ 200,000	\$ 607,000	\$ -	\$ -
Riverwalk Project - Boardwalk	\$ -	\$ -	\$ -	\$ 201,500	\$ 823,250	\$ 268,750
Meadowbrook Trail	\$ 240,000	\$ -	\$ -	\$ -	\$ -	\$ -
Transportation						
Town Center Phase III	\$ 89,450	\$ -	\$ 672,000	\$ 232,250	\$ -	\$ -
Meadowbrook Bridge Restoration	\$ 432,000	\$ 283,000	\$ -	\$ -	\$ -	\$ -
Facilities						
Community Center Expansion	\$ -	\$ 7,493,350	\$ -	\$ -	\$ -	\$ -
Debt Service						
Debt Service	\$ 87,000	\$ 87,000	\$ 87,000	\$ 87,000	\$ 87,000	\$ 87,000
Total Uses	\$ 3,620,050	\$ 9,754,950	\$ 1,552,000	\$ 1,645,750	\$ 1,548,250	\$ 898,750
Sources Over (Under) Uses	\$ (2,170,050)	\$ (8,229,950)	\$ 48,000	\$ 34,250	\$ 216,750	\$ 956,250
Ending Cash Balance	\$ 8,229,950	\$ -	\$ 48,000	\$ 82,250	\$ 299,000	\$ 1,255,250

Sales Tax – Cashflow Forecast

The City of Snoqualmie taxes sales at a rate of 1.145% (City portion of the overall sales tax rate). Sales tax committed for capital purposes typically comes from residential or commercial construction and city capital projects. Given the unpredictability of development, the City has isolated a portion of sales tax, from the General Fund, through operating transfers based on financial management policy.

Capital Funding Source: Sales Tax						
Cashflow Forecast	2023	2024	2025	2026	2027	2028
Beginning Cash Balance	\$ 7,900,000	\$ 9,330,000	\$ 1,971,000	\$ 229,000	\$ 225,250	\$ -
Sources						
Operating Transfer	\$ 2,500,000					
Non-Recurring Sales Tax	\$ 430,000	\$ 430,000	\$ 430,000	\$ 430,000	\$ 430,000	\$ 430,000
Total Sources	\$ 2,930,000	\$ 430,000	\$ 430,000	\$ 430,000	\$ 430,000	\$ 430,000
Uses						
Parks						
Community Park Sprayground Project	\$ 1,500,000	\$ -	\$ -	\$ -	\$ -	\$ -
Riverwalk Project - Boardwalk	\$ -	\$ -	\$ -	\$ 201,500	\$ 655,250	\$ 268,750
Transportation						
Town Center Phase III	\$ -	\$ -	\$ 672,000	\$ 232,250	\$ -	\$ -
Street Resurfacing	\$ -	\$ 84,000	\$ -	\$ -	\$ -	\$ -
Facilities						
Community Center Expansion	\$ -	\$ 7,705,000	\$ -	\$ -	\$ -	\$ -
Fire						
Ladder Fire Truck		\$ -	\$ 1,500,000	\$ -	\$ -	\$ -
Total Uses	\$ 1,500,000	\$ 7,789,000	\$ 2,172,000	\$ 433,750	\$ 655,250	\$ 268,750
Sources Over (Under) Uses	\$ 1,430,000	\$ (7,359,000)	\$ (1,742,000)	\$ (3,750)	\$ (225,250)	\$ 161,250
Ending Cash Balance	\$ 9,330,000	\$ 1,971,000	\$ 229,000	\$ 225,250	\$ -	\$ 161,250

Utility Tax & Transportation Related Taxes – Cashflow Forecast

Ordinance 1076, adopted in 2011, increased the utility tax rate from 6% to 9% on the water, sewer, stormwater, and solid waste utilities to fund capital programs and projects. The utility tax is applied on top of the fees paid for water and sewer consumption, a share of the stormwater system, and garbage collection.

In 2010, Snoqualmie voters passed a ballot measure forming the Snoqualmie Transportation Benefit District (TBD). Funding of the TBD began through a levy of a \$40 fee per vehicle license. However, in 2021, Snoqualmie voters approved a change to the funding source and authorized the city to impose a 0.2% sales tax on taxable goods and services. The use of TBD funds are restricted solely for transportation-related purposes.

In addition to the TBD, the State of Washington levies a motor vehicle fuel tax (MVFT) on every gallon of gasoline purchased. Once collected, the State distributes a portion of the tax to counties and municipalities on a per-capita basis. Similar to the TBD fee, the MVFT is restricted for transportation-related purposes.

Capital Funding Source: Utility & Transportation Taxes						
Cashflow Forecast	2023	2024	2025	2026	2027	2028
Beginning Cash Balance	\$ 1,800,000	\$ 104,500	\$ -	\$ 564,000	\$ -	\$ 202,000
Sources						
<i>Utility Tax (3%, Allocated to Capital)</i>	<i>\$ 455,000</i>	<i>\$ 469,000</i>	<i>\$ 483,000</i>	<i>\$ 497,000</i>	<i>\$ 512,000</i>	<i>\$ 528,000</i>
<i>Transportation (TBD) Sales Tax (0.2%)</i>	<i>\$ 570,000</i>	<i>\$ 600,000</i>	<i>\$ 620,000</i>	<i>\$ 640,000</i>	<i>\$ 660,000</i>	<i>\$ 680,000</i>
<i>Motor Vehicle Fuel Tax ("Gas Tax")</i>	<i>\$ 268,000</i>	<i>\$ 275,000</i>	<i>\$ 282,000</i>	<i>\$ 289,000</i>	<i>\$ 297,000</i>	<i>\$ 305,000</i>
<i>Multimodal Transportation Tax</i>	<i>\$ 18,000</i>	<i>\$ 18,000</i>	<i>\$ 18,000</i>	<i>\$ 18,000</i>	<i>\$ 18,000</i>	<i>\$ 18,000</i>
Total Sources	\$ 1,311,000	\$ 1,362,000	\$ 1,403,000	\$ 1,444,000	\$ 1,487,000	\$ 1,531,000
Uses						
Transportation						
<i>Street Resurfacing Program</i>	<i>\$ 635,500</i>	<i>\$ 445,500</i>	<i>\$ 568,000</i>	<i>\$ 583,000</i>	<i>\$ 598,000</i>	<i>\$ 613,000</i>
<i>Sidewalk Replacement Program</i>	<i>\$ 211,000</i>	<i>\$ 220,000</i>	<i>\$ 226,000</i>	<i>\$ 231,000</i>	<i>\$ 237,000</i>	<i>\$ 242,000</i>
<i>ADA Program Program</i>	<i>\$ 42,000</i>	<i>\$ 44,000</i>	<i>\$ 45,000</i>	<i>\$ 46,000</i>	<i>\$ 47,000</i>	<i>\$ 48,000</i>
<i>Snoqualmie Parkway</i>	<i>\$ 1,400,000</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>
<i>Kimball Creek Bridges</i>	<i>\$ 718,000</i>	<i>\$ 600,000</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>
<i>Town Center Phase III</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ 1,148,000</i>	<i>\$ 403,000</i>	<i>\$ -</i>
<i>Meadowbrook Bridge Restoration</i>	<i>\$ -</i>	<i>\$ 157,000</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>
Total Uses	\$ 3,006,500	\$ 1,466,500	\$ 839,000	\$ 2,008,000	\$ 1,285,000	\$ 903,000
Sources Over (Under) Uses	\$ (1,695,500)	\$ (104,500)	\$ 564,000	\$ (564,000)	\$ 202,000	\$ 628,000
Ending Cash Balance	\$ 104,500	\$ -	\$ 564,000	\$ -	\$ 202,000	\$ 830,000

Utility Fees ("Rates") – Cashflow Forecast

Funding for the 2023-2028 Utilities CIP generally comes from the fees assessed on current and new utility customers. The City conducts rate studies periodically to determine and set utility fees with the last study completed in May 2021, effective until 2026. Over the 6-year plan, and except for 2022, utility customers of Snoqualmie will see a 2% increase annually in sewer rates, a 5.1% increase in stormwater rates, and a 3.7% increase annually in water rates. These rate increases project to an approximately 3.07% annual increase in the average residential monthly bill. Additional utility rate revenue growth factors include inflation, an increase in population, an increase in the number of businesses, and likely consumption behaviors.

Capital Funding Source: Utility Fees ("Rates")						
Cashflow Forecast	2023	2024	2025	2026	2027	2028
Beginning Cash Balance	\$ 12,800,000	\$ 14,863,500	\$ 13,013,404	\$ 11,144,404	\$ 6,951,404	\$ 8,783,404
Sources						
<i>Utility Fees ("Rates")</i>	<i>\$ 6,615,000</i>	<i>\$ 7,200,000</i>	<i>\$ 7,570,000</i>	<i>\$ 8,075,000</i>	<i>\$ 7,980,000</i>	<i>\$ 8,570,000</i>
Total Sources	\$ 6,615,000	\$ 7,200,000	\$ 7,570,000	\$ 8,075,000	\$ 7,980,000	\$ 8,570,000
Uses						
Combined Utilities						
<i>Utility Main & Drainage System Replacement</i>	<i>\$ 987,000</i>	<i>\$ 2,134,000</i>	<i>\$ 2,204,000</i>	<i>\$ 2,279,000</i>	<i>\$ 2,472,000</i>	<i>\$ 2,687,000</i>
Water						
<i>Pressure Zone Conversions</i>	<i>\$ -</i>	<i>\$ 27,000</i>	<i>\$ 204,000</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>
<i>Pressure Reducing Valve Stations</i>	<i>\$ 84,000</i>	<i>\$ 237,000</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>
<i>1040 Zone Booster Pump Station</i>	<i>\$ 38,000</i>	<i>\$ 394,000</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>
<i>705 Zone Booster Pump Station</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ 54,000</i>	<i>\$ 521,000</i>	<i>\$ -</i>	<i>\$ -</i>
<i>South Wellfield</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ 258,000</i>	<i>\$ 2,600,000</i>	<i>\$ -</i>	<i>\$ -</i>
<i>1040 Zone Reservoir Addition</i>	<i>\$ 38,000</i>	<i>\$ 394,000</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ 5,000,000</i>
<i>Canyon Springs</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ 1,253,000</i>
Sewer						
<i>Railroad Place Lift Station</i>	<i>\$ 106,000</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>
<i>Eagle Lake Water Reclamation Basin</i>	<i>\$ 106,000</i>	<i>\$ 215,000</i>	<i>\$ 1,828,000</i>	<i>\$ 1,183,000</i>	<i>\$ -</i>	<i>\$ -</i>
<i>Water Reclamation Facility Phase 3</i>	<i>\$ -</i>	<i>\$ 1,102,596</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>
Stormwater						
<i>Urban Forestry Improvement</i>	<i>\$ 211,000</i>	<i>\$ 237,000</i>	<i>\$ 258,000</i>	<i>\$ 280,000</i>	<i>\$ 301,000</i>	<i>\$ 323,000</i>
<i>Stormwater Pond Improvement</i>	<i>\$ 53,000</i>	<i>\$ 56,000</i>	<i>\$ 58,000</i>	<i>\$ 60,000</i>	<i>\$ 62,000</i>	<i>\$ 65,000</i>
<i>SR 202 Drainage</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ 892,000</i>	<i>\$ 1,726,000</i>	<i>\$ -</i>	<i>\$ -</i>
<i>Leitz Street</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ 132,000</i>	<i>\$ -</i>	<i>\$ -</i>
<i>Ridge Street</i>	<i>\$ -</i>	<i>\$ 166,000</i>	<i>\$ 170,000</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>
<i>Kimball Creek Riparian Restoration</i>	<i>\$ 79,000</i>	<i>\$ 161,000</i>	<i>\$ 161,000</i>	<i>\$ 1,075,000</i>	<i>\$ 900,000</i>	<i>\$ -</i>
<i>Sandy Cove Riverbank Restoration</i>	<i>\$ 290,500</i>	<i>\$ 1,518,500</i>	<i>\$ 941,000</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>
Information Technology						
<i>ERP Replacement</i>	<i>\$ 150,000</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>
Debt Service						
<i>Debt Service</i>	<i>\$ 2,409,000</i>	<i>\$ 2,408,000</i>	<i>\$ 2,411,000</i>	<i>\$ 2,412,000</i>	<i>\$ 2,413,000</i>	<i>\$ 2,010,000</i>
Total Uses	\$ 4,551,500	\$ 9,050,096	\$ 9,439,000	\$ 12,268,000	\$ 6,148,000	\$ 11,338,000
Sources Over (Under) Uses	\$ 2,063,500	\$ (1,850,096)	\$ (1,869,000)	\$ (4,193,000)	\$ 1,832,000	\$ (2,768,000)
Ending Cash Balance	\$ 14,863,500	\$ 13,013,404	\$ 11,144,404	\$ 6,951,404	\$ 8,783,404	\$ 6,015,404

General Facilities Charges ("GFCs") – Cashflow Forecast

Funding for the 2023-2028 Utilities CIP also comes from General Facilities Charges (GFC). A GFC is a one-time charge on new development or the expansion of a connection as a condition of service. The goal is to prorate a share of the cost of providing sewer, stormwater, and water system capacity. The May 2021 adopted utility rate and fee increases included updated GFCs for each of three utilities. Staff anticipates separating GFC revenues from other rate revenue to use on projects that support system upgrades or changes in capacity.

Capital Funding Source: General Facilities Charges (GFCs)						
Cashflow Forecast	2023	2024	2025	2026	2027	2028
Beginning Cash Balance	\$ 5,500,000	\$ 6,105,911	\$ 2,486,182	\$ 1,286,436	\$ 1,131,300	\$ 945,500
Sources						
<i>General Facilities Charges (GFCs)</i>	<i>\$ 3,230,000</i>	<i>\$ 3,410,000</i>	<i>\$ 1,670,000</i>	<i>\$ 1,740,000</i>	<i>\$ 1,810,000</i>	<i>\$ 1,890,000</i>
Total Sources	\$ 3,230,000	\$ 3,410,000	\$ 1,670,000	\$ 1,740,000	\$ 1,810,000	\$ 1,890,000
Uses						
<u>Water</u>						
<i>SR 202 Bridge Utility Main</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ 75,600</i>	<i>\$ 570,600</i>	<i>\$ 1,135,800</i>	<i>\$ 1,741,500</i>
<i>599 Zone Reservoir Addition</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ 24,000</i>	<i>\$ 80,500</i>	<i>\$ 860,000</i>	<i>\$ 1,094,000</i>
<i>Source of Supply</i>	<i>\$ 558,657</i>	<i>\$ 105,054</i>	<i>\$ 105,054</i>	<i>\$ 1,050,536</i>	<i>\$ -</i>	<i>\$ -</i>
<i>Snoqualmie Mill Water Main Loop</i>	<i>\$ 47,400</i>	<i>\$ 122,700</i>	<i>\$ 1,677,300</i>	<i>\$ 193,500</i>	<i>\$ -</i>	<i>\$ -</i>
<u>Sewer</u>						
<i>Water Reclamation Facility Phase 3</i>	<i>\$ 2,018,032</i>	<i>\$ 6,801,976</i>	<i>\$ 987,792</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>
Total Uses	\$ 2,624,089	\$ 7,029,730	\$ 2,869,746	\$ 1,895,136	\$ 1,995,800	\$ 2,835,500
Sources Over (Under) Uses	\$ 605,911	\$ (3,619,730)	\$ (1,199,746)	\$ (155,136)	\$ (185,800)	\$ (945,500)
Ending Cash Balance	\$ 6,105,911	\$ 2,486,182	\$ 1,286,436	\$ 1,131,300	\$ 945,500	\$ 0

Contributions in Aid of Construction ("CIACs") – Cashflow Forecast

Contributions in Aid of Construction (CIAC) are direct contributions from a developer in support of a specific capital project. Differing from GFCs, a CIAC is restricted for use on a particular project and cannot be applied elsewhere or across the City of Snoqualmie.

Capital Funding Source: Contributions in Aid of Construction (CIACs)						
Cashflow Forecast	2023	2024	2025	2026	2027	2028
Beginning Cash Balance	\$ 1,100,000	\$ 313,032	\$ 0	\$ 0	\$ (0)	\$ (0)
Sources						
<i>Contributions in Aid of Construction (CIACs)</i>	<i>\$ 237,943</i>	<i>\$ 2,644,643</i>	<i>\$ 4,355,254</i>	<i>\$ 834,864</i>	<i>\$ 986,200</i>	<i>\$ 1,287,500</i>
Total Sources	\$ 237,943	\$ 2,644,643	\$ 4,355,254	\$ 834,864	\$ 986,200	\$ 1,287,500
Uses						
<u>Water</u>						
<i>SR 202 Bridge Utility Main</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ 8,400</i>	<i>\$ 63,400</i>	<i>\$ 126,200</i>	<i>\$ 193,500</i>
<i>599 Zone Reservoir Addition</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ 24,000</i>	<i>\$ 80,500</i>	<i>\$ 860,000</i>	<i>\$ 1,094,000</i>
<i>Source of Supply</i>	<i>\$ 127,343</i>	<i>\$ 23,946</i>	<i>\$ 23,946</i>	<i>\$ 239,464</i>	<i>\$ -</i>	<i>\$ -</i>
<i>Snoqualmie Mill Water Main Loop</i>	<i>\$ 110,600</i>	<i>\$ 286,300</i>	<i>\$ 3,913,700</i>	<i>\$ 451,500</i>	<i>\$ -</i>	<i>\$ -</i>
<u>Sewer</u>						
<i>Water Reclamation Facility Phase 3</i>	<i>\$ 786,968</i>	<i>\$ 2,647,428</i>	<i>\$ 385,208</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>
Total Uses	\$ 1,024,911	\$ 2,957,674	\$ 4,355,254	\$ 834,864	\$ 986,200	\$ 1,287,500
Sources Over (Under) Uses	\$ (786,968)	\$ (313,031)	\$ (0)	\$ (0)	\$ -	\$ -
Ending Cash Balance	\$ 313,032	\$ 0	\$ 0	\$ (0)	\$ (0)	\$ (0)

Capital Funding Sustainability

To sustain its financial health, the City of Snoqualmie should generally fund the CIP through a mix of consistent revenue streams and inconsistent streams not suitable for operating budget consideration. Of the funding sources deemed appropriate for capital planning, some are more volatile than others. The funding sources included in the 2023-28 CIP have been categorized by stability and appropriately matched with the regularity of each proposed use.

Following this methodology, all sources of revenue have been identified as internally committed by policy or council action, externally restricted by state law, federal law, or granting agencies, or identified as "other" and allocated accordingly. Once categorized by restrictions or commitments, the stable funding

sources are utilized to fund the most consistent uses (capital programs or debt service), while the more volatile fundings sources are used to fund the least consistent uses.

The following sources used to fund the 2023-28 CIP are identified below in order from least to most volatile over the past six-year period. Sources at the top of the list have been deployed to fund capital programs and debt service first before funding capital projects, unless otherwise restricted or committed.

Non-Utilities Rank and Source Type

1. Utility and Transportation Taxes
2. Real Estate Excise Tax
3. Sales Tax
4. Grants, Cash Balances, etc.

Utilities Rank and Source Type

1. Utility Fees ("Rates")
2. General Facilities Charges
3. Contributions in Aid of Construction
4. Grants, Cash Balances, etc.

Capital program and debt service sustainability is defined as the proportion of "recurring" sources of revenue to capital program and debt service uses. If the CIP incorporates more "recurring" sources of revenue than recurring uses, then the CIP is deemed sustainable. If the opposite is true, then the CIP is deemed unsustainable.

The following tables estimate capital funding sustainability for both the non-utility and utility portions of the 2023-28 CIP.

Non-Utilities Capital Program & Debt Service Sustainability

	2023	2024	2025	2026	2027	2028	Total
Estimated Recurring Sources							
Restricted Transportation Taxes	\$0.9M	\$0.9M	\$0.9M	\$0.9M	\$1.0M	\$1.0M	\$5.6M
Restricted Capital Taxes - Government Type	\$1.5M	\$1.5M	\$1.6M	\$1.7M	\$1.8M	\$1.9M	\$9.9M
Committed Capital Taxes - Government Type ¹	\$0.5M	\$0.5M	\$0.5M	\$0.5M	\$0.5M	\$0.5M	\$2.9M
Total Recurring Sources	\$2.8M	\$2.9M	\$3.0M	\$3.1M	\$3.3M	\$3.4M	\$18.4M
Estimated Recurring Uses							
Capital Programs	\$2.2M	\$1.3M	\$1.7M	\$1.4M	\$1.8M	\$1.4M	\$9.8M
Debt Service	\$0.1M	\$0.1M	\$0.1M	\$0.1M	\$0.1M	\$0.1M	\$0.5M
Total Recurring Uses	\$2.3M	\$1.4M	\$1.8M	\$1.5M	\$1.9M	\$1.5M	\$10.3M
Recurring Sources Over (Under) Recurring Uses (Rounded)	\$0.5M	\$1.5M	\$1.2M	\$1.7M	\$1.4M	\$1.9M	\$8.1M
Sustainability Ratio	1.20	2.10	1.69	2.13	1.74	2.21	1.79

¹Excludes Non-Recurring Sales Tax

Utilities Capital Program & Debt Service Sustainability

	2023	2024	2025	2026	2027	2028	Total
Estimated Recurring Sources							
Utility Fees ("Rates")	\$6.6M	\$7.2M	\$7.6M	\$8.1M	\$8.0M	\$8.6M	\$46.0M
Total Recurring Sources	\$6.6M	\$7.2M	\$7.6M	\$8.1M	\$8.0M	\$8.6M	\$46.0M
Estimated Recurring Uses							
Capital Programs	\$1.3M	\$2.4M	\$2.5M	\$2.6M	\$2.8M	\$3.1M	\$14.7M
Debt Service	\$2.4M	\$2.4M	\$2.4M	\$2.4M	\$2.4M	\$2.0M	\$14.1M
Total Recurring Uses	\$3.7M	\$4.8M	\$4.9M	\$5.0M	\$5.2M	\$5.1M	\$28.8M
Recurring Sources Over (Under) Recurring Uses (Rounded)	\$3.0M	\$2.4M	\$2.6M	\$3.0M	\$2.7M	\$3.5M	\$17.2M
Sustainability Ratio	1.81	1.49	1.54	1.61	1.52	1.69	1.60

The sustainability ratio was estimated at 1.79 and 1.60 over the six-year plan for both the non-utility and utility portions of the CIP respectively. This means that for every \$1.00 in recurring non-utility uses, the City expects to collect approximately \$1.79 from recurring non-utility sources, and that for every \$1.00 in recurring utility uses, the City expects to collect approximately \$1.60 from recurring utility sources.



DEBT SUMMARY

Debt represents a commitment to repay borrowed funds over an extended period. While not a true revenue source, debt provides the City the capacity to use a future stream of revenues to fund large one-time capital projects in the present. The City currently makes annual debt service payments on one non-utilities capital project related bond.

As prescribed by the Revised Code of Washington (RCW) 39.36.020, the City of Snoqualmie's total amount of debt needed for general purposes cannot exceed 2.5% of the total assessed valuation of citywide taxable property. Within the 2.5% limit, the City may incur debt, without a vote of the electors, up to 1.5% of total assessed valuation. Any amount beyond 1.5%, up to 2.5%, is subject to a 60% majority vote of registered voters. In accordance with the statute, only the City's general obligation bonds are subject to the debt limit.

Calculation of the General Obligation Debt Limit:

City of Snoqualmie Assessed Value (2022)	\$4043.4M
Non-Voted Debt Limit (1.5% of Assessed Value)	\$60.7M
Overall Debt Limit (2.5% of Assessed Value)	\$101.1M
 Outstanding Non-Voted Debt	 \$2.5M
Outstanding Voted Debt	\$0.0M
Total Outstanding Debt	\$2.5M
 Legal Non-Voted Debt Margin	 \$58.1M
Legal Voted Debt Margin	\$98.6M

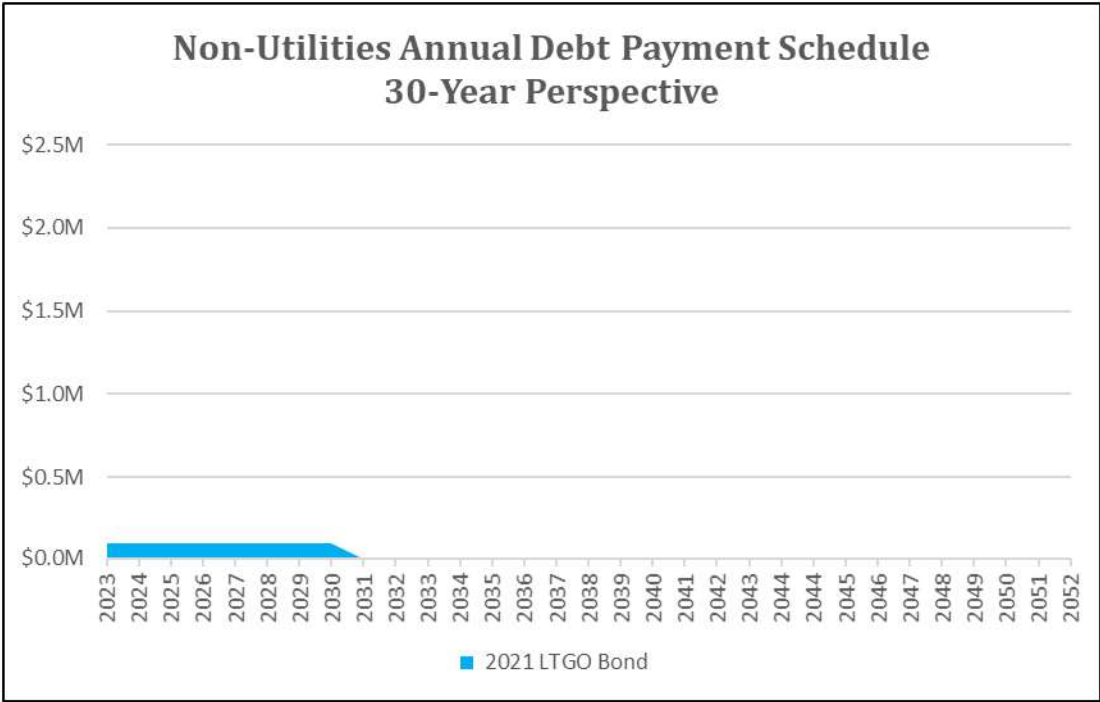
The City of Snoqualmie primarily has two choices in funding capital programs and projects. The City may choose to fund capital investments with cash after generating the necessary savings over some time ("pay-as-you-go"), or the City may fund capital investments with borrowed cash or debt ("pay-as-you-use"). The City of Snoqualmie primarily borrows when the length of time to save exceeds the need to construct a capital asset. Furthermore, the City borrows to ensure that the cost of constructing the capital asset is shared with future residents and businesses. Instead of current residents and businesses assuming the full burden, cost is spread over the lifetime of the capital asset so that future residents and businesses contribute equally.

The non-utilities portion of the 2023-28 CIP includes \$0.5 million in debt obligations over the six-year period. Of the \$71.6 million in non-utility CIP uses, debt service constitutes nearly 1.0% of total estimated spending.

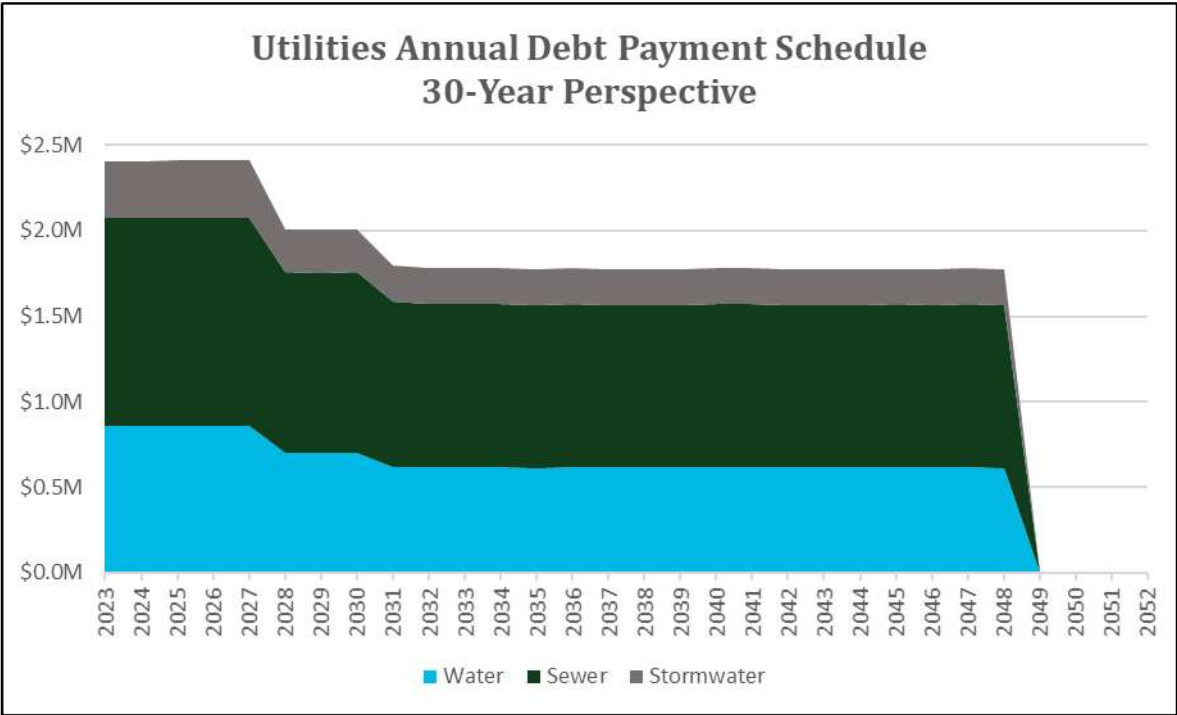
2023-2028 Non-Utilities Annual Debt Service Requirements:

	2023	2024	2025	2026	2027	2028
2021 LTGO Bond	\$0.1M	\$0.1M	\$0.1M	\$0.1M	\$0.1M	\$0.1M
Total:	\$0.1M	\$0.1M	\$0.1M	\$0.1M	\$0.1M	\$0.1M

The 2021 LTGO bond will mature in 2030. If the City of Snoqualmie fully enacts the CIP without changes, then the City will continue to make annual debt service payments of approximately \$87 thousand until 2030, after which the City would no longer have an annual debt service payment. The following chart schedules total debt service payments over a thirty-year period:



The 2023-28 utility portion of the CIP includes approximately \$14.1 million in debt service payments over the six-year period for the three utilities combined. Existing debt service, meaning payment of debt obligations issued before 2023, constitutes 100% of the \$14.1 million in debt service. Over the six-year planning period, debt service payments will remain relatively stable, from \$2.4 million in 2023 to \$2.0 million in 2028. This 16.6% decrease is a direct result of the CIP’s plan to pay off the 2017 Refunding Revenue Bond in full, without issuing another bond for the duration of the 2023-28 period. The following chart schedules total debt service payments over a thirty-year period:





CAPITAL IMPROVEMENT PLAN – PROJECT SUMMARY BY YEAR

While the City of Snoqualmie has planned many capital projects in the 2023-28 CIP, plans may change as time progresses. Therefore, the information provided in this summary by year is prospective and is not intended to commit present or future Council to action. The design, construction, construction management, or other related work of a planned capital project is not assured until Council votes in separate pieces of legislation to (1) appropriate funds in the budget towards the project and (2) approve a resolution or award a contract to start the planned work.

Proposed for 2023

In 2023, the City of Snoqualmie proposes to commence and continue several capital projects and complete a significant project to rehabilitate the Snoqualmie Parkway. With proper maintenance, the proposed repaving of the Snoqualmie Parkway is expected to have a 15-20 year life. Notable transportation projects include the Kimball Creek Bridges and Meadowbrook Bridge Restoration projects. In addition, the City intends to begin work on the Riverwalk Project northwest of Sandy Cove Park, which is nearly through the design process, and complete the entirety of a new community sprayground. Other significant projects include the continuation of the Water Reclamation Facility design and to proactively maintain and replace infrastructure important to the community.

2023 Capital Project Summary

	Total
Snoqualmie Parkway Rehabilitation Project	\$ 6,400,000
Riverfront Land Acquisitions & Demolitions	\$ 570,000
Riverwalk Project - Northwest of Sandy Cove Park	\$ 2,111,000
Sandy Cove Park Improvement Project	\$ 319,000
All-Inclusive Playground Project	\$ 876,000
Kimball Creek Bridges Restoration Project	\$ 718,000
Town Center Improvement Project - Phase III	\$ 496,000
Meadowbrook Bridge Restoration Project	\$ 864,000
Meadowbrook Trail Project	\$ 240,000
Community Park Sprayground Project	\$ 1,500,000
Pressure Reducing Valve (PRV) Stations Project	\$ 84,000
1040 Zone Booster Pump Station Improvement Project	\$ 38,000
1040 Zone Reservoir Addition Project	\$ 38,000
Railroad Place Lift Station Improvement Project	\$ 106,000
Eagle Lake Water Reclamation Basin Improvement Project	\$ 106,000
Kimball Creek Riparian Restoration Project	\$ 79,000
Sandy Cove Park Riverbank Restoration & Outfall Project	\$ 581,000
Source of Supply Improvement Project	\$ 686,000
Snoqualmie Mill Water Main Loop Project	\$ 158,000
Water Reclamation Facility Improvements - Phase 3	\$ 2,805,000
Enterprise Resource Planning System Replacement Project	\$ 150,000
Total:	\$ 18,925,000

2024 Capital Project Summary

	Total
Kimball Creek Bridges Restoration Project	\$ 600,000
Riverfront Land Acquisitions & Demolitions	\$ 900,000
Riverwalk Project - Northwest of Sandy Cove Park	\$ 597,000
Sandy Cove Park Improvement Project	\$ 1,422,000
Meadowbrook Bridge Restoration Project	\$ 880,000
Community Center Expansion Project	\$ 15,198,350
Pressure Zone Conversions Project	\$ 27,000
Pressure Reducing Valve (PRV) Stations Project	\$ 237,000
1040 Zone Booster Pump Station Improvement Project	\$ 394,000
1040 Zone Reservoir Addition Project	\$ 394,000
Eagle Lake Water Reclamation Basin Improvement Project	\$ 215,000
Ridge Street Drainage Improvement Project	\$ 166,000
Kimball Creek Riparian Restoration Project	\$ 161,000
Sandy Cove Park Riverbank Restoration & Outfall Project	\$ 3,037,000
Source of Supply Improvement Project	\$ 129,000
Snoqualmie Mill Water Main Loop Project	\$ 409,000
Water Reclamation Facility Improvements - Phase 3	\$ 10,552,000
Total:	\$ 35,318,350


















Proposed for 2024

In 2024, the City plans to continue the heavy construction schedule as it splits its attention between utilities, recreation facility development, and the Snoqualmie River. The largest project is the Community Center Expansion, which will more than double the size of the current building. The Water Reclamation Facility Improvements will continue, with the bulk of construction occurring during this period. The Snoqualmie River is a center of activity, as bridge replacement, riverwalk construction, and riverbank restoration also constitute a large portion of the 2024 CIP.

Proposed for 2025

In 2025, construction will begin on the Snoqualmie Mill Water Main Loop project, implementing the designs to be created during 2024 to install water mains and support development. Ongoing Riverwalk and riverbank restoration will continue. Construction of the Town Center Improvement Phase 3 project will begin, reconstructing both pedestrian and street infrastructure between downtown Snoqualmie and Snoqualmie Falls.














2025 Capital Project Summary

	Total Expenditures
 Riverfront Land Acquisitions & Demolitions	\$ 150,000
 Town Center Improvement Project - Phase III	\$ 2,688,000
 Riverwalk Project - Arboretum Trail	\$ 200,000
 Community Center Expansion Project	\$ 13,139,650
 Pressure Zone Conversions Project	\$ 204,000
 705 Zone Booster Pump Station Improvement Project	\$ 54,000
 South Wellfield Improvement Project	\$ 258,000
 Eagle Lake Water Reclamation Basin Improvement Project	\$ 1,828,000
 SR 202 Drainage Improvement Project	\$ 892,000
 Ridge Street Drainage Improvement Project	\$ 170,000
 Kimball Creek Riparian Restoration Project	\$ 161,000
 Sandy Cove Park Riverbank Restoration & Outfall Project	\$ 1,882,000
 SR 202 Bridge Utility Main Replacement Project	\$ 84,000
 599 Zone Reservoir Addition Project	\$ 48,000
 Source of Supply Improvement Project	\$ 129,000
 Snoqualmie Mill Water Main Loop Project	\$ 5,591,000
 Water Reclamation Facility Improvements - Phase 3	\$ 1,373,000
Total:	\$ 28,851,650

Proposed for 2026

In 2026, many projects started in the previous year will continue such as the Town Center Improvement Phase 3 project. Construction will begin for the South Wellfield Improvement Project, boosting water quality. While the City's construction schedule of major projects will slow down, the City aims to continue its proactive maintenance and replacement of infrastructure throughout the year.






2026 Capital Project Summary

	Total Expenditures
 Town Center Improvement Project - Phase III	\$ 3,225,000
 Riverwalk Project - Arboretum Trail	\$ 1,107,000
 Riverwalk Project - Boardwalk	\$ 806,000
 705 Zone Booster Pump Station Improvement Project	\$ 521,000
 South Wellfield Improvement Project	\$ 2,600,000
 Eagle Lake Water Reclamation Basin Improvement Project	\$ 1,183,000
 SR 202 Drainage Improvement Project	\$ 1,726,000
 Leitz Street Drainage Improvement Project	\$ 132,000
 Kimball Creek Riparian Restoration Project	\$ 1,075,000
 SR 202 Bridge Utility Main Replacement Project	\$ 634,000
 599 Zone Reservoir Addition Project	\$ 161,000
 Source of Supply Improvement Project	\$ 1,290,000
 Snoqualmie Mill Water Main Loop Project	\$ 645,000
Total:	\$ 15,105,000

Proposed for 2027

In 2027, the City of Snoqualmie will continue work on the Riverwalk project, with the majority of boardwalk construction occurring during this period. Following design work in 2025 and 2026, construction will begin on two projects: the SR 202 Bridge Utility Main Replacement and the 599 Zone Reservoir Addition Project.






2027 Capital Project Summary

	Total
 Town Center Improvement Project - Phase III	\$ 806,000
 Riverwalk Project - Boardwalk	\$ 2,957,000
 Kimball Creek Riparian Restoration Project	\$ 900,000
 SR 202 Bridge Utility Main Replacement Project	\$ 1,262,000
 599 Zone Reservoir Addition Project	\$ 1,720,000
Total:	\$ 7,645,000

Proposed for 2028

In 2028, the City of Snoqualmie proposes to complete the 1040 Zone Reservoir Addition, which will support water storage capacity for the 20-year planning period. Construction for the 599 Zone Reservoir Addition, SR 202 Bridge Main Replacement, and the Riverwalk Boardwalk, projects started in prior periods, are scheduled to end in 2028. The only project with a start date in 2028, the Canyon Springs Improvement Project, will address maintenance and stabilization access for the spring collector boxes, which were last serviced in the early 1980s.

2028 Capital Project Summary

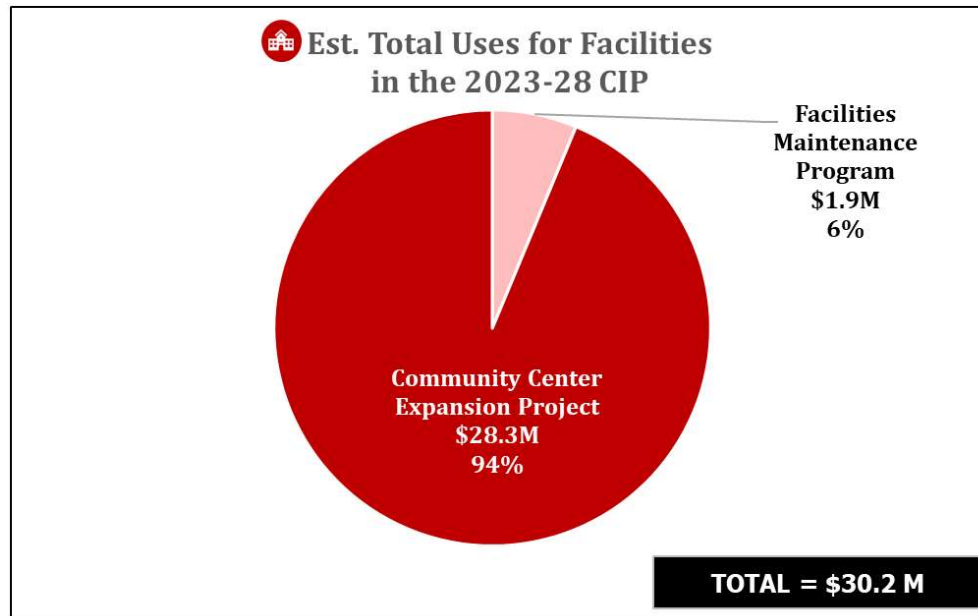
	Total
 Riverwalk Project - Boardwalk	\$ 1,075,000
 1040 Zone Reservoir Addition Project	\$ 5,000,000
 Canyon Springs Improvement Project	\$ 1,253,000
 SR 202 Bridge Utility Main Replacement Project	\$ 1,935,000
 599 Zone Reservoir Addition Project	\$ 2,188,000
Total:	\$ 11,451,000



CAPITAL IMPROVEMENT PLAN – SUMMARY BY CATEGORY

Facilities Improvements - Summary

Capital projects and programs classified under the facilities section of the CIP include additions and improvements to large City buildings and structures utilized in the performance of City business, such as City Hall, the Police Department, the Fire Department, the Parks and Public Works building, and the Community Center.

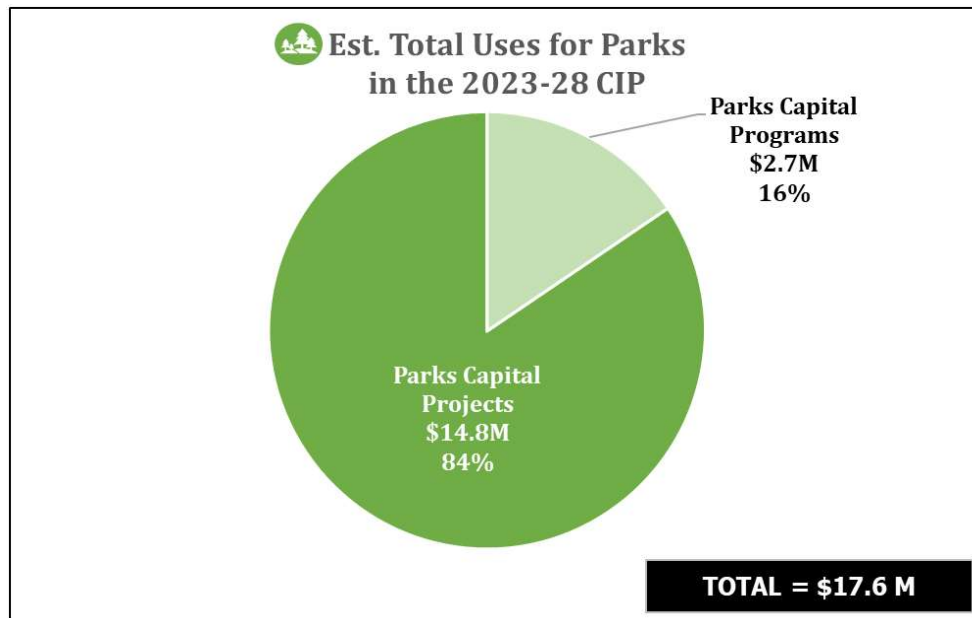


The 2023-28 CIP includes one facilities capital program and one project to be completed by the end of the six-year period.

Capital Project or Program Name	Total Estimated Expenditures	Proposed Year of Construction
Facilities Maintenance Program	\$1.9 M	Ongoing
Community Center Expansion Project	\$28.3 M	2024/2025

Park Improvements - Summary

Capital projects and programs classified under the parks section of the CIP include additions and improvements to the City park, trail, and open space system.

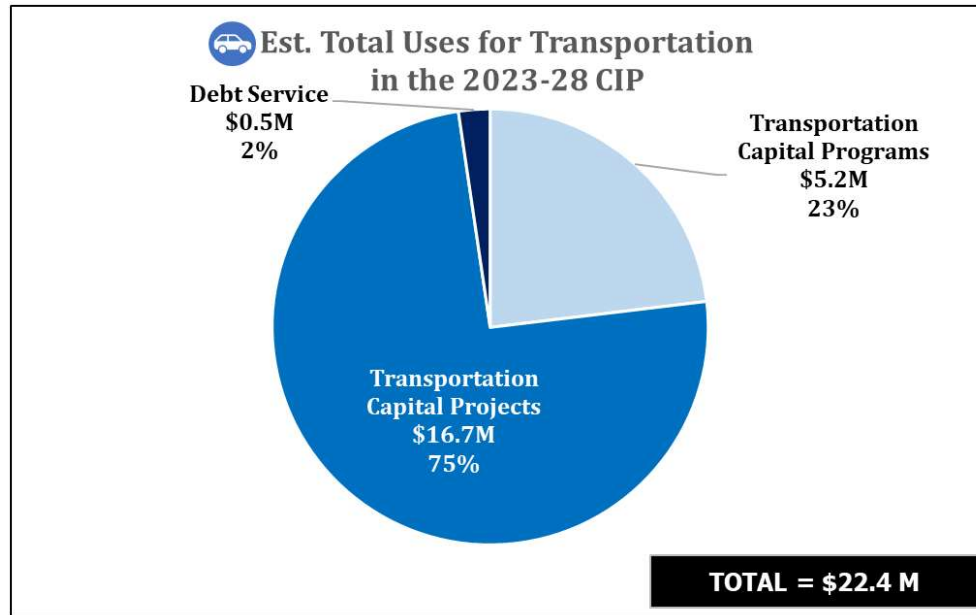


The 2023-28 CIP includes twelve parks capital projects or programs.

Capital Project or Program Name	Total Estimated Expenditures	Proposed Year of Construction
Playgrounds Replacement Program	\$1.7 M	Multiple Years
Trails Replacement Program	\$0.3 M	Multiple Years
Sport Courts Replacement Program	\$0.1 M	Multiple Years
Parks Parking Lot Resurfacing Program	\$0.3 M	Multiple Years
Parks Facilities Maintenance Program	\$0.2 M	Multiple Years
Community Park Sprayground Project	\$1.5 M	2023
Riverfront Land Acquisitions & Demolitions	\$1.6 M	Multiple Years
Riverwalk Project, NW of Sandy Cove Park	\$2.7 M	2023/2024
Sandy Cove Park Improvements Project	\$1.7 M	2024
All-Inclusive Playground Project	\$0.9 M	2023
Riverwalk Project – Arboretum Trail	\$1.3 M	2026
Riverwalk Project – Boardwalk	\$4.8 M	2027/2028
Meadowbrook Trail Project	\$0.2 M	2023

Transportation Improvements - Summary

Capital projects and programs classified under the transportation section of the CIP include additions and improvements to the City transportation network, including roads, bridges, pedestrian and bicycle facilities.

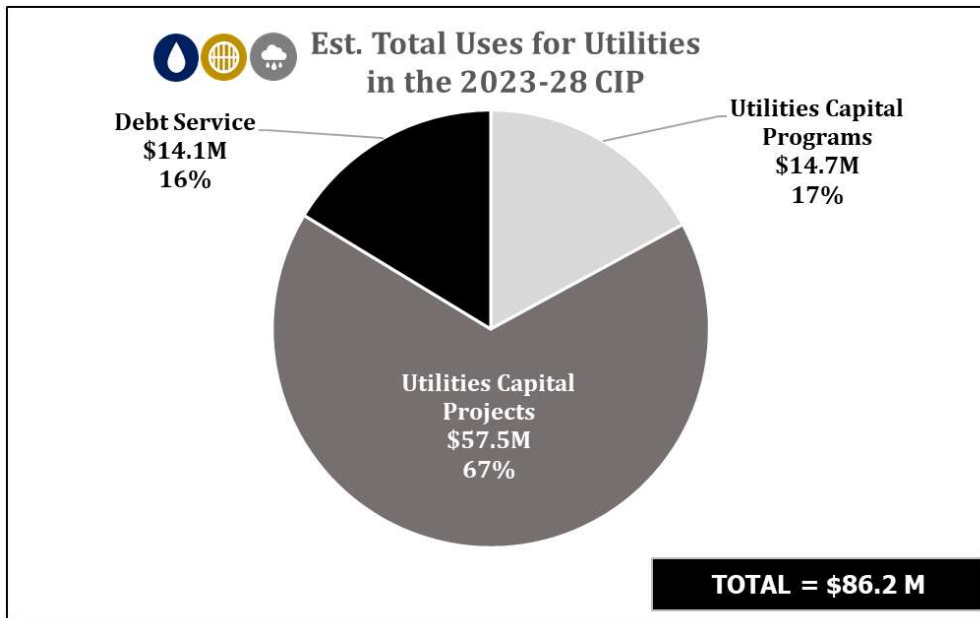


The 2023-28 CIP includes seven transportation capital projects or programs.

Capital Project or Program Name	Total Estimated Expenditures	Proposed Year of Construction
Street Resurfacing Program	\$3.5 M	Multiple Years
Sidewalk Replacement Program	\$1.4 M	Multiple Years
Americans with Disabilities Act (ADA) Program	\$0.3 M	Multiple Years
Snoqualmie Parkway Rehabilitation Project	\$6.4 M	2023
Kimball Creek Bridges Restoration Project	\$1.3 M	2023/2024
Town Center Improvement Project – Phase III	\$7.2 M	2025/2026
Meadowbrook Bridge Restoration Project	\$1.7 M	2023/2024

Utility Improvements - Summary

Capital projects and programs classified under the utilities section of the CIP include additions and improvements to the City water, sewer, and stormwater systems. The utilities portion of the 2023-28 CIP covers 23 capital programs and projects. Of the \$86.2 million in capital expenditures, the city will spend nearly \$14.1 million in repayment of previous principal amounts borrowed with interest, nearly \$7.3 million on the completion of existing projects, and approximately \$50.1 million on the initiation and completion of new projects. Ongoing programs account for \$14.7 million in spending.





MAPS



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Non-Utilities Capital Improvement Plan (CIP) Map

Town Center Improvement Project – Phase 3

Fire Ladder Truck

Community Center Expansion Project

Community Park Sprayground Project

Snoqualmie Parkway Rehabilitation Project

Kimball Creek Bridges Restoration Project

Riverwalk Project – NW of Sandy Cove Park

Sandy Cove Park Improvement Project

Riverwalk Project – Boardwalk

Riverfront Land Acquisitions & Demolitions

Riverwalk Project – Arboretum Trail

Meadowbrook Bridge Restoration Project

All-Inclusive Playground Project

Meadowbrook Trail Project

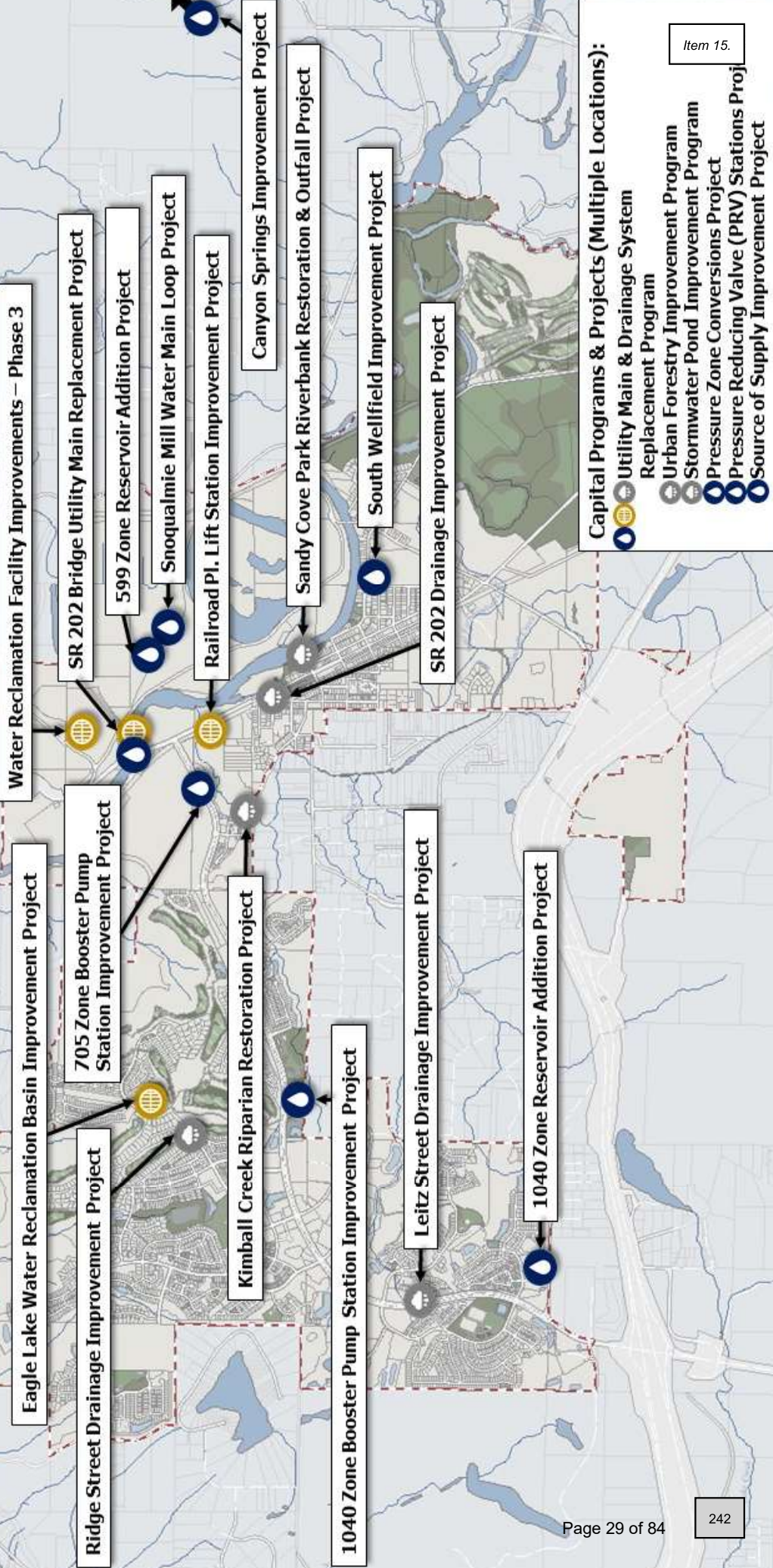
Capital Programs (Multiple Locations):

- Street Resurfacing Program
- Sidewalk Replacement Program
- Americans with Disabilities Act Program
- Playgrounds Replacement Program
- Trails Replacement Program
- Sport Courts Replacement Program
- Parks Parking Lot Resurfacing Program
- Parks Facilities Maintenance Program
- Facilities Maintenance Program

Item 15.

Item 8.

Utilities Capital Improvement Plan (CIP) Map



Item 15.

Item 8.



FINANCIAL SCHEDULES



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ESTIMATED NON-UTILITIES USES

Capital Program or Project	2023	2024	2025	2026	2027	2028	2023-2028 Total
Capital Programs							
Street Resurfacing Program	\$ 635,500	\$ 529,500	\$ 568,000	\$ 583,000	\$ 598,000	\$ 613,000	\$ 3,527,000
Sidewalk Replacement Program	\$ 211,000	\$ 220,000	\$ 226,000	\$ 231,000	\$ 237,000	\$ 242,000	\$ 1,367,000
Americans with Disabilities Act (ADA) Program	\$ 528,000	\$ 44,000	\$ 45,000	\$ 46,000	\$ 47,000	\$ 48,000	\$ 772,000
Playgrounds Replacement Program	\$ 528,000	\$ -	\$ 568,000	\$ -	\$ 598,000	\$ -	\$ 1,694,000
Trails Replacement Program	\$ 21,000	\$ 108,000	\$ -	\$ 113,000	\$ -	\$ 118,000	\$ 339,000
Sport Courts Replacement Program	\$ 23,000	\$ 23,000	\$ 24,000	\$ 25,000	\$ 26,000	\$ 27,000	\$ 146,000
Parks Parking Lot Resurfacing Program	\$ 32,000	\$ 108,000	\$ -	\$ 113,000	\$ -	\$ 118,000	\$ 339,000
Parks Facilities Maintenance Program	\$ 32,000	\$ 34,000	\$ 35,000	\$ 36,000	\$ 37,000	\$ 38,000	\$ 212,000
Facilities Maintenance Program	\$ 740,000	\$ 220,000	\$ 226,000	\$ 231,000	\$ 237,000	\$ 242,000	\$ 1,896,000
Total Capital Programs =	\$ 2,209,500	\$ 1,286,500	\$ 1,692,000	\$ 1,378,000	\$ 1,780,000	\$ 1,446,000	\$ 9,792,000
Capital Projects							
Kinball Creek Bridges Restoration Project	\$ 718,000	\$ 600,000	\$ -	\$ -	\$ -	\$ -	\$ 1,318,000
Community Park Spravground Project	\$ 1,500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500,000
Total Capital Projects =	\$ 2,218,000	\$ 600,000	\$ -	\$ -	\$ -	\$ -	\$ 2,818,000
Capital Projects with Grant Funding Approved							
Snoqualmie Parkway Rehabilitation Project (CP = \$1,400,000)	\$ 6,400,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,400,000
Riverfront Land Acquisitions & Demolitions (CP = \$320,000)	\$ 570,000	\$ 900,000	\$ 150,000	\$ -	\$ -	\$ -	\$ 1,620,000
Riverwalk Project - Northwest of Sandy Cove Park (CP = \$1,228,600)	\$ 2,111,000	\$ 597,000	\$ -	\$ -	\$ -	\$ -	\$ 2,708,000
Sandy Cove Park Improvement Project (CP = \$1,241,000)	\$ 319,000	\$ 1,422,000	\$ -	\$ -	\$ -	\$ -	\$ 1,741,000
All-Inclusive Playground Project (CP = \$189,600)	\$ 876,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 876,000
Total Capital Projects with Grant Funding Approved =	\$ 10,276,000	\$ 2,919,000	\$ 150,000	\$ -	\$ -	\$ -	\$ 13,345,000
Capital Projects Awaiting Grant Approval or Other Sources							
Town Center Improvement Project - Phase III (CP = \$3,448,950)	\$ 496,000	\$ -	\$ 2,688,000	\$ 3,225,000	\$ 806,000	\$ -	\$ 7,215,000
Meadowbrook Bridge Restoration Project (CP = \$872,000)	\$ 864,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,744,000
Riverwalk Project - Arboretum Trail (CP = \$807,000)	\$ -	\$ -	\$ 200,000	\$ 1,107,000	\$ -	\$ -	\$ 1,307,000
Riverwalk Project - Boardwalk (CP = \$2,419,000)	\$ -	\$ -	\$ -	\$ 806,000	\$ 2,957,000	\$ 1,075,000	\$ 4,838,000
Meadowbrook Trail Project (CP = \$240,000)	\$ 240,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 240,000
Community Center Expansion Project (CP = \$22,338,000)	\$ -	\$ 15,198,350	\$ 13,139,650	\$ -	\$ -	\$ -	\$ 28,338,000
Total Capital Projects Awaiting Grant Approval or Other Sources =	\$ 1,600,000	\$ 16,078,350	\$ 16,027,650	\$ 5,138,000	\$ 3,763,000	\$ 1,075,000	\$ 43,682,000
Capital Equipment Additions							
Ladder Fire Truck	\$ -	\$ -	\$ 1,500,000	\$ -	\$ -	\$ -	\$ 1,500,000
Total Capital Equipment Additions =	\$ -	\$ -	\$ 1,500,000	\$ -	\$ -	\$ -	\$ 1,500,000
Debt Service	\$ 87,000	\$ 87,000	\$ 87,000	\$ 87,000	\$ 87,000	\$ 87,000	\$ 522,000
Total Debt Service =	\$ 87,000	\$ 87,000	\$ 87,000	\$ 87,000	\$ 87,000	\$ 87,000	\$ 522,000
Total Non-Utilities Uses =	\$ 16,390,500	\$ 20,970,850	\$ 19,456,650	\$ 6,603,000	\$ 5,630,000	\$ 2,608,000	\$ 71,659,000

ESTIMATED UTILITIES USES

Capital Program or Project	2023	2024	2025	2026	2027	2028	2023-2028 Total
Capital Programs							
Utility Main & Drainage System Replacement Program	\$ 987,000	\$ 2,134,000	\$ 2,204,000	\$ 2,279,000	\$ 2,472,000	\$ 2,687,000	\$ 12,763,000
Urban Forestry Improvement Program	\$ 211,000	\$ 237,000	\$ 258,000	\$ 280,000	\$ 301,000	\$ 323,000	\$ 1,610,000
Stormwater Pond Improvement Program	\$ 53,000	\$ 56,000	\$ 58,000	\$ 60,000	\$ 62,000	\$ 65,000	\$ 354,000
Total Capital Programs =	\$ 1,251,000	\$ 2,427,000	\$ 2,520,000	\$ 2,619,000	\$ 2,835,000	\$ 3,075,000	\$ 14,727,000
Capital Projects							
Pressure Zone Conversions Project	\$ -	\$ 27,000	\$ 204,000	\$ -	\$ -	\$ -	\$ 231,000
Pressure Reducing Valve (PRV) Stations Project	\$ 84,000	\$ 237,000	\$ -	\$ -	\$ -	\$ -	\$ 321,000
1040 Zone Booster Pump Station Improvement Project	\$ 38,000	\$ 394,000	\$ -	\$ -	\$ -	\$ -	\$ 432,000
705 Zone Booster Pump Station Improvement Project	\$ -	\$ -	\$ 54,000	\$ -	\$ -	\$ -	\$ 54,000
South Wellfield Improvement Project	\$ -	\$ -	\$ 258,000	\$ 2,600,000	\$ -	\$ -	\$ 2,858,000
1040 Zone Reservoir Addition Project	\$ 38,000	\$ 394,000	\$ -	\$ -	\$ -	\$ -	\$ 432,000
Canyon Springs Improvement Project	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,253,000	\$ 1,253,000
Railroad Place Lift Station Improvement Project	\$ 106,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 106,000
Eagle Lake Water Reclamation Basin Improvement Project	\$ 106,000	\$ 215,000	\$ 1,828,000	\$ 1,183,000	\$ -	\$ -	\$ 3,332,000
SR 202 Drainage Improvement Project	\$ -	\$ -	\$ 692,000	\$ 1,726,000	\$ -	\$ -	\$ 2,418,000
Leitz Street Drainage Improvement Project	\$ -	\$ -	\$ -	\$ 132,000	\$ -	\$ -	\$ 132,000
Ridge Street Drainage Improvement Project	\$ -	\$ 166,000	\$ 170,000	\$ -	\$ -	\$ -	\$ 336,000
Kinball Creek Riparian Restoration Project	\$ 79,000	\$ 161,000	\$ 161,000	\$ 1,075,000	\$ 900,000	\$ -	\$ 2,376,000
Total Capital Projects =	\$ 451,000	\$ 1,594,000	\$ 3,567,000	\$ 7,237,000	\$ 900,000	\$ 6,253,000	\$ 20,002,000
Capital Projects Awaiting Grant Approval or Other Sources							
Sandy Cove Park Riverbank Restoration & Outfall Project (CP = \$2,750,000)	\$ 581,000	\$ 3,037,000	\$ 1,882,000	\$ -	\$ -	\$ -	\$ 5,500,000
Total Capital Projects Awaiting Grant Approval or Other Sources =	\$ 581,000	\$ 3,037,000	\$ 1,882,000	\$ -	\$ -	\$ -	\$ 5,500,000
Capital Projects with Estimated Developer Contributions (CIAC)							
SR 202 Bridge Utility Main Replacement Project (CP = \$3,523,500)	\$ -	\$ -	\$ 84,000	\$ 634,000	\$ 1,262,000	\$ 1,935,000	\$ 3,915,000
599 Zone Reservoir Addition Project (CP = \$2,058,500)	\$ -	\$ -	\$ 48,000	\$ 161,000	\$ 1,720,000	\$ 2,188,000	\$ 4,117,000
Source of Supply Improvement Project (CP = \$1,819,300)	\$ 686,000	\$ 129,000	\$ 129,000	\$ 1,290,000	\$ -	\$ -	\$ 2,234,000
Snoqualmie Mill Water Main Loop Project (CP = \$2,040,900)	\$ 158,000	\$ 409,000	\$ 5,591,000	\$ 645,000	\$ -	\$ -	\$ 6,803,000
Water Reclamation Facility Improvements - Phase 3 (CP = \$10,910,396)	\$ 2,805,000	\$ 10,552,000	\$ 1,372,000	\$ -	\$ -	\$ -	\$ 14,730,000
Total Capital Projects with Estimated Developer Contributions (CIAC) =	\$ 3,649,000	\$ 11,090,000	\$ 7,225,000	\$ 2,730,000	\$ 2,902,000	\$ 4,123,000	\$ 31,799,000
Information Technology (IT) Project Contributions							
Enterprise Resource Planning (ERP) System Replacement Project	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000
Total IT Project Contributions =	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000
Debt Service	\$ 2,409,000	\$ 2,408,000	\$ 2,411,000	\$ 2,412,000	\$ 2,413,000	\$ 2,010,000	\$ 14,063,000
Total Debt Service =	\$ 2,409,000	\$ 2,408,000	\$ 2,411,000	\$ 2,412,000	\$ 2,413,000	\$ 2,010,000	\$ 14,063,000
Total Utilities Uses =	\$ 8,491,000	\$ 20,556,000	\$ 17,605,000	\$ 14,998,000	\$ 9,130,000	\$ 15,461,000	\$ 86,241,000
TOTAL CIP USES =	\$ 24,881,500	\$ 41,526,850	\$ 37,061,650	\$ 21,601,000	\$ 14,760,000	\$ 18,069,000	\$ 157,900,000



2023-2028 Capital Improvement Plan
Statement of Non-Utilities CIP Sources, Uses, and Cash Balance¹

ESTIMATED BEGINNING NON-UTILITIES CIP CASH BALANCE²

Total Beginning Non-Utilities CIP Cash Balance =

2023	2024	2025	2026	2027	2028	TOTAL
\$ 20,100,000	\$ 17,664,450	\$ 2,101,000	\$ 841,000	\$ 437,500	\$ 501,000	

ESTIMATED SOURCES

Taxes

Transportation ("TBD") Sales Tax (0.2%)	\$ 570,000	\$ 600,000	\$ 620,000	\$ 640,000	\$ 660,000	\$ 680,000	\$ 3,770,000
Motor Vehicle Fuel Tax ("Gas Tax")	\$ 268,000	\$ 275,000	\$ 282,000	\$ 289,000	\$ 297,000	\$ 305,000	\$ 1,716,000
Multimodal Transportation Tax	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 108,000
Restricted Transportation Taxes Subtotal =	\$ 856,000	\$ 893,000	\$ 920,000	\$ 947,000	\$ 975,000	\$ 1,003,000	\$ 5,594,000
Real Estate Excise Tax	\$ 1,450,000	\$ 1,525,000	\$ 1,600,000	\$ 1,680,000	\$ 1,765,000	\$ 1,855,000	\$ 9,875,000
Restricted Capital Taxes - Government Type Subtotal =	\$ 1,450,000	\$ 1,525,000	\$ 1,600,000	\$ 1,680,000	\$ 1,765,000	\$ 1,855,000	\$ 9,875,000
Non-Recurring Sales Tax	\$ 430,000	\$ 430,000	\$ 430,000	\$ 430,000	\$ 430,000	\$ 430,000	\$ 2,580,000
Utility Tax (3% - Allocated to Capital)	\$ 455,000	\$ 469,000	\$ 483,000	\$ 497,000	\$ 512,000	\$ 528,000	\$ 2,944,000
Committed Capital Taxes - Government Type Subtotal =	\$ 885,000	\$ 899,000	\$ 913,000	\$ 927,000	\$ 942,000	\$ 958,000	\$ 5,524,000
Total Taxes =	\$ 3,191,000	\$ 3,317,000	\$ 3,433,000	\$ 3,554,000	\$ 3,682,000	\$ 3,816,000	\$ 20,993,000

Grants & Intergovernmental Revenues

Grants, Appropriations, or Other Revenue Sources	\$ 8,102,550	\$ 1,960,400	\$ 14,633,650	\$ 2,515,500	\$ 1,881,500	\$ 537,500	\$ 29,631,100
King County Parks Levy	\$ 130,000	\$ 130,000	\$ 130,000	\$ 130,000	\$ 130,000	\$ 130,000	\$ 780,000
Total Grants & Intergovernmental Revenues =	\$ 8,232,550	\$ 2,090,400	\$ 14,763,650	\$ 2,645,500	\$ 2,011,500	\$ 667,500	\$ 30,411,100

Other Increases

Donations	\$ 31,400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 31,400
"Government Type - Operating" Transfer³	\$ 2,500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,500,000
Total Other Increases =	\$ 2,531,400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,531,400
TOTAL SOURCES =	\$ 13,954,950	\$ 5,407,400	\$ 18,196,650	\$ 6,199,500	\$ 5,693,500	\$ 4,483,500	\$ 53,935,500

ESTIMATED USES

Capital Programs

Street Resurfacing Program	\$ 685,500	\$ 529,500	\$ 568,000	\$ 583,000	\$ 598,000	\$ 613,000	\$ 3,527,000
Sidewalk Replacement Program	\$ 211,000	\$ 220,000	\$ 226,000	\$ 231,000	\$ 237,000	\$ 242,000	\$ 1,367,000
Americans with Disabilities Act (ADA) Program	\$ 42,000	\$ 44,000	\$ 45,000	\$ 46,000	\$ 47,000	\$ 48,000	\$ 272,000
Playgrounds Replacement Program	\$ 528,000	\$ -	\$ 568,000	\$ -	\$ 598,000	\$ -	\$ 1,694,000
Trails Replacement Program	\$ -	\$ 108,000	\$ -	\$ 113,000	\$ -	\$ 118,000	\$ 339,000
Sport Courts Replacement Program	\$ 21,000	\$ 23,000	\$ 24,000	\$ 25,000	\$ 26,000	\$ 27,000	\$ 146,000
Parks Parking Lot Resurfacing Program	\$ -	\$ 108,000	\$ -	\$ 113,000	\$ -	\$ 118,000	\$ 339,000
Parks Facilities Maintenance Program	\$ 32,000	\$ 34,000	\$ 35,000	\$ 36,000	\$ 37,000	\$ 38,000	\$ 212,000
Facilities Maintenance Program	\$ 740,000	\$ 220,000	\$ 226,000	\$ 231,000	\$ 237,000	\$ 242,000	\$ 1,896,000
Total Capital Programs =	\$ 2,209,500	\$ 1,286,500	\$ 1,692,000	\$ 1,378,000	\$ 1,780,000	\$ 1,446,000	\$ 9,792,000

Capital Projects

Kimball Creek Bridges Restoration Project	\$ 718,000	\$ 600,000	\$ -	\$ -	\$ -	\$ -	\$ 1,318,000
Community Park Sprayground Project	\$ 1,500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500,000
Total Capital Projects =	\$ 2,218,000	\$ 600,000	\$ -	\$ -	\$ -	\$ -	\$ 2,818,000

Capital Projects with Grant Funding Approved

Snoqualmie Parkway Rehabilitation Project (CP⁴ = \$1,400,000)	\$ 6,400,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,400,000
Riverfront Land Acquisitions & Demolitions (CP = \$320,000)	\$ 570,000	\$ 900,000	\$ 150,000	\$ -	\$ -	\$ -	\$ 1,620,000
Riverwalk Project - Northwest of Sandy Cove Park (CP = \$1,228,600)	\$ 2,111,000	\$ 597,000	\$ -	\$ -	\$ -	\$ -	\$ 2,708,000
Sandy Cove Park Improvement Project (CP = \$1,241,000)	\$ 319,000	\$ 1,422,000	\$ -	\$ -	\$ -	\$ -	\$ 1,741,000
All-Inclusive Playground Project (CP = \$189,600)	\$ 876,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 876,000
Total Capital Projects with Grant Funding Approved =	\$ 10,276,000	\$ 2,919,000	\$ 150,000	\$ -	\$ -	\$ -	\$ 13,345,000

Capital Projects Awaiting Grant Approval or Other Sources

Town Center Improvement Project - Phase III (CP = \$3,448,950)	\$ 496,000	\$ -	\$ 2,688,000	\$ 3,225,000	\$ 806,000	\$ -	\$ 7,215,000
Meadowbrook Bridge Restoration Project (CP = \$872,000)	\$ 864,000	\$ 880,000	\$ -	\$ -	\$ -	\$ -	\$ 1,744,000
Riverwalk Project - Arboretum Trail (CP = \$807,000)	\$ -	\$ -	\$ 200,000	\$ 1,107,000	\$ -	\$ -	\$ 1,307,000
Riverwalk Project - Boardwalk (CP = \$2,419,000)	\$ -	\$ -	\$ -	\$ 806,000	\$ 2,957,000	\$ 1,075,000	\$ 4,838,000
Meadowbrook Trail Project⁵ (CP = \$240,000)	\$ 240,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 240,000
Community Center Expansion Project (CP = \$15,198,350)	\$ -	\$ 15,198,350	\$ 13,139,650	\$ -	\$ -	\$ -	\$ 28,338,000
Total Capital Projects Awaiting Grant Approval or Other Sources =	\$ 1,600,000	\$ 16,078,350	\$ 16,027,650	\$ 5,138,000	\$ 3,763,000	\$ 1,075,000	\$ 43,682,000

Capital Equipment Additions

Ladder Fire Truck	\$ -	\$ -	\$ 1,500,000	\$ -	\$ -	\$ -	\$ 1,500,000
Total Capital Equipment Additions =	\$ -	\$ -	\$ 1,500,000	\$ -	\$ -	\$ -	\$ 1,500,000

Debt Service

Total Debt Service =	\$ 87,000	\$ 87,000	\$ 87,000	\$ 87,000	\$ 87,000	\$ 87,000	\$ 522,000
TOTAL USES =	\$ 16,390,500	\$ 20,970,850	\$ 19,456,650	\$ 6,603,000	\$ 5,630,000	\$ 2,608,000	\$ 71,659,000

ESTIMATED ENDING NON-UTILITIES CIP CASH BALANCE

Total Ending Non-Utilities CIP Cash Balance =	\$ 17,664,450	\$ 2,101,000	\$ 841,000	\$ 437,500	\$ 501,000	\$ 2,376,500	\$ 20,993,000
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¹ The Administration intends to at least commence every capital program or project included in this statement. However, this assumes that project management is properly and fully staffed during the biennium. If there are any complications, such as a Project Engineer leaving the City or operational burdens that require the full effort of employees that manage both projects and operations, then the Administration will need to further prioritize the CIP list.

² The estimated beginning cash balance is preliminary and subject to change.

³ Depends upon a policy decision from Council regarding what to do with excess cash, above adopted reserve levels, that may accumulate within "Government Type - Operating".

⁴ CP = City portion of project funding.

⁵ The City of Snoqualmie would contribute directly to another government or organization that would then construct the improvement.



2023-2028 Capital Improvement Plan
Non-Utilities Secured vs. Unsecured Grants, Appropriations, or Other Revenue Sources

	2023	2024	2025	2026	2027	2028	TOTAL
Grants, Appropriations, or Other Revenue Sources	\$ 8,102,550	\$ 1,960,400	\$ 14,633,650	\$ 2,515,500	\$ 1,881,500	\$ 537,500	\$ 29,631,100
Secured Grants, Appropriations, or Other Revenue Sources							
Snoqualmie Parkway Rehabilitation Project	\$ 5,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000,000
Riverfront Land Acquisitions & Demolitions	\$ 450,000	\$ 700,000	\$ 150,000	\$ -	\$ -	\$ -	\$ 1,300,000
Riverwalk Project - Northwest of Sandy Cove Park	\$ 1,159,000	\$ 320,400	\$ -	\$ -	\$ -	\$ -	\$ 1,479,400
Sandy Cove Park Improvement Project	\$ -	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ 500,000
All-Inclusive Playground Project	\$ 655,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 655,000
Town Center Improvement Project - Phase III	\$ 406,550	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 406,550
Secured Subtotal =	\$ 7,670,550	\$ 1,520,400	\$ 150,000	\$ -	\$ -	\$ -	\$ 9,340,950
Unsecured Grants, Appropriations, or Other Revenue Sources							
Town Center Improvement Project - Phase III (CP = \$3,448,950)	\$ -	\$ -	\$ 1,344,000	\$ 1,612,500	\$ 403,000	\$ -	\$ 3,359,500
Meadowbrook Bridge Restoration Project (CP = \$872,000)	\$ 432,000	\$ 440,000	\$ -	\$ -	\$ -	\$ -	\$ 872,000
Riverwalk Project - Arboretum Trail (CP = \$807,000)	\$ -	\$ -	\$ -	\$ 500,000	\$ -	\$ -	\$ 500,000
Riverwalk Project - Boardwalk (CP = \$2,419,000)	\$ -	\$ -	\$ -	\$ 403,000	\$ 1,478,500	\$ 537,500	\$ 2,419,000
Community Center Expansion Project (CP = \$15,198,350)	\$ -	\$ -	\$ 13,139,650	\$ -	\$ -	\$ -	\$ 13,139,650
Unsecured Subtotal =	\$ 432,000	\$ 440,000	\$ 14,483,650	\$ 2,515,500	\$ 1,881,500	\$ 537,500	\$ 20,290,150
Grand Total (Secured + Unsecured) =	\$ 8,102,550	\$ 1,960,400	\$ 14,633,650	\$ 2,515,500	\$ 1,881,500	\$ 537,500	\$ 29,631,100

	Percentage of Total
Secured	31.5%
Unsecured	68.5%



2023-2028 Capital Improvement Plan Statement of Utilities CIP Sources, Uses, and Cash Balance¹

ESTIMATED BEGINNING UTILITIES CIP CASH BALANCE ²							
Total Beginning Utilities CIP Cash Balance =							
	2023	2024	2025	2026	2027	2028	TOTAL
ESTIMATED SOURCES							
<i>Charges for Goods and Services</i>							
Utility Fees ("Rates") ³	\$ 6,615,000	\$ 7,200,000	\$ 7,570,000	\$ 8,075,000	\$ 7,980,000	\$ 8,570,000	\$ 46,010,000
<i>Total Charges for Goods and Services =</i>							
	\$ 6,615,000	\$ 7,200,000	\$ 7,570,000	\$ 8,075,000	\$ 7,980,000	\$ 8,570,000	\$ 46,010,000
Grants							
Grants	\$ 290,500	\$ 1,518,500	\$ 941,000	\$ -	\$ -	\$ -	\$ 2,750,000
<i>Total Grants =</i>							
	\$ 290,500	\$ 1,518,500	\$ 941,000	\$ -	\$ -	\$ -	\$ 2,750,000
Other Increases							
General Facilities Charges	\$ 3,230,000	\$ 3,410,000	\$ 1,670,000	\$ 1,740,000	\$ 1,810,000	\$ 1,890,000	\$ 13,750,000
Contributions in Aid of Construction (CIAC)	\$ 237,943	\$ 2,644,643	\$ 4,355,254	\$ 834,864	\$ 986,200	\$ 1,287,500	\$ 10,346,404
<i>Total Other Increases =</i>							
	\$ 3,467,943	\$ 6,054,643	\$ 6,025,254	\$ 2,574,864	\$ 2,796,200	\$ 3,177,500	\$ 24,096,404
<i>TOTAL SOURCES =</i>							
	\$ 10,373,443	\$ 14,773,143	\$ 14,536,254	\$ 10,649,864	\$ 10,776,200	\$ 11,747,500	\$ 72,856,404
ESTIMATED USES							
<i>Capital Programs</i>							
Utility Main & Drainage System Replacement Program	\$ 987,000	\$ 2,134,000	\$ 2,204,000	\$ 2,279,000	\$ 2,472,000	\$ 2,687,000	\$ 12,763,000
Urban Forestry Improvement Program	\$ 211,000	\$ 237,000	\$ 258,000	\$ 280,000	\$ 301,000	\$ 323,000	\$ 1,610,000
Stormwater Pond Improvement Program	\$ 53,000	\$ 56,000	\$ 58,000	\$ 60,000	\$ 62,000	\$ 65,000	\$ 354,000
<i>Total Capital Programs =</i>							
	\$ 1,251,000	\$ 2,427,000	\$ 2,520,000	\$ 2,619,000	\$ 2,835,000	\$ 3,075,000	\$ 14,727,000
<i>Capital Projects</i>							
Pressure Zone Conversions Project	\$ -	\$ 27,000	\$ 204,000	\$ -	\$ -	\$ -	\$ 231,000
Pressure Reducing Valve (PRV) Stations Project	\$ 84,000	\$ 237,000	\$ -	\$ -	\$ -	\$ -	\$ 321,000
1040 Zone Booster Pump Station Improvement Project	\$ 38,000	\$ 394,000	\$ -	\$ -	\$ -	\$ -	\$ 432,000
705 Zone Booster Pump Station Improvement Project	\$ -	\$ -	\$ 54,000	\$ 521,000	\$ -	\$ -	\$ 575,000
South Wellfield Improvement Project	\$ -	\$ -	\$ 258,000	\$ 2,600,000	\$ -	\$ -	\$ 2,858,000
1040 Zone Reservoir Addition Project	\$ 38,000	\$ 394,000	\$ -	\$ -	\$ -	\$ 5,000,000	\$ 5,432,000
Canyon Springs Improvement Project	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,253,000	\$ 1,253,000
Railroad Place Lift Station Improvement Project	\$ 106,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 106,000
Eagle Lake Water Reclamation Basin Improvement Project	\$ 106,000	\$ 215,000	\$ 1,828,000	\$ 1,183,000	\$ -	\$ -	\$ 3,332,000
SR 202 Drainage Improvement Project	\$ -	\$ -	\$ 892,000	\$ 1,726,000	\$ -	\$ -	\$ 2,618,000
Leitz Street Drainage Improvement Project	\$ -	\$ -	\$ -	\$ 132,000	\$ -	\$ -	\$ 132,000
Ridge Street Drainage Improvement Project	\$ -	\$ 166,000	\$ 170,000	\$ -	\$ -	\$ -	\$ 336,000
Kimball Creek Riparian Restoration Project	\$ 79,000	\$ 161,000	\$ 161,000	\$ 1,075,000	\$ 900,000	\$ -	\$ 2,376,000
<i>Total Capital Projects =</i>							
	\$ 451,000	\$ 1,594,000	\$ 3,567,000	\$ 7,237,000	\$ 900,000	\$ 6,253,000	\$ 20,002,000
<i>Capital Projects Awaiting Grant Approval or Other Sources</i>							
Sandy Cove Park Riverbank Restoration & Outfall Project (CP# = \$2,750,000)	\$ 581,000	\$ 3,037,000	\$ 1,882,000	\$ -	\$ -	\$ -	\$ 5,500,000
<i>Total Capital Projects Awaiting Grant Approval or Other Sources =</i>							
	\$ 581,000	\$ 3,037,000	\$ 1,882,000	\$ -	\$ -	\$ -	\$ 5,500,000
<i>Capital Projects with Estimated Developer Contributions (CIAC)</i>							
SR 202 Bridge Utility Main Replacement Project (CP = 3,523,500)	\$ -	\$ -	\$ 84,000	\$ 634,000	\$ 1,262,000	\$ 1,935,000	\$ 3,915,000
599 Zone Reservoir Addition Project (CP = 2,058,500)	\$ -	\$ -	\$ 48,000	\$ 161,000	\$ 1,720,000	\$ 2,188,000	\$ 4,117,000
Source of Supply Improvement Project (CP = \$1,819,300)	\$ 686,000	\$ 129,000	\$ 129,000	\$ 1,290,000	\$ -	\$ -	\$ 2,234,000
Snoqualmie Mill Water Main Loop Project (CP = \$2,040,900)	\$ 158,000	\$ 409,000	\$ 5,591,000	\$ 645,000	\$ -	\$ -	\$ 6,803,000
Water Reclamation Facility Improvements - Phase 3 (CP = \$10,910,396)	\$ 2,805,000	\$ 10,552,000	\$ 1,373,000	\$ -	\$ -	\$ -	\$ 14,730,000
<i>Total Capital Projects with Estimated Developer Contributions (CIAC) =</i>							
	\$ 3,649,000	\$ 11,090,000	\$ 7,225,000	\$ 2,730,000	\$ 2,982,000	\$ 4,123,000	\$ 31,799,000
<i>Information Technology (IT) Project Contributions</i>							
Enterprise Resource Planning System Replacement Project	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000
<i>Total IT Project Contributions =</i>							
	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000
<i>Debt Service</i>							
Debt Service	\$ 2,409,000	\$ 2,408,000	\$ 2,411,000	\$ 2,412,000	\$ 2,413,000	\$ 2,010,000	\$ 14,063,000
<i>Total Debt Service =</i>							
	\$ 2,409,000	\$ 2,408,000	\$ 2,411,000	\$ 2,412,000	\$ 2,413,000	\$ 2,010,000	\$ 14,063,000
<i>TOTAL USES =</i>							
	\$ 8,491,000	\$ 20,556,000	\$ 17,605,000	\$ 14,998,000	\$ 9,130,000	\$ 15,461,000	\$ 86,241,000
ESTIMATED ENDING NON-UTILITIES CIP CASH BALANCE							
Total Ending Utilities CIP Cash Balance =							
	\$ 21,282,443	\$ 15,499,586	\$ 12,430,840	\$ 8,082,704	\$ 9,728,904	\$ 6,015,404	\$ -

¹ The Administration intends to at least commence every capital program or project included in this statement. However, this assumes that project management is properly and fully staffed during the biennium. If there are any complications, such as a Project Engineer leaving the City or operational burdens that require the full effort of employees that manage both projects and operations, then the Administration will need to further prioritize the CIP list.

² The estimated beginning cash balance is preliminary and subject to change.

³ Council has adopted a utility rate schedule through 2026. This CIP assumes that Council will approve utility rate increases for 2027 and 2028 consistent with the previous six-year period (3.07% for a resident with an average monthly bill).

⁴ CP = City portion of project funding.



CAPITAL PROGRAM OR PROJECT DETAIL



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TRANSPORTATION CAPITAL PROJECT OR PROGRAM

STREET RESURFACING PROGRAM

CIP Project ID: TRN20001CIP

Department: Transportation

Project Status: Other

Project Location: Multiple Locations

Project Contact: Michael Chambliss

Current Program Budget: \$3,527,000

Years Project in CIP: Ongoing Capital Program

Contact Email: mchambliss@snoqualmiewa.gov

Description:

Streets and alleys deteriorate as they age. Consequently, the goal of this program is to rehabilitate City streets and alleys in a comprehensive and systematic way before they require extensive reconstruction. The City of Snoqualmie intends to resurface streets based on their pavement condition score and use the most appropriate street treatment (slurry seal, chip seal, microsurfacing, asphalt overlay, etc.) in any given situation.

Photo or Map:



Community Impact:

The intent of this program is to preserve the condition of streets and alleys consistent with City of Snoqualmie standards. The ongoing resurfacing of streets will help to maintain even traffic circulation and reduce the long-term cost of major reconstruction by extending the life of the City's transportation system.

Operating Impact:

Staff believes that the ongoing provision of this program may reduce the amount of supplies needed annually to pothole patch and crack seal streets.

Budget:

Project Activities	% of Budg.	Total Activity Budget	2023	2024	2025	2026	2027	2028	2029 or Beyond
Analysis	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	This capital program is anticipated to continue indefinitely into the future.
Design	4%	\$ 150,740	\$ 27,852	\$ 22,974	\$ 24,523	\$ 24,901	\$ 24,677	\$ 25,814	
Construction	85%	\$ 3,014,806	\$ 557,041	\$ 459,480	\$ 490,451	\$ 498,011	\$ 493,548	\$ 516,275	
Const. Manage	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Contingency	4%	\$ 150,740	\$ 27,852	\$ 22,974	\$ 24,523	\$ 24,901	\$ 24,677	\$ 25,814	
Art	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Labor	6%	\$ 210,713	\$ 22,755	\$ 24,072	\$ 28,504	\$ 35,188	\$ 55,097	\$ 45,097	
Other	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL	100%	\$ 3,527,000	\$ 635,500	\$ 529,500	\$ 568,000	\$ 583,000	\$ 598,000	\$ 613,000	
Operating		\$ (18,500)	\$ (2,000)	\$ (2,200)	\$ (2,500)	\$ (3,000)	\$ (3,800)	\$ (5,000)	

TOTAL PROJECT BUDGET: \$3,527,000

TOTAL OPERATING BUDGET: -\$18,500

Anticipated Funding Mix:

Source	Total Sources	2023	2024	2025	2026	2027	2028
Util. & Trans. Taxes	\$ 3,443,000	\$ 635,500	\$ 445,500	\$ 568,000	\$ 583,000	\$ 598,000	\$ 613,000
Sales Tax	\$ 84,000	\$ -	\$ 84,000	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 3,527,000	\$ 635,500	\$ 529,500	\$ 568,000	\$ 583,000	\$ 598,000	\$ 613,000

Fiscal

TOTAL FUNDING SOURCES: \$3,527,000

Notes:

FUTURE FUNDING REQUIREMENTS: \$0



TRANSPORTATION CAPITAL PROJECT OR PROGRAM

SIDEWALK REPLACEMENT PROGRAM

CIP Project ID: TRN20002CIP
Department: Transportation
Project Status: Other
Project Location: Multiple Locations
Project Contact: Michael Chambless

Current Program Budget: \$1,367,000

Years Project in CIP: Ongoing Capital Program

Contact Email: mchambless@snoqualmiewa.gov

Description:

Sidewalks deteriorate as they age. Consequently, this program funds the community outreach, design, and replacement of sidewalks in neighborhoods throughout the City of Snoqualmie. Neighborhood sidewalks are pedestrian facilities that connect residents to important destinations. The City of Snoqualmie intends to replace sidewalks based on a score that prioritizes safety and access to facilities such as parks and schools.

Photo or Map:**Community Impact:**

The intent of this program is to preserve the condition of sidewalks consistent with City of Snoqualmie standards. The ongoing replacement of sidewalks will help to maintain a safe and efficient mode of transportation that contributes to the livability of neighborhoods and supports vital economy activity.

Operating Impact:

Staff believes that the ongoing provision of this program will likely reduce the amount of supplies needed annually to maintain sidewalks.

Budget:

Project Activities	% of Budg.	Total Activity Budget	2023	2024	2025	2026	2027	2028	2029 or Beyond
Analysis	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	This capital program is expected to continue indefinitely into the future.
Design	4%	\$ 58,336	\$ 9,177	\$ 9,564	\$ 9,757	\$ 9,866	\$ 9,782	\$ 10,191	
Construction	85%	\$ 1,166,727	\$ 183,544	\$ 191,272	\$ 195,148	\$ 197,311	\$ 195,635	\$ 203,817	
Const. Manage	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Contingency	4%	\$ 58,336	\$ 9,177	\$ 9,564	\$ 9,757	\$ 9,866	\$ 9,782	\$ 10,191	
Art	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Labor	6%	\$ 83,600	\$ 9,102	\$ 9,601	\$ 11,337	\$ 13,958	\$ 21,801	\$ 17,801	
Other	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL	100%	\$ 1,367,000	\$ 211,000	\$ 220,000	\$ 226,000	\$ 231,000	\$ 237,000	\$ 242,000	
Operating		\$ (13,500)	\$ (1,000)	\$ (1,500)	\$ (2,000)	\$ (2,500)	\$ (3,000)	\$ (3,500)	

TOTAL PROJECT BUDGET: \$1,367,000

TOTAL OPERATING BUDGET: -\$13,500

Anticipated Funding Mix:

Source	Total Sources	2023	2024	2025	2026	2027	2028
Util. & Trans. Taxes	\$ 1,367,000	\$ 211,000	\$ 220,000	\$ 226,000	\$ 231,000	\$ 237,000	\$ 242,000
TOTAL	\$ 1,367,000	\$ 211,000	\$ 220,000	\$ 226,000	\$ 231,000	\$ 237,000	\$ 242,000

Fiscal

TOTAL FUNDING SOURCES: \$1,367,000

Notes:

FUTURE FUNDING REQUIREMENTS: \$0



TRANSPORTATION CAPITAL PROJECT OR PROGRAM

AMERICANS WITH DISABILITIES ACT (ADA) PROGRAM

CIP Project ID: TRN21001CIP
Department: Transportation
Project Status: Other
Project Location: Multiple Locations
Project Contact: Michael Chambliss

Current Program Budget: \$272,000

Years Project in CIP: Ongoing Capital Program

Contact Email: mchambliss@snoqualmiewa.gov

Description:

Federal regulations require the City of Snoqualmie to comply with the American with Disabilities Act (ADA). This program will construct ADA sidewalk ramps and other transportation improvements at locations where necessary.

Photo or Map:**Community Impact:**

The intent of this program is to remove barriers that hinder the mobility of residents who have a physical or mental impairment that substantially limits their pursuit of community activities.

Operating Impact:

This program does not require changes to the operating environment or budget.

Budget:

Project Activities	% of Budg.	Total Activity Budget	2023	2024	2025	2026	2027	2028	2029 or Beyond
Analysis	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	This capital program is expected to continue indefinitely into the future.
Design	4%	\$ 11,604	\$ 1,826	\$ 1,913	\$ 1,942	\$ 1,964	\$ 1,938	\$ 2,020	
Construction	85%	\$ 232,074	\$ 36,527	\$ 38,255	\$ 38,848	\$ 39,280	\$ 38,764	\$ 40,400	
Const. Manage	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Contingency	4%	\$ 11,604	\$ 1,826	\$ 1,913	\$ 1,942	\$ 1,964	\$ 1,938	\$ 2,020	
Art	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Labor	6%	\$ 16,719	\$ 1,820	\$ 1,920	\$ 2,267	\$ 2,792	\$ 4,360	\$ 3,560	
Other	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL	100%	\$ 272,000	\$ 42,000	\$ 44,000	\$ 45,000	\$ 46,000	\$ 47,000	\$ 48,000	
Operating		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

TOTAL PROJECT BUDGET: \$272,000

TOTAL OPERATING BUDGET: \$0

Anticipated Funding Mix:

Source	Total Sources	2023	2024	2025	2026	2027	2028
Util. & Trans. Taxes	\$ 272,000	\$ 42,000	\$ 44,000	\$ 45,000	\$ 46,000	\$ 47,000	\$ 48,000
TOTAL	\$ 272,000	\$ 42,000	\$ 44,000	\$ 45,000	\$ 46,000	\$ 47,000	\$ 48,000

Fiscal

TOTAL FUNDING SOURCES: \$272,000

Notes:

FUTURE FUNDING REQUIREMENTS: \$0



PARKS CAPITAL PROJECT OR PROGRAM

PLAYGROUNDS REPLACEMENT PROGRAM

CIP Project ID: PAR20001CIP
 Department: Parks
 Project Status: Other
 Project Location: Multiple Locations
 Project Contact: Michael Chambliss

Current Program Budget: **\$1,694,000**

Years Project in CIP: Ongoing Capital Program

Contact Email: mchambliss@snoqualmiewa.gov

Description:

This program replaces aging and obsolete playground equipment and play surfaces biannually consistent with the Playground Replacement Schedule. Staff is currently preforming a comprehensive audit of all the playgrounds.

Photo or Map:



Community Impact:

The intent of this program is to preserve the safety and playability of playgrounds throughout the City of Snoqualmie. The City places a high priority on maintaining assets at an exceptional standard while improving the accessibility and safety of structures for all residents.

Operating Impact:

This program does not require changes to the operating environment or budget. Staff currently visit each park to perform inspections per federal mandate requirements which will continue with playground replacements.

Budget:

Project Activities	% of Budg.	Total Activity Budget	2023	2024	2025	2026	2027	2028	2029 or Beyond
Analysis	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	This capital program is anticipated to continue indefinitely into the future.
Design	4%	\$ 71,511	\$ 22,759	\$ -	\$ 24,302	\$ -	\$ 24,451	\$ -	
Construction	84%	\$ 1,430,221	\$ 455,176	\$ -	\$ 486,032	\$ -	\$ 489,013	\$ -	
Const. Manage	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Contingency	4%	\$ 71,511	\$ 22,759	\$ -	\$ 24,302	\$ -	\$ 24,451	\$ -	
Art	1%	\$ 14,302	\$ 4,552	\$ -	\$ 4,860	\$ -	\$ 4,890	\$ -	
Labor	6%	\$ 106,455	\$ 22,755	\$ -	\$ 28,504	\$ -	\$ 55,196	\$ -	
Other	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL	100%	\$ 1,694,000	\$ 528,000	\$ -	\$ 568,000	\$ -	\$ 598,000	\$ -	
Operating		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

TOTAL PROJECT BUDGET: **\$1,694,000**TOTAL OPERATING BUDGET: **\$0**

Anticipated Funding Mix:

Source	Total Sources	2023	2024	2025	2026	2027	2028
KC Parks Levy	\$ 650,000	\$ 130,000	\$ -	\$ 260,000	\$ -	\$ 260,000	\$ -
Real Estate Excise Tax	\$ 1,044,000	\$ 398,000	\$ -	\$ 308,000	\$ -	\$ 338,000	\$ -
TOTAL	\$ 1,694,000	\$ 528,000	\$ -	\$ 568,000	\$ -	\$ 598,000	\$ -

Fiscal

TOTAL FUNDING SOURCES: **\$1,694,000**

Notes:

FUTURE FUNDING REQUIREMENTS: **\$0**

Parks Selected for Playground Improvements as Funded through Playground Replacement Program

Park Name	Playground Installed	Inclusive?	ADA Accessible?	Fall Protection?	Projected Year of Work	Comments
Woody Creek Park	2006	No	Yes	Wood	2023	Playground Replacement
Silent Creek Park	2005	No	No	Wood	2023	Playground Replacement
Eagle Park	2006	No	No	Wood	2023	Playground Replacement (w/ Centennial)
Denny Peak Park	2008	No	No	Wood	2023	Playground Replacement
Stellar Park	2001	No	Yes	Poured in Place	2023/2025	Surface Replacement
Chanticleer Park	1999	No	Yes	Wood	2025	Playground Replacement



PARKS CAPITAL PROJECT OR PROGRAM

TRAILS REPLACEMENT PROGRAM

CIP Project ID: PAR20002CIP
Department: Parks
Project Status: Other
Project Location: Multiple Locations
Project Contact: Michael Chambliss

Current Program Budget: \$339,000

Years Project in CIP: Ongoing Capital Program

Contact Email: mchambliss@snoqualmiewa.gov

Description:

This program is responsible for preserving the City of Snoqualmie's trail system. The City intends to conduct trail maintenance and replace related assets such as pedestrian bridges or signage throughout the trail system where needed.

Photo or Map:**Community Impact:**

The intent of this program is to replace and improve the network of community trails that add to the City's quality-of-life by allowing residents and visitors the opportunity to explore a serene natural environment.

Operating Impact:

This program does not require changes to the operating environment or budget.

Budget:

Project Activities	% of Budg.	Total Activity Budget	2023	2024	2025	2026	2027	2028	2029 or Beyond
Analysis	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	This capital program is anticipated to continue indefinitely into the future.
Design	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Construction	89%	\$ 300,706	\$ -	\$ 97,469	\$ -	\$ 100,127	\$ -	\$ 103,110	
Const. Manage	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Contingency	4%	\$ 15,035	\$ -	\$ 4,873	\$ -	\$ 5,006	\$ -	\$ 5,156	
Art	1%	\$ 3,056	\$ -	\$ 975	\$ -	\$ 1,050	\$ -	\$ 1,031	
Labor	6%	\$ 20,203	\$ -	\$ 4,683	\$ -	\$ 6,817	\$ -	\$ 8,703	
Other	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL	100%	\$ 339,000	\$ -	\$ 108,000	\$ -	\$ 113,000	\$ -	\$ 118,000	
Operating		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

TOTAL PROJECT BUDGET: \$339,000

TOTAL OPERATING BUDGET: \$0

Anticipated Funding Mix:

Source	Total Sources	2023	2024	2025	2026	2027	2028
Real Estate Excise Tax	\$ 339,000	\$ -	\$ 108,000	\$ -	\$ 113,000	\$ -	\$ 118,000
TOTAL	\$ 339,000	\$ -	\$ 108,000	\$ -	\$ 113,000	\$ -	\$ 118,000

Fiscal

TOTAL FUNDING SOURCES: \$339,000

Notes:

FUTURE FUNDING REQUIREMENTS: \$0



PARKS CAPITAL PROJECT OR PROGRAM

SPORT COURTS REPLACEMENT PROGRAM

CIP Project ID: PAR20003CIP
Department: Parks
Project Status: Other
Project Location: Multiple Locations
Project Contact: Michael Chambless

Current Program Budget: \$146,000

Years Project in CIP: Ongoing Capital Program

Contact Email: mchambless@snoqualmiewa.gov

Description:

This program is responsible for ensuring that all City of Snoqualmie owned sport courts are maintained and resurfaced cost-effectively at the proper time. In addition, the City will replace any curbs, sidewalks, and non-compliant ramps adjacent to a sports court when resurfacing.

Photo or Map:



Community Impact:

The intent of this program is to preserve the playability of all sport courts throughout the City of Snoqualmie. The funding of this program will help to extend the life of existing sport courts, thus increasing their availability and accessibility to the general public.

Operating Impact:

This program does not require changes to the operating environment or budget. Staff currently visit each sport court to empty trash cans, sweep if necessary, and power wash the sport courts.

Budget:

Project Activities	% of Budg.	Total Activity Budget	2023	2024	2025	2026	2027	2028	2029 or Beyond
Analysis	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	This capital program is anticipated to continue indefinitely into the future.
Design	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Construction	89%	\$ 129,311	\$ 18,953	\$ 20,771	\$ 21,521	\$ 22,176	\$ 22,285	\$ 23,606	
Const. Manage	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Contingency	4%	\$ 6,466	\$ 948	\$ 1,039	\$ 1,076	\$ 1,109	\$ 1,114	\$ 1,180	
Art	1%	\$ 1,293	\$ 190	\$ 208	\$ 215	\$ 222	\$ 223	\$ 236	
Labor	6%	\$ 8,930	\$ 910	\$ 983	\$ 1,188	\$ 1,493	\$ 2,378	\$ 1,978	
Other	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL	100%	\$ 146,000	\$ 21,000	\$ 23,000	\$ 24,000	\$ 25,000	\$ 26,000	\$ 27,000	
Operating		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

TOTAL PROJECT BUDGET: \$146,000

TOTAL OPERATING BUDGET: \$0

Anticipated Funding Mix:

Source	Total Sources	2023	2024	2025	2026	2027	2028
Real Estate Excise Tax	\$ 146,000	\$ 21,000	\$ 23,000	\$ 24,000	\$ 25,000	\$ 26,000	\$ 27,000
TOTAL	\$ 146,000	\$ 21,000	\$ 23,000	\$ 24,000	\$ 25,000	\$ 26,000	\$ 27,000

Fiscal **TOTAL FUNDING SOURCES:** \$146,000

Notes: **FUTURE FUNDING REQUIREMENTS:** \$0



PARKS CAPITAL PROJECT OR PROGRAM

PARKS PARKING LOT RESURFACING PROGRAM

CIP Project ID: PAR21001CIP
Department: Parks
Project Status: Other
Project Location: Multiple Locations
Project Contact: Michael Chambless

Current Program Budget: \$339,000

Years Project in CIP: Ongoing Capital Program

Contact Email: mchambless@snoqualmiewa.gov

Description:

This program is responsible for ensuring that all City of Snoqualmie owned parking lots are maintained and resurfaced cost effectively when their condition diminishes. In addition, the City will replace any curbs, sidewalks, and non-compliant ramps adjacent to a parking lot when resurfacing.

Photo or Map:**Community Impact:**

The intent of this program is to preserve the accessibility of all parks throughout the City of Snoqualmie. The funding of this program will help to extend the life of existing parking lots.

Operating Impact:

This program does not require changes to the operating environment or budget.

Budget:

Project Activities	% of Budg.	Total Activity Budget	2023	2024	2025	2026	2027	2028	2029 or Beyond
Analysis	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	This capital program is anticipated to continue indefinitely into the future.
Design	4%	\$ 14,491	\$ -	\$ 4,696	\$ -	\$ 4,826	\$ -	\$ 4,968	
Construction	85%	\$ 289,815	\$ -	\$ 93,925	\$ -	\$ 96,530	\$ -	\$ 99,361	
Const. Manage	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Contingency	4%	\$ 14,491	\$ -	\$ 4,696	\$ -	\$ 4,826	\$ -	\$ 4,968	
Art	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Labor	6%	\$ 20,203	\$ -	\$ 4,683	\$ -	\$ 6,817	\$ -	\$ 8,703	
Other	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL	100%	\$ 339,000	\$ -	\$ 108,000	\$ -	\$ 113,000	\$ -	\$ 118,000	
Operating		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

TOTAL PROJECT BUDGET: \$339,000

TOTAL OPERATING BUDGET: \$0

Anticipated Funding Mix:

Source	Total Sources	2023	2024	2025	2026	2027	2028
Real Estate Excise Tax	\$ 339,000	\$ -	\$ 108,000	\$ -	\$ 113,000	\$ -	\$ 118,000
TOTAL	\$ 339,000	\$ -	\$ 108,000	\$ -	\$ 113,000	\$ -	\$ 118,000

Fiscal

TOTAL FUNDING SOURCES: \$339,000

Notes:

FUTURE FUNDING REQUIREMENTS: \$0



PARKS CAPITAL PROJECT OR PROGRAM

PARKS FACILITIES MAINTENANCE PROGRAM

CIP Project ID: PAR23001CIP
 Department: Parks
 Project Status: Other
 Project Location: Multiple Locations
 Project Contact: Michael Chambless

Current Program Budget: \$212,000

Years Project in CIP: Ongoing Capital Program

Contact Email: mchambless@snoqualmiewa.gov

Description:

This program is responsible for ensuring that park facility assets, such as restrooms or picnic shelters, are maintained or replaced at the proper time.

Photo or Map:



Community Impact:

The intent of this program is to preserve assets that enhance the experience and convenience of going to a City of Snoqualmie park.

Operating Impact:

This program does not require changes to the operating environment or budget.

Budget:

Project Activities	% of Budg.	Total Activity Budget	2023	2024	2025	2026	2027	2028	2029 or Beyond
Analysis	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	This capital program is anticipated to continue indefinitely into the future.
Design	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Construction	89%	\$ 187,901	\$ 28,901	\$ 30,706	\$ 31,389	\$ 31,942	\$ 31,727	\$ 33,237	
Const. Manage	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Contingency	4%	\$ 9,395	\$ 1,445	\$ 1,535	\$ 1,569	\$ 1,597	\$ 1,586	\$ 1,662	
Art	1%	\$ 1,879	\$ 289	\$ 307	\$ 314	\$ 319	\$ 317	\$ 332	
Labor	6%	\$ 12,825	\$ 1,365	\$ 1,452	\$ 1,728	\$ 2,142	\$ 3,369	\$ 2,769	
Other	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL	100%	\$ 212,000	\$ 32,000	\$ 34,000	\$ 35,000	\$ 36,000	\$ 37,000	\$ 38,000	
Operating		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

TOTAL PROJECT BUDGET: \$212,000

TOTAL OPERATING BUDGET: \$0

Anticipated Funding Mix:

Source	Total Sources	2023	2024	2025	2026	2027	2028
Real Estate Excise Tax	\$ 212,000	\$ 32,000	\$ 34,000	\$ 35,000	\$ 36,000	\$ 37,000	\$ 38,000
TOTAL	\$ 212,000	\$ 32,000	\$ 34,000	\$ 35,000	\$ 36,000	\$ 37,000	\$ 38,000

Fiscal

Notes:

TOTAL FUNDING SOURCES: \$212,000

FUTURE FUNDING REQUIREMENTS: \$0



FACILITIES CAPITAL PROJECT OR PROGRAM

FACILITIES MAINTENANCE PROGRAM

CIP Project ID: FAC21002CIP

Department: Parks

Project Status: Other

Project Location: Multiple Locations

Project Contact: Michael Chambliss

Current Program Budget: \$1,896,000

Years Project in CIP: Ongoing Capital Program

Contact Email: mchambliss@snoqualmiewa.gov

Description:

This program is responsible for ensuring that City facilities are properly maintained and can achieve their useful life as originally designed. Over the next biennium, the City intends to cover and/or rehabilitate the City Hall back stairwell, replace and/or install a new boiler at the Fire Station, install server room power upgrades, conduct a parking review for the police station, and begin planning for a new covered Parks & Public Works operations and storage facility. Additional projects include remodeling old library, air conditioners for City Hall, and exterior painting for several buildings.

Community Impact:

The intent of this program is to preserve and maintain City facilities.

Photo or Map:



Operating Impact:

This program does not require changes to the operating environment or budget. It is anticipated that there will be savings as a result of all of these projects through reduced injury claims, better energy efficiency, and lengthened service life of capital assets. However, the amount of these potential savings is unknown at this time.

Budget:

Project Activities	% of Budg.	Total Activity Budget	2023	2024	2025	2026	2027	2028	2029 or Beyond
Analysis	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	This capital program is anticipated to continue indefinitely into the future.
Design	4%	\$ 76,516	\$ 31,898	\$ 9,477	\$ 9,670	\$ 9,777	\$ 9,694	\$ 6,000	
Construction	85%	\$ 1,616,977	\$ 637,967	\$ 189,549	\$ 193,390	\$ 195,533	\$ 193,873	\$ 206,666	
Const. Manage	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Contingency	4%	\$ 80,849	\$ 31,898	\$ 9,477	\$ 9,670	\$ 9,777	\$ 9,694	\$ 10,333	
Labor	6%	\$ 106,355	\$ 31,857	\$ 9,601	\$ 11,337	\$ 13,958	\$ 21,801	\$ 17,801	
Art	1%	\$ 15,303	\$ 6,380	\$ 1,895	\$ 1,934	\$ 1,955	\$ 1,939	\$ 1,200	
Other	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL	100%	\$ 1,896,000	\$ 740,000	\$ 220,000	\$ 226,000	\$ 231,000	\$ 237,000	\$ 242,000	
Operating		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

TOTAL PROJECT BUDGET: \$1,896,000

TOTAL OPERATING BUDGET: \$0

Anticipated Funding Mix:

Source	Total Sources	2023	2024	2025	2026	2027	2028
Real Estate Excise Tax	\$ 1,896,000	\$ 740,000	\$ 220,000	\$ 226,000	\$ 231,000	\$ 237,000	\$ 242,000
TOTAL	\$ 1,896,000	\$ 740,000	\$ 220,000	\$ 226,000	\$ 231,000	\$ 237,000	\$ 242,000

Fiscal

TOTAL FUNDING SOURCES: \$1,896,000

Notes:

FUTURE FUNDING REQUIREMENTS: \$0



TRANSPORTATION CAPITAL PROJECT OR PROGRAM

KIMBALL CREEK BRIDGES RESTORATION PROJECT

CIP Project ID: TRN22001CIP

Previously Spent: \$253,349

Department: Transportation

Current Project Budget: \$1,571,349

Project Status: Analysis

Original Budget at CIP Inception: \$2,911,608

Project Location: 9200 & 9380 Meadowbrook Way SE

Years Project in CIP: 2

Project Contact: Jeff Hamlin

Contact Email: jhamlin@snoqualmiewa.gov

Description:

This project restores two structurally deficient bridge crossings on Meadowbrook Way. Anticipated work includes reconstructed abutments and wingwalls, new guardrail, approaches and pavement.

Photo or Map:



Community Impact:

The intent of this project is to restore two deficient bridges that have fallen below acceptable sufficiency rating. Proposed work will extend the life of the bridges by approximately 20 years.

Operating Impact:

This project is not expected to impact the operating budget.

Budget:

Project Activities	% of Budg.	Total Activity Budget	Previously Spent	2023	2024	2025	2026	2027	2028	2029 or Beyond
Analysis	1%	\$ 18,662	\$ 18,662	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	24%	\$ 384,687	\$ 234,687	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	46%	\$ 729,348	\$ -	\$ 350,761	\$ 378,587	\$ -	\$ -	\$ -	\$ -	\$ -
Const. Manage	7%	\$ 109,402	\$ -	\$ 52,614	\$ 56,788	\$ -	\$ -	\$ -	\$ -	\$ -
Contingency	15%	\$ 230,000	\$ -	\$ 115,000	\$ 115,000	\$ -	\$ -	\$ -	\$ -	\$ -
Art	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Labor	4%	\$ 55,000	\$ -	\$ 27,500	\$ 27,500	\$ -	\$ -	\$ -	\$ -	\$ -
Other	3%	\$ 44,250	\$ -	\$ 22,125	\$ 22,125	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	100%	\$ 1,571,349	\$ 253,349	\$ 718,000	\$ 600,000	\$ -	\$ -	\$ -	\$ -	\$ -
Operating		\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT BUDGET: \$1,571,349

TOTAL OPERATING BUDGET: \$0

Anticipated Funding Mix:

Source	Total Sources	Previously Allocated	2023	2024	2025	2026	2027	2028
Util. & Trans. Taxes	\$ 1,318,000	\$ -	\$ 718,000	\$ 600,000	\$ -	\$ -	\$ -	\$ -
FHWA Grant	\$ 195,000	\$ 195,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Real Estate Excise Tax	\$ 58,349	\$ 58,349	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 1,571,349	\$ 253,349	\$ 718,000	\$ 600,000	\$ -	\$ -	\$ -	\$ -

Fiscal Notes:

FHWA = Federal Highway Administration. This grant was approved by the intermediary Puget Sound Regional Council (PSRC).

TOTAL FUNDING SOURCES: \$1,571,349

FUTURE FUNDING REQUIREMENTS: \$0



PARKS CAPITAL PROJECT OR PROGRAM

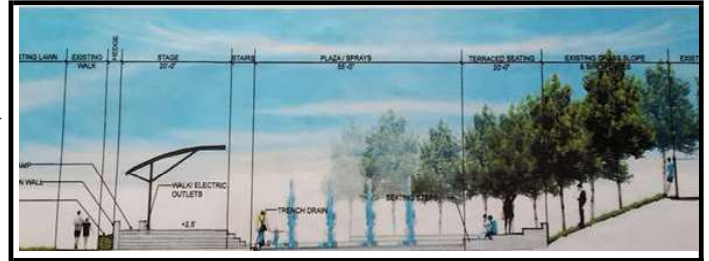
COMMUNITY PARK SPRAYGROUND PROJECT

CIP Project ID:	PAR20004CIP	Previously Spent:	\$0
Department:	Parks	Current Project Budget:	\$1,500,000
Project Status:	Pre-Design	Original Budget at CIP Inception:	\$908,245
Project Location:	SE Ridge Street & Center Boulevard SE	Years Project in CIP:	3
Project Contact:	Mike Chambless	Contact Email:	mchambless@snoqualmiewa.gov

Project Description:

Snoqualmie Community Park is a gathering place for local residents and visitors of all ages who partake in its amenities on a daily basis. Park visitors enjoy special events such as the Farmer's Market and summer concerts. The addition of sprayground elements would increase the use of the park and allow for expanded community event potential.

Photo or Map:



Community Impact:

This project would create a focal point for the community. Its multi-purpose design would allow children to cool off in the sprayground, and residents to attend concerts and other activities in its amphitheater-like setting during the warm summer. This new amenity will further connect Community Park to the retail establishment.

Operating Impact:

The new features added to Community Park will require additional maintenance including increased waste collection, landscaping, facilities repair, and water and electricity usage.

Budget:

Project Activities	% of Budg.	Total Activity Budget	Previously Spent	2023	2024	2025	2026	2027	2028	2029 or Beyond
Analysis	3%	\$ 37,704	\$ -	\$ 37,704	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	12%	\$ 180,977	\$ -	\$ 180,977	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	58%	\$ 869,696	\$ -	\$ 869,696	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Const. Manage	3%	\$ 37,704	\$ -	\$ 37,704	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contingency	17%	\$ 251,357	\$ -	\$ 251,357	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Art	1%	\$ 9,451	\$ -	\$ 9,451	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Labor	5%	\$ 75,407	\$ -	\$ 75,407	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	3%	\$ 37,704	\$ -	\$ 37,704	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	100%	\$ 1,500,000	\$ -	\$ 1,500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating		\$ 45,279		\$ 7,000	\$ 7,210	\$ 7,426	\$ 7,649	\$ 7,879	\$ 8,115	*

TOTAL PROJECT BUDGET: \$1,500,000

TOTAL OPERATING BUDGET: \$45,279

Anticipated Funding Mix:

Source	Total Sources	Previously Allocated	2023	2024	2025	2026	2027	2028
Sales Tax	\$ 1,500,000	\$ -	\$ 1,500,000	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 1,500,000	\$ -	\$ 1,500,000	\$ -	\$ -	\$ -	\$ -	\$ -

Fiscal Notes:

* The City will continue to incur operating expenditures resulting from the project into the future.

TOTAL FUNDING SOURCES: \$1,500,000

FUTURE FUNDING REQUIREMENTS: \$0



TRANSPORTATION CAPITAL PROJECT OR PROGRAM

SNOQUALMIE PARKWAY REHABILITATION PROJECT

CIP Project ID: TRN23002CIP

Previously Spent: \$0

Department: Transportation

Current Project Budget: \$6,400,000

Project Status: Other

Original Budget at CIP Inception: \$6,380,000

Project Location: Snoqualmie Parkway

Years Project in CIP: 2

Project Contact: Michael Chambliss

Contact Email: mchambliss@snoqualmiewa.gov

Description:

The Snoqualmie Parkway is deteriorating as it ages. Consequently, the goal of this project is to rehabilitate, replace, or reconstruct the Snoqualmie Parkway and other related right-of-way assets. The project will address high priority maintenance needs including, but not limited to, the resurfacing of the roadway pavements. The project may also tend to street lighting, ADA ramps, striping, and traffic signal systems as needed.

Photo or Map:



Community Impact:

The intent of this project is to maintain the condition of a vital principal arterial connecting the historic downtown to Snoqualmie Ridge, two important state highways (SR 18, SR 202), and one interstate (I-90). This project will help to reduce the long-term cost of major reconstruction by extending the life of the Snoqualmie Parkway.

Operating Impact:

This project will provide a new monolithic surface for the parkway. By overlaying the existing cracks, we will prevent additional water intrusion and continued damage from freeze thaw cycles. With proper maintenance, it is expected that the overlay will have a 15-20 year life before needing major rehabilitation resulting in hundreds of thousands of dollars in maintenance savings.

Budget:

Project Activities	% of Budg.	Total Activity Budget	2023	2024	2025	2026	2027	2028	2029 or Beyond
Analysis	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	4%	\$ 249,336	\$ 249,336	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	78%	\$ 4,986,722	\$ 4,986,722	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Const. Manage	4%	\$ 249,336	\$ 249,336	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contingency	8%	\$ 498,672	\$ 498,672	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Art	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Labor	5%	\$ 291,265	\$ 291,265	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	2%	\$ 124,668	\$ 124,668	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	100%	\$ 6,400,000	\$ 6,400,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating		\$ (162,000)	\$ (25,000)	\$ (26,000)	\$ (27,000)	\$ (27,000)	\$ (28,000)	\$ (29,000)	*

TOTAL PROJECT BUDGET: \$6,400,000

TOTAL OPERATING BUDGET: -\$162,000

Anticipated Funding Mix:

Source	Total Sources	2023	2024	2025	2026	2027	2028
Util. & Trans. Taxes	\$ 1,400,000	\$ 1,400,000	\$ -	\$ -	\$ -	\$ -	\$ -
State Legislative Direct	\$ 5,000,000	\$ 5,000,000	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 6,400,000	\$ 6,400,000	\$ -	\$ -	\$ -	\$ -	\$ -

Fiscal Notes:

* The City will continue to see a reduction in operating expenditures resulting from the project into the future.

TOTAL FUNDING SOURCES: \$6,400,000
FUTURE FUNDING REQUIREMENTS: \$0



PARKS CAPITAL PROJECT OR PROGRAM

RIVERFRONT LAND ACQUISITIONS & DEMOLITIONS

CIP Project ID:	PAR20005CIP	Previously Spent:	\$1,278,615
Department:	Community Development	Current Project Budget:	\$2,898,615
Project Status:	Other	Original Budget at CIP Inception:	\$1,398,615
Project Location:	Multiple Locations	Years Project in CIP:	1
Project Contact:	Dylan Gamble	Contact Email:	dgamble@snoqualmiewa.gov

Description:

This project supports the acquisition of property along the Snoqualmie River and provides for the demolition and deconstruction of structures and other features. The property acquired and modified will eventually become a part of the Snoqualmie Riverwalk.

Community Impact:

Property and structures adjacent to the Snoqualmie River have suffered repeatedly from flood damage posing concerns for public safety officials. These structures also preclude restoration of the natural Snoqualmie River buffer. This project presents aesthetic and cultural benefits, and future restoration and trail opportunities. This project addresses Comprehensive Plan policies 3.5.2 and 7.3.5 concerning the Riverwalk plan and the removal of high-risk riverfront homes respectively.

Photo or Map:



Operating Impact:

The additional property owned by the City of Snoqualmie will add to the current landscaping work of staff resulting in future increases in the operating budget.

Budget:

Project Activities	% of Budg.	Total Activity Budget	Previously Spent	2023	2024	2025	2026	2027	2028	2029 or Beyond
Analysis	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Const. Manage	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contingency	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Art	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Labor	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	100%	\$ 2,898,615	\$ 1,278,615	\$ 570,000	\$ 900,000	\$ 150,000	\$ -	\$ -	\$ -	\$ -
TOTAL	100%	\$ 2,898,615	\$ 1,278,615	\$ 570,000	\$ 900,000	\$ 150,000	\$ -	\$ -	\$ -	\$ -
Operating		\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT BUDGET: \$2,898,615

TOTAL OPERATING BUDGET: \$0

Anticipated Funding Mix:

Source	Total Sources	Previously Allocated	2023	2024	2025	2026	2027	2028
FEMA Grant	\$ 839,595	\$ 839,595	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
KCFCD Grant	\$ 548,551	\$ 248,551	\$ 150,000	\$ 150,000	\$ -	\$ -	\$ -	\$ -
CFT Grant	\$ 1,030,000	\$ 30,000	\$ 300,000	\$ 550,000	\$ 150,000	\$ -	\$ -	\$ -
Real Estate Excise Tax	\$ 480,469	\$ 160,469	\$ 120,000	\$ 200,000	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 2,898,615	\$ 1,278,615	\$ 570,000	\$ 900,000	\$ 150,000	\$ -	\$ -	\$ -

Fiscal Notes: FEMA = Federal Emergency Management Agency; KCFCD = King County Flood Control District; CFT = Conservation Futures Trust (King County). The amount previously spent refers only to the outflow of funds from the City; additional grant funds allocated by County.

TOTAL FUNDING SOURCES: \$2,898,615

FUTURE FUNDING REQUIREMENTS: \$0



PARKS CAPITAL PROJECT OR PROGRAM

RIVERWALK PROJECT - NW OF SANDY COVE PARK

CIP Project ID:	PAR20006CIP	Previously Spent:	\$929,191
Department:	Community Development	Current Project Budget:	\$3,637,191
Project Status:	Design	Original Budget at CIP Inception:	\$3,243,580
Project Location:	SR 202 Bridge to Sandy Cove Park	Years Project in CIP:	2
Project Contact:	Dylan Gamble	Contact Email:	dgamble@snoqualmiewa.gov

Description:

This phase of the Riverwalk project will provide approximately one mile of trail parallel to State Route 202 up to Kimball Creek. This phase includes boardwalk installation, wetland crossings, riverside restoration and connections to developing City trail infrastructure.

Photo or Map:



Community Impact:

This phase of the Riverwalk project will establish a trail between Downtown Snoqualmie and the Kimball Creek Bridge, result in significant environmental restoration, and support the tourism goals of the City of Snoqualmie. The new trail will critically connect Snoqualmie Falls to the historic downtown while expanding recreational opportunities for residents.

Operating Impact:

The additional property owned and improved by the City of Snoqualmie will add to the current landscaping, trail maintenance, and urban forestry work of staff. However, increased economic activity from tourism will result in an unknown amount of offsetting revenue.

Budget:

Project Activities	% of Budg.	Total Activity Budget	Previously Spent	2023	2024	2025	2026	2027	2028	2029 or Beyond
Analysis	4%	\$ 147,212	\$ 147,212	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	23%	\$ 821,979	\$ 781,979	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	48%	\$ 1,760,921	\$ -	\$ 1,385,843	\$ 375,077	\$ -	\$ -	\$ -	\$ -	\$ -
Const. Manage	7%	\$ 264,138	\$ -	\$ 207,876	\$ 56,262	\$ -	\$ -	\$ -	\$ -	\$ -
Contingency	10%	\$ 352,184	\$ -	\$ 277,169	\$ 75,015	\$ -	\$ -	\$ -	\$ -	\$ -
Art	0%	\$ 17,609	\$ -	\$ 13,858	\$ 3,751	\$ -	\$ -	\$ -	\$ -	\$ -
Labor	5%	\$ 185,102	\$ -	\$ 116,961	\$ 68,141	\$ -	\$ -	\$ -	\$ -	\$ -
Other	2%	\$ 88,046	\$ -	\$ 69,292	\$ 18,754	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	100%	\$ 3,637,191	\$ 929,191	\$ 2,111,000	\$ 597,000	\$ -	\$ -	\$ -	\$ -	\$ -
Operating		\$ 64,100		\$ -	\$ 12,100	\$ 12,400	\$ 12,800	\$ 13,200	\$ 13,600	*

TOTAL PROJECT BUDGET: \$3,637,191

TOTAL OPERATING BUDGET: \$64,100

Anticipated Funding Mix:

Source	Total Sources	Previously Allocated	2023	2024	2025	2026	2027	2028
Real Estate Excise Tax	\$ 2,157,791	\$ 929,191	\$ 952,000	\$ 276,600	\$ -	\$ -	\$ -	\$ -
Dept. of Commerce Grant	\$ 1,479,400	\$ -	\$ 1,159,000	\$ 320,400	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 3,637,191	\$ 929,191	\$ 2,111,000	\$ 597,000	\$ -	\$ -	\$ -	\$ -

Fiscal Notes: * The City will continue to incur operating expenditures resulting from the project into the future.

TOTAL FUNDING SOURCES: \$3,637,191
FUTURE FUNDING REQUIREMENTS: \$0



PARKS CAPITAL PROJECT OR PROGRAM

SANDY COVE PARK IMPROVEMENT PROJECT

CIP Project ID: PAR20007CIP
Department: Community Development
Project Status: Pre-Design
Project Location: 7970 Falls Avenue SE
Project Contact: Dylan Gamble

Previously Spent: \$0
Current Project Budget: \$1,741,000
Original Budget at CIP Inception: \$1,377,780
Years Project in CIP: 1
Contact Email: dgamble@snoqualmiewa.gov

Description:

This project adds trails connecting to Riverwalk Phase I improvements, adds entrance improvements from Falls Avenue, makes the park American with Disabilities Act (ADA) compliant, adds electrical connections for events, and constructs a small event support venue.

Community Impact:

The intent of this project is to improve the accessibility of the park and Snoqualmie River to people of all abilities, improve connections to local trail networks, and increase the viability of the riverside park to host events. This project aligns with the Riverwalk plan, supports Comprehensive Plan community character recommendations for Downtown Snoqualmie, and policy 10.2.7 to protect visual access to bodies of water.

Photo or Map:**Operating Impact:**

The new features added to Sandy Cove Park will increase the current landscaping, trail maintenance, and facilities maintenance work of staff.

Budget:

Project Activities	% of Budg.	Total Activity Budget	Previously Spent	2023	2024	2025	2026	2027	2028	2029 or Beyond
Analysis	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	18%	\$ 305,256	\$ -	\$ 305,256	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	57%	\$ 1,000,030	\$ -	\$ -	\$ 1,000,030	\$ -	\$ -	\$ -	\$ -	\$ -
Const. Manage	9%	\$ 150,005	\$ -	\$ -	\$ 150,005	\$ -	\$ -	\$ -	\$ -	\$ -
Contingency	11%	\$ 200,006	\$ -	\$ -	\$ 200,006	\$ -	\$ -	\$ -	\$ -	\$ -
Art	1%	\$ 10,000	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -
Labor	4%	\$ 75,703	\$ -	\$ 13,744	\$ 61,959	\$ -	\$ -	\$ -	\$ -	\$ -
Other	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	100%	\$ 1,741,000	\$ -	\$ 319,000	\$ 1,422,000	\$ -	\$ -	\$ -	\$ -	\$ -
Operating		\$ 37,150		\$ -	\$ 7,000	\$ 7,200	\$ 7,425	\$ 7,650	\$ 7,875	*

TOTAL PROJECT BUDGET: \$1,741,000

TOTAL OPERATING BUDGET: \$37,150

Anticipated Funding Mix:

Source	Total Sources	Previously Allocated	2023	2024	2025	2026	2027	2028
Real Estate Excise Tax	\$ 1,241,000	\$ -	\$ 319,000	\$ 922,000	\$ -	\$ -	\$ -	\$ -
Grants	\$ 500,000	\$ -	\$ -	\$ 500,000	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 1,741,000	\$ -	\$ 319,000	\$ 1,422,000	\$ -	\$ -	\$ -	\$ -

Fiscal Notes: *The City will continue to incur operating expenditures resulting from the project into the future.

TOTAL FUNDING SOURCES: \$1,741,000
FUTURE FUNDING REQUIREMENTS: \$0



PARKS CAPITAL PROJECT OR PROGRAM

ALL-INCLUSIVE PLAYGROUND PROJECT

CIP Project ID: PAR21003CIP
Department: Community Development
Project Status: Design
Project Location: 39903 SE Park Street
Project Contact: Dylan Gamble

Previously Spent: \$100,000
Current Project Budget: \$976,000
Original Budget at CIP Inception: \$1,173,805
Years Project in CIP: 2
Contact Email: dgamble@snoqualmiewa.gov

Description:

This project would replace an older playground at Centennial Park with equipment able to serve children of all ages and abilities. It would offer a fully-fenced, secure space for children, including play structures and ramps that are wheelchair accessible, and a smooth padded surface. The playground would exceed American with Disabilities Act (ADA) standards.

Photo or Map:



Community Impact:

The intent of this project is to create the first ever all-inclusive playground in the Snoqualmie Valley affording children of all abilities to grow and thrive together.

Operating Impact:

Staff believes that an all-inclusive playground will increase the number of visitors to Centennial Park necessitating additional maintenance to the bathrooms, garbage cans, and general area.

Budget:

Project Activities	% of Budg.	Total Activity Budget	Previously Spent	2023	2024	2025	2026	2027	2028	2029 or Beyond
Analysis	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	8%	\$ 80,000	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	63%	\$ 613,557	\$ -	\$ 613,557	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Const. Manage	9%	\$ 92,033	\$ -	\$ 92,033	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contingency	13%	\$ 122,711	\$ -	\$ 122,711	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Art	1%	\$ 6,136	\$ -	\$ 6,136	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Labor	3%	\$ 31,563	\$ 10,000	\$ 21,563	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	3%	\$ 30,000	\$ 10,000	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	100%	\$ 976,000	\$ 100,000	\$ 876,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating		\$ 37,500		\$ 5,000	\$ 5,500	\$ 6,000	\$ 6,500	\$ 7,000	\$ 7,500	*

TOTAL PROJECT BUDGET: \$976,000

TOTAL OPERATING BUDGET: \$37,500

Anticipated Funding Mix:

Source	Total Sources	Previously Allocated	2023	2024	2025	2026	2027	2028
Real Estate Excise Tax	\$ 289,600	\$ 100,000	\$ 189,600	\$ -	\$ -	\$ -	\$ -	\$ -
RCO Grant	\$ 475,000	\$ -	\$ 475,000	\$ -	\$ -	\$ -	\$ -	\$ -
King County Funds	\$ 180,000	\$ -	\$ 180,000	\$ -	\$ -	\$ -	\$ -	\$ -
Donations	\$ 31,400	\$ -	\$ 31,400	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 976,000	\$ 100,000	\$ 876,000	\$ -	\$ -	\$ -	\$ -	\$ -

Fiscal Notes: * The City will continue to incur operating expenditures resulting from the project into the future.

TOTAL FUNDING SOURCES: \$976,000
FUTURE FUNDING REQUIREMENTS: \$0



TRANSPORTATION CAPITAL PROJECT OR PROGRAM

TOWN CENTER IMPROVEMENT PROJECT - PHASE 3

CIP Project ID:	PUW20003CIP	Previously Spent:	\$467,000
Department:	Transportation	Current Project Budget:	\$7,682,000
Project Status:	Design	Original Budget at CIP Inception:	N/A
Project Location:	SR 202 (Railroad Ave.) btw, Northern St. and the SR 202 Bridge		
Project Contact:	Jeff Hamlin	Years Project in CIP:	2
	Contact Email: jhamlin@ci.snoqualmie.wa.us		

Description:

The intent of this project is to reconstruct portions of State Route 202 (Railroad Avenue) between Northern Street and the State Route 202 Bridge, upgrade the adjacent multi-use path, replace and relocate utilities, as well as add street lighting, streetscape improvements, traffic calming measures, trail and transit connections, and natural landscaping elements. A new pedestrian bridge and gateway features will be addressed through community outreach efforts.

Photo or Map:



Operating Impact:

This project is not expected to impact the operating budget.

Community Impact:

This project will eventually lead to improved connections between Snoqualmie Falls and Downtown Snoqualmie, replace aging infrastructure, update facilities to meet ADA standards, improve safety, and support the economic and tourism goals of the City of Snoqualmie.

Budget:

Project Activities	% of Budget	Total Activity Budget	Previously Spent	2023	2024	2025	2026	2027	2028	2029 or Beyond
Analysis	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	13%	\$ 963,000	\$ 467,000	\$ 496,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	59%	\$ 4,504,892	\$ -	\$ -	\$ -	\$ 1,817,814	\$ 2,164,451	\$ 522,627	\$ -	\$ -
Const. Manage	9%	\$ 675,734	\$ -	\$ -	\$ -	\$ 272,672	\$ 324,668	\$ 78,394	\$ -	\$ -
Contingency	12%	\$ 900,978	\$ -	\$ -	\$ -	\$ 363,563	\$ 432,890	\$ 104,525	\$ -	\$ -
Art	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Labor	5%	\$ 412,151	\$ -	\$ -	\$ -	\$ 143,060	\$ 194,769	\$ 74,322	\$ -	\$ -
Other	3%	\$ 225,245	\$ -	\$ -	\$ -	\$ 90,891	\$ 108,223	\$ 26,131	\$ -	\$ -
TOTAL	100%	\$ 7,682,000	\$ 467,000	\$ 496,000	\$ -	\$ 2,688,000	\$ 3,225,000	\$ 806,000	\$ -	\$ -
Operating		\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT BUDGET: \$7,682,000

TOTAL OPERATING BUDGET: \$0

Anticipated Funding Mix:

Source	Total Sources	Previously Allocated	2023	2024	2025	2026	2027	2028
Util. & Trans. Taxes	\$ 1,614,045	\$ 63,045	\$ -	\$ -	\$ -	\$ 1,148,000	\$ 403,000	\$ -
Real Estate Excise Tax	\$ 993,700	\$ -	\$ 89,450	\$ -	\$ 672,000	\$ 232,250	\$ -	\$ -
Sales Tax	\$ 904,250	\$ -	\$ -	\$ -	\$ 672,000	\$ 232,250	\$ -	\$ -
Grants	\$ 4,170,005	\$ 403,955	\$ 406,550	\$ -	\$ 1,344,000	\$ 1,612,500	\$ 403,000	\$ -
TOTAL	\$ 7,682,000	\$ 467,000	\$ 496,000	\$ -	\$ 2,688,000	\$ 3,225,000	\$ 806,000	\$ -

Fiscal

TOTAL FUNDING SOURCES: \$7,682,000

Notes:

FUTURE FUNDING REQUIREMENTS: \$0



TRANSPORTATION CAPITAL PROJECT OR PROGRAM

MEADOWBROOK BRIDGE RESTORATION PROJECT

CIP Project ID:	TBD	Previously Spent:	\$125,000
Department:	Transportation	Current Project Budget:	\$1,869,000
Project Status:	Analysis	Original Budget at CIP Inception:	N/A
Project Location:	Meadowbrook Bridge	Years Project in CIP:	0
Project Contact:	Jeff Hamlin	Contact Email:	jhamlin@snoqualmiewa.gov

Description:

Based on recent inspection from King County Bridge Division, the Meadowbrook Bridge requires maintenance and repair activities, including structural welding and repairs, painting, and a load rating update.

Photo or Map:



Community Impact:

The intent of this project is to provide necessary ongoing maintenance of the Meadowbrook Bridge. Timely repairs and application of protective coatings is the most cost efficient means to provide for long-term function and safety of the bridge asset.

Operating Impact:

This project is not expected to impact the operating budget.

Budget:

Project Activities	% of Budg.	Total Activity Budget	Previously Spent	2023	2024	2025	2026	2027	2028	2029 or Beyond
Analysis	12%	\$ 225,000	\$ 125,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	8%	\$ 152,584	\$ -	\$ 70,492	\$ 82,092	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	54%	\$ 1,017,227	\$ -	\$ 469,947	\$ 547,280	\$ -	\$ -	\$ -	\$ -	\$ -
Const. Manage	8%	\$ 152,584	\$ -	\$ 70,492	\$ 82,092	\$ -	\$ -	\$ -	\$ -	\$ -
Contingency	11%	\$ 203,445	\$ -	\$ 93,989	\$ 109,456	\$ -	\$ -	\$ -	\$ -	\$ -
Art	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Labor	3%	\$ 65,360	\$ -	\$ 32,680	\$ 32,680	\$ -	\$ -	\$ -	\$ -	\$ -
Other	3%	\$ 52,800	\$ -	\$ 26,400	\$ 26,400	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	100%	\$ 1,869,000	\$ 125,000	\$ 864,000	\$ 880,000	\$ -	\$ -	\$ -	\$ -	\$ -
Operating		\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT BUDGET: \$1,869,000

TOTAL OPERATING BUDGET: \$0

Anticipated Funding Mix:

Source	Total Sources	Previously Allocated	2023	2024	2025	2026	2027	2028
Util. & Trans. Taxes	\$ 282,000	\$ 125,000	\$ -	\$ 157,000	\$ -	\$ -	\$ -	\$ -
Real Estate Excise Tax	\$ 715,000	\$ -	\$ 432,000	\$ 283,000	\$ -	\$ -	\$ -	\$ -
Grants	\$ 872,000	\$ -	\$ 432,000	\$ 440,000	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 1,869,000	\$ 125,000	\$ 864,000	\$ 880,000	\$ -	\$ -	\$ -	\$ -

Fiscal

TOTAL FUNDING SOURCES: \$1,869,000

Notes:

FUTURE FUNDING REQUIREMENTS: \$0



PARKS CAPITAL PROJECT OR PROGRAM

RIVERWALK PROJECT - ARBORETUM TRAIL

CIP Project ID:	PAR21002CIP	Previously Spent:	\$0
Department:	Community Development	Current Project Budget:	\$1,307,000
Project Status:	Pre-Design	Original Budget at CIP Inception:	\$1,307,000
Project Location:	Riverview Park to Meadowbrook Bridge	Years Project in CIP:	0
Project Contact:	Dylan Gamble	Contact Email:	dgamble@snoqualmiewa.gov

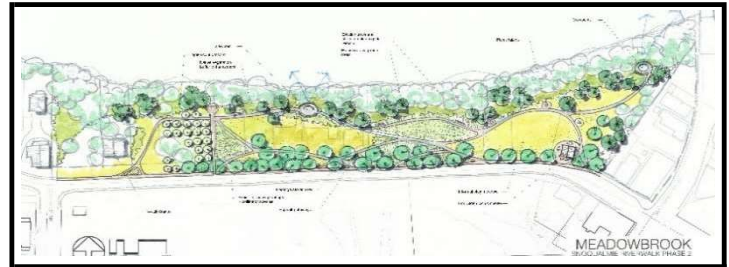
Description:

This phase of the Riverwalk project will provide a trail connection from Riverview Park to the Meadowbrook Bridge and include aesthetic, historic, and passive recreational amenities along with riverside restoration.

Community Impact:

Phase II of the Riverwalk project will establish a trail between Downtown Snoqualmie and Meadowbrook Bridge, a local historic resource, result in significant environmental restoration, and support the tourism goals of the City of Snoqualmie. The new trail and other features will critically connect important recreational facilities such as the Snoqualmie Valley Regional Trail (SVRT) to the historic downtown while expanding recreational opportunities for residents. This project addresses Comprehensive Plan policies 3.5.2 and 6.4.4 to establish a Riverwalk and restore stream buffers.

Photo or Map:



Operating Impact:

The additional property owned and improved by the City of Snoqualmie will add to the current landscaping, trail maintenance, and urban forestry work of staff. The time required to complete the additional work is estimated at 2 hours per week. However, increased economic activity from tourism will result in an unknown amount of offsetting revenue.

Budget:

Project Activities	% of Budg.	Total Activity Budget	Previously Spent	2023	2024	2025	2026	2027	2028	2029 or Beyond
Pre Design	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	12%	\$ 159,642	\$ -	\$ -	\$ -	\$ 159,642	\$ -	\$ -	\$ -	\$ -
Construction	57%	\$ 746,819	\$ -	\$ -	\$ -	\$ -	\$ 746,819	\$ -	\$ -	\$ -
Const. Manage	9%	\$ 112,023	\$ -	\$ -	\$ -	\$ -	\$ 112,023	\$ -	\$ -	\$ -
Contingency	14%	\$ 181,292	\$ -	\$ -	\$ -	\$ 31,928	\$ 149,364	\$ -	\$ -	\$ -
Art	1%	\$ 7,468	\$ -	\$ -	\$ -	\$ -	\$ 7,468	\$ -	\$ -	\$ -
Labor	5%	\$ 62,415	\$ -	\$ -	\$ -	\$ 8,430	\$ 53,985	\$ -	\$ -	\$ -
Other	3%	\$ 37,341	\$ -	\$ -	\$ -	\$ -	\$ 37,341	\$ -	\$ -	\$ -
TOTAL	100%	\$ 1,307,000	\$ -	\$ -	\$ -	\$ 200,000	\$ 1,107,000	\$ -	\$ -	\$ -
Operating		\$ 20,918		\$ -	\$ -	\$ 5,000	\$ 5,150	\$ 5,305	\$ 5,464	*

TOTAL PROJECT BUDGET: \$1,307,000

TOTAL OPERATING BUDGET: \$20,918

Anticipated Funding Mix:

Source	Total Sources	Previously Allocated	2023	2024	2025	2026	2027	2028
Real Estate Excise Tax	\$ 807,000	\$ -	\$ -	\$ -	\$ 200,000	\$ 607,000	\$ -	\$ -
RCO Grant	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ -	\$ -
TOTAL	\$ 1,307,000	\$ -	\$ -	\$ -	\$ 200,000	\$ 1,107,000	\$ -	\$ -

Fiscal

RCO = Washington State Recreation and Conservation Office.

Notes:

* The City will continue to incur operating expenditures resulting from the project into the future.

TOTAL FUNDING SOURCES: \$1,307,000
FUTURE FUNDING REQUIREMENTS: \$0



PARKS CAPITAL PROJECT OR PROGRAM

RIVERWALK PROJECT - BOARDWALK

CIP Project ID:	TBD	Previously Spent:	\$0
Department:	Community Development	Current Project Budget:	\$4,838,000
Project Status:	Pre-Design	Original Budget at CIP Inception:	\$0
Project Location:	Sandy Cove Park to Park Avenue	Years Project in CIP:	0
Project Contact:	Dylan Gamble	Contact Email:	dgamble@snoqualmiewa.gov

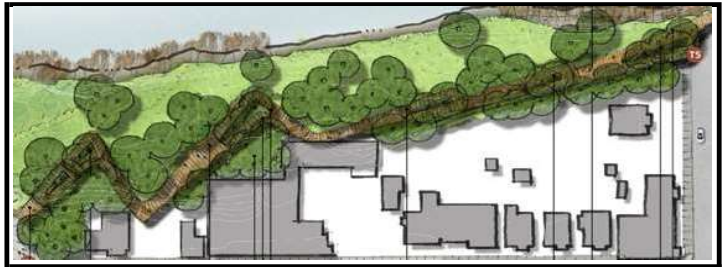
Description:

This phase of the Riverwalk project will provide an elevated canopy boardwalk starting in Sandy Cove Park, continuing behind businesses along Falls Avenue SE, and connecting with a viewing platform next to the Record Office revetment at the corner of SE River St. and Park Ave SE.

Community Impact:

Phase III of the Riverwalk project would be an iconic, magnetizing structure drawing tourists into Downtown Snoqualmie, support the tourism goals of the City of Snoqualmie. This phase builds on City Council Goal objective to construct a Riverwalk, and Comprehensive Plan policy 3.5.2 to establish a Riverwalk.

Photo or Map:



Operating Impact:

The additional boardwalk improvement will add to the current landscaping, structural and trail maintenance, and urban forestry work of staff. The time required to complete the additional work is estimated at 5 hours per week. However, increased economic activity from tourism will result in an unknown amount of offsetting revenue.

Budget:

Project Activities	% of Budg.	Total Activity Budget	Previously Spent	2023	2024	2025	2026	2027	2028	2029 or Beyond
Pre Design	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	13%	\$ 631,090	\$ -	\$ -	\$ -	\$ -	\$ 631,090	\$ -	\$ -	\$ -
Construction	54%	\$ 2,610,192	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,903,892	\$ 706,300	\$ -
Const. Manage	8%	\$ 391,529	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 285,584	\$ 105,945	\$ -
Contingency	13%	\$ 648,256	\$ -	\$ -	\$ -	\$ -	\$ 126,218	\$ 380,778	\$ 141,260	\$ -
Art	1%	\$ 26,102	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19,039	\$ 7,063	\$ -
Labor	8%	\$ 400,321	\$ -	\$ -	\$ -	\$ -	\$ 48,692	\$ 272,512	\$ 79,117	\$ -
Other	3%	\$ 130,510	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 95,195	\$ 35,315	\$ -
TOTAL	100%	\$ 4,838,000	\$ -	\$ -	\$ -	\$ -	\$ 806,000	\$ 2,957,000	\$ 1,075,000	\$ -
Operating		\$ 10,150		\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,150	*

TOTAL PROJECT BUDGET: \$4,838,000

TOTAL OPERATING BUDGET: \$10,150

Anticipated Funding Mix:

Source	Total Sources	Previously Allocated	2023	2024	2025	2026	2027	2028
Sales Tax	\$ 1,293,500	\$ -	\$ -	\$ -	\$ -	\$ 201,500	\$ 823,250	\$ 268,750
Real Estate Excise Tax	\$ 1,125,500	\$ -	\$ -	\$ -	\$ -	\$ 201,500	\$ 655,250	\$ 268,750
Grants	\$ 2,419,000	\$ -	\$ -	\$ -	\$ -	\$ 403,000	\$ 1,478,500	\$ 537,500
TOTAL	\$ 4,838,000	\$ -	\$ -	\$ -	\$ -	\$ 806,000	\$ 2,957,000	\$ 1,075,000

Fiscal

RCO = Washington State Recreation and Conservation Office.

Notes:

* The City will continue to incur operating expenditures resulting from the project into the future.

TOTAL FUNDING SOURCES: \$4,838,000

FUTURE FUNDING REQUIREMENTS: \$0



PARKS CAPITAL PROJECT OR PROGRAM

MEADOWBROOK TRAIL PROJECT

CIP Project ID: PAR21004CIP
Department: Community Development
Project Status: Pre-Construction
Project Location: 39903 SE Park Street
Project Contact: Dylan Gamble

Previously Spent: \$0
Current Project Budget: \$240,000
Original Budget at CIP Inception: \$240,000
Years Project in CIP: 1
Contact Email: dgamble@snoqualmiewa.gov

Description:

This is a collaborative project between the City of Snoqualmie, City of North Bend, Mt. Si Parks District, and the Meadowbrook Farms Preservation Association, improving the trails network on Meadowbrook Farm. The project will pave 4,000 feet of existing gravel paths with asphalt, install 2,500 feet of new asphalt paths, install 1,200 feet of compacted gravel through buffers, and support the repair of trail bridges.

Photo or Map:



Community Impact:

This project will improve trail recreation opportunities for the community, improve pedestrian and open space access adjacent to schools, and improve attraction amenities of Meadowbrook Farms as an event venue.

Operating Impact:

This project does not require changes to the operating environment of budget.

Budget:

Project Activities	% of Budg.	Total Activity Budget	Previously Spent	2023	2024	2025	2026	2027	2028	2029 or Beyond
Analysis	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Const. Manage	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contingency	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Art	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Labor	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	100%	\$ 240,000	\$ -	\$ 240,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	100%	\$ 240,000	\$ -	\$ 240,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating		\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT BUDGET: \$240,000

TOTAL OPERATING BUDGET: \$0

Anticipated Funding Mix:

Source	Total Sources	Previously Allocated	2023	2024	2025	2026	2027	2028
Real Estate Excise Tax	\$ 240,000	\$ -	\$ 240,000	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 240,000	\$ -	\$ 240,000	\$ -	\$ -	\$ -	\$ -	\$ -

Fiscal

Notes:

This project is scheduled to be managed by the City of North Bend with contributions coming not only from the City of Snoqualmie but from other agencies as well.

TOTAL FUNDING SOURCES: \$240,000
FUTURE FUNDING REQUIREMENTS: \$0



FACILITIES CAPITAL PROJECT OR PROGRAM

COMMUNITY CENTER EXPANSION PROJECT

CIP Project ID:	FAC21001CIP	Previously Spent:	\$0
Department:	Facilities	Current Project Budget:	\$28,338,000
Project Status:	Other	Original Budget at CIP Inception:	\$10,000,000
Project Location:	35018 SE Ridge Street	Years Project in CIP:	1
Project Contact:	Mike Chambless	Contact Email:	mchambless@snoqualmiewa.gov

Project Description:

This project proposes to expand the current Community Center by approximately 24,000 square feet. Anticipated amenities include the addition of an aquatic center with a six-lane lap pool, the expansion of the cardio center, improved locker rooms, a common use space, additional community meeting rooms, and additional office space. Outside of the facility, an outdoor splash pad/spray park (anticipated for 2023) will be added as well as parking along Ridge Street to accommodate traffic.

Photo or Map:



Community Impact:

The intent of this project is to expand a critical facility that sustains quality of life through recreational and social opportunities. Demand from the community currently exceeds the size of the facility preventing many from taking advantage of the opportunities offered. This expansion adds several unique recreational amenities to encourage activity and reduce the incidence of heart disease and other health conditions.

Operating Impact:

The current facility is maintained through a contractual agreement with the YMCA that requires no significant ongoing operations funding from the City. The YMCA has indicated that an expanded space would also be maintained through that agreement.

Budget:

Project Activities	% of Budg.	Total Activity Budget	Previously Spent	2023	2024	2025	2026	2027	2028	2029 or Beyond
Analysis	3%	\$ 712,296	\$ -	\$ -	\$ 712,296	\$ -	\$ -	\$ -	\$ -	\$ -
Design	12%	\$ 3,419,023	\$ -	\$ -	\$ 3,419,023	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	58%	\$ 16,398,551	\$ -	\$ -	\$ 7,552,950	\$ 8,845,601	\$ -	\$ -	\$ -	\$ -
Const. Manage	4%	\$ 1,232,724	\$ -	\$ -	\$ 567,776	\$ 664,948	\$ -	\$ -	\$ -	\$ -
Contingency	17%	\$ 4,768,488	\$ -	\$ -	\$ 2,196,301	\$ 2,572,187	\$ -	\$ -	\$ -	\$ -
Art	1%	\$ 178,549	\$ -	\$ -	\$ -	\$ 178,549	\$ -	\$ -	\$ -	\$ -
Labor	3%	\$ 913,095	\$ -	\$ -	\$ 420,559	\$ 492,536	\$ -	\$ -	\$ -	\$ -
Other	3%	\$ 715,273	\$ -	\$ -	\$ 329,445	\$ 385,828	\$ -	\$ -	\$ -	\$ -
TOTAL	100%	\$ 28,338,000	\$ -	\$ -	\$ 15,198,350	\$ 13,139,650	\$ -	\$ -	\$ -	\$ -
Operating		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT BUDGET: \$28,338,000

TOTAL OPERATING BUDGET: \$0

Anticipated Funding Mix:

Source	Total Sources	Previously Allocated	2023	2024	2025	2026	2027	2028
Sales Tax	\$ 7,705,000	\$ -	\$ -	\$ 7,705,000	\$ -	\$ -	\$ -	\$ -
Real Estate Excise Tax	\$ 7,493,350	\$ -	\$ -	\$ 7,493,350	\$ -	\$ -	\$ -	\$ -
Grants, Appro., or Other Sources	\$ 13,139,650	\$ -	\$ -	\$ -	\$ 13,139,650	\$ -	\$ -	\$ -
TOTAL	\$ 28,338,000	\$ -	\$ -	\$ 15,198,350	\$ 13,139,650	\$ -	\$ -	\$ -

Fiscal

TOTAL FUNDING SOURCES: \$28,338,000

Notes:

FUTURE FUNDING REQUIREMENTS: \$0



CAPITAL EQUIPMENT ADDITIONS

LADDER FIRE TRUCK

CIP Project ID: TBD
Department: Fire
Project Status: Other
Project Location: Snoqualmie Fire Station
Project Contact: Mark Correria

Previously Spent: \$0
Current Project Budget: \$1,500,000
Original Budget at CIP Inception: \$0
Contact Email: mcorreira@snoqualmiewa.gov

Years Project in CIP: 0

Project Description:

A Ladder Truck is a piece of fire apparatus used by the fire department to access a building's upper floors or roof or to reach people at risk in hard-to-access areas. This apparatus is a toolbox for the firefighters and would include an aerial ladder (85' or 100'), ground ladders, a water tank, a pump, and a generator for power. The Department is requesting this apparatus because of the changing landscape of the community and because the closest aerial ladder responds from Issaquah and Bellevue or Redmond. Up until 2019 the City received a ladder truck from North Bend.

Community Impact:

The City would continue to be at greater risk if this apparatus was not purchased. The WA State Rating Bureau recommends the City have a ladder truck if five (5) of its buildings are greater than 3-stories (35') or have a fire flow greater than 4,000 GPM. We would also receive additional fire protection credit from the Rating Bureau. Recognized standards recommend having a ladder truck within 4.9 minutes to 10 minutes away. Our closest ladder truck is 17 minutes to 27 minutes away.

Photo or Map:



Operating Impact:

Operating impact with this additional apparatus would be increased cost of training for the firefighters, replacement costs, ladder testing and maintenance costs.

Budget:

Project Activities	% of Budget	Total Activity Budget	Previously Spent	2023	2024	2025	2026	2027	2028	2029 or Beyond
Analysis	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Const. Manage	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contingency	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Art	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Labor	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	100%	\$ 1,500,000	\$ -	\$ -	\$ -	\$ 1,500,000	\$ -	\$ -	\$ -	\$ -
TOTAL	100%	\$ 1,500,000	\$ -	\$ -	\$ -	\$ 1,500,000	\$ -	\$ -	\$ -	\$ -
Operating		\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT BUDGET: \$1,500,000

TOTAL OPERATING BUDGET: \$0

Anticipated Funding Mix:

Source	Total Sources	Previously Allocated	2023	2024	2025	2026	2027	2028
Sales Tax	\$ 1,500,000	\$ -	\$ -	\$ -	\$ 1,500,000	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 1,500,000	\$ -	\$ -	\$ -	\$ 1,500,000	\$ -	\$ -	\$ -

Fiscal

Notes:

TOTAL FUNDING SOURCES: \$1,500,000

FUTURE FUNDING REQUIREMENTS: \$0



UTILITIES CAPITAL PROJECT OR PROGRAM

UTILITY MAIN & DRAINAGE SYSTEM REPLACEMENT PROGRAM

CIP Project ID: TBD
 Department: Utilities
 Project Status: Other
 Project Location: Multiple Locations
 Project Contact: Jeff Hamlin

Current Program Budget: **\$12,763,000**

Years Project in CIP: Ongoing Capital Program

Contact Email: jhamlin@snoqualmiewa.gov

Project Description:

This program replaces existing water mains, sewer mains, and storm drainage systems that have reached or exceeded their useful life with new pipe. This program will also include improvements to streets consistent with City of Snoqualmie adopted standards. The exact location of work will be determined separately by Council on at least a biennial basis.

Photo or Map:



Community Impact:

As with most utility infrastructure projects and programs, this program will largely be invisible to ratepayers. However, improved street conditions will result from any below-grade utility main improvements. Most importantly, residents will continue to receive quality service while avoiding the potential corrosion and deterioration that arises when aging mains and drainage systems operate past the end of their useful life.

Operating Impact:

This program will reduce the number of unanticipated repairs needed in the event that a main breaks. Because these breaks are unpredictable, no reduction to the operating budget has been recorded.

Budget:

Project Activities	% of Budg.	Total Activity Budget	2023	2024	2025	2026	2027	2028	2029 or Beyond
Analysis	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	This capital program is anticipated to continue indefinitely into the future.
Design	9%	\$ 1,156,787	\$ 91,398	\$ 197,520	\$ 202,580	\$ 207,229	\$ 217,169	\$ 240,891	
Construction	60%	\$ 7,711,915	\$ 609,321	\$ 1,316,799	\$ 1,350,536	\$ 1,381,525	\$ 1,447,794	\$ 1,605,940	
Const. Manage	9%	\$ 1,156,787	\$ 91,398	\$ 197,520	\$ 202,580	\$ 207,229	\$ 217,169	\$ 240,891	
Contingency	12%	\$ 1,542,383	\$ 121,864	\$ 263,360	\$ 270,107	\$ 276,305	\$ 289,559	\$ 321,188	
Art	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Labor	6%	\$ 809,532	\$ 42,552	\$ 92,962	\$ 110,669	\$ 137,637	\$ 227,919	\$ 197,793	
Other	3%	\$ 385,596	\$ 30,466	\$ 65,840	\$ 67,527	\$ 69,076	\$ 72,390	\$ 80,297	
TOTAL	100%	\$ 12,763,000	\$ 987,000	\$ 2,134,000	\$ 2,204,000	\$ 2,279,000	\$ 2,472,000	\$ 2,687,000	
Operating		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

TOTAL PROJECT BUDGET: **\$12,763,000**TOTAL OPERATING BUDGET: **\$0**

Anticipated Funding Mix:

Source	Total Sources	2023	2024	2025	2026	2027	2028
Utility Fees ("Rates")	\$ 12,763,000	\$ 987,000	\$ 2,134,000	\$ 2,204,000	\$ 2,279,000	\$ 2,472,000	\$ 2,687,000
TOTAL	\$ 12,763,000	\$ 987,000	\$ 2,134,000	\$ 2,204,000	\$ 2,279,000	\$ 2,472,000	\$ 2,687,000

Fiscal

TOTAL FUNDING SOURCES: **\$12,763,000**

Notes:

FUTURE FUNDING REQUIREMENTS: **\$0**



STORMWATER CAPITAL PROJECT OR PROGRAM

URBAN FORESTRY IMPROVEMENT PROGRAM

CIP Project ID: TBD
Department: Stormwater
Project Status: Other
Project Location: Multiple Locations
Project Contact: Phil Bennett

Current Program Budget: \$1,610,000

Years Project in CIP: Ongoing Capital Program

Contact Email: pbennett@snoqualmiewa.gov

Project Description:

This program provides for care and maintenance of the urban forest, including street trees that show visible signs of damage, infestation, and other stressors. This program will improve conditions for the urban forest, improve stormwater treatment, and reduce cost of future street tree management and replacements.

Photo or Map:**Community Impact:**

The intent of this program is to provide residents with a healthy urban forest consistent with Policy 7.4.5 of the Comprehensive Plan and Urban Forest Strategic Plan. A healthy urban forest has enormous ecological value; helping with the retention of stormwater and reducing the need to build costly infrastructure to manage runoff. Healthy street trees help to improve water quality which can reduce the negative impacts of pollution on ecosystems downstream.

Operating Impact:

This project is not expected to significantly impact the operating budget.

Budget:

Project Activities	% of Budg.	Total Activity Budget	2023	2024	2025	2026	2027	2028	2029 or Beyond
Analysis	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	This capital program is anticipated to continue indefinitely into the future.
Design	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Construction	85%	\$ 1,372,070	\$ 183,544	\$ 206,088	\$ 222,767	\$ 239,200	\$ 248,412	\$ 272,059	
Const. Manage	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Contingency	4%	\$ 68,604	\$ 9,177	\$ 10,304	\$ 11,138	\$ 11,960	\$ 12,421	\$ 13,603	
Art	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Labor	6%	\$ 100,723	\$ 9,102	\$ 10,303	\$ 12,956	\$ 16,880	\$ 27,747	\$ 23,735	
Other	4%	\$ 68,604	\$ 9,177	\$ 10,304	\$ 11,138	\$ 11,960	\$ 12,421	\$ 13,603	
TOTAL	100%	\$ 1,610,000	\$ 211,000	\$ 237,000	\$ 258,000	\$ 280,000	\$ 301,000	\$ 323,000	
Operating		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

TOTAL PROJECT BUDGET: \$1,610,000

TOTAL OPERATING BUDGET: \$0

Anticipated Funding Mix:

Source	Total Sources	2023	2024	2025	2026	2027	2028
Utility Fees ("Rates")	\$ 1,610,000	\$ 211,000	\$ 237,000	\$ 258,000	\$ 280,000	\$ 301,000	\$ 323,000
TOTAL	\$ 1,610,000	\$ 211,000	\$ 237,000	\$ 258,000	\$ 280,000	\$ 301,000	\$ 323,000

Fiscal

TOTAL FUNDING SOURCES: \$1,610,000

Notes:

FUTURE FUNDING REQUIREMENTS: \$0



STORMWATER CAPITAL PROJECT OR PROGRAM

STORMWATER POND IMPROVEMENT PROGRAM

CIP Project ID: TBD
Department: Stormwater
Project Status: Other
Project Location: Multiple Locations
Project Contact: Jeff Hamlin

Current Program Budget: \$354,000

Years Project in CIP: Ongoing Capital Program

Contact Email: jhamlin@snoqualmiewa.gov

Project Description:

The City of Snoqualmie has over 60 stormwater treatment pond facilities that require routine maintenance on an annual basis. Beyond routine maintenance, additional activities are needed on a less frequent but recurring basis, including fencing repair/replacement, sediment removal, flow control structure repairs, access roads, etc. This program provides for these exceptional maintenance activities.

Photo or Map:**Community Impact:**

Stormwater ponds protect rivers and streams by removing pollutants from stormwater runoff and attenuating flows that cause erosion and scour in receiving streams. Proper pond maintenance ensures continued protection of the natural environment, reduces remediation costs to receiving facilities, and provides for continued compliance with State and Federal NPDES permit requirements.

Operating Impact:

Provides consistent funding source for stormwater pond improvements beyond routine maintenance activity; not expected to create significant impacts to the budget.

Budget:

Project Activities	% of Budg.	Total Activity Budget	2023	2024	2025	2026	2027	2028	2029 or Beyond
Analysis	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	This capital program is anticipated to continue indefinitely into the future.
Design	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Construction	85%	\$ 302,039	\$ 46,113	\$ 48,695	\$ 50,077	\$ 51,240	\$ 51,138	\$ 54,775	
Const. Manage	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Contingency	4%	\$ 15,102	\$ 2,306	\$ 2,435	\$ 2,504	\$ 2,562	\$ 2,557	\$ 2,739	
Art	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Labor	6%	\$ 21,757	\$ 2,276	\$ 2,435	\$ 2,915	\$ 3,636	\$ 5,748	\$ 4,747	
Other	4%	\$ 15,102	\$ 2,306	\$ 2,435	\$ 2,504	\$ 2,562	\$ 2,557	\$ 2,739	
TOTAL	100%	\$ 354,000	\$ 53,000	\$ 56,000	\$ 58,000	\$ 60,000	\$ 62,000	\$ 65,000	
Operating		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

TOTAL PROJECT BUDGET: \$354,000

TOTAL OPERATING BUDGET: \$0

Anticipated Funding Mix:

Source	Total Sources	2023	2024	2025	2026	2027	2028
Utility Fees ("Rates")	\$ 354,000	\$ 53,000	\$ 56,000	\$ 58,000	\$ 60,000	\$ 62,000	\$ 65,000
TOTAL	\$ 354,000	\$ 53,000	\$ 56,000	\$ 58,000	\$ 60,000	\$ 62,000	\$ 65,000

Fiscal

TOTAL FUNDING SOURCES: \$354,000

Notes:

FUTURE FUNDING REQUIREMENTS: \$0



WATER CAPITAL PROJECT OR PROGRAM

PRESSURE ZONE CONVERSIONS PROJECT

CIP Project ID: TBD
 Department: Water
 Project Status: Pre-Design
 Project Location: Multiple Locations
 Project Contact: Jeff Hamlin

Previously Spent: \$0
 Current Project Budget: \$231,000
 Original Budget at CIP Inception: \$213,847

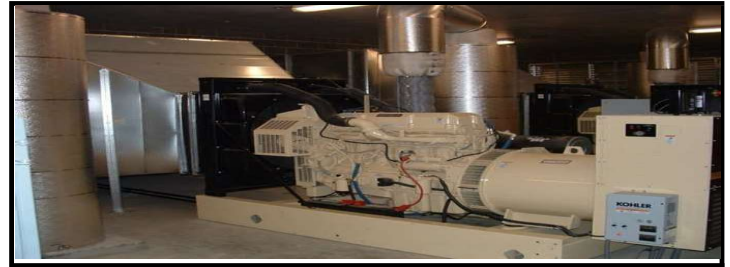
Years Project in CIP: 1

Contact Email: jhamlin@snoqualmiewa.gov

Project Description:

This project will install a new Pressure Reducing Valve (PRV), supplying water from the 705 Zone to the 599 Zone, in the vicinity of the Water Reclamation Facility to supply existing customers with high service pressure. Furthermore, this project will adjust the discharge pressure setpoint of the 1180 Zone pumps to reduce the high pressures experienced in the zone.

Photo or Map:



Community Impact:

Some service connections in the 705 Zone and 1180 Zone experience pressures greater than 80 pounds per square inch (PSI). The intent of this project is to reduce the high pressures in these zones while maintaining pressures of at least 40 PSI at the highest elevation under peak hour demands (PHD).

Operating Impact:

A slight reduction in operating cost is anticipated by reduced maintenance and need for manual adjustments to system pressure at certain times of the year.

Budget:

Project Activities	% of Budg.	Total Activity Budget	Previously Spent	2023	2024	2025	2026	2027	2028	2029 or Beyond
Analysis	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	11%	\$ 25,829	\$ -	\$ -	\$ 25,829	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	60%	\$ 138,388	\$ -	\$ -	\$ -	\$ 138,388	\$ -	\$ -	\$ -	\$ -
Const. Manage	9%	\$ 20,758	\$ -	\$ -	\$ -	\$ 20,758	\$ -	\$ -	\$ -	\$ -
Contingency	12%	\$ 27,678	\$ -	\$ -	\$ -	\$ 27,678	\$ -	\$ -	\$ -	\$ -
Art	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Labor	5%	\$ 11,428	\$ -	\$ -	\$ 1,171	\$ 10,257	\$ -	\$ -	\$ -	\$ -
Other	3%	\$ 6,919	\$ -	\$ -	\$ -	\$ 6,919	\$ -	\$ -	\$ -	\$ -
TOTAL	100%	\$ 231,000	\$ -	\$ -	\$ 27,000	\$ 204,000	\$ -	\$ -	\$ -	\$ -
Operating		\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT BUDGET: \$231,000

TOTAL OPERATING BUDGET: \$0

Anticipated Funding Mix:

Source	Total Sources	Previously Allocated	2023	2024	2025	2026	2027	2028
Utility Fees ("Rates")	\$ 231,000	\$ -	\$ -	\$ 27,000	\$ 204,000	\$ -	\$ -	\$ -
TOTAL	\$ 231,000	\$ -	\$ -	\$ 27,000	\$ 204,000	\$ -	\$ -	\$ -

Fiscal Notes: This project covers PZ3 and PZ4 in the preliminary Water System Plan.

TOTAL FUNDING SOURCES: \$231,000

FUTURE FUNDING REQUIREMENTS: \$0



WATER CAPITAL PROJECT OR PROGRAM

PRESSURE REDUCTING VALVE (PRV) STATIONS PROJECT

CIP Project ID: TBD
 Department: Water
 Project Status: Pre-Design
 Project Location: Multiple Locations
 Project Contact: Jeff Hamlin

Previously Spent: \$0
 Current Project Budget: \$321,000
 Original Budget at CIP Inception: \$300,741

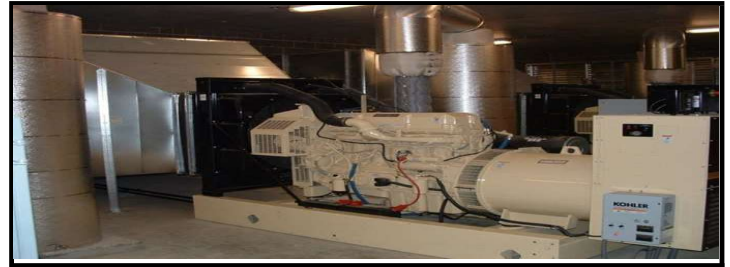
Years Project in CIP: 1

Contact Email: jhamlin@snoqualmiewa.gov

Project Description:

This project will implement a solution to monitor flow rate and pressure at the Reinig Road PRV Station, adjust the setpoint at the 670 Zone PRV, and install a new PRV station near the intersection of Raines Ave. SE and SE Terrace St. Furthermore, this project will conduct studies to evaluate setpoints for the Reinig Road PRV Station, to adequately supply the 599 Zone and improve the operation of the 599 Reservoir, and examine the recirculation of water through a number of PRV stations and adjust the setpoints and/or include additional functionality.

Photo or Map:



Community Impact:

The intent of this project to improve various low and high pressure problems, available fire flow, and system redundancy.

Operating Impact:

A slight reduction in operating costs is anticipated by the reduction of maintenance and system pressure adjustments.

Budget:

Project Activities	% of Budg.	Total Activity Budget	Previously Spent	2023	2024	2025	2026	2027	2028	2029 or Beyond
Analysis	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	25%	\$ 80,359	\$ -	\$ 80,359	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	50%	\$ 161,926	\$ -	\$ -	\$ 161,926	\$ -	\$ -	\$ -	\$ -	\$ -
Const. Manage	8%	\$ 24,289	\$ -	\$ -	\$ 24,289	\$ -	\$ -	\$ -	\$ -	\$ -
Contingency	10%	\$ 32,385	\$ -	\$ -	\$ 32,385	\$ -	\$ -	\$ -	\$ -	\$ -
Labor	4%	\$ 13,944	\$ -	\$ 3,641	\$ 10,303	\$ -	\$ -	\$ -	\$ -	\$ -
Other	3%	\$ 8,096	\$ -	\$ -	\$ 8,096	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	100%	\$ 321,000	\$ -	\$ 84,000	\$ 237,000	\$ -	\$ -	\$ -	\$ -	\$ -
Operating		\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT BUDGET: \$321,000

TOTAL OPERATING BUDGET: \$0

Anticipated Funding Mix:

Source	Total Sources	Previously Allocated	2023	2024	2025	2026	2027	2028
Utility Fees ("Rates")	\$ 321,000	\$ -	\$ 84,000	\$ 237,000	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 321,000	\$ -	\$ 84,000	\$ 237,000	\$ -	\$ -	\$ -	\$ -

Fiscal Notes: This project covers PZ1, PZ2, PRV1 - PRV3 in the preliminary Water System Plan.

TOTAL FUNDING SOURCES: \$321,000
FUTURE FUNDING REQUIREMENTS: \$0



WATER CAPITAL PROJECT OR PROGRAM

1040 ZONE BOOSTER PUMP STATION (BPS) IMPROVEMENT PROJECT

CIP Project ID: TBD
 Department: Water
 Project Status: Pre-Design
 Project Location: 1040 Zone
 Project Contact: Jeff Hamlin

Previously Spent: \$0
 Current Project Budget: \$432,000
 Original Budget at CIP Inception: \$401,700
 Years Project in CIP: 1
 Contact Email: jhamlin@snoqualmiewa.gov

Project Description:

This project will add a fifth 625 gallons per minute (GPM) pump in the 1040 Booster Pump Station (BPS). This project will also complete minor piping improvements and add a new telemetry cabinet.

Photo or Map:



Community Impact:

The intent of this project is to ensure that the City of Snoqualmie can handle the supply requirements of the 1040 Zone as it approaches the maximum capacity of the 1040 Booster Pump Station.

Operating Impact:

This project is not expected to impact the operating budget.

Budget:

Project Activities	% of Budg.	Total Activity Budget	Previously Spent	2023	2024	2025	2026	2027	2028	2029 or Beyond
Analysis	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	8%	\$ 36,362	\$ -	\$ 36,362	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	62%	\$ 269,185	\$ -	\$ -	\$ 269,185	\$ -	\$ -	\$ -	\$ -	\$ -
Const. Manage	9%	\$ 40,378	\$ -	\$ -	\$ 40,378	\$ -	\$ -	\$ -	\$ -	\$ -
Contingency	12%	\$ 53,837	\$ -	\$ -	\$ 53,837	\$ -	\$ -	\$ -	\$ -	\$ -
Art	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Labor	4%	\$ 18,779	\$ -	\$ 1,638	\$ 17,141	\$ -	\$ -	\$ -	\$ -	\$ -
Other	3%	\$ 13,459	\$ -	\$ -	\$ 13,459	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	100%	\$ 432,000	\$ -	\$ 38,000	\$ 394,000	\$ -	\$ -	\$ -	\$ -	\$ -
Operating		\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT BUDGET: \$432,000

TOTAL OPERATING BUDGET: \$0

Anticipated Funding Mix:

Source	Total Sources	Previously Allocated	2023	2024	2025	2026	2027	2028
Utility Fees ("Rates")	\$ 432,000	\$ -	\$ 38,000	\$ 394,000	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 432,000	\$ -	\$ 38,000	\$ 394,000	\$ -	\$ -	\$ -	\$ -

Fiscal Notes: This project covers F1 in the preliminary Water System Plan.

TOTAL FUNDING SOURCES: \$432,000
 FUTURE FUNDING REQUIREMENTS: \$0



WATER CAPITAL PROJECT OR PROGRAM

705 ZONE BOOSTER PUMP STATION (BPS) IMPROVEMENT PROJECT

CIP Project ID: TBD
 Department: Water
 Project Status: Pre-Design
 Project Location: 705 Zone
 Project Contact: Jeff Hamlin

Previously Spent: \$0
 Current Project Budget: \$575,000
 Original Budget at CIP Inception: \$533,266
 Years Project in CIP: 1
 Contact Email: jhamlin@snoqualmiewa.gov

Project Description:

This project will retrofit two existing fixed speed pumps with variable frequency drives (VFDs) and add an additional pump to 705 Booster Pump Station.

Photo or Map:



Community Impact:

The intent of this project is to improve control over the operation of fixed speed pumps and increase the handling capacity of the 705 Booster Pump Station.

Operating Impact:

This project is not expected to impact the operating budget.

Budget:

Project Activities	% of Budg.	Total Activity Budget	Previously Spent	2023	2024	2025	2026	2027	2028	2029 or Beyond
Analysis	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	9%	\$ 51,301	\$ -	\$ -	\$ -	\$ 51,301	\$ -	\$ -	\$ -	\$ -
Construction	61%	\$ 349,698	\$ -	\$ -	\$ -	\$ -	\$ 349,698	\$ -	\$ -	\$ -
Const. Manage	9%	\$ 52,455	\$ -	\$ -	\$ -	\$ -	\$ 52,455	\$ -	\$ -	\$ -
Contingency	12%	\$ 69,940	\$ -	\$ -	\$ -	\$ -	\$ 69,940	\$ -	\$ -	\$ -
Art	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Labor	6%	\$ 34,122	\$ -	\$ -	\$ -	\$ 2,699	\$ 31,423	\$ -	\$ -	\$ -
Other	3%	\$ 17,485	\$ -	\$ -	\$ -	\$ -	\$ 17,485	\$ -	\$ -	\$ -
TOTAL	100%	\$ 575,000	\$ -	\$ -	\$ -	\$ 54,000	\$ 521,000	\$ -	\$ -	\$ -
Operating		\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT BUDGET: \$575,000

TOTAL OPERATING BUDGET: \$0

Anticipated Funding Mix:

Source	Total Sources	Previously Allocated	2023	2024	2025	2026	2027	2028
Utility Fees ("Rates")	\$ 575,000	\$ -	\$ -	\$ -	\$ 54,000	\$ 521,000	\$ -	\$ -
TOTAL	\$ 575,000	\$ -	\$ -	\$ -	\$ 54,000	\$ 521,000	\$ -	\$ -

Fiscal Notes: This project covers F8 and F9 in the preliminary Water System Plan.

TOTAL FUNDING SOURCES: \$575,000

FUTURE FUNDING REQUIREMENTS: \$0



WATER CAPITAL PROJECT OR PROGRAM

SOUTH WELLFIELD IMPROVEMENT PROJECT

CIP Project ID: TBD
 Department: Water
 Project Status: Pre-Design
 Project Location: South Wellfield
 Project Contact: Jeff Hamlin

Previously Spent: \$0
 Current Project Budget: \$2,858,000
 Original Budget at CIP Inception: \$2,657,481

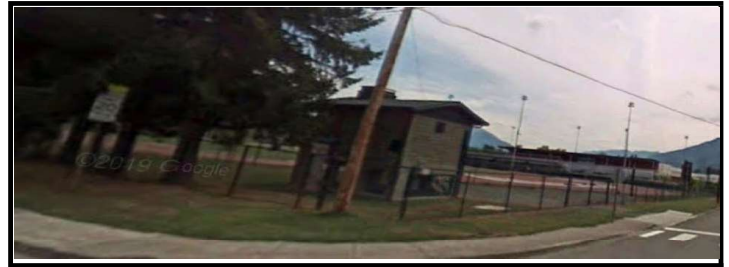
Years Project in CIP: 1

Contact Email: jhamlin@snoqualmiewa.gov

Project Description:

This project will install variable frequency drives (VFDs) for Well No. 1 and No. 2, install a breakpoint chlorination reaction time pipeline, replace the existing on-site sodium hypochlorite generator unit, and install a permanent engine generator with an automatic transfer switch (ATS) to provide auxiliary power to the South Wellfield and Treatment Plant.

Photo or Map:



Community Impact:

The intent of this project is to improve the control and operating efficiency of the South Wellfield. More specifically, this project will minimize taste and odor impacts to customers from elevated concentrations of minerals, replace aging parts that are difficult to source, and reduce the volume of standby storage required for the 599 Zone.

Operating Impact:

This project is not expected to impact the operating budget.

Budget:

Project Activities	% of Budg.	Total Activity Budget	Previously Spent	2023	2024	2025	2026	2027	2028	2029 or Beyond
Analysis	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	9%	\$ 245,044	\$ -	\$ -	\$ -	\$ 245,044	\$ -	\$ -	\$ -	\$ -
Construction	61%	\$ 1,745,011	\$ -	\$ -	\$ -	\$ -	\$ 1,745,011	\$ -	\$ -	\$ -
Const. Manage	9%	\$ 261,752	\$ -	\$ -	\$ -	\$ -	\$ 261,752	\$ -	\$ -	\$ -
Contingency	12%	\$ 349,002	\$ -	\$ -	\$ -	\$ -	\$ 349,002	\$ -	\$ -	\$ -
Art	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Labor	6%	\$ 169,940	\$ -	\$ -	\$ -	\$ 12,956	\$ 156,984	\$ -	\$ -	\$ -
Other	3%	\$ 87,251	\$ -	\$ -	\$ -	\$ -	\$ 87,251	\$ -	\$ -	\$ -
TOTAL	100%	\$ 2,858,000	\$ -	\$ -	\$ -	\$ 258,000	\$ 2,600,000	\$ -	\$ -	\$ -
Operating		\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT BUDGET: \$2,858,000

TOTAL OPERATING BUDGET: \$0

Anticipated Funding Mix:

Source	Total Sources	Previously Allocated	2023	2024	2025	2026	2027	2028
Utility Fees ("Rates")	\$ 2,858,000	\$ -	\$ -	\$ -	\$ 258,000	\$ 2,600,000	\$ -	\$ -
TOTAL	\$ 2,858,000	\$ -	\$ -	\$ -	\$ 258,000	\$ 2,600,000	\$ -	\$ -

Fiscal

This project covers F2, and F4 - F6 in the preliminary Water System Plan.

TOTAL FUNDING SOURCES: \$2,858,000

Notes:

FUTURE FUNDING REQUIREMENTS: \$0



WATER CAPITAL PROJECT OR PROGRAM

1040 ZONE RESERVOIR ADDITION PROJECT

CIP Project ID: TBD
 Department: Water
 Project Status: Pre-Design
 Project Location: 1040 Zone
 Project Contact: Jeff Hamlin

Previously Spent: \$0
 Current Project Budget: \$5,432,000
 Original Budget at CIP Inception: \$5,574,582

Years Project in CIP: 1

Contact Email: jhamlin@snoqualmiewa.gov

Project Description:

This project will construct a 1.8 MG reservoir in the 1040 Zone, adjacent to the two existing reservoirs. Moreover, this project will retrofit the valve vaults in the current reservoirs with a drain system or sump pump to reduce the required maintenance effort.

Photo or Map:



Community Impact:

The intent of this project is to ensure that Snoqualmie Ridge pressure zones have sufficient storage capacity for the 20-year planning period and that the existing reservoirs can operate more efficiency and with less maintenance effort.

Operating Impact:

This project is not expected to impact the operating budget.

Budget:

Project Activities	% of Budg.	Total Activity Budget	Previously Spent	2023	2024	2025	2026	2027	2028	2029 or Beyond
Analysis	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	8%	\$ 413,221	\$ -	\$ 36,362	\$ 376,859	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	61%	\$ 3,308,646	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,308,646	\$ -
Const. Manage	9%	\$ 496,297	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 496,297	\$ -
Contingency	12%	\$ 661,729	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 661,729	\$ -
Art	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Labor	7%	\$ 386,674	\$ -	\$ 1,638	\$ 17,141	\$ -	\$ -	\$ -	\$ 367,895	\$ -
Other	3%	\$ 165,432	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 165,432	\$ -
TOTAL	100%	\$ 5,432,000	\$ -	\$ 38,000	\$ 394,000	\$ -	\$ -	\$ -	\$ 5,000,000	\$ -
Operating		\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT BUDGET: \$5,432,000

TOTAL OPERATING BUDGET: \$0

Anticipated Funding Mix:

Source	Total Sources	Previously Allocated	2023	2024	2025	2026	2027	2028
Utility Fees ("Rates")	\$ 5,432,000	\$ -	\$ 38,000	\$ 394,000	\$ -	\$ -	\$ -	\$ 5,000,000
TOTAL	\$ 5,432,000	\$ -	\$ 38,000	\$ 394,000	\$ -	\$ -	\$ -	\$ 5,000,000

Fiscal Notes: This project covers F10 and F13 in the preliminary Water System Plan.

TOTAL FUNDING SOURCES: \$5,432,000

FUTURE FUNDING REQUIREMENTS: \$0



WATER CAPITAL PROJECT OR PROGRAM

CANYON SPRINGS IMPROVEMENT PROJECT

CIP Project ID: TBD
 Department: Water
 Project Status: Pre-Design
 Project Location: Canyon Springs
 Project Contact: Jeff Hamlin

Previously Spent: \$0
 Current Project Budget: \$1,253,000
 Original Budget at CIP Inception: \$0
 Contact Email: jhamlin@snoqualmiewa.gov

Years Project in CIP: 0

Project Description:

The spring collector boxes and access trail to Canyon Springs have degraded since it was last serviced in the early 1980s. Erosion and slope failures threaten the spring collectors and transmission pipe. Repairs are necessary to provide for the long term operation of this critical water source.

Photo or Map:



Community Impact:

Slope stabilization efforts will be required along the transmission main within 10 years. The access trail requires attention to address slope erosion issues and to provide for maintenance access. The spring collector boxes require maintenance to provide for long-term operation. The City is also considering a booster pump for the transmission main to provide for potential increased water supply, contingent on procurement of increased water right from the spring source.

Operating Impact:

This project is not expected to impact the operating budget.

Budget:

Project Activities	% of Budg.	Total Activity Budget	Previously Spent	2023	2024	2025	2026	2027	2028	2029 or Beyond
Analysis	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	9%	\$ 112,338	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 112,338	\$ -
Construction	60%	\$ 748,921	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 748,921	\$ -
Const. Manage	9%	\$ 112,338	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 112,338	\$ -
Contingency	12%	\$ 149,784	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 149,784	\$ -
Art	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Labor	7%	\$ 92,172	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 92,172	\$ -
Other	3%	\$ 37,446	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 37,446	\$ -
TOTAL	100%	\$ 1,253,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,253,000	\$ -
Operating		\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT BUDGET: \$1,253,000

TOTAL OPERATING BUDGET: \$0

Anticipated Funding Mix:

Source	Total Sources	Previously Allocated	2023	2024	2025	2026	2027	2028
Utility Fees ("Rates")	\$ 1,253,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,253,000
TOTAL	\$ 1,253,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,253,000

Fiscal Notes: This project covers F10 and F13 in the preliminary Water System Plan.

TOTAL FUNDING SOURCES: \$1,253,000

FUTURE FUNDING REQUIREMENTS: \$0



SEWER CAPITAL PROJECT OR PROGRAM

RAILROAD PL. LIFT STATION IMPROVEMENT PROJECT

CIP Project ID: SWR19002CIP

Previously Spent: \$879,380

Department: Sewer

Current Project Budget: \$985,380

Project Status: Construction

Original Budget at CIP Inception: \$234,674

Project Location: Railroad Place Lift Station

Years Project in CIP: 5

Project Contact: Jeff Hamlin

Contact Email: jhamlin@snoqualmiewa.gov

Project Description:

This project will upgrade essential components of the Railroad Pl. Lift Station and upsize an existing force main with a 12" diameter force main. Run time and flow meter data indicates that the station runs continuously for multiple hours during peak non-flood flows. Based on the results of modeling, it is estimated that flows to this lift station will reach 1,975 gallons per minute (gpm), and this project accounts for those future growth projections.

Photo or Map:



Community Impact:

Based on results of system modeling, it is estimated that the flow to this lift station over the next decade will exceed its current capacity. Lift station improvements will provide additional capacity to address mandated growth projections for the downtown area.

Operating Impact:

This project is not expected to impact the operating budget.

Budget:

Project Activities	% of Budg.	Total Activity Budget	Previously Spent	2023	2024	2025	2026	2027	2028	2029 or Beyond
Analysis	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	15%	\$ 147,791	\$ 147,791	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	82%	\$ 812,397	\$ 710,908	\$ 101,489	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Const. Manage	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contingency	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Art	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Art	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Labor	2%	\$ 24,511	\$ 20,000	\$ 4,511	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	0%	\$ 681	\$ 681	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	100%	\$ 985,380	\$ 879,380	\$ 106,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating		\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT BUDGET: \$985,380

TOTAL OPERATING BUDGET: \$0

Anticipated Funding Mix:

Source	Total Sources	Previously Allocated	2023	2024	2025	2026	2027	2028
Utility Fees ("Rates")	\$ 985,380	\$ 879,380	\$ 106,000	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 985,380	\$ 879,380	\$ 106,000	\$ -	\$ -	\$ -	\$ -	\$ -

Fiscal

This project covers WW3 in the General Sewer Plan.

TOTAL FUNDING SOURCES: \$985,380

Notes:

FUTURE FUNDING REQUIREMENTS: \$0



SEWER CAPITAL PROJECT OR PROGRAM

EAGLE LAKE WATER RECLAMATION BASIN IMPROVEMENT PROJECT

CIP Project ID: TBD
 Department: Sewer
 Project Status: Pre-Design
 Project Location: Eagle Lake
 Project Contact: Jeff Hamlin

Previously Spent: \$0
 Current Project Budget: \$3,332,000
 Original Budget at CIP Inception: \$0

Years Project in CIP: 0

Contact Email: jhamlin@snoqualmiewa.gov

Project Description:

This project will address Department of Ecology regulatory changes for managing reclaimed water. A planning effort will be coordinated with Department of Ecology to determine a reasonable solution, followed by design and construction of a facility to store or treat the irrigation water prior to use.

Photo or Map:



Community Impact:

Because of the unique characteristics of Snoqualmie's Reclaimed Water System, the Department of Ecology's recently adopted "Reclaimed Water Rule" is difficult to apply. Reasonable solutions may include a reclaimed water reservoir near Eagle Lake or a chlorination system for irrigation water used in public spaces.

Operating Impact:

This project is not expected to impact the operating budget.

Budget:

Project Activities	% of Budg.	Total Activity Budget	Previously Spent	2023	2024	2025	2026	2027	2028	2029 or Beyond
Analysis	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	9%	\$ 307,083	\$ -	\$ 101,449	\$ 205,634	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	61%	\$ 2,034,151	\$ -	\$ -	\$ -	\$ 1,240,161	\$ 793,989	\$ -	\$ -	\$ -
Const. Manage	9%	\$ 305,123	\$ -	\$ -	\$ -	\$ 186,024	\$ 119,098	\$ -	\$ -	\$ -
Contingency	12%	\$ 406,830	\$ -	\$ -	\$ -	\$ 248,032	\$ 158,798	\$ -	\$ -	\$ -
Art	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Labor	5%	\$ 177,106	\$ -	\$ 4,551	\$ 9,366	\$ 91,774	\$ 71,415	\$ -	\$ -	\$ -
Other	3%	\$ 101,708	\$ -	\$ -	\$ -	\$ 62,008	\$ 39,699	\$ -	\$ -	\$ -
TOTAL	100%	\$ 3,332,000	\$ -	\$ 106,000	\$ 215,000	\$ 1,828,000	\$ 1,183,000	\$ -	\$ -	\$ -
Operating		\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT BUDGET: \$3,332,000

TOTAL OPERATING BUDGET: \$0

Anticipated Funding Mix:

Source	Total Sources	Previously Allocated	2023	2024	2025	2026	2027	2028
Utility Fees ("Rates")	\$ 3,332,000	\$ -	\$ 106,000	\$ 215,000	\$ 1,828,000	\$ 1,183,000	\$ -	\$ -
TOTAL	\$ 3,332,000	\$ -	\$ 106,000	\$ 215,000	\$ 1,828,000	\$ 1,183,000	\$ -	\$ -

Fiscal

TOTAL FUNDING SOURCES: \$3,332,000

Notes:

FUTURE FUNDING REQUIREMENTS: \$0



STORMWATER CAPITAL PROJECT OR PROGRAM

SR 202 DRAINAGE IMPROVEMENT PROJECT

CIP Project ID: TBD
Department: Stormwater
Project Status: Pre-Design
Project Location: SR 202 (Railroad Avenue SE)
Project Contact: Jeff Hamlin
Previously Spent: \$0
Current Project Budget: \$2,618,000
Original Budget at CIP Inception: \$2,434,944
Years Project in CIP: 1
Contact Email: jhamlin@snoqualmiewa.gov

Project Description:

This project will, on the east shoulder of SR 202 between Northern St. and SE Fir St., either regrade the shoulder or add a new pipe connecting to an existing outfall. Moreover, this project will on the east side of Railroad Ave. SE regrade or add a pipe next to the railroad tracks. Finally, on Railroad Ave. SE at Newton St., this project will either replace or upsize existing culverts and storm drains along a current or new alignment.

Photo or Map:



Community Impact:

The intent of this project is to fix nuisance ponding and localized flooding in depressions next to SR 202 (Railroad Ave. SE) due to the lack of conveyance piping.

Operating Impact:

This project is not expected to significantly impact the operating budget.

Budget:

Project Activities	% of Budg.	Total Activity Budget	Previously Spent	2023	2024	2025	2026	2027	2028	2029 or Beyond
Analysis	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	9%	\$ 238,935	\$ -	\$ -	\$ -	\$ 81,986	\$ 156,948	\$ -	\$ -	\$ -
Construction	61%	\$ 1,592,897	\$ -	\$ -	\$ -	\$ 546,575	\$ 1,046,321	\$ -	\$ -	\$ -
Const. Manage	9%	\$ 238,935	\$ -	\$ -	\$ -	\$ 81,986	\$ 156,948	\$ -	\$ -	\$ -
Contingency	12%	\$ 318,579	\$ -	\$ -	\$ -	\$ 109,315	\$ 209,264	\$ -	\$ -	\$ -
Art	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Labor	6%	\$ 149,010	\$ -	\$ -	\$ -	\$ 44,808	\$ 104,202	\$ -	\$ -	\$ -
Other	3%	\$ 79,645	\$ -	\$ -	\$ -	\$ 27,329	\$ 52,316	\$ -	\$ -	\$ -
TOTAL	100%	\$ 2,618,000	\$ -	\$ -	\$ -	\$ 892,000	\$ 1,726,000	\$ -	\$ -	\$ -
Operating		\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT BUDGET: \$2,618,000

TOTAL OPERATING BUDGET: \$0

Anticipated Funding Mix:

Source	Total Sources	Previously Allocated	2023	2024	2025	2026	2027	2028
Utility Fees ("Rates")	\$ 2,618,000	\$ -	\$ -	\$ -	\$ 892,000	\$ 1,726,000	\$ -	\$ -
TOTAL	\$ 2,618,000	\$ -	\$ -	\$ -	\$ 892,000	\$ 1,726,000	\$ -	\$ -

Fiscal Notes: This project covers DR2 - DR4 in the preliminary Stormwater Management Plan.
TOTAL FUNDING SOURCES: \$2,618,000
FUTURE FUNDING REQUIREMENTS: \$0



STORMWATER CAPITAL PROJECT OR PROGRAM

LEITZ STREET DRAINAGE IMPROVEMENT PROJECT

CIP Project ID: TBD
 Department: Stormwater
 Project Status: Pre-Design
 Project Location: Leitz Street
 Project Contact: Jeff Hamlin

Previously Spent: \$0
 Current Project Budget: \$132,000
 Original Budget at CIP Inception: \$100,531
 Years Project in CIP: 1
 Contact Email: jhamlin@snoqualmiewa.gov

Project Description:

Flooding is frequently observed near the rear of the lot at 34618 SE Leitz Street. The cause of flooding is suspected to be deficient drain tiles in a segmental retaining wall system located at the property line. This project will construct a new Type I catch basin and convey the water approximately 50 feet via a pipe to an existing Type II stormwater structure.

Photo or Map:



Community Impact:

The intent of this project is to remediate the nuisance ponding and highly localized flooding that occurs near SE Leitz Street.

Operating Impact:

This project is not expected to significantly impact the operating budget.

Budget:

Project Activities	% of Budg.	Total Activity Budget	Previously Spent	2023	2024	2025	2026	2027	2028	2029 or Beyond
Analysis	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	9%	\$ 12,001	\$ -	\$ -	\$ -	\$ -	\$ 12,001	\$ -	\$ -	\$ -
Construction	61%	\$ 80,009	\$ -	\$ -	\$ -	\$ -	\$ 80,009	\$ -	\$ -	\$ -
Const. Manage	9%	\$ 12,001	\$ -	\$ -	\$ -	\$ -	\$ 12,001	\$ -	\$ -	\$ -
Contingency	12%	\$ 16,002	\$ -	\$ -	\$ -	\$ -	\$ 16,002	\$ -	\$ -	\$ -
Art	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Labor	6%	\$ 7,986	\$ -	\$ -	\$ -	\$ -	\$ 7,986	\$ -	\$ -	\$ -
Other	3%	\$ 4,000	\$ -	\$ -	\$ -	\$ -	\$ 4,000	\$ -	\$ -	\$ -
TOTAL	100%	\$ 132,000	\$ -	\$ -	\$ -	\$ -	\$ 132,000	\$ -	\$ -	\$ -
Operating		\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT BUDGET: \$132,000

TOTAL OPERATING BUDGET: \$0

Anticipated Funding Mix:

Source	Total Sources	Previously Allocated	2023	2024	2025	2026	2027	2028
Utility Fees ("Rates")	\$ 132,000	\$ -	\$ -	\$ -	\$ -	\$ 132,000	\$ -	\$ -
TOTAL	\$ 132,000	\$ -	\$ -	\$ -	\$ -	\$ 132,000	\$ -	\$ -

Fiscal Notes: This project covers DR5 in the preliminary Stormwater Management Plan.

TOTAL FUNDING SOURCES: \$132,000

FUTURE FUNDING REQUIREMENTS: \$0



STORMWATER CAPITAL PROJECT OR PROGRAM

RIDGE STREET DRAINAGE IMPROVEMENT PROJECT

CIP Project ID: TBD
 Department: Stormwater
 Project Status: Pre-Design
 Project Location: Ridge Street
 Project Contact: Jeff Hamlin

Previously Spent: \$0
 Current Project Budget: \$336,000
 Original Budget at CIP Inception: \$269,204
 Years Project in CIP: 1
 Contact Email: jhamlin@snoqualmiewa.gov

Project Description:

This project will repair/restore 280 foot long, 18" storm drain pipe that currently discharges to Eagle Lake. The current storm drain pipe has been penetrated by tree roots resulting in a jammed and crushed pipe. It is expected that this will require digging up and replacing the pipe at the catch basin, cleaning out any roots in the pipe, and restoring the work area.

Photo or Map:



Community Impact:

The intent of this project is to restore the proper flow of stormwater to Eagle Lake.

Operating Impact:

This project is not expected to significantly impact the operating budget.

Budget:

Project Activities	% of Budg.	Total Activity Budget	Previously Spent	2023	2024	2025	2026	2027	2028	2029 or Beyond
Analysis	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	9%	\$ 30,993	\$ -	\$ -	\$ 15,367	\$ 15,626	\$ -	\$ -	\$ -	\$ -
Construction	61%	\$ 206,618	\$ -	\$ -	\$ 102,444	\$ 104,174	\$ -	\$ -	\$ -	\$ -
Const. Manage	9%	\$ 30,993	\$ -	\$ -	\$ 15,367	\$ 15,626	\$ -	\$ -	\$ -	\$ -
Contingency	12%	\$ 41,324	\$ -	\$ -	\$ 20,489	\$ 20,835	\$ -	\$ -	\$ -	\$ -
Art	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Labor	5%	\$ 15,742	\$ -	\$ -	\$ 7,212	\$ 8,530	\$ -	\$ -	\$ -	\$ -
Other	3%	\$ 10,331	\$ -	\$ -	\$ 5,122	\$ 5,209	\$ -	\$ -	\$ -	\$ -
TOTAL	100%	\$ 336,000	\$ -	\$ -	\$ 166,000	\$ 170,000	\$ -	\$ -	\$ -	\$ -
Operating		\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT BUDGET: \$336,000

TOTAL OPERATING BUDGET: \$0

Anticipated Funding Mix:

Source	Total Sources	Previously Allocated	2023	2024	2025	2026	2027	2028
Utility Fees ("Rates")	\$ 336,000	\$ -	\$ -	\$ 166,000	\$ 170,000	\$ -	\$ -	\$ -
TOTAL	\$ 336,000	\$ -	\$ -	\$ 166,000	\$ 170,000	\$ -	\$ -	\$ -

Fiscal Notes: This project covers DR7 in the preliminary Stormwater Management Plan.

TOTAL FUNDING SOURCES: \$336,000
 FUTURE FUNDING REQUIREMENTS: \$0



STORMWATER CAPITAL PROJECT OR PROGRAM

KIMBALL CREEK RIPARIAN RESTORATION PROJECT

CIP Project ID:	TBD	Previously Spent:	\$0
Department:	Stormwater	Current Project Budget:	\$2,376,000
Project Status:	Analysis	Original Budget at CIP Inception:	\$2,241,926
Project Location:	Kimball Creek Stream Corridor	Years Project in CIP:	1
Project Contact:	Jeff Hamlin	Contact Email:	jhamlin@snoqualmiewa.gov

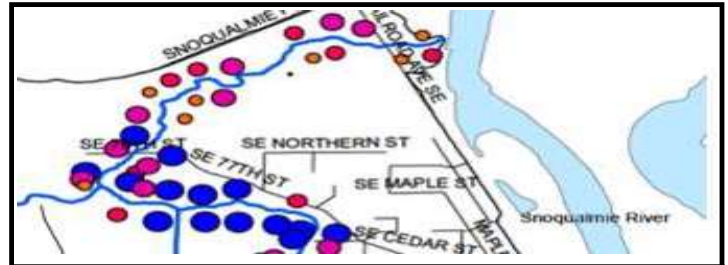
Project Description:

This project consists of one to two miles of riparian restoration, including planning and stakeholder engagement to identify sites for restoration as well as planting of shade producing trees along creek banks. The restoration planning effort will need to visit these areas to identify which are suitable in terms of land owner participation, shade effect on creeks, abatement of non-native species, implementation of treatment measures, and soil stability. This project is necessary to comply with Dept of Ecology's NPDES Phase 2 permit requirements.

Community Impact:

The intent of this project is to reduce discharge of pollutants and reduce the water temperature of Kimball Creek which can have negative ecological effects downstream, especially in regard to aquatic organisms. The Snoqualmie River Temperature TMDL (Ecology, 2011) notes that many stretches of the creek between 384th Avenue SE and SE 76th Street are limited in terms of shading by extensive Himalayan blackberry infestations, which will need to be removed as part of the restoration effort.

Photo or Map:



Operating Impact:

This project is not expected to impact the operating budget.

Budget:

Project Activities	% of Budget	Total Activity Budget	Previously Spent	2023	2024	2025	2026	2027	2028	2029 or Beyond
Analysis	3%	\$ 75,587	\$ -	\$ 75,587	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	6%	\$ 153,975	\$ -	\$ -	\$ 153,975	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	60%	\$ 1,414,311	\$ -	\$ -	\$ -	\$ 109,216	\$ 721,484	\$ 583,612	\$ -	\$ -
Const. Manage	9%	\$ 212,147	\$ -	\$ -	\$ -	\$ 16,382	\$ 108,223	\$ 87,542	\$ -	\$ -
Contingency	12%	\$ 282,862	\$ -	\$ -	\$ -	\$ 21,843	\$ 144,297	\$ 116,722	\$ -	\$ -
Art	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Labor	7%	\$ 166,402	\$ -	\$ 3,413	\$ 7,025	\$ 8,098	\$ 64,923	\$ 82,943	\$ -	\$ -
Other	3%	\$ 70,716	\$ -	\$ -	\$ -	\$ 5,461	\$ 36,074	\$ 29,181	\$ -	\$ -
TOTAL	100%	\$ 2,376,000	\$ -	\$ 79,000	\$ 161,000	\$ 161,000	\$ 1,075,000	\$ 900,000	\$ -	\$ -
Operating		\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT BUDGET: \$2,376,000

TOTAL OPERATING BUDGET: \$0

Anticipated Funding Mix:

Source	Total Sources	Previously Allocated	2023	2024	2025	2026	2027	2028
Utility Fees ("Rates")	\$ 2,376,000	\$ -	\$ 79,000	\$ 161,000	\$ 161,000	\$ 1,075,000	\$ 900,000	\$ -
TOTAL	\$ 2,376,000	\$ -	\$ 79,000	\$ 161,000	\$ 161,000	\$ 1,075,000	\$ 900,000	\$ -

Fiscal Notes: This project covers WQ1 in the Stormwater Management Plan.

TOTAL FUNDING SOURCES: \$2,376,000

FUTURE FUNDING REQUIREMENTS: \$0



STORMWATER CAPITAL PROJECT OR PROGRAM

SANDY COVE PARK RIVERBANK RESTORE. AND OUTFALL PROJECT

CIP Project ID: STM19003CIP
 Department: Stormwater
 Project Status: Design
 Project Location: Sandy Cove Park
 Project Contact: Jeff Hamlin

Previously Spent: \$419,364
 Current Project Budget: \$5,919,364
 Original Budget at CIP Inception: \$850,000

Years Project in CIP: 5

Contact Email: jhamlin@snoqualmiewa.gov

Project Description:

This project will stabilize the Snoqualmie River bank and prevent further erosion at Sandy Cove Park. Furthermore, this project will reconstruct the outfall at King Street and Falls Avenue which is undersized.

Photo or Map:



Community Impact:

The intent of this project is to stabilize the Snoqualmie River bank, prevent the river from carving a new channel that may in the future endanger important City assets such as SR 202, and protect Sandy Cove Park presently from further erosion. This work is consistent with ongoing plans for the Riverwalk Project.

Operating Impact:

This project is not expected to impact the operating budget.

Budget:

Project Activities	% of Budg.	Total Activity Budget	Previously Spent	2023	2024	2025	2026	2027	2028	2029 or Beyond
Analysis	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	7%	\$ 419,364	\$ 419,364	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	62%	\$ 3,641,281	\$ -	\$ 555,969	\$ 2,074,786	\$ 1,010,526	\$ -	\$ -	\$ -	\$ -
Const. Manage	10%	\$ 601,218	\$ -	\$ -	\$ 311,218	\$ 290,000	\$ -	\$ -	\$ -	\$ -
Contingency	14%	\$ 804,957	\$ -	\$ -	\$ 414,957	\$ 390,000	\$ -	\$ -	\$ -	\$ -
Art	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Labor	4%	\$ 251,805	\$ -	\$ 25,031	\$ 132,300	\$ 94,474	\$ -	\$ -	\$ -	\$ -
Other	3%	\$ 200,739	\$ -	\$ -	\$ 103,739	\$ 97,000	\$ -	\$ -	\$ -	\$ -
TOTAL	100%	\$ 5,919,364	\$ 419,364	\$ 581,000	\$ 3,037,000	\$ 1,882,000	\$ -	\$ -	\$ -	\$ -
Operating		\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT BUDGET: \$5,919,364

TOTAL OPERATING BUDGET: \$0

Anticipated Funding Mix:

Source	Total Sources	Previously Allocated	2023	2024	2025	2026	2027	2028
Utility Fees ("Rates")	\$ 3,169,364	\$ 419,364	\$ 290,500	\$ 1,518,500	\$ 941,000	\$ -	\$ -	\$ -
Grants	\$ 2,750,000	\$ -	\$ 290,500	\$ 1,518,500	\$ 941,000	\$ -	\$ -	\$ -
TOTAL	\$ 5,919,364	\$ 419,364	\$ 581,000	\$ 3,037,000	\$ 1,882,000	\$ -	\$ -	\$ -

Fiscal This project covers DR6 in the Stormwater Management Plan. **TOTAL FUNDING SOURCES: \$5,919,364**
Notes: **FUTURE FUNDING REQUIREMENTS: \$0**



UTILITIES CAPITAL PROJECT OR PROGRAM

SR 202 BRIDGE UTILITY MAIN REPLACEMENT PROJECT

CIP Project ID:	UTL22001CIP	Previously Spent:	\$0
Department:		Current Project Budget:	\$3,915,000
Project Status:	Pre-Design	Original Budget at CIP Inception:	\$313,982
Project Location:	SR 202 Bridge over the Snoqualmie River	Years Project in CIP:	4
Project Contact:	Jeff Hamlin	Contact Email:	jhamlin@snoqualmiewa.gov

Project Description:

This project replaces water and sewer mains currently affixed to the SR 202 Snoqualmie River Bridge with new, larger diameter mains that will be directionally drilled across the river.

Photo or Map:**Community Impact:**

Because of bridge weight limitations, the Washington State Department of Transportation (WSDOT) has restricted the size of mains across the SR 202 Bridge. In order to meet future growth projections, improve system reliability, and reduce risks, the City of Snoqualmie will need to install larger diameter mains across the Snoqualmie River.

Operating Impact:

This project is not expected to significantly impact the operating budget.

Budget:

Project Activities	% of Budg.	Total Activity Budget	Previously Spent	2023	2024	2025	2026	2027	2028	2029 or Beyond
Analysis	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	22%	\$ 847,250	\$ -	\$ -	\$ -	\$ 66,491	\$ 496,413	\$ 110,871	\$ 173,476	\$ -
Construction	48%	\$ 1,895,646	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 739,137	\$ 1,156,509	\$ -
Const. Manage	7%	\$ 284,347	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 110,871	\$ 173,476	\$ -
Contingency	13%	\$ 491,710	\$ -	\$ -	\$ -	\$ 13,298	\$ 99,283	\$ 147,827	\$ 231,302	\$ -
Art	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Labor	8%	\$ 301,265	\$ -	\$ -	\$ -	\$ 4,211	\$ 38,305	\$ 116,338	\$ 142,411	\$ -
Other	2%	\$ 94,782	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 36,957	\$ 57,825	\$ -
TOTAL	100%	\$ 3,915,000	\$ -	\$ -	\$ -	\$ 84,000	\$ 634,000	\$ 1,262,000	\$ 1,935,000	\$ -
Operating		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT BUDGET: \$3,915,000

TOTAL OPERATING BUDGET: \$0

Anticipated Funding Mix:

Source	Total Sources	Previously Allocated	2023	2024	2025	2026	2027	2028
Gen. Fac. Charges (GFC)	\$ 3,523,500	\$ -	\$ -	\$ -	\$ 75,600	\$ 570,600	\$ 1,135,800	\$ 1,741,500
Contribution in Aid of Construction (CIAC)	\$ 391,500	\$ -	\$ -	\$ -	\$ 8,400	\$ 63,400	\$ 126,200	\$ 193,500
TOTAL	\$ 3,915,000	\$ -	\$ -	\$ -	\$ 84,000	\$ 634,000	\$ 1,262,000	\$ 1,935,000

Fiscal

This project covers SM5 and SM6 in the preliminary General Sewer Plan.

TOTAL FUNDING SOURCES: \$3,915,000

Notes:

FUTURE FUNDING REQUIREMENTS: \$0



WATER CAPITAL PROJECT OR PROGRAM

599 ZONE RESERVOIR ADDITION PROJECT

CIP Project ID: TBD
 Department: Water
 Project Status: Pre-Design
 Project Location: 1040 Zone
 Project Contact: Jeff Hamlin

Previously Spent: \$0
 Current Project Budget: \$4,117,000
 Original Budget at CIP Inception: \$4,821,632
 Years Project in CIP: 1
 Contact Email: jhamlin@snoqualmiewa.gov

Project Description:

This project will construct a 1.6 MG reservoir in the 599 Zone. It is assumed that the reservoir will be constructed on the north side of the Snoqualmie River near the Mill Site. It is anticipated that this project will be partially developer funded.

Photo or Map:



Community Impact:

The intent of this project is to ensure that the 599 Zone has sufficient storage capacity for the 20-year planning period.

Operating Impact:

This project is not expected to significantly impact the operating budget.

Budget:

Project Activities	% of Budg.	Total Activity Budget	Previously Spent	2023	2024	2025	2026	2027	2028	2029 or Beyond
Analysis	1%	\$ 45,571	\$ -	\$ -	\$ -	\$ 45,571	\$ -	\$ -	\$ -	\$ -
Design	3%	\$ 126,052	\$ -	\$ -	\$ -	\$ -	\$ 126,052	\$ -	\$ -	\$ -
Construction	62%	\$ 2,563,174	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,115,319	\$ 1,447,854	\$ -
Const. Manage	9%	\$ 384,476	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 167,298	\$ 217,178	\$ -
Contingency	13%	\$ 537,845	\$ -	\$ -	\$ -	\$ -	\$ 25,210	\$ 223,064	\$ 289,571	\$ -
Art	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Labor	8%	\$ 331,724	\$ -	\$ -	\$ -	\$ 2,429	\$ 9,738	\$ 158,553	\$ 161,004	\$ -
Other	3%	\$ 128,159	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 55,766	\$ 72,393	\$ -
TOTAL	100%	\$ 4,117,000	\$ -	\$ -	\$ -	\$ 48,000	\$ 161,000	\$ 1,720,000	\$ 2,188,000	\$ -
Operating		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT BUDGET: \$4,117,000

TOTAL OPERATING BUDGET: \$0

Anticipated Funding Mix:

Source	Total Sources	Previously Allocated	2023	2024	2025	2026	2027	2028
Gen. Fac. Charges (GFC)	\$ 2,058,500	\$ -	\$ -	\$ -	\$ 24,000	\$ 80,500	\$ 860,000	\$ 1,094,000
Contribution in Aid of Construction (CIAC)	\$ 2,058,500	\$ -	\$ -	\$ -	\$ 24,000	\$ 80,500	\$ 860,000	\$ 1,094,000
TOTAL	\$ 4,117,000	\$ -	\$ -	\$ -	\$ 48,000	\$ 161,000	\$ 1,720,000	\$ 2,188,000

Fiscal

This project covers F12 in the preliminary Water System Plan.

TOTAL FUNDING SOURCES: \$4,117,000

Notes:

FUTURE FUNDING REQUIREMENTS: \$0



WATER CAPITAL PROJECT OR PROGRAM

SOURCE OF SUPPLY IMPROVEMENT PROJECT

CIP Project ID: WAT17001CIP

Previously Spent: \$388,644

Department: Water

Current Project Budget: \$2,622,644

Project Status: Other

Original Budget at CIP Inception: \$834,144

Project Location: Multiple Locations

Years Project in CIP: 4

Project Contact: Jeff Hamlin

Contact Email: jhamlin@snoqualmiewa.gov

Project Description:

This project will study methods to procure an additional source(s) of water supply and/or increase the capacity of existing sources, including but not limited to, the implementation of an Aquifer Storage and Recovery (ASR) program. Following the study, the City intends to implement the recommendations as specified and with Council approval.

Photo or Map:



Community Impact:

The intent of this project to ensure that the City has sufficient water supply to accommodate projected growth during the 20-year planning period.

Operating Impact:

Once a new water source has been identified and brought online, the City of Snoqualmie will incur additional operating and maintenance costs.

Budget:

Project Activities	% of Budg.	Total Activity Budget	Previously Spent	2023	2024	2025	2026	2027	2028	2029 or Beyond
Analysis	40%	\$ 1,045,062	\$ 388,644	\$ 656,418	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	8%	\$ 204,886	\$ -	\$ -	\$ 102,784	\$ 102,102	\$ -	\$ -	\$ -	\$ -
Construction	33%	\$ 865,780	\$ -	\$ -	\$ -	\$ -	\$ 865,780	\$ -	\$ -	\$ -
Const. Manage	5%	\$ 129,867	\$ -	\$ -	\$ -	\$ -	\$ 129,867	\$ -	\$ -	\$ -
Contingency	8%	\$ 214,133	\$ -	\$ -	\$ 20,557	\$ 20,420	\$ 173,156	\$ -	\$ -	\$ -
Art	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Labor	5%	\$ 119,627	\$ -	\$ 29,582	\$ 5,659	\$ 6,478	\$ 77,908	\$ -	\$ -	\$ -
Other	2%	\$ 43,289	\$ -	\$ -	\$ -	\$ -	\$ 43,289	\$ -	\$ -	\$ -
TOTAL	100%	\$ 2,622,644	\$ 388,644	\$ 686,000	\$ 129,000	\$ 129,000	\$ 1,290,000	\$ -	\$ -	\$ -
Operating		\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT BUDGET: \$2,622,644

TOTAL OPERATING BUDGET: \$0

Anticipated Funding Mix:

Source	Total Sources	Previously Allocated	2023	2024	2025	2026	2027	2028
Utility Fees ("Rates")	\$ 388,644	\$ 388,644	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Gen. Fac. Charges (GFC)	\$ 1,819,301	\$ -	\$ 558,657	\$ 105,054	\$ 105,054	\$ 1,050,536	\$ -	\$ -
Contribution in Aid of Construction (CIAC)	\$ 414,699	\$ -	\$ 127,343	\$ 23,946	\$ 23,946	\$ 239,464	\$ -	\$ -
TOTAL	\$ 2,622,644	\$ 388,644	\$ 686,000	\$ 129,000	\$ 129,000	\$ 1,290,000	\$ -	\$ -

Fiscal Notes: This project covers M1 and M2 in the preliminary Water System Plan.

TOTAL FUNDING SOURCES: \$2,622,644
FUTURE FUNDING REQUIREMENTS: \$0



WATER CAPITAL PROJECT OR PROGRAM

SNOQUALMIE MILL WATER MAIN LOOP PROJECT

CIP Project ID: TBD
 Department: Water
 Project Status: Other
 Project Location: Snoqualmie Mill
 Project Contact: Jeff Hamlin

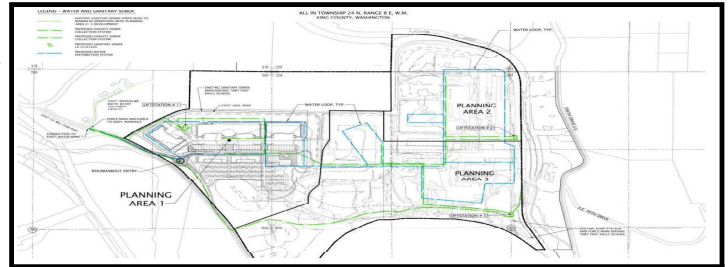
Previously Spent: \$0
 Current Project Budget: \$6,803,000
 Original Budget at CIP Inception: \$6,339,610
 Contact Email: jhamlin@snoqualmiewa.gov

Years Project in CIP: 1

Project Description:

This project will install approximately 11,800 linear feet of 16-inch diameter water main from the intersection of SE Reinig Road and 396th Drive SE to the intersection of Snoqualmie Parkway and SR 202. The project will also include a water main bored under the river in the vicinity of the SR 202 Bridge.

Photo or Map:



Community Impact:

The intent of this project is to install water mains to supply the proposed Snoqualmie Mill Development. For redundancy and to improve the water system's transmission capacity, the water main constructed to supply the Snoqualmie Mill will be looped on the north side of the Snoqualmie River to reduce friction head losses in the old Town Center system.

Operating Impact:

This project may impact the operating budget, but the magnitude of the impact is unknown at this time.

Budget:

Project Activities	% of Budg.	Total Activity Budget	Previously Spent	2023	2024	2025	2026	2027	2028	2029 or Beyond
Analysis	2%	\$ 151,173	\$ -	\$ 151,173	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	5%	\$ 325,899	\$ -	\$ -	\$ 325,899	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	62%	\$ 4,225,946	\$ -	\$ -	\$ -	\$ 3,793,056	\$ 432,890	\$ -	\$ -	\$ -
Const. Manage	9%	\$ 633,892	\$ -	\$ -	\$ -	\$ 568,958	\$ 64,934	\$ -	\$ -	\$ -
Contingency	13%	\$ 910,369	\$ -	\$ -	\$ 65,180	\$ 758,611	\$ 86,578	\$ -	\$ -	\$ -
Art	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Labor	5%	\$ 344,424	\$ -	\$ 6,827	\$ 17,921	\$ 280,722	\$ 38,954	\$ -	\$ -	\$ -
Other	3%	\$ 211,297	\$ -	\$ -	\$ -	\$ 189,653	\$ 21,645	\$ -	\$ -	\$ -
TOTAL	100%	\$ 6,803,000	\$ -	\$ 158,000	\$ 409,000	\$ 5,591,000	\$ 645,000	\$ -	\$ -	\$ -
Operating		\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT BUDGET: \$6,803,000

TOTAL OPERATING BUDGET: \$0

Anticipated Funding Mix:

Source	Total Sources	Previously Allocated	2023	2024	2025	2026	2027	2028
Gen. Fac. Charges (GFC)	\$ 2,040,900	\$ -	\$ 47,400	\$ 122,700	\$ 1,677,300	\$ 193,500	\$ -	\$ -
Contribution in Aid of Construction (CIAC)	\$ 4,762,100	\$ -	\$ 110,600	\$ 286,300	\$ 3,913,700	\$ 451,500	\$ -	\$ -
TOTAL	\$ 6,803,000	\$ -	\$ 158,000	\$ 409,000	\$ 5,591,000	\$ 645,000	\$ -	\$ -

Fiscal Notes: This project covers WM12 in the preliminary Water System Plan.

TOTAL FUNDING SOURCES: \$6,803,000
 FUTURE FUNDING REQUIREMENTS: \$0



SEWER CAPITAL PROJECT OR PROGRAM

WATER RECLAMATION FACILITY IMPROVEMENTS - PHASE 3

CIP Project ID: TBD
Department: Sewer
Project Status: Design
Project Location: 34190 SE Mill Pond Road
Project Contact: Jeff Hamlin

Previously Spent: \$532,217
Current Project Budget: \$15,262,217
Original Budget at CIP Inception: \$12,577,470
Contact Email: jhamlin@snoqualmiewa.gov

Years Project in CIP: 1

Project Description:

This project will convert two existing oxidation ditches into plug flow reactors (i.e., activated sludge basins), upgrade the Kimball Creek Lift Station, replace and outfit one of the clarifiers with necessary components upgrades, and install a new grit removal system.

Photo or Map:**Community Impact:**

The intent of this project is to increase the capacity of the biological treatment process for handling current and projected flow and loading conditions, reduce excessive flow cycling and spikes, replace drive units nearing the end of their expected service life, and replace a rapidly deteriorating grit removal system.

Operating Impact:

This project is not expected to impact the operating budget.

Budget:

Project Activities	% of Budg.	Total Activity Budget	Previously Spent	2023	2024	2025	2026	2027	2028	2029 or Beyond
Analysis	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	5%	\$ 767,217	\$ 532,217	\$ 235,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	65%	\$ 9,926,461	\$ -	\$ 1,749,342	\$ 7,245,647	\$ 931,472	\$ -	\$ -	\$ -	\$ -
Const. Manage	10%	\$ 1,488,969	\$ -	\$ 262,401	\$ 1,086,847	\$ 139,721	\$ -	\$ -	\$ -	\$ -
Contingency	13%	\$ 1,985,292	\$ -	\$ 349,868	\$ 1,449,129	\$ 186,294	\$ -	\$ -	\$ -	\$ -
Art	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Labor	4%	\$ 597,954	\$ -	\$ 120,921	\$ 408,094	\$ 68,939	\$ -	\$ -	\$ -	\$ -
Other	3%	\$ 496,323	\$ -	\$ 87,467	\$ 362,282	\$ 46,574	\$ -	\$ -	\$ -	\$ -
TOTAL	100%	\$ 15,262,217	\$ 532,217	\$ 2,805,000	\$ 10,552,000	\$ 1,373,000	\$ -	\$ -	\$ -	\$ -
Operating		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT BUDGET: \$15,262,217

TOTAL OPERATING BUDGET: \$0

Anticipated Funding Mix:

Source	Total Sources	Previously Allocated	2023	2024	2025	2026	2027	2028
Utility Fees ("Rates")	\$ 1,634,813	\$ 532,217	\$ -	\$ 1,102,596	\$ -	\$ -	\$ -	\$ -
Gen. Fac. Charges (GFC)	\$ 9,807,800	\$ -	\$ 2,018,032	\$ 6,801,976	\$ 987,792	\$ -	\$ -	\$ -
Contribution in Aid of Construction (CIAC)	\$ 3,819,604	\$ -	\$ 786,968	\$ 2,647,428	\$ 385,208	\$ -	\$ -	\$ -
TOTAL	\$ 15,262,217	\$ 532,217	\$ 2,805,000	\$ 10,552,000	\$ 1,373,000	\$ -	\$ -	\$ -

Fiscal

This project covers F1, F5, F8, and WW1 in the General Sewer Plan.

TOTAL FUNDING SOURCES: \$15,262,217

Notes:

FUTURE FUNDING REQUIREMENTS: \$0



WATER CAPITAL PROJECT OR PROGRAM

ENTERPRISE RESOURCE PLANNING SYSTEM REPLACEMENT PROJECT

CIP Project ID: TBD
 Department: Finance
 Project Status: Other
 Project Location: City Hall
 Project Contact: Robert Hamud

Previously Spent: \$0
 Current Project Budget: \$150,000
 Original Budget at CIP Inception: \$0
 Years Project in CIP: 0
 Contact Email: rhamud@snoqualmiewa.gov

Project Description:

This project will provide partial funding for the replacement of the Enterprise Resource Planning (ERP) system which is used to maintain the accounting, human resources, payroll, and utility billing records of the City.

Photo or Map:



Community Impact:

The current Enterprise Resource Planning (ERP) has exceeded the end of its lifecycle and can no longer handle the complexities of the City after tremendous growth over the past decade.

Operating Impact:

This project may impact the operating budget for the Finance Department, but the magnitude of the impact is unknown at this time.

Budget:

Project Activities	% of Budg.	Total Activity Budget	Previously Spent	2023	2024	2025	2026	2027	2028	2029 or Beyond
Analysis	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Const. Manage	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contingency	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Art	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Labor	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	100%	\$ 150,000	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	100%	\$ 150,000	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating		\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT BUDGET: \$150,000

TOTAL OPERATING BUDGET: \$0

Anticipated Funding Mix:

Source	Total Sources	Previously Allocated	2023	2024	2025	2026	2027	2028
Utility Fees ("Rates")	\$ 150,000	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 150,000	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -

Fiscal

TOTAL FUNDING SOURCES: \$150,000

Notes:

FUTURE FUNDING REQUIREMENTS: \$0



ALTERNATIVE CAPITAL PROGRAMS OR PROJECTS

Of the many projects and programs proposed during the CIP development process, only those that are determined by the Mayor and Council to be most beneficial to the city and its residents are adopted and funded. Recognizing the value in those projects or programs that were not adopted in the CIP and the ever-changing needs of the city, these alternative projects are listed here to guide future CIP processes and provide substitute projects or programs for Council consideration should an adopted project or program become unnecessary or infeasible.

Alternative Capital Programs or Projects:

Program or Project Name	Program or Project Description	Total Est. Expenditures (In 2023 dollars)
SE North Bend Way Roundabout Project	This project would construct a roundabout at the intersection of Meadowbrook Way SE, 38th Ave. SE, and SE North Bend Way.	N/A
SR 202 & Meadowbrook Way Channelization Project	This project would rechannelize the intersection of Meadowbrook Way SE and Railroad Ave. (SR 202) to separate certain flows of traffic from main traffic lanes.	\$1.4 M
Town Center South Parking Project	This project would construct a parking lot off of Railroad Ave. SE between SE River St. and SE Newton St.	\$0.9 M
Town Center North Improvement Project	This project would repave or reconstruct Railroad Pl. and the related parking lot between SE Fir St. and SE Northern St., add a pedestrian activated signal and crosswalk on Railroad Ave. (SR 202), add gateway signage leading to Downtown, and construct drainage, landscape, and traffic calming measures.	\$2.4 M
Town Center Improvement Project - Phase IV	This project would reconstruct a portion of Railroad Ave. (SR 202) between Newton St. and Meadowbrook Way SE, improve and update sidewalks and parking access, replace and relocate utilities, improve street lighting and the streetscape, and introduce traffic calming measures.	N/A
SR 202 Kimball Creek Bridge Replacement Project	This project would replace the bridge that crosses Kimball Creek on Railroad Ave. (SR 202).	N/A
SR 202 Snoqualmie River Bridge Replacement Project	This project would replace the bridge that crosses the Snoqualmie River on Railroad Ave. (SR 202).	N/A
Northern St. Culvert Project (Transportation Portion)	This project would elevate a six-foot depression in the roadway of SE Northern St. that incurs regular flooding and replace current water passage facilities.	\$4.6 M

Ridge Marketplace Placemaking Project	This project would construct a red gateway arch over Center Blvd. SE, suspend lights across the street, and add banners, pedestrian benches, and additional flowering baskets to the streetscape.	\$0.5 M
Snoqualmie Parkway & SE 99th St. Improvement Project	This project would construct traffic and pedestrian improvements at the intersection of the Snoqualmie Parkway and SE 99th St.	N/A
SE 99th St. & I-90 Park and Ridge Project	This project would construct a regional King County Metro transit park and ride.	N/A
Riverwalk Pedestrian Bridge Project	This project would construct a pedestrian bridge that crosses the Snoqualmie River at the intersection of SE River St. and Park Ave. SE.	\$5.8 M
Centennial Park Improvements Project	This project would replace a portion of the outer fencing destroyed by elk herds, replace the backstop to three baseball diamonds, repair the picnic shelter, and repair drainage in the outfields.	\$0.7 M
Railroad Park Improvements Project	This project would resurface and replace sidewalks, replace lighting, restore landscaping, and upgrade the shelter.	\$1.3 M
Kimball Creek Village Trail Project	This project would construct a trail from Better Way SE to the Centennial Trail on Railroad Ave. (SR 202).	\$1.2 M
Steller Park Baseball Field Project	This project would make improves to the baseball field including the addition of an outfield fence.	\$0.2 M
Swenson Park Baseball Field Project	This project would replace the current dirt baseball diamond with a new synthetic infield and repair drainage in the outfield.	\$0.7 M
Jeanne Hansen Park Lights Project	This project would install lighting infrastructure to the athletic fields at Jeanne Hansen Park.	\$1.0 M
Lift Station Improvement Program	This program would install pump rails, flow meters, and bollards, as well as replace aging pumps and check valves across a number of lift stations where necessary.	\$0.9 M
Northern St. Culvert Project (Stormwater Portion)	This project would elevate a six-foot depression in the roadway of SE Northern St. that incurs regular flooding and replace current water passage facilities.	\$1.8 M

TOTAL = \$23.4 M

A6: Financial Management Policy





FINANCIAL MANAGEMENT POLICY

**Adopted: October 24, 2022
Resolution 22-1627**

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11.0 RISK MANAGEMENT

1.0 INTRODUCTION AND OBJECTIVES

The financial management policy of the City of Snoqualmie is established by the City Council. The policy is designed to provide guidance to all stakeholders whether they be directly involved in financial processes, internal control oversight, or any financial transaction. The financial management policy is intended to serve as a blueprint to achieve fiscal stability required to accomplish goals and objectives in the city's Strategic Plan, Comprehensive Plan financial elements, and all master plans.

1.1 Policy Objectives

The City Council sets forth the authorities, responsibilities, and accountability requirements of those participating in the operations of Snoqualmie City government at all levels of the organization and endeavors to:

- Set forth financial principles
- Reduce financial risks to withstand the ups and downs of local and regional economic environments
- Maintain appropriate financial capacity for present and future levels of service
- Ensure the legal use of financial resources through an effective system of internal controls
- Provide financial transparency to the public

1.1.1 Financial Procedures

Financial management policy is guideline for financial decision making; whereas financial procedures are separate and cover the detailed steps needed for the administration and management to accomplish business processes. The Finance Director will establish financial procedures to complement policy and align the day-to-day work performed by all city staff.

2.0 RESERVES AND FUND BALANCE

Reserves provide the City of Snoqualmie with options to respond to unexpected issues and provide a buffer against minor fiscal challenges. It is the intent of the City to provide a stable financial environment for which its residents can depend on a consistent and quality level of service and for planned future expenditures. The Finance Director is responsible for monitoring reserve levels and reporting current and projected reserves during each budget development cycle.

2.1 Fund Balance Definitions

As defined by GASB Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions, the City will reserve funds per the following:

2.1.1 Non-spendable Fund Balance

Inherently non-spendable portions of net resources that cannot be spent because of their form or portions of net resources that cannot be spent because they must be maintained intact.

2.1.2 Restricted Fund Balance

Externally enforceable limitations, on the use of funds, that are imposed by creditors, grantors, contributors, or laws and regulations of other governments or limitations imposed

by law through constitutional provisions or enabling legislation. Debt Service fund balance will be designated as restricted.

2.1.3 Committed Fund Balance

Self-imposed limitations, on the use of funds, that are set in place prior to the end of a period. Limitations imposed by the City Council that require formal action at the same level to remove. Capital Project fund balances typically will consist of funds designated by City Council for future capital improvement projects.

2.1.4 Assigned Fund Balance

Limitations resulting from intended use that is established by the highest level of decision making or intended use established by the City Council for a specific purpose. The resources for these funds may be acquired through the budgeting process or funds that are deposited with the city for specific purposes. Special Revenue fund balances typically consist of funds assigned by other governmental agency for specific use or by the City Council for specific use.

2.1.5 Unassigned Fund Balance

Residual net resources that make up the fund balance in the general fund more than non-spendable, restricted, committed, and assigned fund balance or excess of non-spendable, restricted, and committed fund balance over total fund balance.

2.2 Reserve Level Target and Fund Balance – General Fund

A healthy unassigned fund balance is needed to provide cash flow to pay expenditures when due and allows for cash flow while the city waits to receive its tax collections and shared revenues. The unassigned fund balance is also a security against unforeseen changes or needs, i.e., natural disasters, loss of state shared revenues, etc.

The reserve fund level should be 15-20% of expenditures from the general fund.

2.2.1 Conditions for Using General Fund Reserves

The City shall endeavor to avoid the appropriation of fund balance for recurring operating expenditures. If at any time the utilization of fund balance to pay for operating expenditures is necessary to maintain the quality or a defined level of services, an explanation of the circumstances for the utilization of fund balance and demonstration of strategy through the long-term financial model on future fund balance will be deliberated by the City Council.

2.2.2 Reserve Fund

The City of Snoqualmie shall establish a separate fund for reserves assigned or committed to the General Fund. Reserves may only be used with approval of the City Council.

2.3 Reserve Level Target - Enterprise Funds

It is the goal of enterprise funds to cover the cost of operations, debt obligations and capital infrastructure improvements and annual maintenance, and to maintain a financially healthy enterprise. Enterprise fund balance is a product of revenues over expenditures over time and consists of the net result of assets minus liabilities. The City will establish utility rates and capital connection fees that are structured to meet several financial requirements. The Enterprise fund balance financial indicators are as follows:

2.3.1 Capital funding obligations-as defined within the most recent utility rate study.

2.3.2 Debt coverage ratio – a ratio 1.5 of net revenues to total debt service, in support of a strong city bond rating.

2.3.3 Operating & Emergency reserves-90 days operating expenses reserved for water, wastewater, and storm water operations and emergency capital repairs to pay for unanticipated capital costs.

2.3.4 Debt service-the amount needed to pay for current and future debt (125% or as per bond covenants).

2.4 Reserve Level Target – Special Revenue, Capital Project Fund Types

The main purpose of special revenue, capital project and debt funds are to account for resources and track spending that is specific to the fund's purpose, and it is presumed that all fund resources will eventually be spent. Special revenue funds by their nature are funds used for specific purposes, and the corresponding fund balance will be used to solely support that purpose. Fund balances in special revenue funds will be monitored to stay consistent with the need and use of the specific purpose of that fund.

2.4.1 Drug Enforcement Fund

As defined by Ch. 69.50.505 RCW and SMC 3.30 and inter-local agreement, between the City and County Drug Task Force, law enforcement asset seizure funds shall be used for payment of all expenses of the investigation that led to the seizure, including the proceedings for forfeiture and sale, expenses of seizure, maintenance of custody, advertising, actual costs of prosecuting, city attorney and court costs. Funds should also be used in accordance with city code for public safety purchases.

2.4.2 REET Fund

As defined by Ch. 84.46.035 RCW, the City of Snoqualmie is authorized to levy REET funds and use in accordance with State Law. REET sources are allocated towards Capital Improvement projects as defined in the 6-year adopted CIP and should be leveraged towards debt service obligations – see Section 6.3.1 of this policy.

2.5 Replenishment of Reserves

Should assigned fund balance or reserve targets fall below stated thresholds, **the City will strive toward regaining the minimum threshold** and forecast the timing of the unassigned fund balance improvement within the long-term financial model.

2.6 Excess Reserves

Reserves above the targeted reserve levels should be used for new expenditures, with emphasis on one-time uses that achieve future operating cost reductions, capital asset investments with a long-term benefit or prepaying existing debt. **Use of excess reserves shall be determined by the City Council.**

3.0 REVENUES

3.1 Revenue Objectives

The city will maintain a diversified and stable revenue system to shelter it from short-term fluctuations.

3.1.1 Fees may be set at levels sufficient to cover the entire cost of service delivery or may be subsidized, as Council deems appropriate.

3.1.2 All utility enterprise funds shall be self-supporting, generating enough revenue to pay for all operating, debt, and capital. Utility rate studies will be conducted periodically and should divide costs equitably among customer classes per benefit and cost of service. If rates are set that subsidize one class of customer at the expense of another, this action should be taken in support of explicit City policy. Because of the vital importance of water, sewer, and storm water as public services, which are heavily impacted by Federal and State regulations, the city will strive to provide a minimum level, minimum cost alternative to all utility customers.

3.2 Fee Schedule

Charges and fees, including utility rates, should be reviewed, and updated periodically based on factors such as impact of inflation, other cost increases, adequacy of coverage of costs, and current competitive rates.

3.3 Cash Management

The City shall maintain a cash management program, which includes collection of accounts receivable, disbursement of funds, and prudent investment of available idle cash. Deposits and cash receipting practices must be adhered to, by all Departments and at all City Facilities per Ch. 43.09.240 RCW. Only authorized personnel may accept cash receipts from customers. The Finance Director is responsible for the strict enforcement of internal control, deposit of collections and oversight on all changes to revenue items in the financial system.

3.4 Revenue Distribution to Funds

- a) Sales tax is a major revenue source of the City. Construction sales tax shall be recorded within capital project fund sources. All other sales tax revenue shall be recorded within the General Fund.
- b) REET tax should be recorded within capital project fund sources, except for the allowance for street maintenance operations determined by the City Council which should be recorded to the general fund.
- c) Utility taxes are recorded within the General Fund except for the portion apportioned to the non-utility capital fund as per Ordinance 1135.

3.5 Grants Management

Grant funding may significantly leverage City resources to provide services, equipment and capital projects that would otherwise be unaffordable. The city is committed to pursuing grant funding as an appropriate funding source.

3.6 Donations & Gifts

All donations of money or property donated, devised, or bequeathed to the City, as per Ch. 35.21.100 RCW and Ch. 35A.11.040 RCW, shall be presented to the City Council for approval. The City Council delegates approval and acceptance of donations of up to \$10,000 to the Mayor.

3.6.1 Substantial Gifts

The City of Snoqualmie seeks to recognize donors who, through a distinguished effort or substantial financial gift, wish to support a city facility or structure. For example, structures may include pavilions, shelters, plazas, real estate to be used for parks, trails or open space, interpretive areas, or active recreation; or other large-scale projects as discussed with the Advisory Boards and City Council. The following guideline will be used for recognizing donations for amenities or projects, in addition to defining the period in which the donation or gift will be received by the city. All proposed facility or structure naming is determined by the City Council.

For the purposes of this policy, “Substantial Financial Gift” is determined by the City Council based on estimated cost of:

- 1) New construction, remodeling, or renovation
- 2) Developing a new real property, such as park buildings, structures, or real estate
- 3) Replacement of an existing, unnamed facility or landmark that requires substantial renovation at the time of the gift

4.0 EXPENDITURES & PROCUREMENT

4.1 Expenditure Objectives

The City of Snoqualmie endeavors to connect expenditures to a fundamental level of stewardship by committing to a level of expenditures that are sufficient to ensure the on-going health, safety, and welfare of its residents. Operating expenditures, within funds, must be supported by the operating revenues generated by that fund. Expenditures will not expand beyond the City’s ability to pay for them with current revenues.

The objectives of the expenditure guidelines are:

- To obtain supplies, equipment, and services as economically as possible and that are best suited to the specific departmental needs.
- To support Snoqualmie businesses by contracting for goods and services within the community subject to meeting other expenditure guideline objectives as per Ch. 39.04.190 RCW.
- To enhance service methods that increase efficiency and effectiveness of the delivery of city services through technology improvements.
- To improve the speed of delivery to departments by predetermining, through contracts or other appropriate means, the sources of supply before the actual needs.
- To ensure compliance with all applicable policies and regulations of the City, the State, and Federal Government.

4.2 Efficiency

The City will make efficient use of limited resources and will continually look for and implement cost effective and reliable methods of delivering services. The Administration will develop service delivery changes that are needed to respond to budget shortfalls using system-wide and productivity measures. Opportunities should be found to improve efficiencies by pursuing a range of productivity-enhancing techniques such as:

- Analyzing systems and procedures to remove unnecessary requirements
- Evaluating new technologies and capital investments
- Establishing a systematic, ongoing process for periodic formal reviews of operations
- Maintaining the right balance between centralization and decentralization in managing the City support functions

4.3 Purchasing Standards

All employees of the City shall comply with the City of Snoqualmie Code of Ethics, State Law, and Federal statutory requirements regarding purchase of materials or services. The following practices are specifically forbidden so as not to create a conflict of interest or potential for conflict of interest, including but not limited to:

- Using information available to an employee solely because of their position for personal profit, gain, or advantage. An employee should recuse themselves from the appearance of conflict of interest
- Directly or indirectly furnishing estimating services, or any other services or information not available to all prospective bidders, to any person bidding on, or who may reasonably be expected to bid on, a contract.
- Using their position or status in the city to solicit business of any kind directly or indirectly for private use or to obtain supplies and equipment at special discounts or with special concessions from any vendor who sells or solicits sales to the city.

4.4 Purchasing Authorization & Accountability

The Administration is responsible for Procurement and purchasing and failure to follow guidelines may result in disciplinary action, loss of purchasing privileges and a personal liability for purchases.

4.4.1 Authorized Purchasers

Authorized staff are those City employees who have been expressly authorized in writing by their department director and approved by the Finance Director, to purchase materials, supplies, and equipment (including technology services, systems, or equipment) with the authorized employee's discretion and best judgement, within the Purchasing and Contract Commitment Threshold limitations in section 4.5.2. A manager, department director, Finance Director, City Administrator or Mayor may reduce or revoke these privileges at any time.

4.4.2 Auditing Officer

Pursuant to Ch. 42.24.080 and Ch. 42.24.180 RCW, claims presented for payment to the City must be in writing, itemized and audited by the Auditing Officer. The Finance Director or a Financial Operations Manager are designated as City of Snoqualmie Auditing Officer(s). Department managers will be responsible for ensuring invoices meet this requirement and provide them to the Finance department for internal audit and prompt payment.

4.4.2.1 Claim Reporting

The Finance Director or a Financial Operations Manager shall prepare a Claims Report to the City Council for their approval and shall present the Claims Report for preliminary review by the F&A Committee prior to the next City Council meeting.

4.5 Level of Purchasing and Commitment Authority

Contracting with other public agencies or the private sector for the delivery of goods and services should provide the City with opportunities for cost containment and productivity service enhancement. As such, the City is committed to using outside resources for delivering municipal services as a key element in our continuing effort to provide effective and efficient programs while minimizing costs.

- All contractual obligations, including zero-dollar contracts, are subject to compliance.
- All purchases shall be made per the Purchasing and Contract Commitment Threshold and shall include requirements for acquiring quotes, estimates and competitive bidding.

The Mayor or his or her designee(s) is/are authorized to purchase materials, supplies and equipment and execute minor contracts without individual city council approval of each contract, subject to compliance with the Purchasing and Contract Commitment Threshold of this policy section. The Mayor may bring any contract forward for approval by the city council, notwithstanding the authority delegated to the Mayor by this policy.

RCW requires various competitive bid processes for obtaining bids and awarding contracts for construction of a “public work”, as provided in RCW Ch. 35A.40.200, Ch. 39.04, and Ch. 35.23.352 and approval authority for certain procurement categories. Thus, the City’s procurement matrix identifies separate procurement categories and the minimum approval authority and competitive process required at each threshold. Competitive negotiations include the process for acquisition of electronic data processing and telecommunications equipment, software, services, or systems as per RCW Ch. 39.04.270.

4.5.1 Minor Contracts

A minor contract may be defined by at least one of the following conditions:

- a. The term is three years or less, and funds have been appropriated by city council in the biennial budget, and the contract does not require expenditures that exceed available fund balances.
- b. Contracts with third parties renewing an existing contract for services on the same or substantially similar terms as the existing contract.
- c. Contracts creating no financial liability on the part of the city that are for the sole purpose of becoming eligible to receive revenues.
- d. Contracts with other public agencies for the exchange of information, for confidentiality for participation in legal proceedings, or other purposes of a like nature not involving financial obligations; or
- e. Contracts that are for the sole purpose of housekeeping changes or clarifications to an existing contract where such changes do not alter any material term or condition.

4.5.2 Definitions

“Purchase cooperative” means an intergovernmental agency created or established via interlocal agreement for the purpose of obtaining competitive bids from vendors/suppliers of municipal supplies, materials and/or equipment, as authorized pursuant to RCW 39.34.030(5).

“Interlocal agreement” refers to the use of an interlocal agreement with another governmental entity to provide the city the ability to purchase materials, supplies or equipment using the results of the bid process followed by the other governmental entity, as allowed pursuant to RCW 39.34.030(5).

“Small works roster” refers to the process of inviting quotations from and awarding a contract to a contractor included on a list of public works contractors available to perform public works projects for the city, as allowed pursuant to RCW 35.23.352 and 39.04.155.

“Limited small works roster” refers to the process of inviting quotations from and awarding a contract to a contractor included on a subset of contractors listed on the small works roster, as allowed pursuant to RCW 39.04.155(3).

“Technology systems and services” means electronic data processing and telecommunications equipment, software, services or systems, as those terms are used in RCW 39.04.270 and 36.92.020(5).

“Vendor roster” refers to the process of inviting quotations from a list of vendors from whom the city may purchase materials, equipment, supplies or services, which list is maintained pursuant to RCW 35.23.352(9) and 39.04.190.

To identify the necessary requirements for procurement, staff must first identify the procurement category as defined below:

Purchasing and Contract Commitment Thresholds

PROCUREMENT CATEGORY	DOLLAR LIMIT	Procedural Requirement(s)	APPROVAL AUTHORITY	REQUIRED SECONDARY APPROVAL
<i>Materials, Supplies, & Equipment</i>				
Materials, Supplies, & Equipment (Including Capital Equipment)	Under \$2,000	Purchasing Card	Authorized Staff	None ¹
	\$2,000-\$7,500	Purchasing Card	Authorized Staff	Manager
	Over \$7,500-\$15,000	Purchasing Card, Purchase Cooperative, Vendor Roster, OR Formal Competitive Bid	Manager	Department Director
	Over \$15,000 - \$50,000	Purchasing Card, Purchase Cooperative, Interlocal Agreement OR Formal Competitive Bid	Department Director	Mayor or City Administrator

PROCUREMENT CATEGORY		DOLLAR LIMIT	Procedural Requirement(s)	APPROVAL AUTHORITY	REQUIRED SECONDARY APPROVAL
		Over \$50,000	Purchase Cooperative, Interlocal Agreement OR Formal Competitive Bid	Mayor or City Administrator	City Council
Personal Services					
Architectural, Engineering & Landscape Architect Services ("A&E")		Under \$15,000	MRSC Consultant/Vendor Roster OR On-Call Contract	Manager	Department Director
		\$15,000-\$50,000	MRSC Consultant/Vendor Roster OR On-Call Contract	Department Director	Mayor or City Administrator
		Over \$50,000-\$100,000	MRSC Consultant/Vendor Roster OR On-Call Contract	Mayor or City Administrator	City Council
		Over \$100,000	MRSC Consultant/Vendor Roster, On-Call Contract or Request for Qualifications	Mayor or City Administrator	City Council
General or Purchased Services (Other Than A&E)		Under \$15,000	<u>Purchasing Card</u> OR Vendor Roster	Manager	Department Director
		\$15,000-\$50,000	Purchasing Card, Purchase Cooperative, Vendor Roster, OR None	Department Director	Mayor or City Administrator
		Over \$50,000	Purchase Cooperative, Interlocal Agreement (of any dollar amount), Vendor Roster OR None	Mayor or City Administrator	City Council
Technology Systems & Services					
Technology Systems & Services		Under \$7,500	<u>Purchasing Card</u>	Authorized Staff	Manager
		\$7,500-\$15,000	<u>Purchasing Card</u> , Purchase Cooperative, Consultant/Vendor Roster, OR Competitive Negotiation	Manager	Department Director
		Over \$15,000-\$50,000	Purchasing Card, Purchase Cooperative, Consultant/Vendor Roster, OR Competitive Negotiation	Department Director	Mayor or City Administrator
Technology Systems & Services		Over \$50,000	Purchase Cooperative, Consultant/Vendor Roster, OR Competitive Negotiation	Mayor or City Administrator	City Council
Public Works					
Public Works Project Staff Labor	Single Craft	Under \$75,500	None	Manager	Department Director
	Multi Craft	Under \$116,155	None	Manager	Department Director

PROCUREMENT CATEGORY	DOLLAR LIMIT	Procedural Requirement(s)	APPROVAL AUTHORITY	REQUIRED SECONDARY APPROVAL
Public Works Contract	Under \$7,500	None	Authorized Staff	Manager
	\$7,500-\$50,000	Limited Small Works Roster OR Small Works Roster	Manager	Department Director
	Over \$50,000-\$116,155	Small Works Roster OR Formal Competitive Bid	Department Director	Mayor or City Administrator
	Over \$116,155-\$350,000	Small Works Roster OR Formal Competitive Bid	Mayor or City Administrator	City Council
	Over \$350,000	Formal Competitive Bid	Mayor or City Administrator	City Council
<i>Amendments & Change Orders</i>				
Contract Amendments (Services)	No Value Change	None ²	Manager	Department Director
	Under \$50,000, cumulatively	None ²	Department Director	Mayor or City Administrator
	Over \$50,000, cumulatively	None ²	Mayor or City Administrator	City Council
Change Orders (Public Works)	No Value Change	None ²	Manager	Department Director
	Under \$50,000, cumulatively	None ²	Department Director	Mayor or City Administrator
	Over \$50,000, cumulatively	None ²	Mayor or City Administrator	City Council

¹While prior approval for materials, supplies, and equipment purchased by authorized staff under \$1,000 is not required by this section, purchasing card program procedures may require Manager and/or Director and/or Finance Director approval.

²While contract amendments and change orders do not require a competitive process, they shall be processed in accordance with the specifications or procedural requirements set forth in the underlying contract. And the proposed scope of any change order or contract amendment must not deviate from the original scope of work in such a manner or degree that they constitute a separate project.

4.6 Purchasing Controls & Methods

Primary responsibility and authority for the expenditure of monies appropriated per the adopted budget will be vested by the Mayor in the City Administrator and Department Directors or authorized designee. In addition to the primary responsibilities, the Finance Director shall exercise a secondary oversight responsibility for all budget expenditures and contractual obligations.

To facilitate a sound and cost-effective purchasing operation, authorized personnel shall follow procurement methods as defined by state law which contain guidelines for procurement, bidding, and awarding contracts.

4.6.1 Commercial Card Program

A purchase order system and/or commercial card programs (purchasing or fleet cards) should be used for purchases for goods and services use. Purchasing cards are used as a form of payment, by authorized purchasers, with the city liability to vendors and not the card program provider.

4.7 Exemptions to Purchasing and Commitment Thresholds

4.7.1 Sole Source

In circumstances where the city is limited to a single source of supply, competitive bidding requirements may be waived by the department director or Finance Director per RCW 39.04.280(1)(a). The city must be able to demonstrate that the purchase is clearly and legitimately limited to a single source such that bidding the purchase would be useless and futile based on drafted specifications. If a sole source exception is used, the City will make reasonable efforts to ensure that it is receiving the lowest price and best terms from the vendor.

4.7.2 Favorable Market Conditions

The Mayor or City Administrator may waive established bidding requirements if an opportunity arises to purchase favorably priced equipment at an auction or supplies or used goods that will be sold before the city can conduct the bid process per RCW 39.04.280(1)(b) and RCW 39.30.045.

4.7.3 Insurance and Bonds

In the insurance and bond procurement process, RCW 39.04.280 allows for the exemption of a competitive bid process.

4.7.4 Emergency Purchases

Emergency purchases as per RCW 39.04.280 are those made by the Mayor or authorized designee, such as a Department Manager, where an immediate purchase is necessary to correct a situation which would adversely affect the life, health, or safety of the residents.

In case of an emergency, a Department Manager may directly purchase any supplies, materials, or services necessary to alleviate the emergency. Every effort shall be made to contact the Mayor and City Administrator whether the emergency occurs during or after normal working hours.

In the event where emergency purchasing is related to natural disaster events, a Declaration of Emergency Resolution shall be considered by the City Council per State Law at the first opportunity available. The Finance Director shall review and approve of account coding for all emergency purchases and maintain a tracking system per FEMA requirements, Emergency Management Plan, BARS and GFOA recommended practices for emergency management recordkeeping.

4.8 Personnel Expenditures

To maintain compensation packages that may be competitive with other public sector employers, market influences, and that are sufficient to attract and retain quality employees.

Because personnel costs are the largest expenditure area of the annual budget, compensation guidelines are defined in the Personnel Policy, and Local Bargaining Agreements, which establish salary ranges, performance evaluation requirements and total compensation costs as the basis for all compensation planning and bargaining. Within budget limitations and Council authorized appropriations, market assessments may be conducted prior to bargaining.

4.8.1 Travel and Training

The City of Snoqualmie shall reimburse City elected and appointed officials, employees and members of boards and commissions for their reasonable expenses actually incurred in the conduct of their business. Generally, eligible expenditures include travel, meals and lodging incurred by the individual while away from the City and necessitated by City business.

5.0 BUDGET

5.1 Budget Objective

The formal operating budget development process provides the primary mechanism by which key decisions are made regarding the levels and types of services to be provided, through the city council's appropriation of funds given anticipated level of available resources. The City Council will meet to discuss Council goals and priorities prior to the start of the budget development process. The budget will be developed per Ch. 35A.34 RCW.

5.2 Budget Principles

5.2 A. Link the budget to long-term, strategic financial plans

The City's budget should be developed in accordance with the policies and priorities set forth in the Strategic Plan, long-term financial model, as per section 9.0, Comprehensive Plan, City Council goals, the needs of the community and federal and state laws.

5.2 B. Critically examine past spending patterns

The city seeks to maximize the value the public receives through its spending. Accordingly, management should develop budget tools and methods to measure and maximize value, particularly by critically examining existing spending patterns to make sure they continue to provide value.

5.2 C. Prioritize programs and services

The city should prioritize essential and discretionary programs services based on a results approach relative to the importance in preserving the community's health, safety, and welfare; mandates; risk assessments; long-term costs and evidence of their effectiveness in meeting strategic plan initiatives, comprehensive plan elements, annual goals and required mandates.

5.2 D. Risk management and mitigation of liabilities

The City intends to fund the current portion of liabilities within the budget to maintain trust of creditors and to avoid or mitigate accumulating an unmanageable liability.

5.2 E. Establish preferences for budget balancing strategies

The City's preferred strategy for balancing the budget is to reduce expenditures through improved productivity. Except during dire economic circumstances, service, and program elimination is preferable. The biennial budget should not be balanced at the expense of long-term financial health.

5.3 Budget Scope & Basis

The City will adopt budgets for all funds, except for the general fund which will be budgeted at the functional classification level on a biennial basis. A budget calendar will be prepared by the Finance Director in coordination with the Mayor and City Administrator and include all required public hearings. Proposed budgets will be viewed and discussed by the City Council and the public at the fund and department summary object code levels per BARS. The final budget is adopted by ordinance of the City Council, , by December 31 of each biennium. To encourage synchronization between the budget document and financial reporting, the City will establish the budget based on the cash basis of accounting.

5.4 Balanced Budget

The objective of the operating budget is to pay for all current expenditures with current revenues. The budgets for all city funds should be structurally balanced throughout the budget development process. Recurring revenue should equal or exceed recurring expenditures in both the proposed and adopted budgets. If a structural imbalance occurs, then a plan should be developed and implemented to bring the budget back into structural balance. The City will endeavor to avoid budgetary allocations that balance current expenditures at the expense of meeting future years' expenses. Beginning fund balance sources may be used to fund capital improvement projects or other one-time, non-recurring expenditures if the fund reserve targets are met.

5.5 Cost Allocation

The Cost Allocation Plan (CAP) is a method used to determine and assign the cost of indirect services to the internal government users of those services or direct operating funds.

5.5.1 References Guides

RCW 43.09.210 states in part, "all service rendered by...from, one department...to another, shall be paid for at its true and full value by the department...receiving the same, and no department...shall benefit in any financial manner whatsoever by an appropriation or fund made for the support of another..."

5.5.2 Definitions

- Indirect Costs are incurred for a common purpose benefitting more than one cost function or organizational unit. They cannot be directly assigned without effort disproportionate to the benefit received.
- Indirect Services are activities that support the departments that provide direct service to the public. Examples include accounting, purchasing, human resources, engineering, and fleet and information technology.
- Direct Services are activities that provide services directly to or for the public and are supported by indirect services. Examples include parks, streets, and utilities (water, sewer, storm water).

5.5.3 Costs to be allocated

Indirect cost allocation methods shall be reasonable, consistent, and equitable to distribute shared costs across funds and departments. Different factors are necessary to equitably allocate the various overhead costs. Costs shall only be allocated to departments that receive indirect support services. The city should be guided by reference authorities when creating the cost allocation plan to ensure that only allocable costs are included.

As part of the biennial budget development process, costs will be allocated based on the projected budget forecast.

5.6 Budget Amendments

All budget amendments, such as shifting budget allocations from one fund to another fund, must be approved by the City Council. Budget amendments changing the authorized appropriation level are subject to public hearing requirements in State Law.

5.6.1 Administrative Budget Adjustments

Allocation adjustments within functional classifications do not require city council approval. Department managers may, upon approval by the Mayor and City Administrator, request inter-departmental line-item budget adjustments for operating purposes only, but not between appropriated functions. These administrative budget adjustments, authorized as per Ch. 35A.33.120 RCW, should primarily be for contractual, supplies and materials and other miscellaneous line items within the department.

5.7 Service Levels and Funding

The City endeavors to maintain its present service levels for priority and essential services subject to available revenues. The objective is to maximize the benefit of available resources. The results or outcomes that matter most to residents should be defined by the City Council. New services or programs will be considered for funding within available resources.

Department managers will be given the opportunity to request personnel, goods, and capital items needed to carry out the department responsibilities. Department requests must include supporting documentation and justification of needs for operating requests. Requests should integrate strategic plan priorities and departmental objectives into the budget.

5.7.1 Social Services Organization Funding Requests

The City receives requests from social services organizations and other entities seeking grants and funding. As part of the budget development cycle, the City Council will consider these requests and include a listing of entities to be included for grant giving .

5.8 Maintenance and Replacement

Maintenance and replacement funding should be prioritized each year to ensure that capital facilities and equipment are sufficiently maintained to avoid service disruptions. Non-current liabilities have important implications for a local government's fiscal health. The City will strive to maintain its capital assets in a manner adequate to protect the City's capital investment and to minimize future liabilities for maintenance and replacement costs.

5.8.1 Capital Asset Management

The City should inventory and assess the condition of its buildings, equipment, and vehicles on a periodic basis. Budget development should include a multi-year projection of facilities, parks, equipment, vehicle replacement requirements and new asset additions. The budget should provide sufficient funding for adequate maintenance and orderly replacement of capital plant and equipment. Future maintenance needs and repairs should be costed out and included as budgetary decision criteria through the Internal Service Fund designated for Fleet, Facility, and Information Technology maintenance, repair, replacement, and acquisition of new.

5.9 Enterprise Fund Budgets

Enterprise operations are to be self-supporting, including capital improvements and depreciation. Enterprise operations are to be reviewed biannually for self-sufficiency and proper cash-flow needs. Utility Rate studies, which occur periodically, will be included in the budget development process in the year for which new rates are established. Enterprise operating budgets will incorporate year one and two capital projects and programs as identified within the Capital Improvement Plan (CIP).

5.10 Budget Reporting

The recommended and adopted budget documents will be available at City Hall. The city will maintain an internal control system to support adherence to the budget allocations. . The City Council will receive a quarterly Financial Performance Report to include budget versus actual reporting. The financial performance report should be provided within sixty (60) days after the end of each quarter.

6.0 CAPITAL BUDGET**6.0 Objective**

The City of Snoqualmie Capital Budget, which is a part of the biennial budget, will have a major impact on quality of local government services, the community's economic vitality, environmental stewardship, social equity, and overall quality of life for city residents, businesses, and visitors. The Capital budget serves to identify, prioritize, and address community needs through careful long-term planning and balanced public investment in physical infrastructure. Capital budget goals include:

- Support the City's Strategic Plan, other plans and the community vision for growth and levels of service
- Acknowledge and communicate capital investment priorities as community conditions change
- Promote appropriate planning efforts to changing demands on a diverse infrastructure and capital assets
- A financial assessment of capital funding resources available to meet future capital project planning needs
- Maintain a high-quality service infrastructure able of meeting community needs today and, in the future,

6.1 Capital Definitions

Capital Outlay is expenditures for small minor projects, equipment, fleet or facility replacements and small and attractive assets. Capital outlay expenditures are tracked in operating funds or internal service funds,

Capital Programs are large asset preservation activities that occur annually such as street resurfacing, playground replacements or trail replacements that extend the useful life of the capital asset

Capital Projects are new or replacement of large infrastructure and city facility assets such as new streets, parks, trails, and utility systems.

6.2 Capital Improvement Plan (CIP)

The Capital Improvement Plan (CIP) which describes the capital investments the city intends to make over a period of six years with a long-term outlook extending twenty years and informed by all master and functional plans (i.e. water, sewer and stormwater plans, parks, recreation and open space (PROS)) wherever capital projects and programs are identified in those plans, should serve as a comprehensive guide for all capital projects – based on asset types - and should address capital infrastructure improvements, capital equipment needs, and the effect on the City's resources.

The City Council should update the CIP biennially. The off year of the budget cycle allows for public engagement efforts to discuss future, potential projects, and programs with the community. Major changes that are discovered may be amended through the mid-period biennial budget adjustments. The administration should provide periodic project update reporting to the city council and/or council committee where project amendments would be addressed

As resources are available and projects are financially feasible, the two most current years of the 6-year CIP should be recommended for incorporation into the upcoming biennial budget as capital project budget line items. Subsequent years of the CIP are for planning purposes and may be altered as they advance toward the budget inclusion year. Capital appropriations are authorized by council at the fund and project level and reviewed through period project updates and reporting identified in this section.

6.3 CIP Criteria and Ranking

All projects submitted to the CIP should be initially ranked by departments. The Administration will assess project rankings plus other factors such as minimizing construction impacts through project sequencing or a need to respond to emergent issues. The City Council, as part of biennial CIP deliberations may modify and/or finalize project rankings. Funding is a critical component of the criteria and ranking schedule. In addition to project scoring, projects need an overall description, justification for the project and the connection to a master plan or strategic plan reference as needed. Projects should also be identified as unfunded, partially funded, or fully funded.

6.4 Project Source and Use Identification

Capital project and program submissions shall include multi-year funding sources, including grants, applicable impact fees, special funding, and other outside sources. Multi-year project costs shall include acquisition, right-of-way, design, permitting, inspections, mitigation, construction, in-house staff time, inflationary costs and contingency shall be included in the project identification.

6.4.1 Project Sources

Capital funding comes from operating revenues, grants, local improvement districts, impact fees, user fees and the issuance of debt. Washington State law limits the City of Snoqualmie's ability to raise funds for capital improvements such as tax rate limits and amount of debt capacity. Given the extensive number of capital improvement projects and finite funding sources available, the following are some of the capital financing strategies

used by the Snoqualmie City Council when preparing or updating the Capital Improvement Plan:

- Seek out federal, state and county resources
- Seek out private contributions or donations through public/private partnerships
- Similar departmental capital projects will be combined for efficiencies and cost savings such as street improvements combined with utility improvements to minimize construction impact to the community
- Mitigation and impact fees should be applied toward projects defined by the contributing source or agreement authorized by the City Council
- REET funding
- Local Improvement or Utility Local Improvement District (LID or ULID) assessments
- Enterprise (utility) fund projects must be paid for by user rates and capital connection charges

6.4.1.1 Funding Source Cash Flow

Funding sources, such as REET or Mitigation, will be reviewed as part of the biennial CIP development process for sufficient cash flow and long-term impact on the fund. The availability and use of special funding sources is subject to State Law and/or reserve targets set by the City Council as per the Reserve section of the Financial Policy.

6.4.2 Capital Cost Thresholds

Capital outlay is distinguished from capital projects and programs and are expenditures between \$5,000 and \$49,999 and/or having less than an estimated five years of useful life.

Capital projects expenditures over \$50,000 and/or having a useful life of five years or more should be included in the CIP. Projects should not be combined to meet the minimum standard unless they are dependent upon each other. Projects should not be separated to forego the maximum standard.

Capital programs expenditures over \$50,000 annually should be included in the CIP.

Items that are operating expenditures (such as non-specific capital project related professional services, master plan updates, maintenance agreements, technology items, etc.) should not be considered within the CIP.

6.4.2.1 Impact on Operating Budget

All projects submitted for inclusion in the CIP should be reviewed to assess the long-term impact on the operating budget in terms of:

- Future year revenue generation
- Additional personnel, equipment and/or vehicle requirements
- Future operating and maintenance expenditures
- Return on investment potential

6.4.2.2 Public Art Funding

Pursuant to SMC 3.80, the City recognizes the importance of Public Art Funding and establishes a funding source for public art works to be installed in certain public facilities and spaces. CIP projects and programs, as per municipal code, will include a line item identifying the art funding cost to be transferred to the special revenue fund.

6.5 Planning Process

The capital budget and CIP development process will begin prior to the biennial budget development process. The Mayor and Administration should present the CIP to the City Council for deliberations and approval to include in the biennial budget. Any substantive change to the CIP after approval must be approved by the City Council. CIP development shall include public engagement efforts to ensure the community has ample time to comment on and contribute to the CIP.

7.0 DEBT MANAGEMENT

7.1 Debt Purpose

Debt financing is primarily used for capital project expenditures. Use of long-term debt financing for operations and maintenance costs are forbidden. Debt financing will be considered if the City can repay debt without causing financial distress. It is the City's objective to:

- Identify the timing and amount of debt required as specifically as possible
- Achieve the most favorable interest rates and other related financing costs
- Ensure that future financial flexibility be maintained
- Utilize inter-fund loans from one fund to another as a first source of debt financing

7.2 Debt Practices

The City Council may authorize the following types of debt financing only for those purposes as provided by Ch. 39 RCW:

- Utilization of the Public Works Loan Fund, per WAC 399.30 for allowable purposes, if available
- Utilization of Inter-Fund Loans as per the BARS Manual
- Issuance of Councilmanic Bonds to fund proprietary capital infrastructure projects such as water, sewer, and storm water
- Issuance of Councilmanic Bonds for capital projects that generate adequate revenues from user fees to support operations and or debt service requirements
- Issuance of Councilmanic Bonds for capital projects that are authorized to be supported by the General Fund for debt service requirements

Utility System replacements, due to age or the need to upgrade to meet minimum standards, should be financed by a combination of:

- Using portions of the Utility Enterprise fund balance for capital improvement projects
- Borrowing and repaying on a schedule that matches the useful life of the capital improvement

The City of Snoqualmie will never issue debt more than limitations as prescribed in Ch. 39.36.020 RCW based on percentage of its total market value.

7.3 Bond Terms & Methods

Long-term debt should be structured in a manner so that the life of the debt does not exceed the expected useful life of the capital asset being funded by the debt. The city will obtain the most competitive pricing on debt issuances to ensure a favorable value to the community.

7.4 Bond Rating

Strong financial management is a key credit rating factor. For the City of Snoqualmie to respond quickly to economic and financial demands, the City will seek to maintain or continually improve its bond rating to seek the lowest possible interest rate available OR maintain its **AA** Bond Rating.

7.5 Financial Guarantees

Should financial guarantees be utilized to defer public improvements required of development projects or to ensure that disturbed public facilities will be restored, the developer or property owner shall provide an irrevocable letter of credit issued by a banking institution approved by the Finance Director, a bond, an assignment of savings, or a cash deposit. The form of the financial guarantee shall be at the discretion of the Finance Director. The amount of any approved financial guarantee shall be at least 150% of the estimated improvement cost and may be increased to reduce risk to City resources based on the professional judgment of the Finance Director.

8.0 INVESTMENTS

8.1 Policy and Scope

It is the policy of the City of Snoqualmie to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the City and conforming to State law governing the investment of public funds.

The investment policy applies to all financial assets of the City of Snoqualmie. These funds are accounted for in the City of Snoqualmie's Annual Financial Report and include all operating, special revenue, capital project, enterprise, debt service and trust funds.

8.2 Prudence

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

The standard of prudence to be used by investment officials shall be the "prudent person" and/or "prudent investor" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with this policy and with Ch. 35.39 RCW and exercising due diligence, shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

8.3 Objective

The primary objectives of the City of Snoqualmie investment activities shall be:

8.3.1 Liquidity: The City of Snoqualmie investment portfolio will remain sufficiently liquid to enable the city to meet all operating requirements, which might be reasonably anticipated.

8.3.2 Return: The City of Snoqualmie investment portfolio shall be designed with the objective of attaining a benchmark rate of return throughout budgetary and economic cycles, commensurate with the City's investment risk constraints and the cash flow characteristics of the portfolio. Short-term investment returns should attain a return rate of at least equal to the Washington Local Government Investment Pool (LGIP).

8.4 Delegation of Authority

Management responsibility for the investment program is hereby delegated to the Finance Director or a Financial Operations Manager, who shall be responsible for investment transactions up to \$1 million. Transactions over \$1 million shall require the additional approval of the City Administrator or Mayor. A strict system of controls to regulate the activities of subordinate personnel in the absence of the Finance Director must be undertaken.

8.5 Ethics and Conflicts of Interest

Public officials and city employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose to the City Council any material financial interest in financial institutions that conduct business within their jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the City of Snoqualmie.

8.6 Authorized Financial Dealers and Institutions

The Finance Director will maintain a list of financial institutions authorized to provide investment services. In addition, a list will also be maintained of approved security broker/dealers selected by credit worthiness who are authorized to provide investment services in the State of Washington. These may include "primary" dealers or regional dealers that qualify under Securities & Exchange Commission Rule 15C3-1 (Uniform Net Capital Rule). No public deposit shall be made except in a qualified public depository as established by Washington State laws.

All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply the Finance Director, upon request, with annual audited financial statements, proof of National Association of Security Dealers (NASD) certification, and proof of State of Washington registration. Annual completion of Notification to Broker and Certification by Broker will be done.

8.7 Authorized and Suitable Investments

From the governing body perspective, special care must be taken to ensure that the list of instruments includes only those allowed by law and those that local investment managers are trained and competent to handle. Interest-bearing deposits in authorized depositories must be fully insured or collateralized.

The following is a list of investments which the City of Snoqualmie will be authorized to invest in as per Ch. 39.58 and 39.59 RCW:

Government Securities: Instruments such as bonds, notes, bills, mortgages, and other securities which are direct obligations of the federal government or its agencies, with the principal fully guaranteed by the U.S. Government or its agencies.

Certificate of Deposit: A negotiable or nonnegotiable instrument issued by commercial banks, located in the State of Washington, and insured up to the Federal Deposit Insurance Corporation (FDIC), or, if exceeding FDIC coverage, is fully insured or collateralized.

Prime Commercial Paper: An investment used by corporations to finance receivables. A short-term (matures in 270 days or less) unsecured promissory note is issued for a maturity specified by the purchaser. Corporations market their paper through dealers who in turn market the paper to investors.

State of Washington Securities and Pools: Any security which is a general obligation of the State of Washington or any of its municipalities. Statewide investment pools which invest in authorized instruments.

Money Markets: Money market mutual funds which invest in authorized instruments.

8.8 Safekeeping and Custody

When a broker dealer holds, investments purchased by the City of Snoqualmie in safekeeping, the broker-dealer must provide asset protection of at least \$500,000 through the Securities Investor Protector Corporation (SIPC) and at least another \$49.5 million supplemental insurance protection.

8.9 Diversification

The City will endeavor to diversify its investments per type and maturity. The portfolio, as much as possible, will contain both short-term and long-term investments. The City will attempt to match its investments with anticipated cash flow requirements, as per the long-term financial model. Extended maturities may be utilized to take advantage of higher yields and to match investment maturities with debt obligations.

The City will attempt to diversify its investment portfolio per broker-dealer or financial institutions. No more than 65% of the entire investment portfolio shall be held with one broker.

8.10 Reporting

Periodic required investment reports to policymakers and elected officials provide necessary written communication regarding investment performance, risk analysis, adherence to policy provisions, as well as other information. The Finance Director shall provide the City Council quarterly investment reports, which provide a clear picture of the status of the current investment portfolio. This management report should include a summary of securities held at the end of the reporting period by authorized investment category, percentage of portfolio represented by each investment category, percentage of portfolio represented by each financial institution, and overall portfolio values.

9.0 LONG-TERM FINANCIAL PLANNING

The City's budget process involves incorporating the strategies, priorities and goals identified by the City Council to provide for the community's highest service delivery needs. Long-term planning begins with determining the City's fiscal capacity based upon long-term financial forecasts of recurring available resources.

9.1 Model Objective

A long-term Financial Model that integrates the 6- year Capital Improvement Plan (CIP) and includes at least six (6)-years for utility enterprise funds should be utilized by the City Council, Mayor, and Administration in strategizing and aligning financial capacity with the City Council Strategic Plan. The long-term financial model serves as a foundation for conversations regarding allocation of resources and project planning. The forecasting model utilized will be objective to minimize the risk of being too optimistic in forecasting revenue sources.

The model will include an analysis of historical, current, and future year's financial environment, revenue, operating and capital expenditure forecasts, debt positions and affordability analysis. The financial model will be updated as needed to provide direction to the budget process and other fiscal decision-making actions of the City Council.

10.0 AUDITING, ACCOUNTING & INTERNAL CONTROL

The City of Snoqualmie will establish and maintain a high standard of accounting practices and procedures. Accounting standards will reflect best practices recommended by the Government Finance Officers Association (GFOA) and chart of accounts required by the Washington Office of the State Auditor (SAO) BARS manual.

After each fiscal year, the City will prepare a Annual Financial Report and the Washington SAO will conduct an audit of the City financial transactions, contract management and internal control.

10.1 Internal Control

The City Council, Mayor and Administration are responsible for ensuring and maintaining a system of internal control to safeguard its assets against loss, check the accuracy and reliability of its accounting data, promote operational efficiency, and encourage adherence to prescribed financial procedures.

The City Council will demonstrate their independence from the administration by establishing financial management policy and directly communicating with the State Auditor's Office as part of the annual financial audit entrance and exit conferences.

The Finance Director shall develop internal control processes to ensure and maintain a strong internal control function. Periodic updates and new recommended practices set forward by the SAO and GFOA are communicated and addressed with the City Council. Any weakness in internal control and accounting procedures shall be addressed immediately by the Mayor, City Administrator or Finance Director so a timeline to remedy improvement can be established.

10.2 Accounting Write-offs

The Finance Director shall make every effort to collect all receivables owed to the City and will comply with Ch. 4.16 RCW regarding collection actions by local governments. The following is criteria that must be met before a receivable is allowed for write-off:

- Standardized collection procedures have been exhausted
- A determination has been made that the debt is uncollectible or that further measures to collect the debt are inappropriate and deemed to exceed the cost of collection
- The characteristics of the debt are such that write-off is appropriate - If funds are uncollectible, the Finance Director should determine for write offs to an individual bad debt

expenditure up to \$5,000 up to an aggregate annual amount of \$50,000 . City Council approval is required for balances above the annual threshold and must accompany the write off to the bad debt expenditure.

- The reason for the write-off is documented adequately and is made available for audit.

10.3 Petty Cash and Bank Account Controls

The Finance Director shall establish processes for control and handling of petty cash funds, which include investigative buy funds. The Finance Director will oversee and manage all City of Snoqualmie Banking Accounts such as Imprest accounts, Claims accounts, and Payroll accounts. Bank accounts will be reconciled monthly.

10.4 Inventory of Small and Attractive Items

Operating departments shall be responsible for conducting regular inventory of their small and attractive items at defined by State Law. and submit a physical inventory to the Finance Director.

10.5 Surplus Assets

The mayor should administratively surplus non-public utility office equipment, computer equipment, small tools, computer software and minor equipment with a value of less than \$5,000. Titled vehicles, real property, and any City property with a value of greater than \$5,000 will be surplused by the City Council by resolution.

10.5.1 Surplus or Inter-Governmental Disposition of Public Utility Assets

As per Ch. 35.94.040 RCW, titled vehicles, real property, and equipment originally acquired for public utility purposes and which are no longer required for providing continued public utility service should be surplused after a public hearing and subsequent City Council resolution.

11.0 RISK MANAGEMENT

The City should periodically review its insurance options and coverage for each risk or hazard and medical options to determine whether it is most cost effective to purchase commercial insurance, to fund a self-insurance program or to participate in a “pooled” self-insurance program with other jurisdictions. Such a determination should consider the long-term financial obligations of such a decision as well as the regular fluctuations in commercial insurance markets. Where the City decides to self-insure a risk, the City shall fully fund the expected costs of those risks through actuarial or other professional estimates of those costs.

FINANCIAL MANAGEMENT POLICY ADOPTION

The City of Snoqualmie Financial Management Policy shall be adopted and amended by action of the City Council. The Snoqualmie City Council shall review the policy periodically and any modifications made thereto must be approved by the City Council.

Policy Adopted on: October 24, 2022– Resolution 22-1627

This policy replaces separate, previously adopted policies and/or procedures regarding revenue management, procurement and contract management, fund reserves, purchasing or commercial credit cards, asset management policies or any other policy regarding financial management and financial procedures. Snoqualmie Municipal Code should be repealed or updated accordingly.



CITY OF SNOQUALMIE CONTRACT ROUTING SHEET

Item 8.

ORIGINATING DEPARTMENT INFO

Contract Name: Job Order Contracting

Department: Parks & Public Works

Staff Person: Patrick Fry

Date of Request: 05/11/2023

Date Due:

Contract No: 23-051

DOCUMENT TYPE

Public Works Contract

If other:

CONTRACTOR / VENDOR / CONSULTANT INFO

Name: Forma Construction Company

Address: 500 Columbia St NW STE 201, Olympia, WA 98501

Phone: 253-604-6000

Type of Person or Entity Corporation: State where entity formed: Washington Debarred or Suspended: ☐ Yes ☒ No

Signature name: Rob Wettleson Contractor Email: robw@formacc.com

Tax ID#: 91-1319904

[Snoqualmie Business Lic. #:](#)

If none, date when application submitted: 5/10/2023

Non Profit: ☐ Yes ☒ No Completed W9 ☒ Yes ☐ No

PROJECT TITLE (if relevant)

Project Phase: Construction Management

SCOPE OF WORK - EXHIBIT A

- ☒ Attach a complete and detailed description of the services or scope of work, including completion date for each phase of work and location of work as EXHIBIT A to the contract. Additional exhibits may apply and should be included as needed.

TERM/COMPENSATION

Commencement Date 04/24/2023

Completion Date: 04/24/2025

Contract Extension: ☐ Yes ☒ No

Total Compensation: \$

Not to Exceed: \$500,000 per project

(Include expenses and sales tax, if any. If calculated on hourly labor charge, attach schedules of employees' titles and hourly rates)

Reimbursable Expenses: ☐ Yes ☒ No If yes, maximum dollar amount: \$

Certificate of Insurance Required: ☒ Yes ☐ No (If yes, certificate must be attached before agreement is signed)

PURCHASING & CONTRACTING REQUIREMENTS ([see Snoqualmie Municipal Code \(SMC\) §2.90 Contracts](#))

Procurement Category: Public Works Contract

Selection Process/Procedure Used: Request for Qualifications (RFQ)

Approval Authority (Two approvers required): ☐ Staff ☐ Manager ☐ Director ☒ Mayor or City Admin. ☒ City Council

CONTRACT ROUTING & APPROVALS (INITIALED & DATED BY APPROVER)

Date Approved by City Council, if required: 04/24/2023

- ☐ Director Name: Michael Chambless
- ☐ Finance (Drew Bouta)
- ☐ City Attorney: Anna Astrakhan

SIGNATURES COLLECTED

- ☐ Manager (if required):
☐ Director (if required):
☐ Mayor or City Administrator (if required): *Michael Chambless*

ACCOUNTING INFORMATION / OTHER NOTES

Applicable Account Codes & Descriptions:

- ☐ Signed Copy Back to Originating Department
☐ Forward Original to Reina McCauley, Deputy City Clerk

**AGREEMENT
JOB ORDER CONTRACT**

THIS AGREEMENT is made on this 15 May, 2023 between the City of Snoqualmie ("City"), a municipal corporation located in the State of Washington and Forma Construction Company., ("Job Order Contractor" or "Contractor").

In consideration of the terms and conditions contained in this Contract and the requirements attached to it, the parties agree as follows:

1. The City retains the Contractor to provide construction work and services as described in individual Job Orders that shall be issued for each Project. Any inconsistency between this Agreement and the Job Order(s) shall be resolved in favor of this Agreement. The Consultant shall perform the Work according to the terms and conditions of this Agreement. Work shall commence when the City issues a notice to proceed.
2. The Minimum Contract Value of Job Orders that the Contractor is guaranteed the opportunity to perform during the Base Term of this Agreement is \$25,000. The City is not obligated to provide the Contractor the opportunity to perform Job Orders in excess of the Minimum Contract Value.
3. The maximum dollar amount for any Job Order is \$500,000, excluding Washington state sales and use tax. At least 90 percent of work contained in a job order contract must be subcontracted to entities other than the job order contractor.
4. Upon the issuance of a Job Order, the Contractor shall do all of the work and furnish all of the labor, materials, tools and equipment for the construction of the improvements and shall perform any changes in the work (the "Work"), all in full compliance with the Contract Documents entitled Job Order Contract, which include this Agreement (Section 00 05 00); Contractor's executed Form of Bid (Section 00 03 00), Contractor's response to Bidder's Questionnaire (Section 00 03 05), executed Performance and Payment Bond (Section 00 04 20), executed Retainage Forms (Section 00 05 10); General Terms and Conditions (00 07 00), those portions of the Washington State Department of Transportation (WSDOT) Standard Specifications for Road, Bridge and Municipal Construction, 2021 edition specifically incorporated by reference and/or modified herein, Technical Provisions, Appendices _____, Addenda _____, any project drawings or plans, and the Construction Task Catalog.
5. The City hereby promises and agrees with the Contractor to employ, and does employ the Contractor to furnish the labor, materials, tools and equipment, and to do and cause to be done the Work as described in individual Task Orders, and to complete and finish the same in accordance with the Contract Documents and the terms and conditions herein contained, and hereby contracts to pay for the same, according to the said documents and the terms and conditions herein contained, and hereby contracts to pay for the same, according to the said documents.
6. Upon the issuance of a Job Order, the Contractor hereby promises and agrees to diligently prosecute and obtain Substantial Completion of the Work within time set forth in the Job Order (the "Contract Time"), and to obtain Physical Completion and Final Acceptance of the Work within the time and as specified in the Contract Documents. The Contractor shall complete all work called for in each individual Job Order issued pursuant to this Contract for the Unit Prices set forth in the Construction Task Catalog and the following Adjustment Factors:

A. Normal Working Hours Adjustment Factor: 1.35

Work performed between the hours of 7:00 am and 4:00 pm, Monday through Friday, except for City Holidays.

B. Other Than Normal Working Hours Adjustment Factor: 1.35

Work performed between the hours of 4:01 pm and 6:59 am, Monday through Friday, and all-day Saturday, Sunday and City Holidays

C. Non-Prepriced Adjustment Factor: 1.15.

7. Payment. For all Job Orders that have a Job Order Completion Time of 45 days or less, or a Job Order Price of \$25,000 or less, the City shall make one payment. For all other Job Orders, the City shall make payments in accordance with the Contract Documents.
8. Liquidated Damages. The Contractor agrees that Liquidated Damages shall be assessed in the amount indicated in the table below for any failure to complete the Work within the Job Order Completion Time, for any failure to meet a Job Order Milestone, and for any failure to achieve Physical Completion and Final Acceptance within the time and as required in the Job Order.

Value of Job Order	Liquidated Damages
\$0 to \$10,000	\$100/Day
\$10,001 to \$50,000	\$250/Day
Over \$50,000	\$500/Day

9. Term. The Base Term of this Agreement is 2 years. Upon agreement of the City and the Contractor, the Agreement may be extended for an additional year ("Option Term").
10. The Contractor for himself, and for his agents, successors, assigns, subcontractors and/or employees, does hereby agree to the full performance of all the covenants herein contained upon the part of the Contractor.
11. The City hereby appoints and the Contractor hereby accepts the Parks & Public Works Director, as the City's representative for the purpose of administering the provisions of this Contract, including the City's right to receive and act on all reports and documents related to this Contract, to request and receive additional information from the Contractor.
12. This Contract contains terms and conditions agreed upon by the parties. The parties agree that there are no other understandings, oral or otherwise, regarding the subject matter of this Contract.
13. The Contractor agrees to comply with all applicable Federal, State, City or municipal standards for the licensing, certification, operation of facilities and programs, and accreditation and licensing of individuals.
14. The Contractor shall not assign or subcontract any portion of the work provided for under the terms of this Contract without obtaining prior written approval of the City. All terms and conditions of this Contract shall apply to any approved subcontract or assignment related to this Contract.

15. The parties intend that an independent Contractor-City relationship will be created by this Contract. The City is interested only in the results to be achieved, and the implementation of the work will lie solely with the Contractor. No agent, employee, servant, or representative of the Contractor shall be deemed to be an employee, agent, servant, or representative of the City for any purpose. Employees of the Contractor are not entitled to any of the benefits the City provides for City employees. The Contractor will be solely and entirely responsible for its acts and for the acts of its agents, employees, servants, subcontractors, or otherwise during the performance of this Contract. In the performance of the work herein contemplated, the Contractor is an independent Contractor with regard to the performance of the details of the work; however, the components of and the results of the work contemplated herein must meet the approval of the City and shall be subject to the general rights of inspection and review to secure the satisfactory completion thereof.
16. The Contractor agrees and covenants to indemnify, defend, and save harmless, the City and those persons who were, now are, or shall be duly elected or appointed officials or employees thereof, hereinafter referred to as the "City" against and from any loss, damage, costs, charge, expense, liability, claims, demands or judgments, of whatsoever kind or nature, whether to persons or to property, arising wholly or partially out of any act, action, neglect, omission, or default on the part of the Contractor, his agents, successors, assignees, subcontractors and/or employees, except only such injury or damage as shall have been caused by or resulted from the sole negligence of the City. In case any suit or cause of action shall be brought against the City on account of any act, action, neglect, omission, or default on the part of the Contractor, his agents, successors, assignees, subcontractors and/or employees the Contractor hereby agrees and covenants to assume the defense thereof and to pay any and all costs, charges, attorney's fees and other expenses and any and all judgments that may be incurred or obtained against the City. In the event the City is required to institute legal action and/or participate in the legal action to enforce this Indemnification and Hold Harmless Clause, the Contractor agrees to pay the City's legal fees, costs and disbursements incurred in establishing the right to indemnification. If the claim, suit, or action for injuries, death, or damages as provided for in the preceding paragraphs of this specification is caused by or results from the concurrent negligence of (a) the indemnitee or the indemnitee's agents or employees and (b) the indemnitor or the indemnitor's agents for employees the indemnity provisions provided for in the preceding paragraphs of this specification shall be valid and enforceable only to the extent of the indemnitor's negligence. The Contractor expressly waives, as respects the City only, all immunity and limitation on liability under any Industrial Insurance Act, including Title 51 RCW, or other workers compensation act, disability act, or other employees benefits of any act of any jurisdiction which would otherwise be applicable in the case of such a claim. BY INITIALING BELOW THE OWNER AND CONTRACTOR CERTIFY THE WAIVER OF IMMUNITY SPECIFIED BY THIS PROVISION WAS MUTUALLY NEGOTIATED.
17. This Contract has been and shall be construed as having been made and delivered within the State of Washington, and it is mutually understood and agreed by each party hereto that this Contract shall be governed by the laws of the State of Washington, both as to interpretation and performance. Any action in law, suit and equity or judicial proceedings for the enforcement of this contract or any provisions thereof, shall be instituted and maintained in the courts of competent jurisdiction located in King County, Washington.
18. The failure of the City to insist upon strict performance of any of the covenants and agreements of this Contract or to exercise any option herein conferred in any one or more instances shall not be construed to be a waiver or relinquishment of any such obligation, or any other covenants or agreements, but the same shall be and remain in full force and effect.

19. It is understood and agreed by the parties hereto that if any part of this agreement is determined to be illegal, the validity of the remaining portions shall be construed as if the agreement did not contain the particular illegal part.
20. No change or addition to this Contract shall be valid or binding upon either party unless such change or addition shall be in writing, executed by both parties.
21. The Contractor shall fully comply with all applicable state and federal employment and discrimination laws and regulations. IN WITNESS WHEREOF, the Contractor has executed this instrument, on the day and year first below written and the Mayor has caused this instrument to be executed by and in the name of the said City, the day and year first above written.
22. Pursuant to RCW 39.10.450, the City may not issue a Job Order to a contractor until the City has approved a plan prepared by the contractor that equitably spreads certified women and minority business enterprise subcontracting opportunities among the various subcontract disciplines to the extent permitted by RCW 49.60.400.

IN WITNESS WHEREOF, the Contractor has executed this instrument, on the day and year first below written and the Mayor has caused this instrument to be executed by and in the name of the said City, the day and year first above written.

CITY OF SNOQUALMIE ("CITY")

By Katherine Ross

Typed Name: Katherine Ross

Its: Mayor

Phone: _____

Fax: _____

Date: 5/15/2023

FORMA CONSTRUCTION COMPANY.

By Eric LindstromTyped Name Eric LindstromIts Chief operating officerPhone: 3,607,545,788.00

Fax: _____

Date: 5/15/2023WA Contractor's License No. FORMACC8780R

ACORDTM**CERTIFICATE OF LIABILITY INSURANCE**DATE (MM)
4/25/2
Item 8.

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION** IS **WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Propel Insurance 1201 Pacific Avenue; Suite 1000 COM Construction Tacoma, WA 98402-4321	CONTACT NAME: Shatanna Hagen PHONE (A/C, No, Ext): 800 499-0933 FAX (A/C, No): 866 577-1326 E-MAIL ADDRESS: shatanna.hagen@propelinsurance.com														
INSURED Forma Construction Company 500 Columbia St NW, Suite 201 Olympia, WA 98501	<table border="1"> <thead> <tr> <th data-bbox="816 426 1437 453">INSURER(S) AFFORDING COVERAGE</th> <th data-bbox="1437 426 1572 453">NAIC #</th> </tr> </thead> <tbody> <tr> <td data-bbox="816 453 1437 483">INSURER A : Alaska National Insurance Company</td> <td data-bbox="1437 453 1572 483">38733</td> </tr> <tr> <td data-bbox="816 483 1437 512">INSURER B : The Ohio Casualty Insurance Company</td> <td data-bbox="1437 483 1572 512">24074</td> </tr> <tr> <td data-bbox="816 512 1437 541">INSURER C : Illinois Union Insurance Company</td> <td data-bbox="1437 512 1572 541">27960</td> </tr> <tr> <td data-bbox="816 541 1437 571">INSURER D :</td> <td data-bbox="1437 541 1572 571"></td> </tr> <tr> <td data-bbox="816 571 1437 600">INSURER E :</td> <td data-bbox="1437 571 1572 600"></td> </tr> <tr> <td data-bbox="816 600 1437 636">INSURER F :</td> <td data-bbox="1437 600 1572 636"></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Alaska National Insurance Company	38733	INSURER B : The Ohio Casualty Insurance Company	24074	INSURER C : Illinois Union Insurance Company	27960	INSURER D :		INSURER E :		INSURER F :	
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INSURER F :															

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> PD Ded:25,000 GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X	X	22GPS12616	07/09/2022	07/09/2023	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000 MED EXP (Any one person) \$15,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY	X	X	22GAS12616	07/09/2022	07/09/2023	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB DED RETENTION \$	X	X	22GLU12616	07/09/2022	07/09/2023	EACH OCCURRENCE \$10,000,000 AGGREGATE \$10,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE/OFFICER/MEMBER EXCLUDED? <input checked="" type="checkbox"/> Y <input checked="" type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	N/A	WA Stop Gap 22GPS12616	07/09/2022	07/09/2023	PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
B	XS over Lead \$10 Umbrella			ECO2361611766	07/09/2022	07/09/2023	15,000,000 OCC 15,000,000 AGG
C	Pollution/Prof			COOG23897854014	07/09/2022	07/09/2023	3,000,000 OCC/AGG

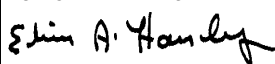
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: Project: Job Order Contracting

Additional Insured Status applies per attached form(s).

Waiver of Subrogation applies per attached form(s).

CERTIFICATE HOLDER**CANCELLATION**

City of Snoqualmie 38624 SE River Street PO Box 987 Snoqualmie, WA 98068	<p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</p> <p>AUTHORIZED REPRESENTATIVE</p> 
---	---

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Item 8.

CONTRACTORS' GENERAL LIABILITY ENHANCEMENT ENDORSEMENT

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

Coverage afforded under this extension of coverage endorsement does not apply to any person or organization covered as an additional insured on any other endorsement now or hereafter attached to this Coverage Part.

SCHEDULE OF COVERAGES ARE SUMMARIZED BELOW

1. Miscellaneous Additional Insureds

8 additional insured extensions.

Primary and Noncontributory Insurance

2. Damage To Premises Rented to You

Limit increased to \$500,000.

3. Medical Payments

Limits increased to \$15,000.

Reporting period increased to three years from the date of accident.

4. Non-owned Watercraft

Increased to 50 feet.

5. Supplementary Payments

Cost of bail bonds increased to \$10,000.

Daily loss of earnings increased to \$500.

6. Newly Formed Or Acquired Organizations

Coverage extended to the end of the policy period or the next anniversary of this policy's effective date.

7. Liberalization Clause

8. Unintentional Failure To Disclose Hazards

9. Notice of Occurrence

10. Broad Knowledge of Occurrence

11. Bodily Injury - Extension of Coverage

12. Expected Or Intended Injury

Reasonable force - bodily injury or property damage.

13. Blanket Waiver of Subrogation

Waiver of subrogation where required by written contract or written agreement.

14. In Rem Actions

15. Voluntary Property Damage

Limits added: \$5,000 occurrence, \$10,000 aggregate.

1. MISCELLANEOUS ADDITIONAL INSURED

Section II Who Is An Insured is amended to include as an additional Insured any person or organization described in Paragraphs **2.a.** through **2.h.** below whom you are required to add as an additional insured on this policy under a written contract or written agreement. However, the written contract or written agreement must be:

1. Currently in effect or becoming effective during the term of this policy; and
2. Executed prior to the "bodily injury", "property damage" or "personal injury and advertising injury", but

Only the following persons or organizations are additional insureds under this endorsement and coverage provided to such additional insureds is limited as provided herein:

- a. **State or Governmental Agency or Subdivision or Political Subdivisions**

Any state or governmental agency or subdivision or political subdivision that has issued a permit in connection with operations performed by you or on your behalf and that you are required by any ordinance, law or building code to include as an additional insured on this coverage part is an additional insured, but only with respect to liability for "bodily injury", "property damage", "personal and advertising injury" arising out of such operations.

The insurance provided to such state or political subdivision does not apply to any "bodily injury", "property damage" or "personal and advertising injury" arising out of operations performed for that state or political subdivision.

b. Controlling Interest

Any persons or organizations with a controlling interest in you but only with respect to their liability arising out of:

- (1) Their financial control of you, or
- (2) Premises they own, maintain or control while you lease or occupy these premises.

This insurance does not apply to structural alterations, new construction and demolition operations performed by or for such additional insured.

c. Managers or Lessors of Premises

A manager or lessor of premises but only with respect to liability arising out of the ownership, maintenance or use of that specific part of the premises leased to you and subject to the following additional exclusions:

This insurance does not apply to:

- (1) Any "occurrence" which takes place after you cease to be a tenant in that premises; or

- (2) Structural alterations, new construction or demolition operations performed by or on behalf of such additional insured.

d. Mortgagee, Assignee or Receiver

A mortgagee, assignee or receiver but only with respect to their liability as mortgagee, assignee, or receiver and arising out of the ownership, maintenance, or use of a premises by you.

This insurance does not apply to structural alterations, new construction or demolition operations performed by or for such additional insured.

e. Owners or Other Interests From Whom Land Has Been Leased

An owner or other interest from whom land has been leased by you but only with respect to liability arising out of the ownership, maintenance or use of that specific part of the land leased to you and subject to the following additional exclusions:

This insurance does not apply to:

- (1) Any "occurrence" which takes place after you cease to lease that land; or
- (2) Structural alterations, new construction or demolition operations performed by or on behalf of such additional insured.

f. Co-owner of Insured Premises

A co-owner of a premises co-owned by you and covered under this insurance but only with respect to the co-owners liability as co-owner of such premises.

g. Lessor of Equipment

Any person or organization from whom you lease equipment. Such person or organization is an additional insured only with respect to their liability for "bodily injury", "property damage" or "personal and Advertising injury" caused, in whole or in part, by your maintenance, operation or use of equipment leased to you by such person or organization. A person's or organization's status as an additional insured under this endorsement ends when their written contract or written agreement with you for such leased equipment ends.

With respect to the insurance afforded these additional insureds, the following additional exclusions apply:

This insurance does not apply:

- (1) To any "occurrence" which takes place after the equipment lease expires; or
- (2) To "bodily injury", "property damage", or "personal and advertising injury" arising out of the sole negligence of such additional insured.

h. Owners, Lessees or Contractors – Ongoing Operations and Completed Operations

1. Any person or organization for whom you are performing operations or have performed operations when you and such person or organization have agreed in writing in a contract or agreement that such person or organization be added as an additional insured on your policy; and
2. Any other person or organization you are required to add as an additional insured under the contract or agreement described in Paragraph 1. above.

Such person(s) or organization(s) is an additional insured only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

- a. Your acts or omissions; or
- b. The acts or omissions of those acting on your behalf; or
- c. "Your Work" performed for the additional insured described in Paragraph 1. or 2. above and included in the "products-completed operations hazard."

In the performance of your ongoing operations or completed operations for the additional insured described in Paragraph 1. or 2. above.

However, the insurance afforded to such additional insured described above:

- a. Only applies to the extent permitted by law; and
- b. Will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

3. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to:

1. "Bodily injury", "property damage" or "personal and advertising injury" arising out of the rendering of, or the failure to render, any professional architectural, engineering or surveying services, including:

- a. The preparing, approving, or failing to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders, change orders or drawings and specifications; or
- b. Supervisory, inspection, architectural or engineering activities.

This exclusion applies even if the claims against any insured allege negligence or other wrongdoing in the supervision, hiring, employment, training or monitoring of others by that insured, if the "occurrence" which caused the "bodily injury" or "property damage", or the offense which caused the "personal and advertising injury", involved the rendering of, or the failure to render, any professional architectural, engineering or surveying services.

Primary And Noncontributory Insurance

The following is added to the **Other Insurance** Condition and supersedes any provision to the contrary:

This insurance is primary to and will not seek contribution from any other insurance available to an additional insured under your policy provided that:

- (1) The additional insured is a Named Insured under such other insurance; and
- (2) You have agreed in writing in a contract or agreement that this insurance would be primary and would not seek contribution from any other insurance available to the additional insured.

Section III - Limits of Insurance, the following is added:

With respect to the insurance afforded to the additional insureds described in Paragraphs **a.** through **h.** above, the most we will pay on behalf of such additional insured is the amount of insurance:

- (1) Required by the contract or agreement; or
- (2) Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This provision shall not increase the applicable Limits of Insurance shown in the Declaration.

2. Damage To Premises Rented to You

SECTION III – LIMITS OF INSURANCE, Paragraph **6.** is replaced by the following:

- 6.** Subject to Paragraph **5.** above, the Damage to Premises Rented to You Limit is the most we will pay under Coverage **A** for damages because of "property damage" to any one premises, while rented to you, or in the case of damage by fire, while rented to you or temporarily occupied by you with permission of the owner.

If a limit is shown for Damage to Premises Rented to You the most we will pay under Coverage **A** for damages because of "property damage" to any one premises is the Limit shown in the Declarations or \$500,000, whichever is greater.

3. MEDICAL PAYMENTS

A. Section III – Limits of Insurance, Paragraph **7.** is replaced by the following:

- 7.** Subject to Paragraph **5.** above the Medical Expense Limit is the most we will pay under **Coverage C** for all medical expenses because of "bodily injury" sustained by any one person.

If a limit is shown for Medical Expense in the Declarations the most we will pay under Coverage C for all medical expenses because of "bodily injury" sustained by any one person is the Limit shown in the Declarations or \$15,000, whichever is greater.

B. This provision 5. (Medical Payments) does not apply if **Section I - Coverage C Medical Payments** is excluded either by the provisions of the Coverage Part or by endorsement.

C. Paragraph 1.a.(3)(b) of **Section I - Coverage C - Medical Payments**, is replaced by the following:

- (b) The expenses are incurred and reported to us within three years of the date of the accident; and

4. NON-OWNED WATERCRAFT

A. If endorsement **CG 21 09, CG 21 10, CG 24 50, or CG 24 51 is attached to the policy, Paragraph A. 2. g. (2) (b)** is replaced by the following:

- (b) A watercraft that you do not own that is:
 - (i) Less than 50 feet long; and
 - (ii) Not being used to carry persons or property for a charge.

B. If Paragraph A. does not apply, Paragraph g. (2) of 2. **EXCLUSION under SECTION I – COVERAGES, COVERAGE A – BODILY INJURY AND PROPERTY DAMAGE LIABILITY** is replaced by the following:

- (2) A watercraft that you do not own that is:
 - (a) Less than 50 feet long; and
 - (b) Not being used to carry persons or property for a charge.

5. SUPPLEMENTARY PAYMENTS

A. Under **Section I - Supplementary Payments - Coverage A and B, Paragraph 1.b.**, the limit of \$250 shown for the cost of bail bonds is replaced by \$10,000;

B. In Paragraph 1.d., the limit of \$250 shown for daily loss of earnings is replaced by \$500.

6. NEWLY FORMED OR ACQUIRED ORGANIZATIONS

Paragraph 3.a. of **Section II - Who Is An Insured** is deleted and replaced by the following:

Coverage under this provision is afforded only until the end of the policy period or the next anniversary of this policy's effective date after you acquire or form the organization, whichever is earlier.

7. LIBERALIZATION CLAUSE

If we adopt a change in our forms or rules which would broaden coverage for contractors under this endorsement without an additional premium charge, your policy will automatically provide the additional coverages as of the date the revision is effective in your state.

8. UNINTENTIONAL FAILURE TO DISCLOSE HAZARDS

SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS – Paragraph 6. – Representations is replaced by the following:

6. Representations

By accepting this policy, you agree:

- a. The statements in the Declarations are accurate and complete;
- b. Those statements are based upon representations you made to us; and
- c. We have issued this policy in reliance upon your representations.

The unintentional omission of, or unintentional error in, any information you provided to us which we relied upon in issuing this policy will not prejudice your rights under this insurance. However, this provision does not affect our right to collect additional premium or to exercise our rights of cancellation or nonrenewal in accordance with applicable laws and regulations.

9. NOTICE OF OCCURRENCE

The following is added to Paragraph 2. of **Section IV - Commercial General Liability Conditions - Duties In The Event of Occurrence, Offense, Claim or Suit**:

Your rights under this Coverage Part will not be prejudiced if you fail to give us notice of an "occurrence", offense, claim or "suit" and that failure is solely due to your reasonable belief that the "bodily injury" or "property damage" is not covered under this Coverage Part. However, you shall give written notice of this "occurrence", offense, claim or "suit" to us as soon as you are aware that this insurance may apply to such "occurrence", offense, claim or "suit."

10. BROAD KNOWLEDGE OF OCCURRENCE

The following is added to Paragraph 2. of **Section IV - Commercial General Liability Conditions - Duties in The Event of Occurrence, Offense, Claim or Suit**:

You must give us or our authorized representative notice of an "occurrence", offense, claim, or "suit" only when the "occurrence", offense, claim or "suit" is known to:

- (1) You, if you are an individual;
- (2) A partner, if you are a partnership;
- (3) An executive officer or the employee designated by you to give such notice, if you are a corporation; or

- (4) A manager, if you are a limited liability company.

11. EXPANDED BODILY INJURY

Section V - Definitions, the definition of "bodily injury" is changed to read:

"Bodily injury" means bodily injury, sickness or disease sustained by a person, including death, humiliation, shock, mental anguish or mental injury by that person at any time which results as a consequence of the bodily injury, sickness or disease.

12. EXPECTED OR INTENDED INJURY

Exclusion **a.** of **Section I - Coverage A - Bodily Injury and Property Damage Liability** is replaced by the following:

- a. "Bodily injury" or "property damage" expected or intended from the standpoint of the insured. This exclusion does not apply to "bodily injury" or "property damage" resulting from the use of reasonable force to protect persons or property.

13. BLANKET WAIVER OF SUBROGATION

The **Transfer Of Rights Of Recovery Against Others To Us Condition (Section IV - Commercial General Liability Conditions)** is amended by the addition of the following:

We waive any right of recovery against any person or organization, because of any payment we make under this Coverage Part, to whom the insured has waived its right of recovery in a written contract or agreement. Such waiver by us applies only to the extent that the insured has waived its right of recovery against such person or organization prior to loss.

14. IN REM ACTIONS

Any action in rem against any vessel owned, operated by or for, or chartered by or for you will be treated in the same manner as though the action were in personam against you.

15. VOLUNTARY PROPERTY DAMAGE

The following is added, **Section I – Coverage A – Bodily Injury and Property Damage Liability 1., Insuring Agreement:**

We will pay, at your request, for “property damage” to property of others while in the care, custody or control of an insured, arising out of your business operations away from your insured premises for which this policy is written and occurring during the policy period.

However, the “property damage” must be the result of unintentional damage or destruction but does not include disappearance, theft, or loss of use.

You agree with us that we shall have no duty to defend any claims and/or “suits” for which the only coverage provided is under this coverage extension.

For the purpose of this coverage only, **Section I – Coverage A – Bodily Injury and Property Damage Liability 2. Exclusions J. (4.) is deleted.**

As respects coverage afforded under Voluntary Property Damage, the following is added to **Section III – Limits of Insurance:**

Regardless of the number of insureds, claims or “suits” brought, or persons or organizations making claims or bringing “suits”:

1. Subject to 2. Below, the most we will pay for “property damage” arising from any one “occurrence” arising out of “property damage” to property of others caused by you and while in your care, custody or control is \$5,000.
2. The most we will pay for the sum of all “property damage” in an annual policy period is \$10,000. This amount is part of and not in addition to the General Aggregate Limit described in Paragraph 2. of **Section III – Limits of Insurance.**

This endorsement changes the policy to which it is attached and, unless otherwise stated, is effective on the date issued at 12:01 A.M. standard time at your mailing address shown in the policy. **The information below is required only when this endorsement is issued subsequent to commencement of the policy.**

Endorsement Effective 07/09/2022

Policy No. 22G PS 12616

Insured FORMA Construction Company

Endorsement No.

Countersigned By _____

BLANKET ADDITIONAL INSURED – AUTOMATIC STATUS IF REQUIRED BY WRITTEN CONTRACT (CONTRACTORS)

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

Additional Premium: Included

1. The following is added to SECTION II – WHO IS AN INSURED:

Any person or organization that:

- a. You agree in a “written contract requiring insurance” to include as an additional insured on this Coverage Part; and
- b. Has not been added to this policy as an additional insured for the same project by the attachment of an endorsement under this Coverage Part which includes such person or organization in the endorsement’s schedule;

is an insured, but:

- c. Only with respect to liability for “bodily injury”, “property damage” or “personal and advertising injury”; and
- d. Only as described in Paragraph (1), (2) or (3) below, whichever applies:

- (1) If the “written contract requiring insurance” specifically requires you to provide additional insured coverage to that person for injury or damage that arises out of “your work”, that person or organization is an additional insured only if the injury or damage arises out of “your work” to which the “written contract requiring insurance” applies;

- (2) If the “written contract requiring insurance” specifically requires you to provide additional insured coverage to that person for injury or damage that is caused, in whole or in part, by the acts or omissions of you or your subcontractor, that person or organization is an additional insured only if the injury or damage is caused, in whole or in part, by the acts or omissions of you or your subcontractor in the performance of “your work” to which the “written contract requiring insurance” applies” or

- (3) If neither Paragraph (1) nor (2) above applies that person or organization is only an additional insured if, and only to the extent that, the injury or damage is caused by negligent acts or omissions of you or your subcontractor in the performance of “your work” to which the “written contract requiring insurance” applies. The person or organization does not qualify as an additional insured with respect to injury or damage caused in whole or in part by independent negligent acts or omissions of such person or organization.

2. If the "written contract requiring insurance" contains a specific requirement that you procure completed operations coverage or coverage within the "products-completed operations hazard" for the additional insured, then the insurance provided to the additional insured covers "bodily injury" or "property damage" that occurs within the "products-completed operations hazard" at the level specified in Paragraph 1.d.(1), 1.d.(2), or 1.d.(3), whichever applies. However, even if completed operations coverage or coverage within the "products-completed operations hazard" is required by the "written contract requiring insurance", such coverage is available to the additional insured only if the "bodily injury" or "property damage" occurs prior to the end of the time period during which you are required by the "written contract requiring insurance" to provide such coverage or the expiration date of the policy, whichever comes first.
3. The insurance provided to the additional insured by this endorsement is limited as follows:
 - a. If the Limits of Insurance of this Coverage Part shown in the Declarations exceed the minimum limits of liability required by the "written contract requiring insurance", the insurance provided to the additional insured will be limited to such minimum required limits of liability. For the purposes of determining whether this limitation applies, the minimum limits of liability required by the "written contract requiring insurance" will be considered to include the minimum limits of liability of any Umbrella or Excess liability coverage required for the additional insured by that "written contract requiring insurance". This endorsement will not increase the limits of insurance described in Section III – Limits Of Insurance.
 - b. The insurance provided to the additional insured does not apply to "bodily injury", "property damage", or "personal and advertising injury" arising out of an architect's, engineer's, or surveyor's rendering of or failure to render any professional services including:
 - (1) The preparing, approving, or failing to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders or change orders, or the preparing, approving, or failing to prepare or approve, drawings and specifications; and
 - (2) Supervisory, inspection, architectural or engineering activities.
4. The insurance provided to the additional insured by this endorsement is excess over any valid and collectible other insurance, whether primary, excess, contingent or on any other basis, that is available to the additional insured. However, if the "written contract requiring insurance" specifically requires that this insurance apply on a primary basis or a primary and non-contributory basis, this insurance is primary to other insurance available to the additional insured under which that person or organization qualifies as a named insured, and we will not share with that other insurance. But the insurance provided to the additional insured by this endorsement still is excess over any valid and collectible other insurance, whether primary, excess, contingent or on any other basis, that is available to the additional insured when that person or organization is an additional insured, or is any other insured that does not qualify as a named insured, under such other insurance.
5. As a condition of coverage provided to the additional insured by this endorsement:
 - a. The additional insured must give us written notice as soon as practicable of an "occurrence" or an offense which may result in a claim. To the extent possible, such notice should include:
 - (1) How, when and where the "occurrence" or offense took place;
 - (2) The names and addresses of any injured persons and witnesses; and
 - (3) The nature and location of any injury or damage arising out of the "occurrence" or offense.

- b. If a claim is made or "suit" is brought against the additional insured, the additional insured must:

- (1) Immediately record the specifics of the claim or "suit" and the date received; and
- (2) Notify us as soon as practicable.

The additional insured must see to it that we receive written notice of the claim or "suit" as soon as practicable.

- c. The additional insured must immediately send us copies of all legal papers received in connection with the claim or "suit", cooperate with us in the investigation or settlement of the claim or defense against the "suit", and otherwise comply with all policy conditions.
- d. The additional insured must tender the defense and indemnity of any claim or "suit" to any provider of other insurance which would cover the additional insured for a loss we cover under this endorsement. However, this condition does not affect whether the insurance provided to the additional insured by this endorsement is primary to other insurance available to the additional insured which covers that person or organization as a named insured as described in Paragraph 3. above.

6. The following is added to the **DEFINITIONS** Section:

"Written contract requiring insurance" means that part of any written contract or agreement for construction services under which you are required to include a person or organization as an additional insured on this Coverage Part, provided that the "bodily injury" and "property damage" occurs, and the "personal and advertising injury" is caused by an offense committed, during the policy period and:

- a. After the signing and execution of the contract or agreement by you; and
- b. While that part of the contract or agreement is in effect.

This endorsement changes the policy to which it is attached and, unless otherwise stated, is effective on the date issued at 12:01 A.M. standard time at your mailing address shown in the policy. **The information below is required only when this endorsement is issued subsequent to commencement of the policy.**

Endorsement Effective 07/09/2022

Policy No. 22G PS 12616

Insured FORMA Construction Company

Endorsement No.

Countersigned By _____

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BUSINESS AUTO COVERAGE ENHANCEMENT ENDORSEMENT

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE FORM

Various provisions in this endorsement restrict coverage. Read the entire policy carefully to determine rights, duties, and what is and is not covered.

Throughout this policy, the words “you” and “your” refer to the Named Insured shown in the Declarations. The words “we”, “us”, and “our” refer to the company providing this insurance.

Other words and phrases that appear in quotation marks have special meaning. Refer to **SECTION V – DEFINITIONS** in the Business Auto Coverage Form.

The coverages provided by this endorsement apply per “accident” and, unless otherwise specified, are subject to all of the terms, conditions, exclusions and deductible provisions of the policy, to which it is attached.

SECTION II – COVERED AUTO LIABILITY COVERAGE, Paragraph A.1. Who Is An Insured is amended to include:

- d. Any “employee” of yours while operating an “auto” hired or rented under a contract or agreement in an “employee’s” name, with your permission, while performing duties related to the conduct of your business.
- e. Any person or organization for whom you have agreed in writing to provide insurance such as is afforded by this Coverage Form, but only with respect to liability arising out of the ownership, maintenance or use of “autos” covered by this policy. If such person or organization has other insurance then this insurance is primary to and we will not seek contribution from the other insurance.

SECTION IV – Business Auto Conditions, Paragraph A. 5. – Transfer of Rights of Recovery Against Others To Us is amended to include:

5. Transfer of Rights of Recovery Against Others to Us

This condition does not apply to any person(s) or organization(s) to the extent that

subrogation against that person or organization is waived prior to the “accident” or the “loss” under a contract with that person or organization.

SECTION II – COVERED AUTO LIABILITY COVERAGE, Paragraph A.2.a. (2) – **Supplementary Payments** is replaced by the following:

- (2) Up to \$10,000 for cost of bail bonds (including bonds for related traffic law violations) required because of an “accident” we cover. We do not have to furnish these bonds.

SECTION II – COVERED AUTO LIABILITY COVERAGE, Paragraph A.2.a. (4) – **Supplementary Payments** is replaced by the following:

- (4) All reasonable expenses incurred by the “insured” at our request, including actual loss of earnings up to \$500 a day because of time off from work.

SECTION II – COVERED AUTO LIABILITY COVERAGE, Paragraph A.2.c. – **Voluntary Property Damage** is added as follows:

c. Voluntary Property Damage

At your written request, we may make a voluntary payment for Property Damage caused by an “insured”, but without liability to a third party, up to \$25,000. We will not make a Voluntary Property Damage payment to anyone who is an “insured” under this policy.

SECTION III – PHYSICAL DAMAGE COVERAGE, Paragraph A.2. – **Towing** is replaced by the following:

Towing

We will pay up to \$500 for towing and labor costs incurred each time a covered “auto” that is a:

- a. Private passenger;

- b. Truck;
- c. Pick-up truck;
- d. Panel ; or
- e. Van

type vehicle under 20,000 lbs. of Gross Vehicle Weight is disabled. However, the labor must be performed at place of disablement.

SECTION III – PHYSICAL DAMAGE COVERAGE,
Paragraph A.3. – **Glass Breakage – Hitting a Bird or Animal – Falling Objects or Missiles** is replaced by the following:

Glass Breakage – Hitting a Bird or Animal – Falling Objects or Missiles

If you carry Comprehensive Coverage for the damaged covered “auto”, we will pay the following under Comprehensive Coverage:

- a. Glass Breakage;
- b. “Loss” caused by hitting a bird or animal; and
- c. “Loss” caused by falling objects or missiles.

However, you have the option of having glass breakage caused by a covered “auto’s” collision or overturn considered a “loss” under Collision Coverage.

Glass Repair – Waiver of Deductible

No deductible applies to glass breakage, if the glass is repaired rather than replaced.

SECTION III – PHYSICAL DAMAGE COVERAGE,
Paragraph A.4.a. – **Transportation Expenses** is replaced by the following:

a. Transportation Expenses

We will pay up to \$200 per day to a maximum of \$1,500 for temporary transportation expense incurred by you because of the total theft of a covered “auto” that is a:

- (1) Private passenger;
- (2) Truck;

- (3) Pick-up truck;
- (4) Panel; or
- (5) Van

type vehicle under 20,000 lbs. of Gross Vehicle Weight. We will pay only for those covered “autos” for which you carry either Comprehensive or Specified Causes of Loss Coverage. We will pay for temporary transportation expenses incurred during the period beginning 48 hours after the theft and ending, regardless of the policy’s expiration, when the covered “auto” is returned to use or we pay for its “loss”.

SECTION III – PHYSICAL DAMAGE COVERAGE,
Paragraph A.4.b. – **Loss of Use Expenses** is replaced by the following:

b. Loss of Use Expenses – Hired, Rented, or Borrowed Automobiles

We will pay expenses for which an “insured” becomes legally responsible to pay for loss of use of a vehicle hired, rented or borrowed without a driver under a written rental contract or agreement. We will pay for loss of use expenses, if caused by:

- (1) Other than Collision, only if the Declarations indicate that Comprehensive Coverage is provided for the vehicle withdrawn from service.
- (2) Specified Causes of Loss only if the Declarations indicate that Specified Causes of Loss Coverage is provided for the vehicle withdrawn from service.
- (3) Collision only if the Declarations indicate that Collision Coverage is provided for the vehicle withdrawn from service.

However, the most we will pay for any expenses for loss of use is \$200 per day, to a maximum of \$1,500.

SECTION III – PHYSICAL DAMAGE COVERAGE,
Paragraph A.4.c. – **Non-Transportation Loss of Use Expenses** is added as follows:

c. Non-Transportation Loss of Use Expenses

We will pay up to \$2,000 for non-transportation expense incurred by you, because of “loss” to a covered “auto”, if caused by:

- (1) Other than Collision, only if the Declarations indicate that Comprehensive Coverage is provided for the “auto” withdrawn from service;
- (2) Specified Causes of Loss only if the Declarations indicate that Specified Causes of Loss Coverage is provided for the “auto” withdrawn from service; or
- (3) Collision only if the Declarations indicate that Collision Coverage is provided for the “auto” withdrawn from service.

SECTION III – PHYSICAL DAMAGE COVERAGE,
Paragraph A.4.d. – **Airbag Coverage** is added as follows:

d. Airbag Coverage

We will pay for the cost to repair, replace, or reset an airbag that inflates for any reason other than as a result of a collision, if the Declarations indicate that the covered “auto” has Comprehensive Coverage or Specified Causes of Loss Coverage.

SECTION III – PHYSICAL DAMAGE COVERAGE,
Paragraph A.4.e. – **Rental Reimbursement Coverage** is added as follows:

e. Rental Reimbursement Coverage

We will pay up to \$75 per day for rental reimbursement expenses incurred by you for the rental of an “auto” because of “loss” to a covered “auto” that is a:

- (1) Private Passenger;

- (2) Truck;
- (3) Pick-up truck;
- (4) Panel; or
- (5) Van

type vehicle under 20,000 lbs. of Gross Vehicle Weight. Payment applies in addition to the otherwise applicable amount of each coverage you have on a covered “auto”. No deductibles apply to this coverage.

- (1) We will pay only for those expenses incurred during the policy period beginning 24 hours after the “loss” and ending, regardless of the policy’s expiration, with the lesser of the following number of days:

(a) The number of days reasonably required to repair or replace the covered “auto”.

(b) 30 days.

- (2) This coverage does not apply while there are spare or reserve “autos” available to you for your operations.

- (3) The Rental Reimbursement Coverage described above does not apply to a covered “auto” that is described or designated as a covered “auto” on Rental Reimbursement Coverage Form CA 99 23.

SECTION IV – BUSINESS AUTO CONDITIONS –
Paragraph B.2. – Concealment, Misrepresentation Or Fraud is amended by adding **Unintentional Failure to Disclose Hazards** at the end of Paragraph B.2. as follows:

Unintentional Failure to Disclose Hazards

If you unintentionally fail to disclose any hazards existing at the inception date of your policy, we will not deny coverage under this Coverage Form because of such failure. However, this provision does not affect our right to collect additional premium or exercise our right of cancellation or non-renewal.

SECTION IV – BUSINESS AUTO CONDITIONS –
Paragraph B.5.b. – **Other Insurance** is replaced by the following:

- b. For Hired Auto Physical Damage Coverage, the following are deemed to be covered “autos” you own:
- (1) Any covered “auto” you lease, hire, rent, or borrow; and
 - (2) Any covered “auto” hired or rented by your “employee” under a contract in that individual “employee’s” name, with your permission, while performing duties related to the conduct of your business.

However, any “auto” that is leased, hired, rented or borrowed with a driver is not a covered “auto”.

SECTION V – DEFINITIONS – Paragraph C. –
“Bodily injury” is replaced by the following:

- C. “Bodily injury” means bodily injury, sickness or disease sustained by a person including death or mental anguish resulting from any of these. Mental anguish means any type of mental or emotional illness or disease

ADDITIONAL INSURED'S PRIMARY AND NON-CONTRIBUTORY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

This endorsement modifies insurance provided under the following:

COMMERCIAL LIABILITY UMBRELLA COVERAGE PART

Paragraph **a.** of **5. Other Insurance** of **Section IV - Conditions** is deleted and replaced by:

5. Other Insurance

a. This insurance is excess over, and shall not contribute with any of the other insurance, whether primary, excess, contingent or on any other basis. This condition will not apply to either:

(1) Other insurance that is specifically written as excess over this Coverage Part; or

(2) Other insurance that is both:

(a) Issued to a Named Insured that is an additional insured under this Coverage Part as described in paragraph **3.** of **Section II - Who Is An Insured**; and

(b) Intended to be excess of this insurance and non-contributory with this insurance as agreed under a written contract or agreement into which you have entered that requires that this insurance be primary and non-contributory.

Such insurance as is described in items **(1)** and **(2)** above shall apply in excess of the Limits of Insurance of this Coverage Part and we will not seek contribution or indemnity from such insurance for damages to which this Coverage Part applies.

When this insurance is excess, we will have no duty under Coverages **A** or **B** to defend the insured against any "suit" if any other insurer has a duty to defend the insured against that "suit". If no other insurer defends, we will undertake to do so, but will be entitled to the insured's rights against all those other insurers.

This endorsement changes the policy to which it is attached and, unless otherwise stated, is effective on the date issued at 12:01 A.M. standard time at your mailing address shown in the policy. **The information below is required only when this endorsement is issued subsequent to commencement of the policy.**

Endorsement Effective 07/09/2022

Policy No. 22G LU 12616

Insured FORMA Construction Company

Endorsement No.

Countersigned By _____

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WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US (WAIVER OF SUBROGATION)

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

This endorsement modifies insurance provided under the following:

COMMERCIAL LIABILITY UMBRELLA COVERAGE PART

SCHEDULE

Name Of Person(s) Or Organization(s):

Any and all as required by written contract executed prior to the loss

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

The following is added to Paragraph **9. Transfer Of Rights Of Recovery Against Others To Us** of **Section IV – Conditions:**

We waive any right of recovery against the person(s) or organization(s) shown in the Schedule above because of payments we make under this Coverage Part. This endorsement applies only to the person(s) or organization(s) shown in the Schedule above.

This endorsement changes the policy to which it is attached and, unless otherwise stated, is effective on the date issued at 12:01 A.M. standard time at your mailing address shown in the policy. **The information below is required only when this endorsement is issued subsequent to commencement of the policy.**

Endorsement Effective 07/09/2022

Policy No. 22G LU 12616

Insured FORMA Construction Company

Endorsement No.

Countersigned By _____

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the
requester. Do not
send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
FORMA CONSTRUCTION COMPANY

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC

☐ C Corporation

☒ S Corporation

☐ Partnership

☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ►

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ►

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) **5**

Exemption from FATCA reporting code (if any)

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
500 COLUMBIA ST NW STE 201

6 City, state, and ZIP code
OLYMPIA, WA 98501

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			-			-				
--	--	--	---	--	--	---	--	--	--	--

or

Employer identification number

9	1	-	1	3	1	9	9	0	4
---	---	---	---	---	---	---	---	---	---

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

Signature of
U.S. person ►



Date ►

1-13-23

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB24-069
June 10, 2024
Committee Report

Item 9.

AGENDA BILL INFORMATION

TITLE:	AB24-069: Resolution No. 1689 Awarding a Public Works Contract to Massana Construction Inc for the Kimball Creek Bridges Restoration Project	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed:
PROPOSED ACTION:	Approve Resolution No. 1689 Awarding a Public Works Contract to Massana Construction Inc for the Kimball Creek Bridges Restoration Project	<input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input checked="" type="checkbox"/> Resolution

REVIEW:	Department Director	Jeff Hamlin	5/21/2024
	Finance	Janna Walker	5/22/2024
	Legal	David Linehan	5/21/2024
	City Administrator	Mike Chambless	5/28/2024

DEPARTMENT:	Parks & Public Works		
	STAFF: Hind Ahmed		
	COMMITTEE: Parks & Public Works		COMMITTEE DATE: June 4, 2024
	EXHIBITS: 1. AB24-069x1a (Res. No. 1689) 2. AB24-069x1b (Contract) 3. AB24-069x2 (Bid Tab) 4. AB24-069x3 (CIP)		

AMOUNT OF EXPENDITURE	\$ \$1,179,828
AMOUNT BUDGETED	\$ 1,318,000
APPROPRIATION REQUESTED	\$ 0

SUMMARY

INTRODUCTION

This Agenda Bill seeks approval to award a public works contract to Massana Construction Inc. for the Kimball Creek Bridges Restoration Project and authorize the mayor to sign the contract.

BACKGROUND

The City of Snoqualmie's 2023-2028 Capital Improvement Plan (CIP) includes the Kimball Creek Bridges Restoration Project. The aim of this project is to address the structural deficiencies of two bridges carrying Meadowbrook Way.

This project involves rehabilitating two bridges on Meadowbrook Way, situated between SR202/Railroad Ave and the city limit: South Fork Kimball Creek Bridge No. 1413B and East Fork Kimball Creek Bridge No. 1413C.

The scope of improvements include various tasks, such as in-water work, partial removal of existing bridge sections, excavation of bridge approaches, installation of new piles, construction of timber backwalls and wingwalls, implementation of scour and erosion control measures, installation of prestressed concrete girders, paving, guardrail installation, and other associated enhancements.

Analysis

The Kimball Creek Bridge Restoration Project was advertised for bidding on April 23, 2024, and closed on May 14, 2024. The city received only one bid from Massana Construction Inc., which exceeded the engineer's estimate. The engineer's estimate was \$841,176.00, while the only and lowest bid received was \$1,179,828.00.

Given the nature and scale of the project, as well as the time constraints for in-water work, Parks and Public Works recommends that the City Council adopt a resolution awarding a public works contract to Massana Construction, Inc. for the construction of the Kimball Creek Bridge Restoration Project.

BUDGET IMPACTS

Administration recommends approving a contract with Massana Construction Inc. in the amount of \$1,179,828 to rehabilitate the South Fork Kimball Creek Bridge and the East Fork Kimball Creek Bridge. This project is incorporated in the 2023-2028 Capital Improvement Plan (CIP) (See Exhibit #4) with a life-of-project budget of \$1,571,349. The 2023-24 Amended Budget appropriates \$1,318,000 for this project within the Non-Utilities Capital (#310) fund. In the current biennium, \$220,059 has been spent and \$53,671 has been encumbered for contracts within the Kimball Creek Bridges Restoration Project. With the addition of the Massana Construction Inc. contract, the project is \$135,558 over budget for the current biennium, as shown in the table below.

Kimball Creek Bridges Restoration Project (#310)

	Life-of-Project Budget (Multiple Bienniums)	2023-2024 Amended Biennial Budget
Beginning Budget	\$ 1,571,349	\$ 1,318,000
Expenditures	\$ (256,612)	\$ (220,059)
Outstanding Contract Value (Previously Approved)	\$ (53,671)	\$ (53,671)
Current Available Budget	\$ 1,261,066	\$ 1,044,270
Value of this Contract (AB24-069)	\$ (1,179,828)	\$ (1,179,828)
Available Budget after AB24-069	\$ 81,238	\$ (135,558)

Additionally, this project requires an amendment to an existing contract with Otak Inc. in the amount of \$158,606, addressed in AB24-066. With the addition of the second contract, the budgetary shortfall is \$294,164 for the 2023-24 Biennial Budget, as shown below or on the next page:

Kimball Creek Bridges Restoration Project (#310)

	Life-of-Project Budget <i>(Multiple Bienniums)</i>	2023-2024 Amended Biennial Budget
Beginning Budget	\$ 1,571,349	\$ 1,318,000
Expenditures	\$ (256,612)	\$ (220,059)
Outstanding Contract Value <i>(Previously Approved)</i>	\$ (53,671)	\$ (53,671)
Current Available Budget	\$ 1,261,066	\$ 1,044,270
Value of this Contract <i>(AB24-069)</i>	\$ (1,179,828)	\$ (1,179,828)
Value of Companion Contract <i>(AB24-066)</i>	\$ (158,606)	\$ (158,606)
Available Budget after AB24-066 and AB24-069	\$ (77,368)	\$ (294,164)

To account for this shortfall, Administration proposes utilizing funds from the Meadowbrook Bridge Restoration Project. The Meadowbrook Bridge Restoration project, with a remaining budget of \$1,458,830, has been delayed into the 2025-26 Biennium, as illustrated in the currently proposed 2025-2030 Capital Improvement Plan (CIP). Utilizing Meadowbrook Bridge Restoration Project funds would not require a budgetary amendment. However, it will require adjustments within the currently proposed 2025-2030 CIP, as less funds will be available in the opening balance of the Non-Utilities Capital Fund (#310). Administration can select from a range of options to cover this decrease in fund balance.

NEXT STEPS

Following Council approval staff will work with the Mayor to execute the final contract agreement with Massana Construction Inc., Construction of the Kimball Creek Bridges Restoration Project is anticipated to begin in July 2024.

PROPOSED ACTION

Move to adopt Resolution No. 1689 Awarding a Public Works Contract to Massana Construction Inc. for the construction of Kimball Creek Bridges Restoration Project and authorize the Mayor to sign.

RESOLUTION NO. 1689**A RESOLUTION OF THE CITY COUNCIL OF CITY OF SNOQUALMIE, WASHINGTON, DETERMINING THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER, AND AWARDING A PUBLIC WORKS CONTRACT TO AND AUTHORIZING EXECUTION OF A PUBLIC WORKS CONTRACT WITH MASSANA CONSTRUCTION INC. FOR THE KIMBALL CREEK BRIDGES RESTORATION PROJECT.**

WHEREAS, pursuant to Ordinance No. 448 as codified in Snoqualmie Municipal Code Section 1.08.010, the City of Snoqualmie has adopted the classification of non-charter code city, retaining the mayor-council plan of government as provided for in Chapter 35A.12 RCW; and

WHEREAS, pursuant to RCW 35A.40.210, procedures for any public work or improvement for code cities shall be governed by RCW 35.23.352; and

WHEREAS, on April 23, 2024, the City advertised the Kimball Creek Bridges Restoration Project (“the Project”) for bid; and

WHEREAS, the City received a total of one bid; and

WHEREAS, the bid of \$1,179,828.00 from Massana Construction Inc. was the lowest and only responsive, responsible bid; and

WHEREAS, City staff has checked references and otherwise determined that Massana Construction Inc. meets the mandatory bidder responsibility criteria established under RCW 39.04.350 and 39.06.020, and the supplemental bidder responsibility criteria in Section 00 04 00 of the contract documents; and

WHEREAS, the Parks and Public Works Director and City Staff recommend award of this contract to Massana Construction Inc. as the lowest responsive, responsible bidder;

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF SNOQUALMIE AS FOLLOWS:

Section 1. Determination of Lowest Responsive, Responsible Bidder. Based on the foregoing recitals, which are hereby incorporated as findings of fact, Massana Construction Inc. is the lowest, responsive, responsible bidder for the Kimball Creek Bridges Restoration Project.

Section 2. Award of Public Works Contract. The contract for the Kimball Creek Bridges Restoration Project is hereby awarded to Massana Construction Inc., in the amount of \$1,179,828.00, in accordance with its bid proposal.

Section 3. Authorization for Contract Execution. The Mayor is authorized to execute a contract with Massana Construction Inc. for the Kimball Creek Bridges Restoration Project, in substantially the form attached hereto as Exhibit A.

PASSED by the City Council of the City of Snoqualmie, Washington, this 10th day of June 2024.

Katherine Ross, Mayor

Attest:

Deana Dean, City Clerk

Approved as to form:

David A. Linehan, Interim City Attorney

Section 00 05 00

AGREEMENT

Kimball Creek Bridges Restoration

THIS AGREEMENT is made on this [REDACTED], 2024 between the City of Snoqualmie ("City"), a municipal corporation located in the State of Washington and [REDACTED], ("Contractor").

In consideration of the terms and conditions contained in this Contract and the requirements attached to it, the parties agree as follows:

1. The Contractor shall do all of the work and furnish all of the labor, materials, tools and equipment for the construction of the improvements and shall perform any changes in the work (the "Work"), all in full compliance with the contract documents entitled [REDACTED], which include this Agreement (Section 00 05 00); Contractor's executed Form of Bid and Bid Schedule (Section 00 03 00), executed Performance and Payment Bond (Section 00 04 20), executed Retainage Forms (Section 00 05 10); General Terms and Conditions (00 07 00), those portions of the Washington State Department of Transportation (WSDOT) Standard Specifications for Road, Bridge and Municipal Construction, 2020 edition specifically incorporated by reference and/or modified herein, Technical Provisions, Appendices [REDACTED], Addenda [REDACTED], and any project drawings or plans.
2. The City hereby promises and agrees with the Contractor to employ, and does employ the Contractor to furnish the labor, materials, tools and equipment, and to do and cause to be done the above-described Work, and to complete and finish the same in accordance with the said contract documents and the terms and conditions herein contained, and hereby contracts to pay for the same, according to the said documents, including the schedule of estimated quantities, and unit and lump sum prices in the Form of Bid, the sum of \$ [REDACTED], subject to the actual quantity of Work performed, at the time and in the manner and upon the conditions provided for in this contract.
3. The Contractor hereby promises and agrees to diligently prosecute and obtain Substantial Completion of the Work within **95** working days (the "Contract Time"), and to obtain Physical Completion and Final Acceptance of the Work within the time and as specified in the Contract Documents. The Contractor agrees that Liquidated Damages shall be assessed in the amount of **\$1300** per day for any failure to complete the Work within the Contract Time, for any failure to meet a Contract Milestone, and for any failure to achieve Physical Completion and Final Acceptance within the time and as required in the Contract Documents.
4. The Contractor for himself, and for his agents, successors, assigns, subcontractors and/or employees, does hereby agree to the full performance of all the covenants herein contained upon the part of the Contractor.
5. The City hereby appoints and the Contractor hereby accepts the Parks & Public Works Director, as the City's representative for the purpose of administering the provisions of this Contract, including the City's right to receive and act on all reports and documents related to this Contract, to request and receive additional information from the Contractor.
6. This Contract contains terms and conditions agreed upon by the parties. The parties agree that there are no other understandings, oral or otherwise, regarding the subject matter of this Contract.

7. The Contractor agrees to comply with all applicable Federal, State, City or municipal standards for the licensing, certification, operation of facilities and programs, and accreditation and licensing of individuals.
8. The Contractor shall not assign or subcontract any portion of the work provided for under the terms of this Contract without obtaining prior written approval of the City. All terms and conditions of this Contract shall apply to any approved subcontract or assignment related to this Contract.
9. The parties intend that an independent Contractor-City relationship will be created by this Contract. The City is interested only in the results to be achieved, and the implementation of the work will lie solely with the Contractor. No agent, employee, servant, or representative of the Contractor shall be deemed to be an employee, agent, servant, or representative of the City for any purpose. Employees of the Contractor are not entitled to any of the benefits the City provides for City employees. The Contractor will be solely and entirely responsible for its acts and for the acts of its agents, employees, servants, subcontractors, or otherwise during the performance of this Contract. In the performance of the work herein contemplated, the Contractor is an independent Contractor with regard to the performance of the details of the work; however, the components of and the results of the work contemplated herein must meet the approval of the City and shall be subject to the general rights of inspection and review to secure the satisfactory completion thereof.
10. The Contractor agrees and covenants to indemnify, defend, and save harmless, the City and those persons who were, now are, or shall be duly elected or appointed officials or employees thereof, hereinafter referred to as the "City" against and from any loss, damage, costs, charge, expense, liability, claims, demands or judgments, of whatsoever kind or nature, whether to persons or to property, arising wholly or partially out of any act, action, neglect, omission, or default on the part of the Contractor, his agents, successors, assignees, subcontractors and/or employees, except only such injury or damage as shall have been caused by or resulted from the sole negligence of the City. In case any suit or cause of action shall be brought against the City on account of any act, action, neglect, omission, or default on the part of the Contractor, his agents, successors, assignees, subcontractors and/or employees the Contractor hereby agrees and covenants to assume the defense thereof and to pay any and all costs, charges, attorney's fees and other expenses and any and all judgments that may be incurred or obtained against the City. In the event the City is required to institute legal action and/or participate in the legal action to enforce this Indemnification and Hold Harmless Clause, the Contractor agrees to pay the City's legal fees, costs and disbursements incurred in establishing the right to indemnification. If the claim, suit, or action for injuries, death, or damages as provided for in the preceding paragraphs of this specification is caused by or results from the concurrent negligence of (a) the indemnitee or the indemnitee's agents or employees and (b) the indemnitor or the indemnitor's agents for employees the indemnity provisions provided for in the preceding paragraphs of this specification shall be valid and enforceable only to the extent of the indemnitor's negligence. The Contractor expressly waives, as respects the City only, all immunity and limitation on liability under any Industrial Insurance Act, including Title 51 RCW, or other workers compensation act, disability act, or other employees benefits of any act of any jurisdiction which would otherwise be applicable in the case of such a claim. BY INITIALING BELOW THE OWNER AND CONTRACTOR CERTIFY THE WAIVER OF IMMUNITY SPECIFIED BY THIS PROVISION WAS MUTUALLY NEGOTIATED.
11. This Contract has been and shall be construed as having been made and delivered within the State of Washington, and it is mutually understood and agreed by each party hereto that this Contract shall be governed by the laws of the State of Washington, both as to interpretation and performance. Any action in law, suit and equity or judicial proceedings for the enforcement

of this contract or any provisions thereof, shall be instituted and maintained in the courts of competent jurisdiction located in King County, Washington.

12. The failure of the City to insist upon strict performance of any of the covenants and agreements of this Contract or to exercise any option herein conferred in any one or more instances shall not be construed to be a waiver or relinquishment of any such obligation, or any other covenants or agreements, but the same shall be and remain in full force and effect.
13. It is understood and agreed by the parties hereto that if any part of this agreement is determined to be illegal, the validity of the remaining portions shall be construed as if the agreement did not contain the particular illegal part.
14. No change or addition to this Contract shall be valid or binding upon either party unless such change or addition shall be in writing, executed by both parties.
15. The Contractor shall fully comply with all applicable state and federal employment and discrimination laws and regulations. IN WITNESS WHEREOF, the Contractor has executed this instrument, on the day and year first below written and the Mayor has caused this instrument to be executed by and in the name of the said City, the day and year first above written.

IN WITNESS WHEREOF, the Contractor has executed this instrument, on the day and year first below written and the Mayor has caused this instrument to be executed by and in the name of the said City, the day and year first above written.

CITY OF SNOQUALMIE ("CITY")

_____ [CONTRACTOR]

By _____

By _____

Typed Name: Matthew Larson _____

Typed Name _____

Its: Mayor _____

Its _____

Phone: _____

Phone: _____

Fax: _____

Fax: _____

Date: _____

Date: _____

WA Contractor's License No. _____

City of Snoqualmie
Kimball Creek Bridges Restoration



Bid Opening: 5/14/2024

Item No.	Spec. Section	SP Req'd	Description	Unit	Total Quantity	Engineer's Estimate		Massana Construction Inc.			
						Unit Price	Total Amount	Unit Price	Total Amount	Delta \$	Delta %
			DIVISION 1 - GENERAL REQUIREMENTS								
1	1-04.4		Minor Change	EST	30,000	\$ 1.00	\$ 30,000.00	\$ 1.00	\$ 30,000.00	\$ -	0.0%
2	1-05.4		Surveying	LS	1	LS	\$ 13,000.00	\$ 10,000.00	\$ 10,000.00	\$ (3,000.00)	-23.1%
3	1-05.18		Record Drawings (Minimum Bid \$4,000)	LS	1	LS	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ -	0.0%
4	1-07.15		Spill Prevention, Control & Countermeasures (SPCC) Plan	LS	1	LS	\$ 5,000.00	\$ 500.00	\$ 500.00	\$ (4,500.00)	-90.0%
5	1-09.7		Mobilization	LS	1	LS	\$ 65,000.00	\$ 111,688.00	\$ 111,688.00	\$ 46,688.00	71.8%
6	1-10	SP	Project Temporary Traffic Control	LS	1	LS	\$ 13,000.00	\$ 50,000.00	\$ 50,000.00	\$ 37,000.00	284.6%
			DIVISION 2 - EARTHWORK								
7	2-01	SP	Clearing and Grubbing	LS	1	LS	\$ 5,000.00	\$ 40,000.00	\$ 40,000.00	\$ 35,000.00	700.0%
8	2-02	SP	Removal of Structures and Obstructions	LS	1	LS	\$ 26,000.00	\$ 140,000.00	\$ 140,000.00	\$ 114,000.00	438.5%
9	2-03	SP	Channel Excavation Incl. Haul	LS	1	LS	\$ 8,000.00	\$ 15,000.00	\$ 15,000.00	\$ 7,000.00	87.5%
10	2-03		Gravel Borrow Incl. Haul	TN	80	\$ 35.00	\$ 2,800.00	\$ 48.00	\$ 3,840.00	\$ 1,040.00	37.1%
11	2-03		Unsuitable Foundation Excavation Incl. Haul (If Required)	CY	100	\$ 200.00	\$ 20,000.00	\$ 50.00	\$ 5,000.00	\$ (15,000.00)	-75.0%
12	2-09	SP	Structure Excavation Class A Incl. Haul	CY	40	\$ 50.00	\$ 2,000.00	\$ 75.00	\$ 3,000.00	\$ 1,000.00	50.0%
13	2-09		Shoring or Extra Excavation Class A	LS	1	LS	\$ 45,000.00	\$ 85,000.00	\$ 85,000.00	\$ 40,000.00	88.9%
14	2-11		Trimming and Cleanup	LS	1	LS	\$ 5,000.00	\$ 10,000.00	\$ 10,000.00	\$ 5,000.00	100.0%
15	2-12		Construction Geotextile for Separation	SY	200	\$ 10.00	\$ 2,000.00	\$ 5.00	\$ 1,000.00	\$ (1,000.00)	-50.0%
16	2-12		Construction Geotextile for Underground Drainage	SY	420	\$ 10.00	\$ 4,200.00	\$ 5.00	\$ 2,100.00	\$ (2,100.00)	-50.0%
17	2-12	SP	Biaxial Geogrid	SY	120	\$ 20.00	\$ 2,400.00	\$ 8.00	\$ 960.00	\$ (1,440.00)	-60.0%
			DIVISION 4 - BASES								
18	4-04		Crushed Surfacing Base Course	TN	130	\$ 50.00	\$ 6,500.00	\$ 100.00	\$ 13,000.00	\$ 6,500.00	100.0%
			DIVISION 5 - SURFACE TREATMENTS AND PAVEMENTS								
19	5-04		Planing Bituminous Pavement	SY	80	\$ 60.00	\$ 4,800.00	\$ 54.00	\$ 4,320.00	\$ (480.00)	-10.0%
20	5-04	SP	HMA Cl. 1/2" PG 64-22	TN	140	\$ 200.00	\$ 28,000.00	\$ 264.00	\$ 36,960.00	\$ 8,960.00	32.0%
			DIVISION 6 - STRUCTURES								
			BRIDGE NO. 1413 B								
21	6-01	SP	Work Access	LS	1	LS	\$ 5,000.00	\$ 10,000.00	\$ 10,000.00	\$ 5,000.00	100.0%
22	6-02	SP	Replace Concrete Girder	LS	1	LS	\$ 45,000.00	\$ 50,000.00	\$ 50,000.00	\$ 5,000.00	11.1%
23	6-04	SP	Replace Timber Abutment and Wing Walls	LS	1	LS	\$ 52,000.00	\$ 60,000.00	\$ 60,000.00	\$ 8,000.00	15.4%
24	6-04	SP	Pile Cap Maintenance	LS	1	LS	\$ 2,000.00	\$ 5,000.00	\$ 5,000.00	\$ 3,000.00	150.0%
25	6-05	SP	Piles	LS	1	LS	\$ 40,000.00	\$ 70,652.00	\$ 70,652.00	\$ 30,652.00	76.6%
26	1-09.6	SP	Force Account - Additional Bridge 1413 B Work	EST	30,000	\$ 1.00	\$ 30,000.00	\$ 1.00	\$ 30,000.00	\$ -	0.0%
			BRIDGE NO. 1413 C								
27	6-01	SP	Work Access	LS	1	LS	\$ 5,000.00	\$ 10,000.00	\$ 10,000.00	\$ 5,000.00	100.0%
28	6-02	SP	Replace Concrete Girder	LS	1	LS	\$ 30,000.00	\$ 35,000.00	\$ 35,000.00	\$ 5,000.00	16.7%
29	6-04	SP	Replace Timber Abutment and Wing Walls	LS	1	LS	\$ 51,000.00	\$ 36,000.00	\$ 36,000.00	\$ (15,000.00)	-29.4%
30	6-04	SP	Pile Cap Maintenance	LS	1	LS	\$ 2,000.00	\$ 3,500.00	\$ 3,500.00	\$ 1,500.00	75.0%
31	6-05	SP	Piles	LS	1	LS	\$ 20,000.00	\$ 25,163.00	\$ 25,163.00	\$ 5,163.00	25.8%
32	1-09.6	SP	Force Account - Additional Bridge 1413 C Work	EST	30,000	\$ 1.00	\$ 30,000.00	\$ 1.00	\$ 30,000.00	\$ -	0.0%

City of Snoqualmie
Kimball Creek Bridges Restoration



Bid Opening: 5/14/2024

Item No.	Spec. Section	SP Req'd	Description	Unit	Total Quantity	Engineer's Estimate		Massana Construction Inc.			
						Unit Price	Total Amount	Unit Price	Total Amount	Delta \$	Delta %
			DIVISION 8 - MISCELLANEOUS CONSTRUCTION								
33	8-01		Erosion Control and Water Pollution Prevention	LS	1	LS	\$ 7,000.00	\$ 25,000.00	\$ 25,000.00	\$ 18,000.00	257.1%
34	8-01		ESC Lead	DAY	95	\$ 100.00	\$ 9,500.00	\$ 25.00	\$ 2,375.00	\$ (7,125.00)	-75.0%
35	8-01		Wattle	LF	620	\$ 5.00	\$ 3,100.00	\$ 6.00	\$ 3,720.00	\$ 620.00	20.0%
36	8-01		High Visibility Silt Fence	LF	630	\$ 6.00	\$ 3,780.00	\$ 6.00	\$ 3,780.00	\$ -	0.0%
37	8-01		Street Cleaning	HR	40	\$ 150.00	\$ 6,000.00	\$ 125.00	\$ 5,000.00	\$ (1,000.00)	-16.7%
38	8-02		Wood Chip Mulch	SY	350	\$ 12.00	\$ 4,200.00	\$ 16.00	\$ 5,600.00	\$ 1,400.00	33.3%
39	8-02		Fine Compost	SY	580	\$ 8.00	\$ 4,640.00	\$ 11.00	\$ 6,380.00	\$ 1,740.00	37.5%
40	8-02		PSIPE Vine Maple / Acer circinatum / #1 Cont.	EA	10	\$ 20.00	\$ 200.00	\$ 30.00	\$ 300.00	\$ 100.00	50.0%
41	8-02		PSIPE Tall Oregon Grape / Mahonia aquifolium / #1 Cont.	EA	36	\$ 15.00	\$ 540.00	\$ 30.00	\$ 1,080.00	\$ 540.00	100.0%
42	8-02		PSIPE Devil's Club / Oplopanax horridus / #1 Cont.	EA	25	\$ 15.00	\$ 375.00	\$ 30.00	\$ 750.00	\$ 375.00	100.0%
43	8-02		PSIPE Pacific Ninebark / Physocarpus capitatus / #1 Cont.	EA	12	\$ 15.00	\$ 180.00	\$ 30.00	\$ 360.00	\$ 180.00	100.0%
44	8-02		PSIPE Sword Fern / Polystichum munitum / #1 Cont.	EA	72	\$ 15.00	\$ 1,080.00	\$ 30.00	\$ 2,160.00	\$ 1,080.00	100.0%
45	8-02		PSIPE Swamp rose / Rosa pisocarpa / #1 Cont.	EA	26	\$ 15.00	\$ 390.00	\$ 30.00	\$ 780.00	\$ 390.00	100.0%
46	8-02		PSIPE Thimbleberry / Rubus parviflorus / #1 Cont.	EA	27	\$ 15.00	\$ 405.00	\$ 30.00	\$ 810.00	\$ 405.00	100.0%
47	8-02		PSIPE Salmonberry / Rubus spectabilis / #1 Cont.	EA	18	\$ 15.00	\$ 270.00	\$ 30.00	\$ 540.00	\$ 270.00	100.0%
48	8-02		PSIPE Red Osier Dogwood / Cornus sericea / 3' Live Stake	EA	76	\$ 9.00	\$ 684.00	\$ 30.00	\$ 2,280.00	\$ 1,596.00	233.3%
49	8-02		PSIPE Black Twinberry / Lonicera involucrata / 3' Live Stake	EA	76	\$ 9.00	\$ 684.00	\$ 30.00	\$ 2,280.00	\$ 1,596.00	233.3%
50	8-02		PSIPE Pacific Willow / Salix lasiandra / 3' Live Stake	EA	22	\$ 9.00	\$ 198.00	\$ 30.00	\$ 660.00	\$ 462.00	233.3%
51	8-02		PSIPE Sitka Willow / Salix sitchensis / 3' Live Stake	EA	22	\$ 9.00	\$ 198.00	\$ 30.00	\$ 660.00	\$ 462.00	233.3%
52	8-02		Seeding, Fertilizing, and Mulching (Riparian Restoration Seed Mix)	SY	170	\$ 8.00	\$ 1,360.00	\$ 25.00	\$ 4,250.00	\$ 2,890.00	212.5%
53	8-02	SP	Tree Protector	EA	206	\$ 7.00	\$ 1,442.00	\$ 10.00	\$ 2,060.00	\$ 618.00	42.9%
54	8-11		Beam Guardrail Type 31	LF	275	\$ 50.00	\$ 13,750.00	\$ 80.00	\$ 22,000.00	\$ 8,250.00	60.0%
55	8-11		Beam Guardrail Type 31 Non-Flared Terminal	EA	4	\$ 5,000.00	\$ 20,000.00	\$ 4,600.00	\$ 18,400.00	\$ (1,600.00)	-8.0%
56	8-11		Beam Guardrail Anchor Type 11	EA	4	\$ 2,500.00	\$ 10,000.00	\$ 2,000.00	\$ 8,000.00	\$ (2,000.00)	-20.0%
57	8-30	SP	Streambed Aggregate	TN	90	\$ 120.00	\$ 10,800.00	\$ 80.00	\$ 7,200.00	\$ (3,600.00)	-33.3%
58	8-15	SP	Rock for Erosion and Scour Protection Class A	TN	180	\$ 180.00	\$ 32,400.00	\$ 125.00	\$ 22,500.00	\$ (9,900.00)	-30.6%
59	8-15		Quarry Spalls	TN	200	\$ 180.00	\$ 36,000.00	\$ 75.00	\$ 15,000.00	\$ (21,000.00)	-58.3%
60	8-22		Paint Line	LF	460	\$ 5.00	\$ 2,300.00	\$ 7.00	\$ 3,220.00	\$ 920.00	40.0%
61	8-31	SP	Temporary Stream Diversion	LS	1	LS	\$ 60,000.00	\$ 75,000.00	\$ 75,000.00	\$ 15,000.00	25.0%
62	8-33	SP	Large Woody Material	EA	3	\$ 2,000.00	\$ 6,000.00	\$ 2,000.00	\$ 6,000.00	\$ -	0.0%
			Total				\$ 841,176.00		\$ 1,179,828.00	\$ 338,652.00	40.3%



TRANSPORTATION CAPITAL PROJECT OR PROGRAM

KIMBALL CREEK BRIDGES RESTORATION PROJECT

CIP Project ID: TRN22001CIP

Previously Spent: \$253,349

Department: Transportation

Current Project Budget: \$1,571,349

Project Status: Analysis

Original Budget at CIP Inception: \$2,911,608

Project Location: 9200 & 9380 Meadowbrook Way SE

Years Project in CIP: 2

Project Contact: Jeff Hamlin

Contact Email: jhamlin@snoqualmiewa.gov

Description:

This project restores two structurally deficient bridge crossings on Meadowbrook Way. Anticipated work includes reconstructed abutments and wingwalls, new guardrail, approaches and pavement.

Photo or Map:



Community Impact:

The intent of this project is to restore two deficient bridges that have fallen below acceptable sufficiency rating. Proposed work will extend the life of the bridges by approximately 20 years.

Operating Impact:

This project is not expected to impact the operating budget.

Budget:

Project Activities	% of Budg.	Total Activity Budget	Previously Spent	2023	2024	2025	2026	2027	2028	2029 or Beyond
Analysis	1%	\$ 18,662	\$ 18,662	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	24%	\$ 384,687	\$ 234,687	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	46%	\$ 729,348	\$ -	\$ 350,761	\$ 378,587	\$ -	\$ -	\$ -	\$ -	\$ -
Const. Manage	7%	\$ 109,402	\$ -	\$ 52,614	\$ 56,788	\$ -	\$ -	\$ -	\$ -	\$ -
Contingency	15%	\$ 230,000	\$ -	\$ 115,000	\$ 115,000	\$ -	\$ -	\$ -	\$ -	\$ -
Art	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Labor	4%	\$ 55,000	\$ -	\$ 27,500	\$ 27,500	\$ -	\$ -	\$ -	\$ -	\$ -
Other	3%	\$ 44,250	\$ -	\$ 22,125	\$ 22,125	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	100%	\$ 1,571,349	\$ 253,349	\$ 718,000	\$ 600,000	\$ -	\$ -	\$ -	\$ -	\$ -
Operating		\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT BUDGET: \$1,571,349

TOTAL OPERATING BUDGET: \$0

Anticipated Funding Mix:

Source	Total Sources	Previously Allocated	2023	2024	2025	2026	2027	2028
Util. & Trans. Taxes	\$ 1,318,000	\$ -	\$ 718,000	\$ 600,000	\$ -	\$ -	\$ -	\$ -
FHWA Grant	\$ 195,000	\$ 195,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Real Estate Excise Tax	\$ 58,349	\$ 58,349	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 1,571,349	\$ 253,349	\$ 718,000	\$ 600,000	\$ -	\$ -	\$ -	\$ -

Fiscal Notes:

FHWA = Federal Highway Administration. This grant was approved by the intermediary Puget Sound Regional Council (PSRC).

TOTAL FUNDING SOURCES: \$1,571,349

FUTURE FUNDING REQUIREMENTS: \$0



BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB24-066
June 10, 2024
Committee Report

Item 10.

AGENDA BILL INFORMATION

TITLE:	AB24-066: Amendment No.2 to the Consultant Services Agreement with Otak for Design of Kimball Creek Bridges Restoration Project	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed:
PROPOSED ACTION:	Approve Amendment to the Consultant Services Agreement with Otak for Design of Kimball Creek Bridges Restoration Project	<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

REVIEW:	Department Director	Jeff Hamlin	5/23/2024
	Finance	Janna Walker	5/22/2024
	Legal	David Linehan	5/21/2024
	City Administrator	Mike Chambless	5/28/2024

DEPARTMENT:	Parks & Public Works		
	STAFF: Hind Ahmed		
	COMMITTEE: Parks & Public Works		COMMITTEE DATE: June 4, 2024
	EXHIBITS: 1. Amendment No.2 2. Exhibit BB (scope & fees) 3. Agreement 4. Amendment No.1 5. Contract Cover Sheet (incomplete) 6. CIP Sheet		

AMOUNT OF EXPENDITURE	\$ \$158,606
AMOUNT BUDGETED	\$ 1,318,000
APPROPRIATION REQUESTED	\$ 0

SUMMARY

INTRODUCTION

This agenda bill seeks to amend the existing services agreement with Otak Inc. for the Kimball Creek Bridges Restoration Project to include engineering services and support during construction. Otak's original scope included construction phase services, and this amendment is to add additional scope to construction phase services.

LEGISLATIVE HISTORY

The original contract with Otak Inc. was approved by the Council on September 30, 2022, under AB22-127, to complete the design for the Kimball Creek Bridges Restoration project. On July 07, 2023, the city entered into

Amendment No. 1 to the services agreement, which added the development of hydrologic and hydraulic models for the two Kimball Creek bridges to the scope.

BACKGROUND

In 2021, King County conducted inspections of the two Kimball Creek bridges, 1314B and 1314C, which indicated that the bridge structures have deteriorated and are now at a level of structural deficiency requiring repairs to prevent imminent failure within the next few years. Public Works contracted with Otak to perform an assessment on the bridges to review alternatives for replacement or repair, based on assessment Memorandum and funding options. The City has opted to move forward with bridge repairs and has initiated the design phase for Kimball creek Bridges Restoration Project.

The design phase of the Kimball Creek Bridge Restoration Project has been completed, and the project was posted for bidding on April 23, 2024. Bid results are expected on May 14, 2024. Following the award, construction is anticipated to commence in July 2024.

ANALYSIS

As the project progresses into the construction phase, there is a need for additional construction management services and support. Public work staff recommends expanding the scope of Otak Task #9, Service during Construction, for the Kimball Creek Bridges Restoration Project, as Otak is qualified and equipped with the necessary resources and capabilities for both specialized and generalized inspection.

The expanded scope will include site observations, specialized inspections alongside general inspections, review of construction submittals, responding to field questions and requests for information (RFIs), attending on-site project meetings, managing changes, processing contractor payments, and other related construction management services.

BUDGET IMPACTS

Administration recommends approving an amendment to the contract with Otak Inc. in the amount of \$158,606 to include engineering services and to add additional scope to construction phase services. This project is incorporated in the 2023-2028 Capital Improvement Plan (CIP) (See Exhibit #6) with a life-of-project budget of \$1,571,349. The 2023-24 Amended Budget appropriates \$1,318,000 for this project within the Non-Utilities Capital (#310) fund. In the current biennium, \$220,059 has been spent and \$53,671 has been encumbered for contracts within the Kimball Creek Bridges Restoration Project. With the addition of the Otak amendment, the project has appropriation of \$885,664 remaining within the biennial budget, as shown in the table below.

Kimball Creek Bridges Restoration Project (#310)

	Life-of-Project Budget (Multiple Bienniums)	2023-2024 Amended Biennial Budget
Beginning Budget	\$ 1,571,349	\$ 1,318,000
Expenditures	\$ (256,612)	\$ (220,059)
Outstanding Contract Value <i>(Previously Approved)</i>	\$ (53,671)	\$ (53,671)
Current Available Budget	\$ 1,261,066	\$ 1,044,270
Value of this Contract <i>(AB24-066)</i>	\$ (158,606)	\$ (158,606)
Available Budget after AB24-066	\$ 1,102,460	\$ 885,664

However, the Kimball Creek Restoration Project requires another contract, addressed in AB24-069. This construction contract with Massana Construction Inc. for \$1,179,828 results in a budgetary shortfall of \$294,164 for the 2023-24 biennial budget, as shown below:

Kimball Creek Bridges Restoration Project (#310)

	Life-of-Project Budget <i>(Multiple Bienniums)</i>	2023-2024 Amended Biennial Budget
Beginning Budget	\$ 1,571,349	\$ 1,318,000
Expenditures	\$ (256,612)	\$ (220,059)
Outstanding Contract Value <i>(Previously Approved)</i>	\$ (53,671)	\$ (53,671)
Current Available Budget	\$ 1,261,066	\$ 1,044,270
Value of this Contract <i>(AB24-066)</i>	\$ (158,606)	\$ (158,606)
Value of Companion Contract <i>(AB24-069)</i>	\$ (1,179,828)	\$ (1,179,828)
Available Budget after AB24-066 and AB24-069	\$ (77,368)	\$ (294,164)

To account for this shortfall, Administration proposes utilizing \$294,164 in funds from the Meadowbrook Bridge Restoration Project. The Meadowbrook Bridge Restoration Project, with a remaining 2023-24 biennial budgetary appropriation of \$1,458,830, has been delayed into the 2025-26 biennium, as illustrated in the currently proposed 2025-2030 Capital Improvement Plan (CIP). Utilizing Meadowbrook Bridge Restoration Project funds would not require a budgetary amendment. However, it will require adjustments within the currently proposed 2025-2030 CIP, as less funds will be available in the opening balance of the Non-Utilities Capital Fund (#310). Administration can select from a range of options to cover this decrease in fund balance.

NEXT STEPS

Following Council approval staff will work with the Mayor to execute amended agreement with Otak. The construction of Kimball creek restoration project is expected to start late July 2024

PROPOSED ACTION

Move to approve Amendment No.2 to the Consultant Services Agreement with Otak and authorize the Mayor to sign.

CITY OF SNOQUALMIE
AGREEMENT FOR CONSULTANT SERVICES
Amendment No. 2 to
Contract for Kimball Creek Bridges Restoration
Additional Construction Phase Services

This Amendment No. 2 amends that certain Agreement for Consultant Services between the City of Snoqualmie (“City”) and Otak, Inc. (“Consultant”), dated September 29, 2022, which pertains to consultant services for the City’s Snoqualmie Kimball Creek Bridges Restoration project (“Agreement”). City and Consultant are collectively referred to in this Amendment No. 2 as “the Parties.”

WHEREAS, the Agreement between the Parties provided for Consultant to provide bridge design, permitting and bridge restoration plans for the Kimball Creek Bridges Restoration project as described therein; and

WHEREAS, the City and Consultant previously amended the Agreement for Consultant Services on July 6, 2023 (“Amended Agreement”), which provided for Consultant to prepare hydrologic and hydraulic models and associated surveying; and

WHEREAS, Section 2.A of the Amended Agreement provides a total compensation limit of \$ 220,384.00 for all services performed under the Agreement; and

WHEREAS, the City has requested Consultant to provide additional Construction Support Services and project management related to the Kimball Creek Bridges Restoration Project; and

WHEREAS, Consultant has the resources and capability to perform this additional work and has provided a scope of work and an hour and fee estimate for such additional work, which is dated May 7, 2024, and attached hereto as Exhibit BB;

NOW, THEREFORE, the Parties agree as follows:

1. Section 1.D of the Amended Agreement is hereby amended to read as follows:

D. Work shall commence when the City issues a notice to proceed, and it shall be completed no later than April 30, 2025, unless the completion date is extended in writing by the City.

2. Section 2.A of the Amended Agreement is hereby amended to read as follows:

A. The total compensation to be paid to consultant, including all services and expenses, shall not exceed \$378,989.07, which shall be full compensation for the Work. Consultant shall notify the City when its requests for payment reach eighty-five percent of the total compensation.

3. Exhibit BB, attached hereto, is hereby made part of the Agreement as a supplement to original Exhibit B thereto. Exhibit BB reflects the additional scope of work contemplated in this Amendment No. 2 and the additional costs associated therewith.

ACCEPTED AND AGREED TO BY:

CITY OF SNOQUALMIE,
WASHINGTON

By: _____

Its: Mayor

Date: _____

CONSULTANT: Otak, Inc.

By: _____

Typed/Printed Name: _____

Its: _____

Date: _____

ATTEST:

Deana Dean, City Clerk

Date: _____

APPROVED AS TO FORM:

City Attorney

Date: _____



Exhibit A

May 7, 2024

Michael Chambless, Public Works Director
City of Snoqualmie
PO Box 987
Snoqualmie, WA 98065

**Re: Kimball Creek Bridges Restoration Project – Amendment 2
Otak Project No. 20964**

Dear Mr. Chambless:

The design phase is complete for the restoration of the South Fork Kimball Creek Bridge No. 1413B and East Fork Kimball Creek Bridge No. 1413C carrying Meadowbrook Way, and the City has requested additional services during construction. The following scope of work details these efforts and generally describes the work anticipated as it is understood at this time. The nature of construction services is unpredictable, relying on the performance of the contractor and the direction of the City. As such, these services will be provided on a time and materials basis, as directed by the City. The contract amount will not be exceeded without City authorization of additional budget.

SCOPE OF WORK

Task 1 – Project Management

This task is supplemented to provide general project management, direct work, and coordinate the additional construction support work.

Assumptions:

- Level of effort assumes 6 months of additional contract time and additional management and coordination for 19 weeks of construction support.

Deliverables:

- Monthly invoices and progress reports will be prepared and submitted to the City.

Task 2 — Utility Coordination

No change to this task.

Task 3 – Cultural and Historical Analysis (CRC)

No change to this task. This task is now complete and unspent design cost is credited to the Unspent Design Cost Credit line item in the attached fee estimate.

Task 4 — Environmental Documentation and Permitting

No change to this task. This task is now complete and unspent design cost is credited to the Unspent Design Cost Credit line item in the attached fee estimate.

Task 5 – Hydraulic Design

No change to this task. This task is now complete and unspent design cost is credited to the Unspent Design Cost Credit line item in the attached fee estimate.

Task 6 – Civil Design

No changes to this task. This task is now complete and unspent design cost is credited to the Unspent Design Cost Credit line item in the attached fee estimate.

Task 7 – Structural Design

No changes to this task. This task is now complete and unspent design cost is credited to the Unspent Design Cost Credit line item in the attached fee estimate.

Task 8 – Construction Documents

No changes to this task. This task is now complete and unspent design cost is credited to the Unspent Design Cost Credit line item in the attached fee estimate.

Task 9 – Construction Phase Services

9.1 Bid Assistance

The Consultant will provide the following additional services:

- Review bids
- Prepare bid tabulation spreadsheet

9.2 Construction Support

The Consultant will provide the following additional services:

Otak's Resident Engineer and/or Office Engineer will coordinate with the City and Otak's inspector to assist the City with administration of the construction contract and provide construction observation and site visits to cover the Contractor's schedule in coordination with observations performed by the City.

- Review construction submittals:
The following submittals are added:
 - Crushed surfacing, and various backfill materials
 - HMA
 - Construction geosynthetics
 - Timber
 - Piles
 - Concrete
 - Guardrail
 - Construction schedules
- Respond to field questions and requests for information (RFIs):
The effort for responding to field questions and requests for information is increased by the amount assumed in the fee estimate.
- Attend on-site project meetings:
The following meetings are added:
 - Weekly construction meetings for the duration of construction as noted in the Assumptions section below.
- Site observations:
Increase site observations to include:
 - General project inspection, expected to average about 16 hours per week on site for the duration of construction as noted in the Assumptions section below.
 - Temporary erosion and sediment control measures.

Kimball Creek Bridges Restoration Project – Amendment 2

- Scour countermeasures excavation and rock placement.
 - Woody debris placement.
 - Preparing weekly statements of working days.
 - Measuring quantities and keeping quantity pay books.
- Punchlist walkthrough:
Increase level of effort to include compiling punchlist information from the City with information from the Consultant, sending punchlist to the Contractor and coordinating with the Contractor regarding completing punchlist work.
- Coordinate and oversee changes with the Contractor and City.
- Contractor payment:
 - Review quantities with the Contractor prior to submittal to the City for payment
 - Review the Contractor's progress and final payment estimates
 - Coordinate with the Contractor and the City regarding Contractor payment.
- Review Requests to Sublet, certified contractor payrolls, and Intents to Pay Prevailing Wages.
- Prepare notifications for Notice to Proceed, Substantial Completion, and Physical Completion for the City to send to the Contractor.
- Maintain a set of plans, noting changes to the work, to be used as the basis for construction record drawings, along with the Contractor's as-built records.
- Project closeout
 - Coordinate with the Contractor and the City to ensure that required procedures are completed.
 - Verify concurrence from the State Department of Labor and Industries and Washington State Department of Revenue.
 - Review Affidavits of Wages Paid.
 - Prepare notification for Completion Date, for the City to send to the Contractor.

Assumptions:

- Level of effort assumes 19 weeks of construction (95 working days).
- Consultant will be on site approximately 4 days per week for about 4 hours per day (16 hours per week) on average to supplement the City's inspection and during additional select construction activities as noted above. Several items are expected to be inspected by the City, including traffic control, base course for HMA, HMA, and planting.
- Geotechnical observations will be provided by the Contractor's geotechnical engineer.
- Materials testing will be provided under separate contract between the City and materials testing company.
- Additional level of effort and additional services may be added upon approval from the City using the construction support reserve shown in the attached fee estimate.

Deliverables:

- Daily inspection reports submitted via email to the City within one week of the completed work week.
- Statement of working days submitted weekly via email to the City.
- Site photos uploaded for City access weekly.

Task 10 – Surveying

No change to this task. This task is now complete and unspent design cost is credited to the Unspent Design Cost Credit line item in the attached fee estimate.

*Kimball Creek Bridges Restoration Project – Amendment 2***FEE ESTIMATE**

The following summarizes the fee breakdown for this amendment:

Task	Total
Task 1 – Project Management	\$ 14,414.00
Task 2 – Utility Coordination	\$ 0.00
Task 3 – Cultural and Historical Analysis (CRC)	\$ 0.00
Task 4 – Environmental Documentation and Permitting	\$ 0.00
Task 5 – Hydraulic Design	\$ 0.00
Task 6 – Civil Design	\$ 0.00
Task 7 – Structural Design	\$ 0.00
Task 8 – Construction Documents	\$ 0.00
Task 9 – Construction Phase Services	\$ 140,718.00
Task 10 – Surveying	\$ 0.00
Direct Expenses	\$ 3,410.00
Unspent Design Cost Credit	\$ -29,936.93
Reserve	\$ 30,000.00
Total	\$ 158,605.07

We estimate that we can complete the above scope of work on a time and materials basis for a budget not to exceed the total above. If unexpected situations arise for which additional work is required, Otak will notify the City immediately and discuss any impacts to the scope of work and budget.

CONSTRUCTION SUPPORT RESERVE

A construction support reserve is included in the attached fee estimate for use as needed, upon approval by the City prior to commencing additional construction support effort not included above.

SCHEDULE

The construction schedule assumes 95 working days (19 weeks) for the contractor.

The Contract end date is extended by 6 months to April 30, 2025.

Exhibit B

Kimball Creek Bridges Restoration Project - Amendment 2

Fee Estimate
Otak, Inc.
Otak Project #20964
Date: 5/7/2024

Task	Description	Structural			Civil			Hydraulics	Landscape	Admin.	Total Hours	Total Budget by Task
		Civil Engineer X	Engineering Designer IV	Engineering Designer III	Civil Engineer X	Civil Engineer VII	Engineering Designer III	Civil Engineer VI	Landscape Architect III	Project Coordinator I		
1	Project Management	58								8	66	\$14,414.00
	General Project Management	52								2	54	\$12,266.00
	Monthly Invoices and Progress Reports	6								6	12	\$2,148.00
2	Utility Coordination											
3	Cultural and Historical Analysis	Subconsultant: Cultural Resources Consultants (CRC) - No Work in This Amendment										
4	Environmental Documentation and Permitting											
5	Hydraulic Design											
6	Civil Design											
7	Structural Design											
8	Construction Documents											
9	Construction Phase Services	132	529	71	20	24	40	98	12	8	934	\$140,718.00
9.1	Bid Assistance	2	8								10	\$1,502.00
9.2	Construction Support	130	521	71	20	24	40	98	12	8	924	\$139,216.00
10	Surveying											
	Total Hours	190	529	71	20	24	40	98	12	16	1000	
	Billing Rate	\$231.00	\$130.00	\$118.00	\$231.00	\$183.00	\$118.00	\$171.00	\$131.00	\$127.00		
	Total Labor Cost	\$43,890	\$68,770	\$8,378	\$4,620	\$4,392	\$4,720	\$16,758	\$1,572	\$2,032		\$155,132.00
	Direct Expenses											\$3,410.00
	Unspent Design Cost Credit											-\$29,936.93
	Construction Support Reserve											\$30,000.00
	Otak Total	\$43,890.00	\$68,770.00	\$8,378.00	\$4,620.00	\$4,392.00	\$4,720.00	\$16,758.00	\$1,572.00	\$2,032.00		\$158,605.07



CITY OF SNOQUALMIE CONTRACT ROUTING SHEET

Item 10.

ORIGINATING DEPARTMENT INFO

Contract Name: Kimball Creek Bridges Repair

Department: Parks & Public Works

Staff Person: Jeff Hamlin

Date of Request: 9/27/22

Date Due: 9/30/22

Contract No: 22-076

DOCUMENT TYPE

Professional Services Agreement

If other:

CONTRACTOR / VENDOR / CONSULTANT INFO

Name: Otak, Inc

Address: 11241 Willows Road NE, Suite 200, Redmond WA

Phone: 425.822.4446

PROJECT TITLE (if relevant)

Project Phase: Design

Type of Person or Entity: Corporation:

State where entity formed: Oregon

Debarred or Suspended: ☐ Yes ☒ No

Signature name: Nico Vanderhorst, Principal

Contractor Email: nico.vanderhorst@otak.com

Tax ID#: 91-1324129

[Snoqualmie Business Lic. #](#): 108506

If none, date when application submitted:

Non Profit: ☐ Yes ☒ No

Completed W9 ☒ Yes ☐ No

SCOPE OF WORK - EXHIBIT A

- ☒ Attach a complete and detailed description of the services or scope of work, including completion date for each phase of work and location of work as EXHIBIT A to the contract. Additional exhibits may apply and should be included as needed.

TERM/COMPENSATION

Commencement Date 9/30/22

Completion Date: 10/31/2024

Contract Extension: ☐ Yes ☒ No

Total Compensation: \$206,454

Not to Exceed: \$206,454

(Include expenses and sales tax, if any. If calculated on hourly labor charge, attach schedules of employees' titles and hourly rates)

Reimbursable Expenses: ☐ Yes ☒ No If yes, maximum dollar amount: \$

Certificate of Insurance Required: ☒ Yes ☐ No (If yes, certificate must be attached before agreement is signed)

PURCHASING & CONTRACTING REQUIREMENTS (see [Snoqualmie Municipal Code \(SMC\) §2.90 Contracts](#))

Procurement Category: Architectural, Engineering (A&E)

Selection Process/Procedure Used: Architect & Engineer List

Approval Authority (Two approvers required): ☐ Staff ☐ Manager ☐ Director ☒ Mayor or City Admin. ☒ City Council

CONTRACT ROUTING & APPROVALS (INITIALED & DATED BY APPROVER)

Date Approved by City Council, if required: 9/26/22

- ☒ Director Name: Michael Chambless
- ☒ Finance (Drew Bouta)
- ☒ City Attorney: Anna Astrakan

SIGNATURES COLLECTED

- ☒ Manager (if required):
☒ Director (if required):
☒ Mayor or City Administrator (if required):

ACCOUNTING INFORMATION / OTHER NOTES

Applicable Account Codes & Descriptions:

- ☒ Signed Copy Back to Originating Department
☐ Forward Original to Deb Estrada, City Clerk
☒ Forward Original to Reina McCauley, Deputy City Clerk



CITY OF SNOQUALMIE
CONTRACT ROUTING SHEET

Item 10.

CITY OF SNOQUALMIE
AGREEMENT FOR CONSULTANT SERVICES
Contract Title: Kimball Creek Bridges Restoration

THIS AGREEMENT made and entered into by and between the CITY OF SNOQUALMIE, a Washington municipal corporation (the "City"), and Otak, Inc., a Washington corporation ("Consultant") is dated this 29 day of September 2022.

Consultant Business: Otak, Inc.
Consultant Address: 11241 Willows Road NE, Suite 200,
Redmond, WA 98052

Consultant Phone: (425) 822-4446

Consultant Fax: (425) 827-9577

Contact Name: Bob Doherty

Contact e-mail: Bob.Doherty@Otak.com

Federal Employee ID No.: 91-1324129

Authorized City Representative for this contract: Michael Chambless, Director of Parks and Public Works

WHEREAS, the City desires to make repairs to the two bridges carrying Meadowbrook Way SE: South Fork Kimball Creek Bridge No. 1413B and East Fork Kimball Creek Bridge No. 1413C; and

WHEREAS, public convenience and necessity require the City to obtain the services of a consultant with expertise in the area of bridge design, permitting and repair; and

WHEREAS, the City finds that Consultant is qualified to perform and is experienced in performing the required services; and

WHEREAS, the city desires to engage the Consultant to prepare necessary permitting and bridge repair design documents for bidding and construction of such repairs.

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

1. Employment of Consultant.

A. The City retains the Consultant to provide the services described in “Exhibit A” (the “Work”). Any inconsistency between this Agreement and the Scope of Work shall be resolved in favor of this Agreement. The Consultant shall perform the Work according to the terms and conditions of this Agreement.

B. The City may revise the Work and the compensation only by a written Change Order signed by the authorized City representative that shall become a part of this Agreement.

C. The project manager(s) of the Work shall be Bob Doherty. The project manager(s) shall not be replaced without the prior written consent of the City.

D. Work shall commence when the City issues a notice to proceed, and it shall be completed

no later than October 31, 2024, unless the completion date is extended in writing by the City.

2. Compensation.

A. The total compensation to be paid to Consultant, including all services and expenses, shall not exceed \$ 206,454 as shown on Exhibit B, which shall be full compensation for the Work. Consultant shall notify the City when its requests for payment reach eighty-five percent of the total compensation.

B. The Consultant shall be paid in such amounts and in such manner as described in Exhibit B.

C. Consultant shall be reimbursed for Eligible Expenses actually incurred. "Eligible Expenses" means those types and amounts of expenses that are approved for reimbursement by the City in writing before the expense is incurred. If travel and/or overnight lodging is authorized, Consultant shall lodge within the corporate limits of City.

3. Request for Payment.

A. Not more than once every thirty days the Consultant shall file its request for payment, accompanied by evidence satisfactory to the City justifying the request for payment, including a report of Work accomplished and tasks completed, and an itemization of Eligible Expenses with copies of receipts and invoices.

B. All requests for payment should be sent to

City of Snoqualmie
Attn: Jeff Hamlin, City Engineer
38624 SE River Street
P.O. Box 987
Snoqualmie, WA 98065

4. Work Product.

A. The Consultant shall submit all reports and other documents specified in Exhibit A according to the schedule established in Exhibit A. If, after review by the City, the information is found to be unacceptable, Consultant, at its expense, shall expeditiously correct such unacceptable work. If Consultant fails to correct unacceptable work, the City may withhold from any payment due an amount that the City reasonably believes will equal the cost of correcting the work.

B. All reports, drawings, plans, specifications, and intangible property created in furtherance of the Work, and any intellectual property in such documents, are property of the City and may be used by the City for any purpose; provided that re-use without Consultant's permission shall be at the City's sole risk.

5. Termination of Contract. City may terminate this Agreement by sending a written notice of termination to Consultant ("Notice") that specifies a termination date ("Termination Date") at least fourteen (14) days after the date of the Notice; provided, however, that in the event of a material breach of this Agreement, termination may be effective immediately or upon such date as determined by the City in its sole discretion. For purposes of this Agreement, "material breach" is defined as misfeasance, malfeasance or violation of any criminal law, ordinance or regulation. Upon receipt of the Notice, the Consultant shall acknowledge receipt to the City in writing and immediately commence to end the Work in a reasonable and orderly manner. Unless terminated for Consultant's material breach, the Consultant shall be paid or reimbursed for all hours worked and Eligible Expenses incurred up to the Termination date, less all payments previously made; provided that work performed after date of the

Notice is reasonably necessary to terminate the Work in an orderly manner. The Notice may be sent by any method reasonably believed to provide Consultant actual notice in a timely manner

6. Assignment of Contract – Subcontractors. Consultant shall not assign this contract or sub-contract or assign any of the Work without the prior written consent of the City.

7. Indemnification.

A. To the extent provided by law and irrespective of any insurance required of the Consultant, the Consultant shall defend and indemnify the City from any and all Claims arising out of or in any way relating to this Agreement; provided, however, the requirements of this paragraph shall not apply to that portion of such Claim that reflects the percentage of negligence of the City compared to the total negligence of all persons, firms or corporations that resulted in the Claim.

B. Consultant agrees that the provisions of this paragraph 7 apply to any claim of injury or damage to the persons or property of consultant's employees. As to such claims and with respect to the City only, consultant waives any right of immunity, which it may have under industrial insurance (Title 51 RCW and any amendment thereof or substitution therefore). **THIS WAIVER IS SPECIFICALLY NEGOTIATED BY THE PARTIES AND IS SOLELY FOR THE BENEFIT OF THE CITY AND CONSULTANT.**

C. As used in this paragraph: (1) "City" includes the City's officers, employees, agents, and representatives; (2) "Consultant" includes employees, agents, representatives sub-consultants; and (3) "Claims" include, but is not limited to, any and all losses, claims, causes of action, demands, expenses, attorney's fees and litigation expenses, suits, judgments, or damage arising from injury to persons or property.

D. Consultant shall ensure that each sub-consultant shall agree to defend and indemnify the City to the extent and on the same terms and conditions as the Consultant pursuant to this paragraph.

8. Insurance.

A. Consultant shall comply with the following conditions and procure and keep in force at all times during the term of this Agreement, at Consultant's expense, the following policies of insurance with companies authorized to do business in the State of Washington. The Consultant's insurance shall be rated by A. M. Best Company at least "A" or better with a numerical rating of no less than seven (7) and otherwise acceptable to the City.

1. Workers' Compensation Insurance as required by Washington law and Employer's Liability Insurance with limits not less than \$1,000,000 per occurrence. If the City authorizes sublet work, the Consultant shall require each sub-consultant to provide Workers' Compensation Insurance for its employees, unless the Consultant covers such employees.
2. Commercial General Liability Insurance on an occurrence basis in an amount not less than \$1,000,000 per occurrence and at least \$2,000,000 in the annual aggregate, including but not limited to: premises/operations (including off-site operations), blanket contractual liability and broad form property damage.
3. Business Automobile Liability Insurance in an amount not less than \$1,000,000 per occurrence, extending to any automobile used by Consultant in the course of the Work. A statement by Consultant and approved by the City Administrator,

certifying that no vehicle will be used in accomplishing this Agreement, may be substituted for this insurance requirement.

4. Professional Errors and Omissions Insurance in an amount not less than \$1,000,000 per occurrence and \$1,000,000 in the annual aggregate. Coverage may be written on a claims made basis; provided that the retroactive date on the policy or any renewal policy shall be the effective date of this Agreement or prior, and that the extended reporting or discovery period shall not be less than 36 months following expiration of the policy. The City may waive the requirement for Professional Errors and Omissions Insurance whenever the Work does not warrant such coverage or the coverage is not available.
5. Each policy shall contain a provision that the policy shall not be canceled or materially changed without 30 days prior written notice to the City.

Upon written request to the City, the insurer will furnish, before or during performance of any Work, a copy of any policy cited above, certified to be a true and complete copy of the original.

B. Before the Consultant performs any Work, Consultant shall provide the City with a Certificate of Insurance acceptable to the City Attorney evidencing the above-required insurance and naming the City of Snoqualmie, its officers, employees and agents as Additional Insured on the Commercial General Liability Insurance policy and the Business Automobile Liability Insurance policy with respect to the operations performed and services provided under this Agreement and that such insurance shall apply as primary insurance on behalf of such Additional Insured. Receipt by the City of any certificate showing less coverage than required is not a waiver of the Consultant's obligations to fulfill the requirements.

C. Consultant shall comply with the provisions of Title 51 of the Revised Code of Washington before commencing the performance of the Work. Consultant shall provide the City with evidence of Workers' Compensation Insurance (or evidence of qualified self-insurance) before any Work is commenced.

D. In case of the breach of any provision of this section, the City may provide and maintain at the expense of Consultant insurance in the name of the Consultant and deduct the cost of providing and maintaining such insurance from any sums due to Consultant under this Agreement, or the City may demand Consultant to promptly reimburse the City for such cost.

9. Independent Contractor. The Consultant is an independent Contractor responsible for complying with all obligations of an employer imposed under federal or state law. Personnel employed by Consultant shall not acquire any rights or status regarding the City.

10. Employment. The Consultant warrants that it did not employ or retain any company or person, other than a bona fide employee working solely for the Consultant, to solicit or secure this Agreement or pay or agree to pay any such company or person any consideration, contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, the City shall have the right either to terminate this Agreement without liability or to deduct from the Agreement price or consideration or to otherwise recover, the full amount of such consideration.

11. Audits and Inspections. The Consultant shall make available to the City during normal business hours and as the City deems necessary for audit and copying all of the Consultant's records and documents with respect to all matters covered by this Agreement.

12. City of Snoqualmie Business License. Consultant shall obtain a City of Snoqualmie business license before performing any Work.

13. Compliance with Federal, State and Local Laws. Consultant shall comply with and obey all federal, state and local laws, regulations, and ordinances applicable to the operation of its business and to its performance of the Work.

14. Waiver. Any waiver by the Consultant or the City of the breach of any provision of this Agreement by the other party will not operate, or be construed, as a waiver of any subsequent breach by either party or prevent either party from thereafter enforcing any such provisions.

15. Complete Agreement. This Agreement contains the complete and integrated understanding and agreement between the parties and supersedes any understanding, agreement or negotiation whether oral or written not set forth herein.

16. Modification of Agreement. This Agreement may be modified by a Change Order as provided in Paragraph 1, or by a writing that is signed by authorized representatives of the City and the Consultant.

17. Severability. If any part of this Agreement is found to be in conflict with applicable laws, such part shall be inoperative, null and void, insofar as it is in conflict with said laws, the remainder of the Agreement shall remain in full force and effect.

18. Notices.

A. Notices to the City of Snoqualmie shall be sent to the following address:

City of Snoqualmie
Attn: Michael Chambliss, Director of Parks and Public Works
38624 SE River Street
P.O. Box 987
Snoqualmie, WA 98065

B. Notices to the Consultant shall be sent to the following address:

Otak, Inc.
Attn: Bob Doherty, PE
11241 Willows Road NE, Suite 200,
Redmond, WA 98052

19. Venue. This Agreement shall be governed by the law of the State of Washington and venue for any lawsuit arising out of this Agreement shall be in King County.

IN WITNESS WHEREOF, the City and Consultant have executed this Agreement as of the date first above written.

CONSULTANT: Please fill in the spaces and sign in the box appropriate for your business entity.

CITY OF SNOQUALMIE,
WASHINGTON

By: Katherine Ross
Its: Mayor
Date: 9/29/2022

Corporation

[Consultant's Complete Legal Name]

By: Nicolaas M. Vanderhorst
Typed/Printed Name: Nicolaas M. Vanderhorst
Its: Principal
Date: 9/28/2022

ATTEST:

Reina McCauley
Reina McCauley, Deputy City Clerk
Date: 10/4/2022

APPROVED AS TO FORM:

Anna Astrakhan
Assistant City Attorney, signing for
Bob C. Sterbank, City Attorney
Date: 9/28/2022

Exhibit A

SCOPE OF WORK

See Attached

EXHIBIT B
COMPENSATION
See Attached



Exhibit A

August 31, 2022

Michael Chambless, Public Works Director
City of Snoqualmie
PO Box 987
Snoqualmie, WA 98065

**Re: Kimball Creek Bridges Restoration Project
Otak Project No. 20964**

Dear Mr. Chambless:

The City is requesting services to prepare bridge restoration documents for two bridges carrying Meadowbrook Way SE: South Fork Kimball Creek Bridge No. 1413B and East Fork Kimball Creek Bridge No. 1413C. Repairs will be based on previously prepared concept-level recommendations prepared by Otak under a separate contract and will include utility coordination; cultural and historical analysis; permitting and environmental documentation; hydraulic design; civil roadway design, bridge repair design; and development of plans, specifications, and construction cost estimate. The following scope of work details these efforts.

SCOPE OF WORK

Task 1 – Project Management

Otak's project manager will provide direction and coordinate preparation of deliverables. The project manager will monitor the project planned budget and schedule versus actual progress and take corrective actions if necessary. Otak will prepare and submit monthly invoices and a brief progress report to reflect progress over the last billing period. Otak's project manager will maintain regular communication with the City's project manager.

Assumptions:

- Level of effort assumes 26 months of work.

Deliverables:

- Monthly invoices and progress reports will be prepared and submitted to the City.

Task 2 — Utility Coordination

This Task is added and includes work to coordinate project impacts to utilities along Meadowbrook Way SE.

2.1 Utility Coordination

This subtask involves the following:

- Preliminary Utility Coordination Meeting – Meet with utility company and City staff at 30% design stage to review plans, identify conflicts, and develop action plans. Prepare and distribute meeting notes.
- Individual Coordination – Resolve conflicts individually with the utility company and City staff that cannot be resolved at the meeting. Provide potential conflict information to utility and coordinate for utility removal, relocation, or reconnection.

- Final Coordination Meeting – Meet with utility company and the City at 90% Design stage to review plans, confirm resolution of conflicts, and verify relocation schedule. Prepare and distribute meeting notes.

Assumptions:

- Telephone is the only utility present at the site and is located on both bridges.
- Utility locations will be as shown in the survey base map provided by the City or supplemental information provided by the utility.
- The City will provide utility name and contact information
- Utility coordination items will be included in plans and specifications in other tasks.
- Utility coordination meetings will be remote using MS Teams or similar remote meeting application.

Deliverables:

Deliverables will be provided to the City via email. If file sizes prevent sending via email, files will be provided on an Otak SharePoint site and a link to access the files will be emailed to the City.

- Preliminary Meeting Notes (PDF)
- Final Meeting Notes (PDF)

Task 3 – Cultural and Historical Analysis (CRC)

This task is to provide a cultural resource survey to meet federal, state, and local compliance. The study will be designed to meet the requirements of Section 106 of the National Historic Preservation. The survey will also be done to meet the standards and guidelines of the Washington Department of Archaeology and Historic Preservation (DAHP).

If the Area of Potential Effects (APE) includes areas not covered by the 2014 cultural resources assessment, archaeological field work will be conducted. The archaeological field work will include a pedestrian survey of the APE walking transects spaced 10 to 20 meters apart. Shovel testing will be done where the surface visibility is inadequate to determine if an archaeological site is present. Historic resources (i.e., buildings, structures, sites, objects, and districts constructed at least 45 years before the date of survey) within the APE have not been recorded by prior studies; these will be documented.

The tasks will include the following.

- Background review of the previous studies conducted in the vicinity.
- A systematic pedestrian archaeological survey of the APE walking transects spaced no more than 20 meters apart.
- Excavation of up to 5 shovel tests that will be 20 inches (in) (50 centimeters [cm]) in diameter and excavated to a minimum depth of 20 in (50 cm). Sediments will be screened using 1/8-in hardware cloth. All shovel tests will be backfilled upon completion. No artifacts will be collected. Archaeological resources, if found, will need to be recorded.
- Documentation of historic resources that are within the APE. Inventory forms will be prepared for each documented historic resource using the DAHP WISAARD database; the forms will be included in the report appendix.
- Evaluate documented historic resources to determine their eligibility to be listed on the National Register of Historic Places (NRHP). An assessment of project effects under Section 106 will be done for those historic resources that are recommended as eligible for listing in the NRHP.
- Prepare a draft cultural resource survey report and submit to the City. It is assumed the City will submit to the U.S. Army Corps of Engineers (Corps). This report will be an update to the 2014 cultural resources assessment to satisfy Section 106 of NHPA for the project as it is now proposed. It will include a recommendation of whether the proposed project will have an adverse effect on historic properties, including archaeological sites. Archaeological and historic resource forms will be appended to the report.

- Address comments on the draft cultural resource survey report and finalize. A DAHP cover sheet will be included with the finalized version of the cultural resources report for agency submittal and distribution.
- Contact the cultural resources staff of tribes that may have an interest in or information regarding the project location. This communication is intended to inform the cultural resources assessment and does not constitute government-to-government consultation. Copies of this correspondence and received responses will be included as an attachment in the cultural resources assessment.

Assumptions:

- Up to 5 shovel tests will be excavated.
- Documentation of up to one archaeological resource using the DAHP WISAARD database; the form will be included in the report appendix.
- Two historic resources, South Fork Kimball Creek Bridge No. 1413B and East Fork Kimball Creek Bridge No. 1413C, both constructed in 1954, will be identified and documented for the project. It is unlikely that the bridges will meet minimum eligibility requirements for listing in the NRHP.
- The Corps, as lead agency for Section 106, will consult with DAHP and Tribes regarding the cultural resources assessment and potential effects to historic properties.

Deliverables:

Deliverables will be provided to the City via email. If file sizes prevent sending via email, files will be provided on an Otak SharePoint site and a link to access the files will be emailed to the City.

- A cultural resource survey report will be submitted for the review of the Corps. This report will satisfy Section 106 of NHPA. It will include a recommendation of whether the proposed project will have an adverse effect on historic properties, including archaeological sites. Archaeological and historic resource forms will be appended to the report. A DAHP cover sheet will be included with the finalized version of the cultural resources report for agency submittal and distribution. The draft and final report and resources forms will be provided electronically.

Task 4 — Environmental Documentation and Permitting

Permit applications and supporting environmental and regulatory compliance documentation will be prepared under this Task. Federal, state and local regulatory compliance requirements are included, as well as underlying deliverables and assumptions for the work.

4.1 Environmental Data Collection and Wetland/Habitat Delineation and Stream Characterization Report

Otak will conduct field work necessary to collect the environmental data for the preparation of the technical documents and permit applications for the project. Wetland boundary and stream ordinary high water (OHW) delineations will be conducted at both bridge locations to meet the requirements of Snoqualmie's Critical Areas Code (Snoqualmie Municipal Code [SMC] 19.12), the Corps of Engineers (the Corps), and Washington State Department of Ecology (Ecology). Wetland and stream boundaries will be flagged in the field, sketched and subsequently added to the project base map. Riparian and priority wildlife habitats will also be assessed.

The Consultant will prepare a Wetland/Habitat Delineation and Stream Characterization Report for each crossing to support the required federal, state, and county approvals required to construct the projects.

Stream and riparian habitats will be qualitatively assessed within and adjacent to the project area to sufficiently establish baseline conditions for instream and riparian habitat. Data forms documenting the wetland boundaries and instream habitat will be completed. Wetlands will be rated according to the 2014 Ecology Washington State Wetland Rating System for Western Washington methodology and classified per SMC 19.12.170. Streams will be rated per Washington Department of Natural Resources criteria for compliance with SMC 19.12.160. Buffer widths for wetlands and streams will be identified.

4.2 ESA Compliance Documentation

Documentation necessary for compliance with the provisions of the Endangered Species Act (ESA) will be prepared for the project. A No Effects Letter (NEL) will be prepared for each project for wildlife species regulated by the ESA and administered by the US Fish and Wildlife Service (USFWS) and NOAA Fisheries. A Biological Assessment/Evaluation report is not expected to be required due to the absence of ESA-listed species in the project vicinity. ESA compliance documentation will be submitted to the Corps of Engineers with the JARPA (Task 4.3) as supporting environmental compliance documentation for issuance of the Section 404 permit under the Clean Water Act.

4.3 Prepare 404/401, HPA, and Local Environmental Permit Applications

A Joint Aquatic Resources Permit Application (JARPA) will be completed when each project reaches a 60 percent design stage. The JARPA will be used to apply for the Ecology Section 401 Water Quality Certification (WQC); Washington State Department of Fish and Wildlife (WDFW) Hydraulic Project Approval (HPA); and a Section 404 permit from the Corps of Engineers. The projects are expected to qualify for a Nationwide Permit (NWP) #14 for Linear Transportation projects or an NWP #3 for Maintenance from the Corps of Engineers. A JARPA application will be prepared for each bridge project. JARPA submittals will consist of the application form, public notice formatted drawing set (sized 11"x17"), and construction plans for submittal to relevant regulatory agencies.

A 401 WQC Pre-Filing request will be submitted to Ecology after the 404 application package is submitted to the USACE. A Water Quality Monitoring Plan is not anticipated to be required by Ecology for the 401 WQC. If it is required, then it will be prepared under a separate contract amendment or similar.

The project will require compliance with SMC 19.12.150 (Frequently Flooded Areas) and SMC 15.12 (Flood Hazard Regulations) for activities within a regulated floodplain. The project will also require compliance with SMC 19.12.160 (Streams), 19.12.170 (Wetlands), and 19.12.190 (Fish and wildlife habitat conservation areas). A floodplain permit and clearing and grading permit application(s) will be prepared under this task and submitted online. It is assumed that Public Works will coordinate with the Community Development Department regarding the pre-application meeting requirement listed at SMC 19.12.070 prior to the permit application submittals.

4.4 Prepare Critical Areas Report and Buffer Mitigation Plan

The project will require a mitigation and monitoring plan that addresses no net loss of ecological functions in critical areas as required by the City, Ecology, and WDFW. The project is anticipated to temporarily impact wetland and stream buffers adjacent to the bridges to access the abutments. The plan will include performance standards and monitoring methods to meet City code requirements.

If the no net loss standard cannot be achieved on site within the City right of way and the project is determined to require compensatory mitigation for unavoidable adverse impacts to wetlands or streams, then off-site compensatory mitigation will be assessed in the immediate vicinity of the crossings within the limits of the baseline documentation. The baseline Wetland/Habitat and Stream Characterization Report will be amended to include the project impacts to critical areas, restoration of temporary impacts on site, and a monitoring and maintenance plan.

If onsite mitigation cannot be identified, then a Bank Use Plan will be prepared for purchase of mitigation credits. The Bank Use Plan would be prepared under a separate scope of work.

4.5 Agency Meetings, Permit Facilitation, and City Coordination

Prior to permit submittals, Otak will support City staff to arrange up to one (1) meeting, preferably on-site, with all applicable City and WDFW staff to assure that they have a solid understanding of the existing and proposed conditions for the project prior to receiving the JARPA package. After permits are submitted, Otak will coordinate with City staff to respond to comments, provide additional clarification, and assist with shepherding the permits through the process efficiently.

4.6 SEPA Compliance

The project will require compliance with the State Environmental Policy Act (SEPA). Otak will prepare a SEPA checklist for each project, with vicinity map and simple plan view appropriate for the general public, and will submit the checklists to the City for environmental review as the lead agency in the SEPA process. The SEPA Checklists will be submitted along with the local permit applications prepared under Task 4.3

Assumptions:

- Wetland and stream boundaries will be verified within the City-owned right of way and adjacent private parcels immediately adjacent to the right of way as needed for site access. The study area will be confirmed with the City prior to completing field work (e.g., staging areas).
- City will acquire rights of entry to areas from adjacent property owners prior to field work.
- Otak will survey the flagged wetland and stream boundaries.
- The project will result in a Determination of Non-Significance for SEPA compliance. Preparation of an EIS is not included in this scope.
- The project will meet the definition of maintenance under the 4(d) Program.
- The project will result in a No Effects determination for ESA-listed species regulated by the USFWS and NOAA Fisheries. A Biological Assessment (BA) or Biological Evaluation (BE), if required, would be completed under a separate scope of work
- Application fees will be paid by the City.
- The project will adhere to appropriate mitigation sequencing and will avoid and minimize adverse impacts to the extent possible prior to proposing compensatory mitigation within or outside of the City-owned right of way.
- If complete mitigation cannot be provided on-site within the vicinity of each crossing, then offsite compensatory mitigation (e.g., Bank Use Plan) that meets the federal, state, and local requirements would be completed under a separate scope of work.
- Two (2) Otak staff members will attend one (1) onsite meeting not to exceed four (4) hours.
- Two (2) Otak members will attend a total of two (2) internal coordination meetings not to exceed three (3) hours each.

Deliverables:

Deliverables will be provided to the City via email. If file sizes prevent sending via email, files will be provided on an Otak SharePoint site and a link to access the files will be emailed to the City.

- Draft Wetland/Habitat Delineation and Stream Characterization Report (2) (MS Word and PDF)
- Final Wetland/Habitat Delineation and Stream Characterization Report (2) (PDF)
- Draft NEL (2) (PDF)
- Final NEL (2) (PDF)
- Draft JARPA (2) (PDF)
- Final JARPA (2) (PDF)
- 401 Pre-Filing Request (2)
- Floodplain and Grading/Clearing Permit Application contents (2) (PDF)
- Draft Critical Areas Report and Buffer Mitigation Plan (2) (PDF)
- Final Critical Areas Report and Buffer Mitigation Plan (2) (PDF)
- Project plans or exhibits appropriate for the field visit (PDF).
- Draft SEPA checklist with vicinity map and site plan (2) (PDF)
- Final SEPA checklist with vicinity map and site plan (2) (PDF)

Task 5 – Hydraulic Design

5.1 Data Collection

Collect and review available information on Kimball Creek and East Fork Kimball Creek; and the existing bridge crossing, including previous study reports, as-built plans, bridge inspection reports, available survey data, historic air photos, and available geotechnical information, and bridge replacement plans and design reports prepared previously by others. Some of this information has already been provided by the City.

5.2 Site Investigation and Channel Stability Assessment

- Conduct a site investigation to record observations, gather field measurements, and take digital photographs.
- Record observations of the following:
 - Stream characteristics and the adjacent floodplain in the vicinity of the bridges
 - Lateral and vertical stability of the stream channel
 - General and local scour at the bridges
 - Lateral and vertical controls
 - Stream channel and floodplain roughness
 - Stream bed material characteristics
- Field-analyze stream bed material using the Wolman pebble count method.
- Identify and stake or flag in the field any additional survey work needed to support the hydraulic modeling.
- Review available historic air photos to evaluate instances of past channel migration.
- Evaluate the vertical and lateral stability of the channel, based on the field investigation.

5.3 Hydrologic Analysis

- Otak will review the hydrologic models, documentation, and critical design flows developed by others that will be provided by the City for each crossing. It is assumed that the land cover parameters used in the previous models are suitable to represent current conditions. Otak will update the precipitation input for the models, if necessary.
- After updating the precipitation in the hydrologic model, the results will be summarized in the Hydraulics Report under Task 5.8.

5.4 Hydraulic Analysis

- Otak will review the hydraulic model (HEC-RAS) for existing conditions developed by others that will be provided by the City. Otak will add up to two cross-sections to the model for scour analysis.
- The hydraulic models will be updated with additional cross sections in the vicinity of each bridge using survey data provided by the City and supplemented with available LiDAR data in the overbank areas.
- Perform a hydraulic analysis of Kimball Creek and East Fork Kimball Creek in the vicinity of the bridges using the U.S. Army Corps of Engineers HEC-RAS computer software to evaluate existing conditions and up to three (3) project conditions for a range of flows up through the 500-year event.

5.5 Scour Analysis

- Conduct a scour analysis at each bridge following the guidelines as outlined in HEC-18, Evaluating Scour at Bridges (Fifth Edition) to support the design of scour countermeasures.
- Evaluate the long-term degradation potential based on field evaluation, bridge inspection reports, and any other historical information on the channel in the vicinity of the bridge.
- Calculate general (contraction) scour and bend scour as necessary. It is assumed that the proposed scour countermeasures will protect against local scour at the abutments so that local abutment scour calculations will not be necessary.

5.6 Design of Scour Countermeasures

- Coordinate with other design disciplines to develop one or more design alternatives for the scour countermeasures.
- As needed, perform riprap design calculations to determine the gradation and thickness of any riprap revetment.
- Based on the scour analysis and any riprap design calculations, develop the basic layout for each design alternative.

5.7 Temporary Water Management

- Determine limits of work area isolation.
- Develop temporary water management approach to isolate in-stream work areas.

5.8 Hydraulics Report

- Prepare a Draft Hydraulics Report that documents the hydraulics analysis, scour analysis, design of scour countermeasures, and in-stream isolation plan and submit for review. The report will address any impacts to Base (100-year) Flood Elevations to support a No-Rise Certification.
- Prepare a response to review comments and incorporate changes into a Final Hydraulics Report.

Assumptions:

- Peak flow design discharges will be based on hydrologic models provided by the City, with only precipitation to be updated by Otak.
- All survey data to be provided by the City
- The scour repair can be designed to meet a “no-rise” condition and therefore a CLOMR/LOMR will not be required.
- The roadway restoration related to the bridge repair will not require the project to include any stormwater flow control, runoff treatment, or any permanent on-site stormwater management BMPs.
- If cover under the Ecology Construction Stormwater General Permit is required, the Stormwater Pollution Prevention Plan (SWPP) will be prepared by the Contractor that is awarded to construct the project.

Deliverables:

Deliverables will be provided to the City via email. If file sizes prevent sending via email, files will be provided on an Otak SharePoint site and a link to access the files will be emailed to the City.

- Draft Hydraulics Report (Hard copy and PDF)
- Final Hydraulics Report (Hard copy and PDF)
- Electronic copy of the HEC-RAS model used for the hydraulic analysis

Task 6 – Civil Design

This task includes the following civil engineering design services. Incorporation of these designs into the project documents is included in a separate task.

6.1 Site Investigation

Visit each bridge to:

- Verify guardrail type and layout
- Take site photos to document guardrail layout and condition

6.2 Guardrail Design

Review and implement WSDOT design standards and standard plans for replacing guardrail approaches to the bridge.

6.3 Pavement Design

Design asphalt pavement section to replace pavement removed during repairs.

6.4 Detour Design

Determine signing requirements and coordinate with the City and other agencies affected by the detour.

Assumptions:

- Guardrail replacement will be similar to the existing layout and shoulder improvements will not be needed.
- Future ADT and percent truck traffic listed in the WSBIS Local Agency Inventory Report provided for each bridge by the City will be adequate for pavement design.
- Detour route will be similar to that used in the previous bridge replacement design by others and will require coordination with and approval by the City of North Bend, King County and WSDOT.

Deliverables:

None. Efforts in this task will be incorporated into the construction documents covered in a separate task.

Task 7 – Structural Design

This task includes the structural analysis and design services.

7.1 Site Investigation

Visit each bridge to:

- Verify bridge member conditions noted in the bridge inspection reports dated 8/3/2021.
- Take site photos to document site and member conditions.
- Field measure members to determine member size and limits to supplement bridge plans.

7.2 Bridge Load Rating

Perform bridge load rating calculations in accordance with the AASHTO Manual for Bridge Evaluation (MBE) and the Washington State Department of Transportation (WSDOT) Bridge Design Manual (BDM). Two draft and final bridge load ratings will be performed for each bridge and submitted to the City:

- Existing bridges to determine member live load carrying capacity and repairs needed.
- As-repaired bridge condition after completion of construction to capture as-built conditions and verify desired live load capacity.

Final bridge load ratings will be stamped and signed by a professional engineer licensed in the State of Washington.

7.3 Bridge Repair Design

Bridge repairs will be based on recommendations provided in our draft Kimball Creek Bridges Assessment Memorandum, dated 5/26/2022 which are based on bridge inspection reports dated 8/3/2021 prepared by the King County bridge group and provided by the City. The Consultant will review the results of the bridge load rating efforts above to identify extent of repairs and determine additional repairs if needed.

- Perform calculations for repairs and new members.
- Coordinate with hydraulic discipline to incorporate scour countermeasures with bridge repairs.

Bridge repair calculations will be stamped and signed by a professional engineer licensed in the State of Washington.

Assumptions:

- Full bridge inspection, material testing, ground penetrating radar (GPR) will not be needed to assess the existing condition of the bridge.

- Bridge repairs will be limited to those identified in the identified in the draft Kimball Creek Bridges Assessment Memorandum, dated 5/26/2022, prepared by Otak.
- Roadway excavation will be needed to repair bridge timber abutment walls requiring the need for bridge approach pavement and guardrail restoration.
- Roadway will be closed with a detour during bridge repairs.

Deliverables:

Deliverables will be provided to the City via email. If file sizes prevent sending via email, files will be provided on an Otak SharePoint site and a link to access the files will be emailed to the City.

- Draft Bridge Load Rating of existing bridge condition for Bridge 1413B (PDF)
- Draft Bridge Load Rating of existing bridge condition for Bridge 1413C (PDF)
- Final Bridge Load Rating of existing bridge condition for Bridge 1413B (PDF)
- Final Bridge Load Rating of existing bridge condition for Bridge 1413C (PDF)
- Draft Bridge Load Rating of as-repaired bridge condition for Bridge 1413B (PDF)
- Draft Bridge Load Rating of as-repaired bridge condition for Bridge 1413C (PDF)
- Final Bridge Load Rating of as-repaired bridge condition for Bridge 1413B (PDF)
- Final Bridge Load Rating of as-repaired bridge condition for Bridge 1413C (PDF)
- Final Bridge Repair Structural Calculations (PDF)

Task 8 – Construction Documents

8.1 30% Design Documents

This task will develop the design to an approximate 30% level. The primary use of this submittal is for project team review, intra- and inter-disciplinary coordination, confirming the location of environmental boundaries, determining preliminary environmental impacts, evaluating scour repair features, providing information to utility providers for conflict review, and to communicate project assumptions and challenges.

This work will include the following:

- Project kickoff meeting – schedule and attend meeting with City staff to initiate design tasks
- Plans – plan sheets as assumed below
- Construction Cost Estimate

8.2 60% Design Documents

30% level documents will be updated to address comments from the City and will be developed to the 60% design level of completion, appropriate for Environmental Permitting. This work will include the following:

- 30% design review meeting with the City.
- Plans – plan sheets as assumed below
- Project Technical Special Provisions Outline. The outline will identify work and specification sections to be developed during 90% design.
- Construction Cost Estimate

8.3 90% Design Documents

60% level documents will be updated to address comments from the City, coordination with utilities, and permitting agencies; and will be developed to the 90% design level of completion, appropriate for establishing final decisions. This work will include the following:

- 60% design review meeting with the City
- Plans – plan sheets as assumed below
- Project Technical Special Provisions

Kimball Creek Bridges Restoration Project

August 31, 2022

- Construction Cost Estimate

8.4 Final Design Documents

90% level documents will be updated to address comments from the City and coordination with utilities and will be finalized. This work will include the following:

- 90% design review meeting with the City.
- Final Plans, stamped and signed by a professional engineer licensed in the State of Washington
- Final Project Technical Special Provisions
- Final Construction Cost Estimate

Assumptions:

- Meetings will be held remotely via MS Teams or similar remote meeting application
- The design will not change substantially after the completion of the 60% design
- The City will compile consultant provided special provisions into the final bid documents
- The following sheets are assumed at each design stage:

Sheet Name	30% Design	60% Design	90% and Final Design
Cover Sheet	1	1	1
General Notes, Index, and Legend	-	1	1
Roadway Typical Section	1	1	1
Guardrail and Striping Plan	1	1	1
Bridge No. 1413B			
Existing Conditions Plans	1	1	1
Erosion Control and Work Area Isolation Plans	-	1	1
Bridge Repair Layout	1	1	1
Bridge Repair Notes	-	1	1
Bridge Repair Details	-	1	2
Scour Repair Details	-	1	2
Restoration/Landscaping/Mitigation Plans	1	1	1
Bridge No. 1413C			
Existing Conditions Plans	1	1	1
Erosion Control and Work Area Isolation Plans	-	1	1
Bridge Repair Layout	1	1	1
Bridge Repair Notes	-	1	1
Bridge Repair Details	-	1	2
Scour Repair Details	-	1	2
Restoration/Landscaping/Mitigation Plans	1	1	1
Detour Plan	1	1	1
Total Sheets	10	19	23

Deliverables:

- 30% Plans (PDF)
- 30% Construction Cost Estimate (PDF)
- 60% Plans (PDF)

Kimball Creek Bridges Restoration Project

- 60% Construction Cost Estimate (PDF)
- 60% Special Provisions Outline (MS Word)
- 90% Plans (PDF)
- 90% Construction Cost Estimate (PDF)
- 90% Special Provisions (MS Word)
- Final Plans (PDF)
- Final Construction Cost Estimate (PDF)
- Final Special Provisions (MS Word)

Task 9 – Construction Phase Services

The City will lead the Construction Phase of the project. The Consultant will provide the following support services:

9.1 Bid Assistance

Consultant will provide responses to bidders' questions and assistance to the City, including:

- Assist City in responding to engineering questions from Bidders.
- Assist City preparing addenda.

9.2 Construction Support

- Review construction submittals:
 - Stream isolation plan
 - Excavation dewatering plan
 - Traffic control / detour plan
 - Bridge repair plan
- Respond to field questions and requests for information (RFIs). The number of RFIs may vary within the maximum level of effort assumed in the fee estimate.
- Attend on-site project meetings:
 - Pre-construction meeting
 - One (1) project meeting
- Site observations during critical times, including site observation report within five (5) working days of observation date:
 - Stream isolation (2)
 - Scour repair installation (2)
 - Bridge member repairs (2)
- Punchlist walkthrough prior to project completion, including list of items to be completed or corrected within five (5) working days of walkthrough date.

Assumptions:

- The City will take the lead in fielding and responding to Bidder inquiries during the bid period.
- Addenda will be compiled by the City and issued to the Bidders.
- Consultant will respond directly to the City, unless requested otherwise by the City.
- The City will prepare the preconstruction meeting agenda and notes.
- Consultant will be on site as select times only. The City will perform regular project inspections as needed.

Deliverables:

- Submittal responses
- RFI responses
- Site observation reports
- Punchlist walkthrough list

FEE ESTIMATE

The following summarizes the fee breakdown for this scope of work:

Task	Total
Task 1 – Project Management	\$ 26,674
Task 2 – Utility Coordination	\$ 4,084
Task 3 – Cultural and Historical Analysis (CRC)	\$ 4,200
Task 4 – Environmental Documentation and Permitting	\$ 51,212
Task 5 – Hydraulic Design	\$ 45,408
Task 6 – Civil Design	\$ 4,978
Task 7 – Structural Design	\$ 22,302
Task 8 – Construction Documents	\$ 36,422
Task 9 – Construction Phase Services	\$ 10,094
Direct Expenses	\$ 1,080
Total	\$ 206,454

We estimate that we can complete the above scope of work on a time and materials basis for a budget not to exceed the total above. If unexpected situations arise for which additional work is required, Otak will notify the City immediately and discuss any impacts to the scope of work and budget.

SCHEDULE

Otak will commence work after receiving signed notice to proceed (NTP) on this scope of work. The following project timeline is assumed:

- NTP issued: September 7, 2022
- Design and permitting phase completion: September 29, 2023
- Bidding completion: March 1, 2024
- Construction completion: September 30, 2024
- Contract end date of October 31, 2024

Kimball Creek Bridges Restoration Project

Fee Estimate
Otak, Inc.
Otak Project #20964
Date: 8/31/2022

		Structural		Civil		Hydraulics					Environmental / Permitting			Drafting	Admin.		
		PM / Lead Bridge Engr.	Bridge Engr.	Civil Lead/QC	Civil EIT	Hyd. QC	Hydrologist	Hyd. Lead	Hyd. Engr.	Civil EIT	Env. Lead	Env. Staff	L.A.	Drafter	Coordinator		
Task	Description	Civil Engineer X	Civil Engineer V	Civil Engineer X	Engineering Designer IV	Civil Engineer X	Scientist VI	Civil Engineer IX	Civil Engineer IV	Engineering Designer IV	Scientist V	Scientist II	Landscape Architect VI	Engineering Tech IV	Project Coordinator	Total Hours	Total Budget by Task
1	Project Management	108													26	134	\$26,674
	General Project Management	82														82	\$17,548
	Monthly Invoices and Progress Reports	26													26	52	\$9,126
2	Utility Coordination	12						6			2					20	\$4,084
2.1	Utility Coordination	12						6			2					20	\$4,084
3	Cultural and Historical Analysis	Subconsultant: Cultural Resources Consultants (CRC) - See Below															
4	Environmental Documentation and Permitting	2	8								136	248	8			402	\$51,212
4.1	Environmental Data Collection and Wetland/Habitat Delineation and Stream Characterization Report										36	96				132	\$15,984
4.2	ESA Compliance Documentation										20	40				60	\$7,480
4.3	Prepare 404/401, HPA, and Local Environmental Permit Applications		8								32	48	8			96	\$12,728
4.4	Prepare Critical Areas Report and Buffer Mitigation Plan										24	40				64	\$8,136
4.5	Agency Meetings, Permit, Facilitation, and City Coordination	2									12					14	\$2,396
4.6	SEPA Compliance										12	24				36	\$4,488
5	Hydraulic Design					17	12	42	102	152						325	\$45,408
5.1	Data Collection							4	8	16						28	\$3,696
5.2	Site Investigation and Channel Stability Assessment							8	10	12						30	\$4,286
5.3	Hydrologic Analysis					1	12	2	8	8						31	\$5,046
5.4	Hydraulic Analysis					6		8	16	24						54	\$7,748
5.5	Scour Analysis					6		4	12	24						46	\$6,432
5.6	Design of Scour Countermeasures					4		2	12	12						30	\$4,216
5.7	Temporary Water Management							6	12	24						42	\$5,544
5.8	Hydraulics Report							8	24	32						64	\$8,440
6	Civil Design	4		3	30											37	\$4,978
6.1	Site Investigation				6											6	\$696
6.2	Guardrail Design			2	4											6	\$892
6.3	Pavement Design			1	4											5	\$678
6.4	Detour Design	4			16											20	\$2,712
7	Structural Design	12	138													150	\$22,302
7.1	Site Investigation	6	6													12	\$2,142
7.2	Bridge Load Rating	4	72													76	\$11,152
7.3	Bridge Repair Design	2	60													62	\$9,008
8	Construction Documents	24	100	4	25			14	10	8	8	5	12	38	3	251	\$36,422
8.1	30% Design Documents	6	34	1	10			2	2	2	2		6	12		77	\$10,982
8.2	60% Design Documents	8	40	1	8			4	2	2	2	2	2	16	1	88	\$12,555
8.3	90% Design Documents	8	20	1	4			6	4	2	2	2	2	8	1	60	\$9,041
8.4	Final Design Documents	2	6	1	3			2	2	2	2	1	2	2	1	26	\$3,844
9	Construction Phase Services	10	26	2	2			8	6	2	2	2	1			61	\$10,094
9.1	Bid Assistance	4	4	1	1			1	1	1	1	1			1	16	\$2,609
9.2	Construction Support	6	22	1	1			7	5	1	1	1	1		1	47	\$7,485
	Total Hours	172	272	9	57	17	12	70	118	162	148	255	21	38	31	1382	
	Billing Rate	\$214.00	\$143.00	\$214.00	\$116.00	\$214.00	\$205.00	\$198.00	\$131.00	\$116.00	\$164.00	\$105.00	\$162.00	\$106.00	\$137.00		
	Total Labor Cost	\$36,808	\$38,896	\$1,926	\$6,612	\$3,638	\$2,460	\$13,860	\$15,458	\$18,792	\$24,272	\$26,775	\$3,402	\$4,028	\$4,247		\$201,174
	Direct Expenses																\$1,080
	Subconsultant Administration																
	Otak Total																\$202,254
Subconsultants																	
	Cultural Resources Consultants (CRC)	\$ 4,200.00															
	Subconsultants Total																\$4,200
	Total																\$206,454

ACORDTM**CERTIFICATE OF LIABILITY INSURANCE**DATE (M)
9/27/

Item 10.

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Greyling Ins. Brokerage/EPIC 3780 Mansell Road, Suite 370 Alpharetta, GA 30022	CONTACT NAME: Carly Underwood PHONE (A/C, No, Ext): 770.670.5324 FAX (A/C, No): E-MAIL ADDRESS: carly.underwood@greyling.com														
INSURED Otak, Inc. 808 SW Third Avenue, Suite 800 Portland, OR 97204	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : Travelers Indemnity Company of America</td> <td>25666</td> </tr> <tr> <td>INSURER B : Travelers Prop Casualty Co of America</td> <td>25674</td> </tr> <tr> <td>INSURER C : Berkley Insurance Company</td> <td>32603</td> </tr> <tr> <td>INSURER D : Charter Oak Fire Insurance Co.</td> <td>25615</td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Travelers Indemnity Company of America	25666	INSURER B : Travelers Prop Casualty Co of America	25674	INSURER C : Berkley Insurance Company	32603	INSURER D : Charter Oak Fire Insurance Co.	25615	INSURER E :		INSURER F :	
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COVERAGES**CERTIFICATE NUMBER: 22-23****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:			6805H242469	01/01/2022	01/01/2023	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 WA Stop Gap \$1,000,000
D	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY			BA3R284328	01/01/2022	01/01/2023	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$10,000			CUP5C857081	01/01/2022	01/01/2023	EACH OCCURRENCE \$10,000,000 AGGREGATE \$10,000,000 \$ PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
C	Professional Liability WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y / N <input checked="" type="checkbox"/> N / A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			AEC905140101	01/01/2022	01/01/2023	Per Claim \$2,000,000 Aggregate \$4,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Re: Contract No: 22-074, Snoqualmie Trail Bridges and Boardwalks Project. Otak project #020987.000.

City of Snoqualmie, its officers, employees and agents are named as Additional Insureds with respects to General & Automobile Liability where required by written contract.

The above referenced liability policies with the exception of workers compensation and professional liability are primary & non-contributory where required by written contract.

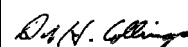
(See Attached Descriptions)

CERTIFICATE HOLDER**CANCELLATION**

City of Snoqualmie
 Attn: Parks and Public Works
 38624 SE River Street
 P.O. Box 987
 Snoqualmie, WA 98065-000

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



DESCRIPTIONS (Continued from Page 1)

Item 10.

Waiver of Subrogation is applicable where required by written contract & allowed by law.

Should any of the above described policies be cancelled by the issuing insurer before the expiration date thereof, 30 days' written notice (except 10 days for nonpayment of premium) will be provided to the Certificate Holder.



CERTIFICATE OF LIABILITY INSURANCE

DATE (09) Item 10.

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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PRODUCER Elliott Powell Baden and Baker Inc. An ISU Network Member 1521 SW Salmon Street Portland OR 97205-1783	CONTACT NAME: Oksana Chorna PHONE (A/C, No, Ext): (503) 227-1771 FAX (A/C, No): (503) 274-7644 E-MAIL ADDRESS: ochorna@epbb.com																					
INSURED Otak Inc. 808 SW 3rd Ave Ste 800 Portland OR 97204	<table><tr><th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A:</td><td>SAIF</td><td>36196</td></tr><tr><td>INSURER B:</td><td></td><td></td></tr><tr><td>INSURER C:</td><td></td><td></td></tr><tr><td>INSURER D:</td><td></td><td></td></tr><tr><td>INSURER E:</td><td></td><td></td></tr><tr><td>INSURER F:</td><td></td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	SAIF	36196	INSURER B:			INSURER C:			INSURER D:			INSURER E:			INSURER F:		
INSURER(S) AFFORDING COVERAGE		NAIC #																				
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INSURER C:																						
INSURER D:																						
INSURER E:																						
INSURER F:																						

COVERAGES **CERTIFICATE NUMBER:** 22/23 WC **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> N	N/A	487431	01/01/2022	01/01/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Per attached WC000313

Re: Contract No: 22-074, Snoqualmie Trail Bridges and Boardwalks Project. Otak project #020987.000.

CERTIFICATE HOLDER

CANCELLATION

City of Snoqualmie
Attn: Parks and Public Works
38624 SE River Street
P.O. Box 987
Snoqualmie WA 98065

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Oksana Chorna

Carrier no: 20001

Endorsement no: WC000313
(Ed. 430B)

SAIF policy: 487431 Otak Inc

Waiver of Our Right to Recover from Others Endorsement

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule.

This agreement shall not operate directly or indirectly to benefit anyone not named in the Schedule.

Schedule

Description: ALL OPERATIONS

Contractor name: Persons and/or organizations with whom the insured-employer is required by written contract to waive subrogation rights.

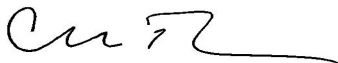
This endorsement does not alter the rights of an injured worker to pursue recovery from another party or SAIF to receive a statutory share of recoveries by an injured worker, even from the party listed in the schedule.

The premium charge for this endorsement is based on one (1) percent of your manual premium.

Effective date: January 01, 2022

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

Countersigned December 21, 2021 at Salem, Oregon



WC000313
(Ed. 430B)

Chip Terhune
President and Chief Executive Officer

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

BLANKET ADDITIONAL INSURED (ARCHITECTS, ENGINEERS AND SURVEYORS)

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

1. The following is added to SECTION II – WHO IS AN INSURED:

Any person or organization that you agree in a "written contract requiring insurance" to include as an additional insured on this Coverage Part, but:

- a. Only with respect to liability for "bodily injury", "property damage" or "personal injury"; and
- b. If, and only to the extent that, the injury or damage is caused by acts or omissions of you or your subcontractor in the performance of "your work" to which the "written contract requiring insurance" applies, or in connection with premises owned by or rented to you.

The person or organization does not qualify as an additional insured:

- c. With respect to the independent acts or omissions of such person or organization; or
- d. For "bodily injury", "property damage" or "personal injury" for which such person or organization has assumed liability in a contract or agreement.

The insurance provided to such additional insured is limited as follows:

- e. This insurance does not apply on any basis to any person or organization for which coverage as an additional insured specifically is added by another endorsement to this Coverage Part.
- f. This insurance does not apply to the rendering of or failure to render any "professional services".
- g. In the event that the Limits of Insurance of the Coverage Part shown in the Declarations exceed the limits of liability required by the "written contract requiring insurance", the insurance provided to the additional insured shall be limited to the limits of liability required by that "written contract requiring insurance". This endorsement does not increase the limits of insurance described in Section III – Limits Of Insurance.

- h. This insurance does not apply to "bodily injury" or "property damage" caused by "your work" and included in the "products-completed operations hazard" unless the "written contract requiring insurance" specifically requires you to provide such coverage for that additional insured, and then the insurance provided to the additional insured applies only to such "bodily injury" or "property damage" that occurs before the end of the period of time for which the "written contract requiring insurance" requires you to provide such coverage or the end of the policy period, whichever is earlier.

2. The following is added to Paragraph 4.a. of SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS:

The insurance provided to the additional insured is excess over any valid and collectible other insurance, whether primary, excess, contingent or on any other basis, that is available to the additional insured for a loss we cover. However, if you specifically agree in the "written contract requiring insurance" that this insurance provided to the additional insured under this Coverage Part must apply on a primary basis or a primary and non-contributory basis, this insurance is primary to other insurance available to the additional insured which covers that person or organizations as a named insured for such loss, and we will not share with the other insurance, provided that:

- (1) The "bodily injury" or "property damage" for which coverage is sought occurs; and
- (2) The "personal injury" for which coverage is sought arises out of an offense committed;

after you have signed that "written contract requiring insurance". But this insurance provided to the additional insured still is excess over valid and collectible other insurance, whether primary, excess, contingent or on any other basis, that is available to the additional insured when that person or organization is an additional insured under any other insurance.

3. The following is added to Paragraph 8., **Transfer Of Rights Of Recovery Against Others To Us**, of **SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS**:

We waive any right of recovery we may have against any person or organization because of payments we make for "bodily injury", "property damage" or "personal injury" arising out of "your work" performed by you, or on your behalf, done under a "written contract requiring insurance" with that person or organization. We waive this right only where you have agreed to do so as part of the "written contract requiring insurance" with such person or organization signed by you before, and in effect when, the "bodily injury" or "property damage" occurs, or the "personal injury" offense is committed.

4. The following definition is added to the **DEFINITIONS** Section:

"Written contract requiring insurance" means that part of any written contract under which you are required to include a person or organization as an additional insured on this Coverage Part, provided that the "bodily injury" and "property damage" occurs and the "personal injury" is caused by an offense committed:

- a. After you have signed that written contract;
- b. While that part of the written contract is in effect; and
- c. Before the end of the policy period.

COMMERCIAL AUTO

Policy Number: BA3R284328

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**BUSINESS AUTO EXTENSION ENDORSEMENT**

This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE FORM

GENERAL DESCRIPTION OF COVERAGE – This endorsement broadens coverage. However, coverage for any injury, damage or medical expenses described in any of the provisions of this endorsement may be excluded or limited by another endorsement to the Coverage Part, and these coverage broadening provisions do not apply to the extent that coverage is excluded or limited by such an endorsement. The following listing is a general coverage description only. Limitations and exclusions may apply to these coverages. Read all the provisions of this endorsement and the rest of your policy carefully to determine rights, duties, and what is and is not covered.

- | | |
|---|---|
| <ul style="list-style-type: none"> A. BROAD FORM NAMED INSURED B. BLANKET ADDITIONAL INSURED C. EMPLOYEE HIRED AUTO D. EMPLOYEES AS INSURED E. SUPPLEMENTARY PAYMENTS – INCREASED LIMITS F. HIRED AUTO – LIMITED WORLDWIDE COVERAGE – INDEMNITY BASIS G. WAIVER OF DEDUCTIBLE – GLASS | <ul style="list-style-type: none"> H. HIRED AUTO PHYSICAL DAMAGE – LOSS OF USE – INCREASED LIMIT I. PHYSICAL DAMAGE – TRANSPORTATION EXPENSES – INCREASED LIMIT J. PERSONAL PROPERTY K. AIRBAGS L. NOTICE AND KNOWLEDGE OF ACCIDENT OR LOSS M. BLANKET WAIVER OF SUBROGATION N. UNINTENTIONAL ERRORS OR OMISSIONS |
|---|---|

PROVISIONS**A. BROAD FORM NAMED INSURED**

The following is added to Paragraph A.1., **Who Is An Insured**, of **SECTION II – COVERED AUTOS LIABILITY COVERAGE**:

Any organization you newly acquire or form during the policy period over which you maintain 50% or more ownership interest and that is not separately insured for Business Auto Coverage. Coverage under this provision is afforded only until the 180th day after you acquire or form the organization or the end of the policy period, whichever is earlier.

B. BLANKET ADDITIONAL INSURED

The following is added to Paragraph c. in A.1., **Who Is An Insured**, of **SECTION II – COVERED AUTOS LIABILITY COVERAGE**:

Any person or organization who is required under a written contract or agreement between you and that person or organization, that is signed and executed by you before the "bodily injury" or "property damage" occurs and that is in effect during the policy period, to be named as an additional insured is an "insured" for Covered Autos Liability Coverage, but only for damages to which

this insurance applies and only to the extent that person or organization qualifies as an "insured" under the Who Is An Insured provision contained in Section II.

C. EMPLOYEE HIRED AUTO

1. The following is added to Paragraph A.1., **Who Is An Insured**, of **SECTION II – COVERED AUTOS LIABILITY COVERAGE**:

An "employee" of yours is an "insured" while operating an "auto" hired or rented under a contract or agreement in an "employee's" name, with your permission, while performing duties related to the conduct of your business.

2. The following replaces Paragraph b. in B.5., **Other Insurance**, of **SECTION IV – BUSINESS AUTO CONDITIONS**:

- b. For Hired Auto Physical Damage Coverage, the following are deemed to be covered "autos" you own:

- (1) Any covered "auto" you lease, hire, rent or borrow; and
- (2) Any covered "auto" hired or rented by your "employee" under a contract in an "employee's" name, with your

COMMERCIAL AUTO

permission, while performing duties related to the conduct of your business.

However, any "auto" that is leased, hired, rented or borrowed with a driver is not a covered "auto".

D. EMPLOYEES AS INSURED

The following is added to Paragraph **A.1., Who Is An Insured**, of **SECTION II – COVERED AUTOS LIABILITY COVERAGE**:

Any "employee" of yours is an "insured" while using a covered "auto" you don't own, hire or borrow in your business or your personal affairs.

E. SUPPLEMENTARY PAYMENTS – INCREASED LIMITS

1. The following replaces Paragraph **A.2.a.(2)**, of **SECTION II – COVERED AUTOS LIABILITY COVERAGE**:

(2) Up to \$3,000 for cost of bail bonds (including bonds for related traffic law violations) required because of an "accident" we cover. We do not have to furnish these bonds.

2. The following replaces Paragraph **A.2.a.(4)**, of **SECTION II – COVERED AUTOS LIABILITY COVERAGE**:

(4) All reasonable expenses incurred by the "insured" at our request, including actual loss of earnings up to \$500 a day because of time off from work.

F. HIRED AUTO – LIMITED WORLDWIDE COVERAGE – INDEMNITY BASIS

The following replaces Subparagraph (5) in Paragraph **B.7., Policy Period, Coverage Territory**, of **SECTION IV – BUSINESS AUTO CONDITIONS**:

(5) Anywhere in the world, except any country or jurisdiction while any trade sanction, embargo, or similar regulation imposed by the United States of America applies to and prohibits the transaction of business with or within such country or jurisdiction, for Covered Autos Liability Coverage for any covered "auto" that you lease, hire, rent or borrow without a driver for a period of 30 days or less and that is not an "auto" you lease, hire, rent or borrow from any of your "employees", partners (if you are a partnership), members (if you are a limited liability company) or members of their households.

(a) With respect to any claim made or "suit" brought outside the United States of America, the territories and possessions of the United States of America, Puerto Rico and Canada:

(i) You must arrange to defend the "insured" against, and investigate or settle any such claim or "suit" and keep us advised of all proceedings and actions.

(ii) Neither you nor any other involved "insured" will make any settlement without our consent.

(iii) We may, at our discretion, participate in defending the "insured" against, or in the settlement of, any claim or "suit".

(iv) We will reimburse the "insured" for sums that the "insured" legally must pay as damages because of "bodily injury" or "property damage" to which this insurance applies, that the "insured" pays with our consent, but only up to the limit described in Paragraph **C., Limits Of Insurance**, of **SECTION II – COVERED AUTOS LIABILITY COVERAGE**.

(v) We will reimburse the "insured" for the reasonable expenses incurred with our consent for your investigation of such claims and your defense of the "insured" against any such "suit", but only up to and included within the limit described in Paragraph **C., Limits Of Insurance**, of **SECTION II – COVERED AUTOS LIABILITY COVERAGE**, and not in addition to such limit. Our duty to make such payments ends when we have used up the applicable limit of insurance in payments for damages, settlements or defense expenses.

(b) This insurance is excess over any valid and collectible other insurance available to the "insured" whether primary, excess, contingent or on any other basis.

(c) This insurance is not a substitute for required or compulsory insurance in any country outside the United States, its territories and possessions, Puerto Rico and Canada.

COMMERCIAL AUTO

You agree to maintain all required or compulsory insurance in any such country up to the minimum limits required by local law. Your failure to comply with compulsory insurance requirements will not invalidate the coverage afforded by this policy, but we will only be liable to the same extent we would have been liable had you complied with the compulsory insurance requirements.

- (d) It is understood that we are not an admitted or authorized insurer outside the United States of America, its territories and possessions, Puerto Rico and Canada. We assume no responsibility for the furnishing of certificates of insurance, or for compliance in any way with the laws of other countries relating to insurance.

G. WAIVER OF DEDUCTIBLE – GLASS

The following is added to Paragraph D., **Deductible**, of **SECTION III – PHYSICAL DAMAGE COVERAGE**:

No deductible for a covered "auto" will apply to glass damage if the glass is repaired rather than replaced.

H. HIRED AUTO PHYSICAL DAMAGE – LOSS OF USE – INCREASED LIMIT

The following replaces the last sentence of Paragraph A.4.b., **Loss Of Use Expenses**, of **SECTION III – PHYSICAL DAMAGE COVERAGE**:

However, the most we will pay for any expenses for loss of use is \$65 per day, to a maximum of \$750 for any one "accident".

I. PHYSICAL DAMAGE – TRANSPORTATION EXPENSES – INCREASED LIMIT

The following replaces the first sentence in Paragraph A.4.a., **Transportation Expenses**, of **SECTION III – PHYSICAL DAMAGE COVERAGE**:

We will pay up to \$50 per day to a maximum of \$1,500 for temporary transportation expense incurred by you because of the total theft of a covered "auto" of the private passenger type.

J. PERSONAL PROPERTY

The following is added to Paragraph A.4., **Coverage Extensions**, of **SECTION III – PHYSICAL DAMAGE COVERAGE**:

Personal Property

We will pay up to \$400 for "loss" to wearing apparel and other personal property which is:

- (1) Owned by an "insured"; and

- (2) In or on your covered "auto".

This coverage applies only in the event of a total theft of your covered "auto".

No deductibles apply to this Personal Property coverage.

K. AIRBAGS

The following is added to Paragraph B.3., **Exclusions**, of **SECTION III – PHYSICAL DAMAGE COVERAGE**:

Exclusion 3.a. does not apply to "loss" to one or more airbags in a covered "auto" you own that inflate due to a cause other than a cause of "loss" set forth in Paragraphs A.1.b. and A.1.c., but only:

- If that "auto" is a covered "auto" for Comprehensive Coverage under this policy;
- The airbags are not covered under any warranty; and
- The airbags were not intentionally inflated.

We will pay up to a maximum of \$1,000 for any one "loss".

L. NOTICE AND KNOWLEDGE OF ACCIDENT OR LOSS

The following is added to Paragraph A.2.a., of **SECTION IV – BUSINESS AUTO CONDITIONS**:

Your duty to give us or our authorized representative prompt notice of the "accident" or "loss" applies only when the "accident" or "loss" is known to:

- You (if you are an individual);
- A partner (if you are a partnership);
- A member (if you are a limited liability company);
- An executive officer, director or insurance manager (if you are a corporation or other organization); or
- Any "employee" authorized by you to give notice of the "accident" or "loss".

M. BLANKET WAIVER OF SUBROGATION

The following replaces Paragraph A.5., **Transfer Of Rights Of Recovery Against Others To Us**, of **SECTION IV – BUSINESS AUTO CONDITIONS**:

5. Transfer Of Rights Of Recovery Against Others To Us

We waive any right of recovery we may have against any person or organization to the extent required of you by a written contract signed and executed prior to any "accident" or "loss", provided that the "accident" or "loss" arises out of operations contemplated by

COMMERCIAL AUTO

such contract. The waiver applies only to the person or organization designated in such contract.

N. UNINTENTIONAL ERRORS OR OMISSIONS

The following is added to Paragraph **B.2., Concealment, Misrepresentation, Or Fraud**, of **SECTION IV – BUSINESS AUTO CONDITIONS**:

The unintentional omission of, or unintentional error in, any information given by you shall not prejudice your rights under this insurance. However this provision does not affect our right to collect additional premium or exercise our right of cancellation or non-renewal.

CITY OF SNOQUALMIE
AGREEMENT FOR CONSULTANT SERVICES
Contract No. 22-076, Amendment No. 1 With Otak

WHEREAS, the City of Snoqualmie (City) entered into an agreement with Otak (Consultant) on September 29, 2022 to design and prepare bridge repair documents for the Kimball Creek Bridges; and

WHEREAS, the City has requested Otak to prepare hydrologic and hydraulic models, including associated surveying, that were not available from others as assumed in the original scope work;

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

Section 2 shall be replace deleted and replaced with the following:

- A. The total additional compensation to be paid to Consultant, including all services and expenses, shall not exceed Thirteen Thousand Nine Hundred Thirty Dollars (\$13,930.00), which shall be full compensation for the Work, bringing the total contract amount to \$220,384.00. The Consultant shall notify the City when its requests for payment reach eighty-five percent of the total compensation.
- B. Scope of work
- C. Time changes

CITY OF SNOQUALMIE,
WASHINGTON

By: Katherine Ross
Its: Mayor

Date: 7/6/2023

CONSULTANT – Otak, Inc.

By: Nico Vanderhorst
Typed/Printed Name: Nico VANDERHORST

Its: Principal

Date: 6/28/2023

ATTEST:

Deana Dean

Deana Dean, City Clerk
Date:

APPROVED AS TO FORM:

David Linehan, City Attorney

Date: David Linehan



Exhibit A

June 26, 2023

Michael Chambless, Public Works Director
City of Snoqualmie
PO Box 987
Snoqualmie, WA 98065

**Re: *Kimball Creek Bridges Restoration Project – Amendment 1
Otak Project No. 20964***

Dear Mr. Chambless:

The City requested services to prepare bridge restoration documents for two bridges carrying Meadowbrook Way SE: South Fork Kimball Creek Bridge No. 1413B and East Fork Kimball Creek Bridge No. 1413C.

Hydrologic and hydraulic models were not available from others as assumed in the original scope work. This amendment adds services for hydrologic and hydraulic modeling and associated site surveying needed to perform the modeling. The following scope of work details these efforts.

SCOPE OF WORK

Task 1 – Project Management

This task is supplemented to provide general project management, direct work, and coordinate preparation of deliverables for the additional work.

Task 2 — Utility Coordination

No change to this task.

Task 3 – Cultural and Historical Analysis (CRC)

No change to this task.

Task 4 — Environmental Documentation and Permitting

No change to this task.

Task 5 – Hydraulic Design

5.1 Data Collection

No change to this subtask.

5.2 Site Investigation and Channel Stability Assessment

No change to this subtask.

5.3 Hydrologic Analysis

Hydrologic models were not available from others as previously assumed in this subtask. Hydrology is needed to generate flow inputs for the hydraulic analysis in subtask 5.4. This subtask is supplemented to include planning level hydrologic modeling as follows:

- Delineate two drainage basin areas, one each for the two bridge locations using the USGS StreamStats web application.
- Set up a planning level WWHM model using the basin areas generated from StreamStats.
- Compare flows from WWHM and StreamStats models, and use the more conservative flows for scour analysis.

5.4 Hydraulic Analysis

Hydraulic models were not available from others as previously assumed in this subtask. This subtask is supplemented to include hydraulic modeling as follows:

- Develop two 1D-HEC RAS models to simulate existing conditions, one for each site, with six cross sections each. Flows generated in subtask 5.3 will be routed through the hydraulic model to extract parameters for scour calculations.

5.5 Scour Analysis

No changes to this subtask.

5.6 Design of Scour Countermeasures

No changes to this subtask.

5.7 Temporary Water Management

No changes to this subtask.

5.8 Hydraulics Report

This subtask is supplemented to include the documentation for the modeling added under subtasks 5.3 and 5.4 above.

Assumptions:

- Routing is not included in the WWHM modeling in subtask 5.3.
- Impacts of flooding and/or backwater due to the Snoqualmie River will not be modeled. A conservative tailwater boundary will be set for each model. Both models will be steady-state. Flows will be entered at the upstream end of the model and no flow additions or subtractions are in the reach being modeled.
- A 2D hydraulic model is not needed.

Task 6 – Civil Design

No changes to this task.

Task 7 – Structural Design

No changes to this task.

Task 8 – Construction Documents

No changes to this task.

Task 9 – Construction Phase Services

No changes to this task.

June 26, 2023

Kimball Creek Bridges Restoration Project – Amendment 1

Task 10 – Surveying

This task is added to provide the following surveying services:

10.1 Stream Cross Sections

Survey six cross sections at each site which are needed to perform the hydrologic and hydraulic modeling added in Task 5.

Deliverable:

- 2022 Civil 3D drawing

FEE ESTIMATE

The following summarizes the fee breakdown for this amendment:

Task	Total
Task 1 – Project Management	\$ 868
Task 2 – Utility Coordination	\$ 0
Task 3 – Cultural and Historical Analysis (CRC)	\$ 0
Task 4 – Environmental Documentation and Permitting	\$ 0
Task 5 – Hydraulic Design	\$ 8,431
Task 6 – Civil Design	\$ 0
Task 7 – Structural Design	\$ 0
Task 8 – Construction Documents	\$ 0
Task 9 – Construction Phase Services	\$ 0
Task 10 – Surveying	\$ 4,631
Direct Expenses	\$ 0
Total	\$ 13,930

We estimate that we can complete the above scope of work on a time and materials basis for a budget not to exceed the total above. If unexpected situations arise for which additional work is required, Otak will notify the City immediately and discuss any impacts to the scope of work and budget.

Kimball Creek Bridges Restoration Project - Amendment 1

Fee Estimate
Otak, Inc.
Otak Project #20964
Date: 6/26/2023

Task	Description	Structural	Hydraulics				Surveying				Total Hours	Total Budget by Task
		Civil Engineer X	Civil Engineer X	Civil Engineer IX	Civil Engineer IV	PLS V	Survey Crew Chief III	Survey Office Tech III	Survey Field Tech III			
1	Project Management	4								4	\$868	
	General Project Management	4								4	\$868	
	Monthly Invoices and Progress Reports											
2	Utility Coordination											
3	Cultural and Historical Analysis	Subconsultant: Cultural Resources Consultants (CRC) - See Below										
4	Environmental Documentation and Permitting											
5	Hydraulic Design		2	11	40					53	\$8,431	
5.1	Data Collection											
5.2	Site Investigation and Channel Stability Assessment											
5.3	Hydrologic Analysis			1	4					5	\$779	
5.4	Hydraulic Analysis		2	6	24					32	\$5,108	
5.5	Scour Analysis											
5.6	Design of Scour Counterneasures											
5.7	Temporary Water Management											
5.8	Hydraulics Report			4	12					16	\$2,544	
6	Civil Design											
7	Structural Design											
8	Construction Documents											
9	Construction Phase Services											
10	Surveying					1	18	3	18	40	\$4,631	
10.1	Sream Cross Sections					1	18	3	18	40	\$4,631	
	Total Hours	4	2	11	40	1	18	3	18	97		
	Billing Rate	\$217.00	\$217.00	\$207.00	\$143.00	\$218.00	\$136.00	\$133.00	\$87.00			
	Total Labor Cost	\$868	\$434	\$2,277	\$5,720	\$218	\$2,448	\$399	\$1,566		\$13,930	
	Direct Expenses											
	Subconsultant Administration											
	Otak Total										\$13,930	
Subconsultants												
	Cultural Resources Consultants (CRC)	\$ -										
	Subconsultants Total											
	Total										\$13,930	



CITY OF SNOQUALMIE CONTRACT ROUTING SHEET

Item 10.

ORIGINATING DEPARTMENT INFO

Contract Name: Amendment 2 - Kimball Creek Bridges Restoration Project

Department: Parks & Public Works

Staff Person: Hind Ahmed

Date of Request: 05/14/24

Date Due: 05/28/24

Contract No: 24-XXX

DOCUMENT TYPE

Professional Services Agreement

If other: A/E

CONTRACTOR / VENDOR / CONSULTANT INFO

Name: Otak, Inc

Address: 11241 Willows Rd NE; Suite 200; Redmond, WA 98052

Phone: 425-822-4446

Type of Person or Entity Corporation: State where entity formed: WA Debarred or Suspended: ☐ Yes ☒ No

Signature name: Doug Sarkkinen, Title

Contractor Email: bob.doherty@otak.com

Tax ID#: 93-0788869

[Snoqualmie Business Lic. #](#): 108506

If none, date when application submitted:

Non Profit: ☐ Yes ☒ No Completed W9 ☒ Yes ☐ No

PROJECT TITLE (if relevant)

Project Phase: Analysis

SCOPE OF WORK - EXHIBIT A

- ☒ Attach a complete and detailed description of the services or scope of work, including completion date for each phase of work and location of work as EXHIBIT A to the contract. Additional exhibits may apply and should be included as needed.

TERM/COMPENSATION

Commencement Date 06/15/24

Completion Date: 04/30/2025

Contract Extension: ☒ Yes ☐ No

Total Compensation: \$158,605.07

Not to Exceed: \$158,605.07

(Include expenses and sales tax, if any. If calculated on hourly labor charge, attach schedules of employees' titles and hourly rates)

Reimbursable Expenses: ☐ Yes ☒ No If yes, maximum dollar amount: \$

Certificate of Insurance Required: ☒ Yes ☐ No (If yes, certificate must be attached before agreement is signed)

PURCHASING & CONTRACTING REQUIREMENTS ([see Snoqualmie Municipal Code \(SMC\) §2.90 Contracts](#))

Procurement Category: Architectural, Engineering (A&E)

Selection Process/Procedure Used: Architect & Engineer List

Approval Authority (Two approvers required): ☐ Staff ☐ Manager ☒ Director ☒ Mayor or City Admin. ☒ City Council

CONTRACT ROUTING & APPROVALS (INITIALED & DATED BY APPROVER)

Date Approved by City Council, if required:

- ☒ Director Name:
- ☒ Finance (Drew Bouta)
- ☒ City Attorney:

SIGNATURES COLLECTED

- ☐ Manager (if required):
☒ Director (if required):
☒ Mayor or City Administrator (if required):

ACCOUNTING INFORMATION / OTHER NOTES

Applicable Account Codes & Descriptions:

- ☒ Signed Copy Back to Originating Department
☐ Forward Original to Deb Estrada, City Clerk
☒ Forward Original to Reina McCauley, Deputy City Clerk



CITY OF SNOQUALMIE
CONTRACT ROUTING SHEET

Item 10.



TRANSPORTATION CAPITAL PROJECT OR PROGRAM

KIMBALL CREEK BRIDGES RESTORATION PROJECT

CIP Project ID: TRN22001CIP

Previously Spent: \$253,349

Department: Transportation

Current Project Budget: \$1,571,349

Project Status: Analysis

Original Budget at CIP Inception: \$2,911,608

Project Location: 9200 & 9380 Meadowbrook Way SE

Years Project in CIP: 2

Project Contact: Jeff Hamlin

Contact Email: jhamlin@snoqualmiewa.gov

Description:

This project restores two structurally deficient bridge crossings on Meadowbrook Way. Anticipated work includes reconstructed abutments and wingwalls, new guardrail, approaches and pavement.

Photo or Map:



Community Impact:

The intent of this project is to restore two deficient bridges that have fallen below acceptable sufficiency rating. Proposed work will extend the life of the bridges by approximately 20 years.

Operating Impact:

This project is not expected to impact the operating budget.

Budget:

Project Activities	% of Budg.	Total Activity Budget	Previously Spent	2023	2024	2025	2026	2027	2028	2029 or Beyond
Analysis	1%	\$ 18,662	\$ 18,662	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	24%	\$ 384,687	\$ 234,687	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	46%	\$ 729,348	\$ -	\$ 350,761	\$ 378,587	\$ -	\$ -	\$ -	\$ -	\$ -
Const. Manage	7%	\$ 109,402	\$ -	\$ 52,614	\$ 56,788	\$ -	\$ -	\$ -	\$ -	\$ -
Contingency	15%	\$ 230,000	\$ -	\$ 115,000	\$ 115,000	\$ -	\$ -	\$ -	\$ -	\$ -
Art	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Labor	4%	\$ 55,000	\$ -	\$ 27,500	\$ 27,500	\$ -	\$ -	\$ -	\$ -	\$ -
Other	3%	\$ 44,250	\$ -	\$ 22,125	\$ 22,125	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	100%	\$ 1,571,349	\$ 253,349	\$ 718,000	\$ 600,000	\$ -	\$ -	\$ -	\$ -	\$ -
Operating		\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT BUDGET: \$1,571,349

TOTAL OPERATING BUDGET: \$0

Anticipated Funding Mix:

Source	Total Sources	Previously Allocated	2023	2024	2025	2026	2027	2028
Util. & Trans. Taxes	\$ 1,318,000	\$ -	\$ 718,000	\$ 600,000	\$ -	\$ -	\$ -	\$ -
FHWA Grant	\$ 195,000	\$ 195,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Real Estate Excise Tax	\$ 58,349	\$ 58,349	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 1,571,349	\$ 253,349	\$ 718,000	\$ 600,000	\$ -	\$ -	\$ -	\$ -

Fiscal Notes:

FHWA = Federal Highway Administration. This grant was approved by the intermediary Puget Sound Regional Council (PSRC).

TOTAL FUNDING SOURCES: \$1,571,349

FUTURE FUNDING REQUIREMENTS: \$0



BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB24-072
June 10, 2024
Committee Report

Item 11.

AGENDA BILL INFORMATION

TITLE:	AB24-072: Six-Year Transportation Improvement Program for the Period 2025 through 2030	<input type="checkbox"/> Discussion Only
PROPOSED ACTION:	Conduct a Public Hearing and Adopt Resolution No. 1691 Adopting a Six-Year Transportation Improvement Program for the Period 2025 through 2030	<input checked="" type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input checked="" type="checkbox"/> Resolution

REVIEW:	Department Director	Jeff Hamlin	5/22/2024
	Finance	n/a	5/22/2024
	Legal	David Linehan	5/28/2024
	City Administrator	Mike Chambless	6/3/2024

DEPARTMENT:	Parks & Public Works		
	STAFF: Dylan Gamble		
	COMMITTEE: Parks & Public Works		COMMITTEE DATE: June 4, 2024
	EXHIBITS: <div>1. Resolution No. 1691 2. Six-Year Transportation Improvement Plan 3. Six-Year Transportation Improvement Plan Map 4. Public Hearing Notice(s)</div>		

AMOUNT OF EXPENDITURE	\$ n/a
AMOUNT BUDGETED	\$ n/a
APPROPRIATION REQUESTED	\$ 0

SUMMARY

INTRODUCTION

This agenda bill presents the City's Six Year Transportation Improvement Plan (TIP) for the period 2025 through 2030. The six-year plan is updated annually. Following public hearing and Council approval, the TIP will be submitted to WSDOT on June 30, 2023.

LEGISLATIVE HISTORY

The 2025-2030 Six-Year Transportation Improvement Plan is intended to be discussed at the June 4 Parks & Public Works Council Committee meetings. The June 24 Public Hearing will be noticed in the Seattle Times on June 11 and June 18.

BACKGROUND

State law requires each city develop a local Six-Year Transportation Improvement Plan (TIP) and to update it annually ([RCW 35.77.010](#)) by July 1 of each year. State law also requires projects be included in the TIP for cities

to compete for transportation funding grants from most federal and state sources. Federal grant-funded and regionally significant projects from the first three years of the City's TIP are included in the Regional TIP, which is assembled by the Puget Sound Regional Council for King, Kitsap, Pierce, and Snohomish Counties (PSRC). These regional TIPs from around Washington State are then used to inform the State TIP (STIP), which is approved by the Governor and then submitted to the Federal Highway Administration and Federal Transit Authority for their review and approval.

BUDGET IMPACTS

The TIP update is required by law, and while it does provide planning estimates of federal, state, and local costs for each project, there is neither a commitment nor a requirement that these be secured or obligated at this time. Consequently, there is no budget impact by approval of the annual TIP update.

NEXT STEPS

Following Council approval, the updated Six-Year TIP will be filed on the Secure Access Washington website and submitted to the Washington State Department of Transportation.

PROPOSED ACTION

- 1) Conduct a Public Hearing on the 2025-2030 Six-Year Transportation Improvement Plan
- 2) Move to adopt Resolution No. 1691 Adopting a Six-Year Transportation Improvement Program for the Period 2025 through 2030.

RESOLUTION NO. 1691

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SNOQUALMIE, WASHINGTON ADOPTING A SIX-YEAR TRANSPORTATION IMPROVEMENT PROGRAM (TIP) FOR THE PERIOD 2025 THROUGH 2030

WHEREAS, the City of Snoqualmie is required by RCW 35.77.010 to annually update its Six-Year Transportation Improvement Program (TIP) by no later than July 1 each year and file a copy of the updated TIP with the Secretary of Transportation within 30 days of adoption; and

WHEREAS, a Public Hearing was held on June 24, 2024, for public input on the updated six-year TIP;

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF SNOQUALMIE AS FOLLOWS:

That the Six-Year Transportation Improvement Program for the Period 2025 through 2030, as set forth in Exhibit A attached hereto, is hereby approved and adopted.

Passed by the City Council of the City of Snoqualmie, Washington, this 24th day of June 2024.

Katherine Ross, Mayor

Attest:

Deana Dean, City Clerk

Approved as to form:

David Linehan, Interim City Attorney

City of Snoqualmie 2025-2030 Six-Year Transportation Improvement Program										
						TIP Funding Range		Project Costs		
TIP #	CIP #	Priority	Project Type	Project or Program Name	Description	Start	Finish	Local	Outside Funding	Total
Projects and programs currently funded and identified with the adopted 2023-2028 CIP										
1	TRN20001CIP	18	MPR	Street Resurfacing Program	Provide city wide street resurfacing based on pavement condition score. The goal of this program is to rehabilitate City streets and alleys in a comprehensive and systematic way before they require extensive reconstruction.	2025	2030	\$ 3,527,000.00	NA	\$ 3,527,000.00
2	TRN20002CIP	19	MPR	Sidewalk Replacement Program	This program will fund the community outreach, design and replacement of sidewalks in neighborhoods throughout the city.	2025	2030	\$ 1,367,000.00	NA	\$ 1,367,000.00
3	TRN21001CIP	20	PD	Americans with Disabilities Act (ADA) Program	This program will evaluate and provide for ADA accessibility on public properties within the City where necessary.	2025	2030	\$ 272,000.00	NA	\$ 272,000.00
4	TRN22001CIP	1	MPR	Kimball Creek Bridges 1413B & 1413C repair or replacement along SE Meadowbrook Way	Design and construction. This project will repair or replace the two structurally deficient bridge crossings on SE Meadowbrook Way (Kimball Creek Bridges 1413B and 1413C). The design provides an outline of services to assist the City with the full design, environmental permitting, engineering studies and reports, agency coordination, and grant applications associated with the box culvert design and installation components of the project. Staff continues to apply and present to PSRC for construction funding.	2023	2024	\$ 1,376,346.00	\$ 195,000.00	\$ 1,571,349.00
5	PUW20003CIP	3	PBI	Town Center Improvement Project - Phase 3	Design and construction. Town Center Phase 3 centers on SR202 (Railroad Avenue) between SE Northern Street and the Snoqualmie River Bridge. This project will provide an upgraded ADA compliant multi-use path, utility improvements, roadway and trail illumination, and add connections to local and regional trail systems providing mobility between existing and proposed population centers in and around Historic Snoqualmie and Snoqualmie Falls. The project includes a new trail bridge over Kimball Creek.	2021	2027	\$ 3,511,995.00	\$ 4,170,005.00	\$ 7,682,000.00
6	TBD	2	MPR	Meadowbrook Bridge Repair or Replacement	Design and construction. This project will provide ongoing maintenance of the Meadowbrook Bridge including structural welding and repairs, painting, and load rating update. Bridge replacement will be considered as part of design alternatives.	2023	2027	\$ 997,000.00	\$ 20,000,000.00	\$ 21,000,000.00
7	TBD	4	MPR	384th Sidewalk Improvements	384th Ave between Newton and Kimball Creek Dr will be replaced as part of a sewer main replacement. Included with the roadway replacement the City will construct a sidewalk along East side of 384th.	2023	2025	\$ 2,619,787.00	\$ 500,000.00	\$ 3,119,787.00
Projects currently unfunded but identified as alternative or future projects/programs										
8	NA	5	ROAD	Newton Street connection	Design and construct the connection from the end of the Delta, Newton, Railroad Pl Project. This will finalize the "complete streets" construction along Newton from SR202 and 384th. Construction of the through street includes curb, gutter, ADA sidewalks and ramps, stormwater, water, and sanitary sewer improvements, and paving.	2023	2025	TBD	TBD	TBD
9	NA	9	TOSP	King Street Rail Crossing Improvements	This project will widen this two-track railroad crossing to add a sidewalk for pedestrian access to the city park and improve safety for pedestrians and cyclists. Existing asphalt crossing surfaces will be replaced with concrete. At present, there is no safe or legal pedestrian access to the park because there is no sidewalk and no railroad crossing. Consequently, park users walk across the tracks.	2023	2025	\$ 37,000.00	\$ 746,000.00	\$ 783,000.00
10	TBD	8	TOSP	Snoqualmie Parkway Rail Crossing Improvements	This project will improve safety at this railroad crossing of the principal arterial roadway that receives significant northbound traffic from SR 18. This project will widen sidewalks on each end of the crossing and route pedestrian traffic behind the crossing gates so no one is trapped between a gate and a moving train. The sidewalk on east side of crossing will be widened from 4 feet to 8 feet to accommodate pedestrian surges from the adjacent Gateway Park use as summertime overflow parking for Snoqualmie Falls.	2023	2025	\$ 75,000.00	\$ 1,327,000.00	\$ 1,402,000.00
11	NA	12	ROAD	Town Center Improvement Project - Phase 4	Phase 4 improves Railroad Ave (SR 202) from Newton St to Meadowbrook Way, and completes the downtown corridor. Project would improve lane width and intersection channelization, upgrade utilities, provide a multi-use path, add parking access, street lighting, streetscape, traffic calming, conversion of and underground overhead utilities, and pavement rehabilitation.	TBD	TBD	TBD	NA	NA
12	NA	14	ROAD	Snoqualmie Parkway and SE 99 St Intersection Improvements	This project will provide design and construction of traffic and intersection improvements on the Snoqualmie Parkway at the SE 99th Street Intersection.	TBD	TBD	TBD	NA	NA
13	NA	13	TOSP	Town Center South Parking	The project would seek to replace and improve the parking arrangement along Railroad Ave/SR 202 south of River St. Improvements would include parking realignment, curbs, stormwater improvements, and street beatification. In addition, safety related structures such as improved sidewalk, ADA ramps, pedestrian signals, and striping will be included.	TBD	TBD	\$ 889,441.00	NA	\$ 889,441.00
14	NA	10	ROAD	Town Center North Improvement Project	This project would repave or reconstruct Railroad Pl. and the related parking lot between SE Fir St. and SE Northern St, adding a pedestrian activated signal and crosswalk on Railroad Ave(SR202). Improvements to gateway signage leading to Downtown, drainage improvements, landscaping, and traffic calming measures will also be included.	TBD	TBD	\$ 2,379,857.00	NA	\$ 2,379,857.00
15	NA	22	MPR	Northern St. Culvert Project	This project would evaluate replacement and upgrade potential for the culvert below Northern St. Replacement of the culvert will include replacement of the above roadway and any corresponding sidewalks.	TBD	TBD	\$ 4,597,450.00	NA	\$ 4,597,450.00
16	NA	21	PD	Roadway Culvert Inventory and repair	This project would produce an inventory of all City owned and maintain roadway culverts and condition.	TBD	TBD	NA	NA	NA
17	NA	11	PD	Complete Streets and Safety Improvements	This program will identify improvements to improve safety and support mobility for all users. Projects could include improvements to bicycle lanes, public transportation infrastructure, crossing upgrades, pedestrian signals, curb extensions, modified vehicle travel lanes, streetscape, and landscape treatments.	TBD	TBD	NA	NA	NA
18	NA	23	ROAD	Ridge Marketplace Placemaking Project	This project would construct a gateway arch over Center Blvd. SE, suspend lights across the street, and add banners, pedestrian benches, and additional flowering baskets to the streetscape.	TBD	TBD	\$ 480,779.00	NA	\$ 480,779.00
19	NA	17	ROAD	Meadowbrook Way and SR 202 Intersection Improvements	Provide for the necessary loops, signal timing and striping to add to the left turn lanes at the intersection for improved safety	TBD	TBD	TBD	NA	NA
Other Regional or outside agency-led projects or programs the City may choose to participate in or support										
20	NA	15	MPR	SR 202 Snoqualmie River Bridge	Replace and widen the SR 202 Bridge	TBD	TBD	TBD	NA	NA
21	NA	24	ROAD	SE North Bend Way Roundabout Project	Replacement of the intersection arrangement of North Bend Way, Meadowbrook Ave, and 384th Ave SE with a roundabout.	TBD	TBD	TBD	NA	NA
22	NA	16	TOSP	Metro Park and Ride Facility	This project will fund a regional metro transit park and ride	TBD	TBD	TBD	NA	NA
23	NA	6	MPR	I-90 Interchange Replacement	Design and construction of new interchange	TBD	TBD	TBD	NA	NA
24	NA	7	MRP	SR 18 Widening	widening a 5-mile section of SR 18 between Issaquah-Hobart Road and Deep Creek	TBD	TBD	TBD	NA	NA
25	NA	25	ROAD	Fisher Ave Improvements	Fisher Ave SE and Snoqualmie Parkway signalization and road improvements. Contingent upon development.	TBD	TBD	TBD	NA	NA

Legend		Color Legend
Category acronym	Category Names (Description)	Projects included and funded with the adopted 2023-2028 Capital Improvement Plan
		Projects currently unfunded but identified as alternative or future projects/programs
TOSP	Traffic Operations and Safety Projects	Other Regional or outside agency-led projects or programs the City may choose to participate in or support
MPR	Maintenance, Preservation, and Repair	
ROAD	streetscape and ROAD improvements	
PED	PEDestrian and bicycle improvements	
PD	Planning and Design	

City of Snoqualmie 2024-2029 Six-Year Transportation Improvement Program										
						TIP Funding Range		Project Costs		
TIP #	CIP #	Priority	Project Type	Project or Program Name	Description	Starts	Finish	Local	Outside Funding	Total
Projects and programs currently fudneded and identified with the adopted 2023-2028 CIP										
1	TRN20001CIP	Medium	MPR	Street Resurfacing Program	Provide city wide street resurfacing based on pavement condition score. The goal of this program is to rehabilitate City streets and alleys in a comprehensive and systematic way before they require extensive reconstruction.	2024	2028	\$ 3,527,000.00	NA	\$ 3,527,000.00
2	TRN20002CIP	Medium	MPR	Sidewalk Replacement Program	This program will fund the community outreach, design and replacement of sidewalks in neighborhoods throughout the city.	2024	2028	\$ 1,367,000.00	NA	\$ 1,367,000.00
3	TRN21001CIP	Medium	PD	Americans with Disabilities Act (ADA) Program	This program will evaluate and provide for ADA accessibility on public properties within the City where necessary.	2024	2028	\$ 272,000.00	NA	\$ 272,000.00
4	TRN22001CIP	High	MPR	Kimball Creek Bridges 1413B & 1413C repair or replacement along SE Meadowbrook Way	Design and construction. This project will repair or replace the two structurally deficient bridge crossings on SE Meadowbrook Way (Kimball Creek Bridges 1413B and 1413C). The design provides an outline of services to assist the City with the full design, environmental permitting, engineering studies and reports, agency coordination, and grant applications associated with the box culvert design and installation components of the project. Staff continues to apply and present to PSRC for construction funding.	2023	2024	\$ 1,376,346.00	\$ 195,000.00	\$ 1,571,349.00
5	TRN23002CIP	High	MPR	Snoqualmie Parkway Pavement Rehabilitation	Grind and overlay with HMA from SR 202 (railroad Ave SE) to the city limits along Snoqualmie Parkway, including the intersections of, SE Center St, and SE Swenson St, update sidewalks and sidewalk ramps per ADA guidelines, replace traffic loops, update signing, and traffic control.	2023	2024	\$ 1,400,000.00	\$ 5,000,000.00	\$ 6,400,000.00
6	PUW20003CIP	High	PBI	Town Center Improvement Project - Phase 3	Design and construction. Town Center Phase 3 centers on SR202 (Railroad Avenue) between SE Northern Street and the Snoqualmie River Bridge. This project will provide an upgraded ADA compliant multi-use path, utility improvements, roadway and trail illumination, and add connections to local and regional trail systems providing mobility between existing and proposed population centers in and around Historic Snoqualmie and Snoqualmie Falls. The project includes a new trail bridge over Kimball Creek.	2021	2027	\$ 3,511,995.00	\$ 4,170,005.00	\$ 7,682,000.00
7	TBD	High	MPR	Meadowbrook Bridge Repair or Replacement	Design and construction. This project will provide ongoing maintenance of the Meadowbrook Bridge including structural welding and repairs, painting, and load rating update. Bridge replacement will be considered as part of design alternatives.	2023	2026	\$ 997,000.00	\$ 20,000,000.00	\$ 21,000,000.00
8	TBD	High	MPR	384th Sidewalk Improvements	384th ave between Newton and Kimball Creek Dr will be replaced as part of a sewer main replacement. Included with the roadway replacement the City will construct a sidewalk along East side of 384th.	2023	2024	TBD	\$ 500,000.00	TBD
Projects currently unfunded but identified as alternative or future projects/programs										
9	NA	High	ROAD	Newton Street connection	Design and construct the connection from the end of the Delta, Newton, Railroad Pl Project. This will finalize the "complete streets" construction along Newton from SR202 and 384th. Construction of the through street includes curb, gutter, ADA sidewalks and ramps, stormwater, water, and sanitary sewer improvements, and paving.	2023	2025	NA	NA	NA
10	NA	High	TOSP	King Street Rail Crossing Improvements	This project will widen this two-track railroad crossing to add a sidewalk for pedestrian access to the city park and improve safety for pedestrians and cyclists. Existing asphalt crossing surfaces will be replaced with concrete. At present, there is no safe or legal pedestrian access to the park because there is no sidewalk and no railroad crossing. Consequently, park users walk across the tracks.	2023	2024	\$ 37,000.00	\$ 746,000.00	\$ 783,000.00
11	TBD	High	TOSP	Snoqualmie Parkway Rail Crossing Improvements	This project will improve safety at this railroad crossing of the principal arterial roadway that receives significant northbound traffic from SR 18. This project will widen sidewalks on each end of the crossing and route pedestrian traffic behind the crossing gates so no one is trapped between a gate and a moving train. The sidewalk on east side of crossing will be widened from 4 feet to 8 feet to accommodate pedestrian surges from the adjacent Gateway Park use as summertime overflow parking for Snoqualmie Falls.	2023	2024	\$ 75,000.00	\$ 1,327,000.00	\$ 1,402,000.00
12	NA	Low	TOSP	Town Center Improvement Project - Phase 4	Phase 4 improves Railroad Ave (SR 202) from Newton St to Meadowbrook Way, and completes the downtown corridor. Project would improve lane width and intersection channelization, upgrade utilities, provide a multi-use path, add parking access, street lighting, streetscape, traffic calming, conversion of and underground overhead utilities, and pavement rehabilitation.	TBD	TBD	TBD	NA	NA
13	NA	Medium	ROAD	Snoqualmie Parkway and SE 99 St Intersection Improvements	This project will provide design and construction of traffic and intersection improvements on the Snoqualmie Parkway at the SE 99th Street Intersection.	TBD	TBD	TBD	NA	NA
14	NA	Low	TOSP	Town Center South Parking	The project would seek to replace and improve the parking arrangement along Railroad Ave/SR 202 south of River St. Improvements would include parking realignment, curbs, stormwatyer improvements, and street beatification. In addition, safety related structures such as improved sidewalk, ADA ramps, pedestrian signals, and striping will be included.	TBD	TBD	\$ 889,441.00	NA	\$ 889,441.00
15	NA	Medium	ROAD	Town Center North Improvement Project	This project would repave or reconstruct Railroad Pl. and the related parking lot between SE Fir St. and SE Northern St, adding a pedestrian activated signal and crosswalk on Railroad Ave(SR202). Improvements to gateway signage leading to Downtown, drainage improvements, landscaping, and traffic calming measures will also be included.	TBD	TBD	\$ 2,379,857.00	NA	\$ 2,379,857.00
16	NA	Low	MPR	Northern St. Culvert Project	This project would evaluate replacement and upgrade potential for the culvert below Northen St. Replacement of the culvert will include replacement of the above roadway and any adjoining sidewalks.	TBD	TBD	\$ 4,597,450.00	NA	\$ 4,597,450.00
17	NA	Medium	PD	Roadway Culvert Inventory and repair	This project would produce an inventory of all City owned and maintain roadway culverts and condition.	TBD	TBD	NA	NA	NA
18	NA	High	PD	Complete Streets and Safety Improvements	This program will identify improvements to improve safety and support mobility for all users. Projects could include improvements to bicycle lanes, public transportation infastructure, crossing upgrades, pedestrian signals, curb extensions, modified vehicle travel lanes, streetscape, and landscape treatments.	TBD	TBD	NA	NA	NA
19	NA	Low	ROAD	Ridge Marketplace Placemaking Project	This project would construct a gateway arch over Center Blvd. SE, suspend lights across the street, and add banners, pedestrian benches, and additional flowering baskets to the streetscape.	TBD	TBD	\$ 480,779.00	NA	\$ 480,779.00
20	NA	Low	ROAD	Meadowbrook Way and SR 202 Intersection Improvements	Provide for the necessary loops, signal timing and striping to add to the left turn lanes at the intersection for improved safety	TBD	TBD	TBD	NA	NA
Other Regional or outside agency-led projects or programs the City may choose to participate in or support										
21	NA	Medium	MPR	SR 202 Snoqualmie River Bridge	Replace and widen the SR 202 Bridge	TBD	TBD	TBD	NA	NA
22	NA	Medium	ROAD	SE North Bend Way Roundabout Project	Replacement of the intersection arrangement of North Bend Way, Meadowbrook Ave, and 384th Ave SE with a roundabout.	TBD	TBD	TBD	NA	NA
23	NA	Medium	TOSP	Metro Park and Ride Facility	This project will fund a regional metro transit park and ride	TBD	TBD	TBD	NA	NA
24	NA	High	MPR	I-90 Interchange Replacement	Design and construction of new interchange	TBD	TBD	TBD	NA	NA
25	NA	High	MRP	SR 18 Widening	widening a 5-mile section of SR 18 between Issaquah-Hobart Road and Deep Creek	TBD	TBD	TBD	NA	NA

Legend		Color Legend
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PED	PEDestrian and bicycle improvements	
PD	Planning and Design	

Exhibit A - 2023-2028 STIP

Street or Project	Description	Justification	Staff Recommendation	Committee Recommendation	Council Approval
Kimball Creek Bridges 1413B & 1413C repair or replacement along SE Meadowbrook Way	Design and construction. This project will repair or replace the two structurally deficient bridge crossings on SE Meadowbrook Way (Kimball Creek Bridges 1413B and 1413C). The design provides an outline of services to assist the City with the full design, environmental permitting, engineering studies and reports, agency coordination, and grant applications associated with the box culvert design and installation components of the project. Staff continues to apply and present to PSRC for construction funding.	Bridges are in severe disrepair and cannot, safely, accommodate pedestrians	1		
Snoqualmie Parkway Pavement Rehabilitation and Dedication	Construction and Dedication. Grind and overlay with HMA from SR 202 (railroad Ave SE) to the city limits along Snoqualmie Parkway, including the intersections of, SE Center St, and SE Swenson St, update sidewalks and sidewalk ramps per ADA guidelines, replace traffic loops, update signing, and traffic control. Evaluate dedication to WSDOT as extension of regional aterial state route.	Snoqualmie Parkway is over 20 years old and toward the end of its design life. The parkway is a City arterial with significant non-City truck traffic.	2		
SR 202 Corridor Improvements/ Town Center Phase 3	Design and construction. Town Center Phase 3 centers on SR202 (Railroad Avenue) between SE Northern Street and the Snoqualmie River Bridge. This project will improve a two-lane state route with an upgraded multi-use path, utility upgrades, roadway and trail illumination, and add connections to local and regional trail systems providing mobility between existing and proposed population centers in and around Historic Snoqualmie and Snoqualmie Falls. The project includes a new trail bridge over Kimball Creek.	Connects Historic Downtown District to the Snoqualmie Falls. This project aims improve safety and access for pedestrians, bicyclists, public transit and automobile traffic to Historic Snoqualmie.	3		
Meadowbrook Bridge Repair or Replacement	Design and construction. This project will provide ongoing maintenance of the Meadowbrook Bridge including structural welding and repairs, painting, and load rating update.Bridge replacement will be considered as part of design alternatives.	Based on recent inspection form King County Bridge Division, the Meadowbrook Bridge requires maintenance and repair activities.	4		
Street Resurfacing Program	Provide city wide street resurfacing based on pavement condition score. The goal of this program is to rehabilitate City streets and alleys in a comprehensive and systematic way before they require extensive reconstruction.	Ongoing resurfucaing of streets will reduce the long-term cost of major resconstruction by extending the life of the City's transportation system.	5		
Americans with Disabilities Act (ADA) Program	This program will construct ADA sidewalk ramps and other transportation improvements at locations where necessary.	Provide pedestrian facilities designed and constructed so they are readily accessible and usable by persons with disabilities.	6		
Sidewalk Replacement Program	This program will fund the community outreach, design and replacement of sidewalks in neighborhoods throughout the city.	Enhance pedestrian mobility and safety and neighborhood connectivity	7		

CITY OF SNOQUALMIE
NOTICE OF PUBLIC HEARING – June 24, 2024
2025-2030 Six-Year Transportation Improvement Program

Notice is hereby given that the draft 2025-2030 Six-Year Transportation Improvement Program (TIP) will be publicly discussed at the Parks & Public Works Council Committee & Committee of the Whole Hybrid Meeting on June 4, 2024, at 4:30 pm. In addition, the Snoqualmie City Council will hold a Public Hearing at its Regular Hybrid Meeting on June 24, 2024 @ 7:00 pm.

The TIP covers roadway, pedestrian, and bicycle projects planned for the six-year period beginning in 2025. State law requires that the TIP be updated and adopted by the City annually.

All meetings will be held in person and virtually using video conferencing technology provided by Zoom, and the public will have the opportunity to comment during the Public Hearing on June 24. No online public comments will be accepted during the meeting. Written comments are encouraged and may be submitted via in-person drop off, mail, or e-mail to cityclerk@snoqualmiewa.gov. All written comments must be received by 3:00 p.m. on the day of the scheduled meeting.

The 2025-2030 TIP is scheduled for adoption at the June 24, 2024, City Council Meeting. If you have questions, please contact Dylan Gamble, CIP Manager, at dgamble@snoqualmiewa.gov.

The June 4 and June 24 agendas will be available online on or before June 3 for the June 4 meeting and June 21 for the June 24 meeting at: <https://snoqualmie-wa.municodemeetings.com/>

Deana Dean, City Clerk
Notice: Seattle Times, May 31 and June 12, 2024



BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB24-074
June 10, 2024
Committee Report

Item 12.

AGENDA BILL INFORMATION

TITLE:	AB24-074: Financial Management Policy Update	<input type="checkbox"/> Discussion Only
PROPOSED ACTION:	Approve Resolution No. 1690 amending the Financial Management Policy	<input type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input checked="" type="checkbox"/> Resolution

REVIEW:	Department Director	Drew Bouta	5/30/2024
	Finance	Janna Walker	5/31/2024
	Legal	David Linehan	6/3/2024
	City Administrator	Mike Chambless	6/3/2024

DEPARTMENT:	Finance		
	STAFF: Drew Bouta, Finance Director		
	COMMITTEE: Finance & Administration		COMMITTEE DATE: June 4, 2024
	EXHIBITS: 1. Resolution Establishing Financial Management Policy 2. Financial Management Policy – Clean Version 3. Financial Management Policy – Redlined Version		

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

SUMMARY

INTRODUCTION

The Financial Management Policy provides the financial guidance necessary to support and sustain citywide levels-of-service, achieve fiscal stability, reduce financial risks, establish and effective system of internal controls, and ensure financial transparency. The purpose of this agenda bill is to amend the Financial Management Policy to provide the direction needed to support financially sound administrative and legislative decision-making and provide the cleanup and clarity needed to support the development of the 2025-2026 Biennial Budget.

LEGISLATIVE HISTORY

The Financial Management Policy was last amended on November 14, 2022. At the time, it was developed concurrently with the 2023-2024 Biennial Budget and it had been at least a decade since

the last update. The Financial Management Policy and the proposed changes from the Administration have been reviewed in the Finance and Administration Committee on May 7, 2024, May 21, 2024, and June 4, 2024.

ANALYSIS

The Administration is proposing several changes to the Financial Management Policy, including the following:

2.0 Reserves and Fund Balance

- Adding fund type definitions as established by the Budgeting, Accounting, and Reporting System (BARS) Manual of the Washington State Auditor's Office.
- Establishing or revising reserve level targets for each of the fund types if necessary.
- Clarifying the use of excess fund balances above the reserve level target.

3.0 Revenues

- Clarifying the City's objective when utility rates from one customer class subsidize the utility rates from another customer class.

5.0 Budget

- Clarifying the level at which the Council may appropriate funds.
- Adding a section that allows the Administration to make personnel adjustments within the limits of appropriation authority when they do not increase the City's ongoing expenditures relative to ongoing revenue or change service levels negatively.

6.0 Capital Budget

- Revising the definitions of "Capital Outlay", "Capital Program", and "Capital Project".
- Establishing the appropriation level for the capital budget at the program or project level which will allow the City to establish a continuing appropriations budget for capital programs and projects.
- Adding a CIP Progress and Reporting section to ensure that Council receives timely progress reports on the CIP including budget versus actual reporting.

7.0 Debt Management

- Clarifying that revenue sources independent of the General Fund can support councilmanic limited tax general obligation (LTGO) bonds.

9.0 Long-Term Financial Planning

- Noting the City maintains multiple long-term financial models, not just one.

More detail regarding the proposed changes can be found in the redlined version of the Financial Management Policy.

BUDGET IMPACTS

While there are no budgetary impacts for amending the Financial Management Policy, effective policy is essential to the overall financial health of the City and assists Council and the Administration in making sound financial decisions.

NEXT STEPS

Scheduled for approval on June 10, 2024.

PROPOSED ACTION

Motion to approve Resolution No. 1690 amending the Financial Management Policy

RESOLUTION NO. 1690**A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF SNOQUALMIE, WASHINGTON, AMENDING THE
FINANCIAL MANAGEMENT POLICY**

WHEREAS, on March 13, 2006, the Snoqualmie City Council adopted Resolution No. 777, Comprehensive Financial Management Policies (“Financial Management Policy”); and

WHEREAS, the City Council subsequently amended the Financial Management Policy via Resolution Nos. 790, 849, and 1627; and

WHEREAS, the Financial Management Policy requires review, updating, and clarification prior to the development of the 2025-2026 Biennial Budget; and

WHEREAS, an update of the Financial Management Policy will help to improve the guidance necessary to support and sustain citywide levels-of-service, achieve financial stability, reduce financial risks, establish an effective system of internal controls, and provide financial transparency;

**NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL
OF THE CITY OF SNOQUALMIE AS FOLLOWS:**

Section 1: Financial Management Policy Amended. The Financial Management Policy dated June 10, 2024, in the form as set forth in “Exhibit A” attached hereto, is hereby approved.

Section 2: Prior Policies Repealed. The previously adopted Financial Management Policy in Resolution 1627 is hereby repealed.

Section 3: Ordinance Requested. The Administration is requested to prepare and present to the City Council for adoption an ordinance repealing or amending, as applicable, any existing provisions of the Snoqualmie Municipal Code that are in conflict with the Financial Management Policy adopted herein and, in the meantime, to refrain from applying or enforcing said conflicting provisions.

Section 4: Effective Date. This resolution, and the Financial Management Policy attached as “Exhibit A” shall be effective immediately upon the adoption of this Resolution.

Passed by the City Council of the City of Snoqualmie, Washington this 10th day of June 2024.

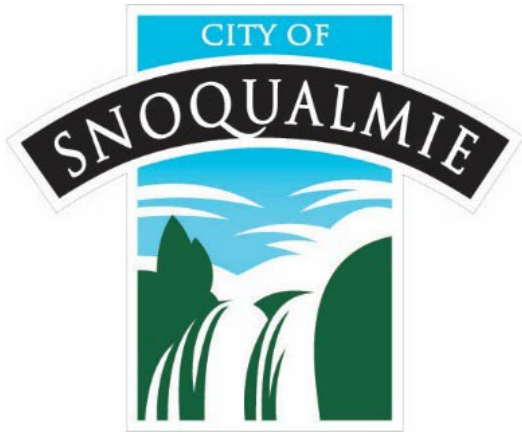
Katherine Ross, Mayor

Attest:

Deana Dean, City Clerk

Approved as to form:

David Linehan, Interim City Attorney



FINANCIAL MANAGEMENT POLICY

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1.0 INTRODUCTION AND OBJECTIVES

The financial management policy of the City of Snoqualmie is established by the City Council. The policy is designed to provide guidance to all stakeholders whether they be directly involved in financial processes, internal control oversight, or any financial transaction. The financial management policy is intended to serve as a blueprint to achieve fiscal stability required to accomplish goals and objectives in the city's Strategic Plan, Comprehensive Plan financial elements, and all master plans.

1.1 Policy Objectives

The City Council sets forth the authorities, responsibilities, and accountability requirements of those participating in the operations of Snoqualmie City government at all levels of the organization and endeavors to:

- Set forth financial principles
- Reduce financial risks to withstand the ups and downs of local and regional economic environments
- Maintain appropriate financial capacity for present and future levels of service
- Ensure the legal use of financial resources through an effective system of internal controls
- Provide financial transparency to the public

1.1.1 Financial Procedures

Financial management policy is guideline for financial decision making; whereas financial procedures are separate and cover the detailed steps needed for the administration and management to accomplish business processes. The Finance Director will establish financial procedures to complement policy and align the day-to-day work performed by all city staff.

2.0 RESERVES AND FUND BALANCE

Reserves provide the City of Snoqualmie with options to respond to unexpected issues and provide a buffer against minor fiscal challenges. It is the intent of the City to provide a stable financial environment for which its residents can depend on a consistent and quality level of service and for planned future expenditures. The Finance Director is responsible for monitoring reserve levels and reporting current and projected reserves during each budget development cycle.

2.1 Fund Balance Definitions

As defined by GASB Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions, the City will reserve funds per the following:

2.1.1 Non-spendable Fund Balance

Inherently non-spendable portions of net resources that cannot be spent because of their form or portions of net resources that cannot be spent because they must be maintained intact.

2.1.2 Restricted Fund Balance

Externally enforceable limitations, on the use of funds, that are imposed by creditors, grantors, contributors, or laws and regulations of other governments or limitations imposed

will be designated as restricted.

2.1.3 Committed Fund Balance

Self-imposed limitations, on the use of funds, that are set in place prior to the end of a period. Limitations imposed by the City Council that require formal action at the same level to remove. Capital Project fund balances typically will consist of funds designated by City Council for future capital improvement projects.

2.1.4 Assigned Fund Balance

Limitations resulting from intended use that is established by the highest level of decision making or intended use established by the City Council for a specific purpose. The resources for these funds may be acquired through the budgeting process or funds that are deposited with the city for specific purposes. Special Revenue fund balances typically consist of funds assigned by other governmental agency for specific use or by the City Council for specific use.

2.1.5 Unassigned Fund Balance

Residual net resources that make up the fund balance in the general fund more than non-spendable, restricted, committed, and assigned fund balance or excess of non-spendable, restricted, and committed fund balance over total fund balance.

2.2 Fund Type Definitions

As defined by the Budgeting, Accounting, and Reporting System (BARS) Manual of the Washington State Auditor's Office.

2.2.1 General Fund

Used to account for and report all financial resources not accounted for and reported in another fund.

2.2.2 Reserve Fund

Used to set aside certain resources within the General Fund in order to provide support to the General Fund during a financially challenging period. In addition, the Reserve Fund helps to provide visibility over the amount set aside.

2.2.3 Other Managerial Funds

Used to set aside certain resources within the General Fund in order to provide a higher degree of control and visibility over those resources.

2.2.4 Special Revenue Funds

Used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specific purposes other than debt service or capital projects.

2.2.5 Capital Project Funds

Used to account for and report financial resources that are restricted, committed, or assigned to expenditure for the acquisition or construction of capital facilities or other capital assets.

2.2.6 Enterprise Funds

Used to report any activity for which a fee is charged to external users for goods or services. Enterprise funds are required for any activity whose principal revenue sources meet any of the following criteria: (1) Debt backed solely by a pledge of the net revenues from fees and charges, (2) legal requirement to recover cost, (3) policy decision to recover cost.

2.2.7 Internal Service Funds

Use to report any activity that provides goods or services to other funds, departments or agencies of the government, or to other governments, on a cost-reimbursement basis.

2.3 Reserve Level Target and Fund Balance – Governmental Operating (General Fund, Reserve Fund, and Other Managerial Funds)

A healthy unassigned fund balance is needed to provide cash flow to pay expenditures when due and allows for cash flow while the city waits to receive its tax collections and shared revenues. The unassigned fund balance is also a security against unforeseen changes or needs, i.e., natural disasters, loss of state shared revenues, etc.

2.3.1 Reserve Fund

The City of Snoqualmie shall establish a separate fund for reserves assigned or committed to the General Fund. Reserves may only be used with approval of the City Council. The fund balance carried annually within the Reserve Fund (i.e., Reserve Level Target) should equal between 15-20% of annual ongoing General Fund expenditures.

2.3.2 Conditions for Using General and Reserve Fund Balances

The City shall endeavor to avoid the appropriation of fund balance for ongoing expenditures. If at any time the utilization of fund balance to pay for ongoing expenditures is necessary to maintain the quality or a defined level of service, an explanation of the circumstances for the utilization of fund balance and demonstration of strategy through the long-term financial model on future fund balance will be deliberated by the City Council.

2.3.3 Other Managerial Funds

The fund balance carried annually within managerial funds may equal between 15-20% of annual operating expenditures.

2.4 Reserve Level Target – Governmental Operating (Special Revenue Funds)

The fund balance that accumulates within a Special Revenue Fund must be used in accordance with the restrictions placed on the revenue and will be monitored continuously to ensure compliance. The fund balance carried annually within special revenue funds, except for the ARPA Covid Local Recovery Fund, may equal between 15-20% of annual operating expenditures.

2.4.1 Drug Enforcement Fund

As defined by Ch. 69.50.505 RCW, SMC 3.30, and an interlocal agreement between the City and County Drug Task Force, law enforcement asset seizure funds shall be used for payment of all expenses of the investigation that led to the seizure, including the proceedings for forfeiture and sale, expenses of seizure, maintenance of custody, advertising, actual costs of prosecuting, city attorney and court costs. Funds should also be used in accordance with city code for public safety purchases.

2.5 Reserve Level Target – Governmental Capital (Capital Project Funds)

The fund balance carried annually within capital project funds should equal one and a half times (1.5x) total annual debt service.

2.5.1 Real Estate Excise Tax (REET)

The Real Estate Excise Tax (REET) is levied on all sales of real estate, measured by the full selling price, including the amount of any liens, mortgages, and other debts given to secure

a purchase. As defined by Ch. 84.46.035 RCW, the City of Snoqualmie is authorized to levy REET and use in accordance with state law. REET revenues shall be allocated towards capital projects as defined in the six-year adopted Capital Improvement Plan (CIP) and should be leveraged towards debt service obligations.

2.6 Reserve Level Target - Enterprise Funds

It is the goal of enterprise funds to cover the cost of operations, capital improvements and maintenance, and debt service while maintaining a financially healthy enterprise over time. The City will establish utility rates and capital connection fees that are structured to meet several financial requirements. The Enterprise fund balance financial indicators are as follows:

- 2.6.1 Capital reserves:** as defined within the most recent utility rate study.
- 2.6.2 Operating reserves:** equal to 90 days of operating expenditures for water, wastewater, and stormwater .
- 2.6.3 Debt service reserves:** as defined by bond covenants or equal to the amount needed to pay for one and a half times (1.5x) total annual debt service.
- 2.6.4 Debt coverage ratio:** net revenues (operating revenues over operating expenditures) equal to one and half times (1.5x) total annual debt service, in support of a strong city bond rating.

2.7 Reserve Level Target – Internal Service Funds

It is the goal of internal service funds to cover the cost of operations, annual maintenance, and the replacement of certain capital assets on a lifecycle such as network servers or vehicles. The fund balance carried annually within an internal service fund should equal between 15-20% of annual operating expenditures, plus an amount that adequately accounts for the City's preferred financial method to replace all capital assets at the end of their lifecycle/useful life.

2.8 Replenishment of Reserves

Should assigned fund balance or reserve targets fall below stated thresholds, **the City will strive toward regaining the minimum threshold** and forecast the timing of the unassigned fund balance improvement within a long-term financial model.

2.9 Excess Fund Balances

Fund balances above the targeted reserve levels should be used for new expenditures, with emphasis on one-time uses that achieve future operating cost reductions, capital asset investments with a long-term benefit or prepaying existing debt. Use of excess fund balance above a reserve level target of 20% or the reserve level target as specified under sections 2.5 and 2.6 may be determined by the Administration subject to the approval authority of Council as expressed in other sections of this Financial Management Policy.

3.0 REVENUES

3.1 Revenue Objectives

The city will maintain a diversified and stable revenue system to shelter it from short-term fluctuations.

- 3.1.1 Fees** may be set at levels sufficient to cover the entire cost of service delivery.

Service delivery costs may be subsidized, as Council deems appropriate.

All utility enterprise funds shall be self-supporting, generating enough revenue to pay for all operating, debt, and capital costs. Utility rate studies will be conducted periodically and should divide costs equitably among customer classes per benefit and cost of service. If rates are set that subsidize one class of customer at the expense of another, this action should be taken in support of explicit City policy, or a plan should be put into place to bring customer classes back into alignment with their respective cost of service.

3.2 Fee Schedule

Charges and fees, including utility rates, should be reviewed, and updated periodically based on factors such as impact of inflation, other cost increases, adequacy of coverage of costs, and current competitive rates.

3.3 Cash Management

The City shall maintain a cash management program, which includes collection of accounts receivable, disbursement of funds, and prudent investment of available idle cash. Deposits and cash receipting practices must be adhered to, by all Departments and at all City Facilities per Ch. 43.09.240 RCW. Only authorized personnel may accept cash receipts from customers. The Finance Director is responsible for the strict enforcement of internal control, deposit of collections and oversight on all changes to revenue items in the financial system.

3.4 Revenue Distribution to Funds

- a) Sales tax is a major revenue source of the City. Construction sales tax shall be recorded within capital project fund sources. All other sales tax revenue shall be recorded within the General Fund.
- b) REET tax should be recorded within capital project fund sources, except for the allowance for street maintenance operations determined by the City Council which should be recorded to the general fund.
- c) Utility taxes are recorded within the General Fund except for the portion apportioned to the non-utility capital fund as per Ordinance 1135.

3.5 Grants Management

Grant funding may significantly leverage City resources to provide services, equipment and capital projects that would otherwise be unaffordable. The city is committed to pursuing grant funding as an appropriate funding source.

3.6 Donations & Gifts

All donations of money or property donated, devised, or bequeathed to the City, as per Ch. 35.21.100 RCW and Ch. 35A.11.040 RCW, shall be presented to the City Council for approval. The City Council delegates approval and acceptance of donations of up to \$10,000 to the Mayor.

3.6.1 Substantial Gifts

The City of Snoqualmie seeks to recognize donors who, through a distinguished effort or substantial financial gift, wish to support a city facility or structure. For example, structures may include pavilions, shelters, plazas, real estate to be used for parks, trails or open space, interpretive areas, or active recreation; or other large-scale projects as discussed with the Advisory Boards and City Council. The following guideline will be used for recognizing donations for amenities or projects, in addition to defining the period in which the donation or gift will be received by the city. All proposed facility or structure naming is determined

by the City Council.

For the purposes of this policy, “Substantial Financial Gift” is determined by the City Council based on estimated cost of:

- 1) New construction, remodeling, or renovation
- 2) Developing a new real property, such as park buildings, structures, or real estate
- 3) Replacement of an existing, unnamed facility or landmark that requires substantial renovation at the time of the gift.

4.0 EXPENDITURES & PROCUREMENT

4.1 Expenditure Objectives

The City of Snoqualmie endeavors to connect expenditures to a fundamental level of stewardship by committing to a level of expenditures that are sufficient to ensure the on-going health, safety, and welfare of its residents. Operating expenditures, within funds, must be supported by the operating revenues generated by that fund. Expenditures will not expand beyond the City’s ability to pay for them with current revenues.

The objectives of the expenditure guidelines are:

- To obtain supplies, equipment, and services as economically as possible and that are best suited to the specific departmental needs.
- To support Snoqualmie businesses by contracting for goods and services within the community subject to meeting other expenditure guideline objectives as per Ch. 39.04.190 RCW.
- To enhance service methods that increase efficiency and effectiveness of the delivery of city services through technology improvements.
- To improve the speed of delivery to departments by predetermining, through contracts or other appropriate means, the sources of supply before the actual needs.

4.2 Efficiency

To ensure compliance with all applicable policies and regulations of the City, the State, and Federal Government, the City will make efficient use of limited resources and will continually look for and implement cost effective and reliable methods of delivering services. The Administration will develop service delivery changes that are needed to respond to budget shortfalls using system-wide and productivity measures. Opportunities should be found to improve efficiencies by pursuing a range of productivity-enhancing techniques such as:

- Analyzing systems and procedures to remove unnecessary requirements
- Evaluating new technologies and capital investments
- Establishing a systematic, ongoing process for periodic formal reviews of operations
- Maintaining the right balance between centralization and decentralization in managing the City support functions

4.3 Purchasing Standards

All employees of the City shall comply with the City of Snoqualmie Code of Ethics, State Law, and Federal statutory requirements regarding purchase of materials or services. The following practices are specifically forbidden so as not to create a conflict of interest or potential for conflict of interest, including but not limited to:

- Using information available to an employee solely because of their position for personal

profit, gain, or advantage. An employee should recuse themselves from the appearance of conflict of interest

- Directly or indirectly furnishing estimating services, or any other services or information not available to all prospective bidders, to any person bidding on, or who may reasonably be expected to bid on, a contract.
- Using their position or status in the city to solicit business of any kind directly or indirectly for private use or to obtain supplies and equipment at special discounts or with special concessions from any vendor who sells or solicits sales to the city.

4.4 Purchasing Authorization & Accountability

The Administration is responsible for Procurement and purchasing and failure to follow guidelines may result in disciplinary action, loss of purchasing privileges and a personal liability for purchases.

4.4.1 Authorized Purchasers

Authorized staff are those City employees who have been expressly authorized in writing by their department director and approved by the Finance Director, to purchase materials, supplies, and equipment (including technology services, systems, or equipment) with the authorized employee's discretion and best judgement, within the Purchasing and Contract Commitment Threshold limitations in section 4.5.2. A manager, department director, Finance Director, City Administrator or Mayor may reduce or revoke these privileges at any time.

4.4.2 Auditing Officer

Pursuant to Ch. 42.24.080 and Ch. 42.24.180 RCW, claims presented for payment to the City must be in writing, itemized and audited by the Auditing Officer. The Finance Director or a Financial Operations Manager are designated as City of Snoqualmie Auditing Officer(s). Department managers will be responsible for ensuring invoices meet this requirement and provide them to the Finance department for internal audit and prompt payment.

4.4.2.1 Claim Reporting

The Finance Director or a Financial Operations Manager shall prepare a Claims Report to the City Council for their approval and shall present the Claims Report for preliminary review by the F&A Committee prior to the next City Council meeting.

4.5 Level of Purchasing and Commitment Authority

Contracting with other public agencies or the private sector for the delivery of goods and services should provide the City with opportunities for cost containment and productivity service enhancement. As such, the City is committed to using outside resources for delivering municipal services as a key element in our continuing effort to provide effective and efficient programs while minimizing costs.

- All contractual obligations, including zero-dollar contracts, are subject to compliance.
- All purchases shall be made per the Purchasing and Contract Commitment Threshold and shall include requirements for acquiring quotes, estimates and competitive bidding.

The Mayor or his or her designee(s) is/are authorized to purchase materials, supplies and equipment and execute minor contracts without individual city council approval of each contract, subject to compliance with the Purchasing and Contract Commitment Threshold of this policy section. The Mayor may bring any contract forward for approval by the city council, notwithstanding the authority delegated to the Mayor by this policy.

RCW provides various competitive processes for obtaining bids and awarding contracts for construction of a “public work”, as provided in RCW Ch. 35A.40.200, Ch. 39.04, and Ch. 35.23.352 and approval authority for certain procurement categories. Thus, the City’s procurement matrix identifies separate procurement categories and the minimum approval authority and competitive process required at each threshold. Competitive negotiations include the process for acquisition of electronic data processing and telecommunications equipment, software, services, or systems as per RCW Ch. 39.04.270.

4.5.1 Minor Contracts

A minor contract may be defined by at least one of the following conditions:

- a. The term is three years or less, and funds have been appropriated by city council in the biennial budget, and the contract does not require expenditures that exceed available fund balances.
- b. Contracts with third parties renewing an existing contract for services on the same or substantially similar terms as the existing contract.
- c. Contracts creating no financial liability on the part of the city that are for the sole purpose of becoming eligible to receive revenues.
- d. Contracts with other public agencies for the exchange of information, for confidentiality for participation in legal proceedings, or other purposes of a like nature not involving financial obligations; or
- e. Contracts that are for the sole purpose of housekeeping changes or clarifications to an existing contract where such changes do not alter any material term or condition.

4.5.2 Definitions

“Purchase cooperative” means an intergovernmental agency created or established via interlocal agreement for the purpose of obtaining competitive bids from vendors/suppliers of municipal supplies, materials and/or equipment, as authorized pursuant to RCW 39.34.030(5).

“Interlocal agreement” refers to the use of an interlocal agreement with another governmental entity to provide the city the ability to purchase materials, supplies or equipment using the results of the bid process followed by the other governmental entity, as allowed pursuant to RCW 39.34.030(5).

“Small works roster” refers to the process of inviting quotations from and awarding a contract to a contractor included on a list of public works contractors available to perform public works projects for the city, as allowed pursuant to RCW 35.23.352 and 39.04.155.

“Limited small works roster” refers to the process of inviting quotations from and awarding a contract to a contractor included on a subset of contractors listed on the small works roster, as allowed pursuant to RCW 39.04.155(3).

“Technology systems and services” means electronic data processing and telecommunications equipment, software, services or systems, as those terms are used in RCW 39.04.270 and 36.92.020(5).

“Vendor roster” refers to the process of inviting quotations from a list of vendors from whom the city may purchase materials, equipment, supplies or services, which list is maintained pursuant to RCW 35.23.352(9) and 39.04.190.

To identify the necessary requirements for procurement, staff must first identify the procurement category as defined below:

Purchasing and Contract Commitment Thresholds

PROCUREMENT CATEGORY	DOLLAR LIMIT	Procedural Requirement(s)	APPROVAL AUTHORITY	REQUIRED SECONDARY APPROVAL
<i>Materials, Supplies, & Equipment</i>				
Materials, Supplies, & Equipment (Including Capital Equipment)	Under \$2,000	Purchasing Card	Authorized Staff	None ¹
	\$2,000-\$7,500	Purchasing Card	Authorized Staff	Manager
	Over \$7,500-\$15,000	Purchasing Card, Purchase Cooperative, Vendor Roster, OR Formal Competitive Bid	Manager	Department Director
	Over \$15,000 - \$50,000	Purchasing Card, Purchase Cooperative, Interlocal Agreement OR Formal Competitive Bid	Department Director	Mayor or City Administrator
	Over \$50,000	Purchase Cooperative, Interlocal Agreement OR Formal Competitive Bid	Mayor or City Administrator	City Council
<i>Personal Services</i>				
Architectural, Engineering & Landscape Architect Services ("A&E")	Under \$15,000	MRSC Consultant/Vendor Roster OR On-Call Contract	Manager	Department Director
	\$15,000-\$50,000	MRSC Consultant/Vendor Roster OR On-Call Contract	Department Director	Mayor or City Administrator
	Over \$50,000-\$100,000	MRSC Consultant/Vendor Roster OR On-Call Contract	Mayor or City Administrator	City Council
	Over \$100,000	MRSC Consultant/Vendor Roster, On-Call Contract or Request for Qualifications	Mayor or City Administrator	City Council
General or Purchased Services (Other Than A&E)	Under \$15,000	<u>Purchasing Card</u> OR Vendor Roster	Manager	Department Director
	\$15,000-\$50,000	Purchasing Card, Purchase Cooperative, Vendor Roster, OR None	Department Director	Mayor or City Administrator
	Over \$50,000	Purchase Cooperative, Interlocal Agreement (of any dollar amount), Vendor Roster OR None	Mayor or City Administrator	City Council

PROCUREMENT CATEGORY		DOLLAR LIMIT	Procedural Requirement(s)	APPROVAL AUTHORITY	REQUIRED SECONDARY APPROVAL
<i>Technology Systems & Services</i>					
Technology Systems & Services		Under \$7,500	<u>Purchasing Card</u>	Authorized Staff	Manager
		\$7,500-\$15,000	<u>Purchasing Card</u> , Purchase Cooperative, Consultant/Vendor Roster, OR Competitive Negotiation	Manager	Department Director
		Over \$15,000-\$50,000	Purchasing Card, Purchase Cooperative, Consultant/Vendor Roster, OR Competitive Negotiation	Department Director	Mayor or City Administrator
		Over \$50,000	Purchase Cooperative, Consultant/Vendor Roster, OR Competitive Negotiation	Mayor or City Administrator	City Council
<i>Public Works</i>					
Public Works Project Staff Labor	Single Craft	Under \$75,500	None	Manager	Department Director
	Multi Craft	Under \$116,155	None	Manager	Department Director
Public Works Contract		Under \$7,500	None	Authorized Staff	Manager
		\$7,500-\$50,000	Limited Small Works Roster OR Small Works Roster	Manager	Department Director
		Over \$50,000-\$116,155	Small Works Roster OR Formal Competitive Bid	Department Director	Mayor or City Administrator
		Over \$116,155-\$350,000	Small Works Roster OR Formal Competitive Bid	Mayor or City Administrator	City Council
		Over \$350,000	Formal Competitive Bid	Mayor or City Administrator	City Council
<i>Amendments & Change Orders</i>					
Contract Amendments (Services)		No Value Change	None ²	Manager	Department Director
		Under \$50,000, cumulatively	None ²	Department Director	Mayor or City Administrator
		Over \$50,000, cumulatively	None ²	Mayor or City Administrator	City Council
Change Orders (Public Works)		No Value Change	None ²	Manager	Department Director
		Under \$50,000, cumulatively	None ²	Department Director	Mayor or City Administrator
		Over \$50,000, cumulatively	None ²	Mayor or City Administrator	City Council

¹While prior approval for materials, supplies, and equipment purchased by authorized staff under \$1,000 is not required by this section, purchasing card program procedures may require Manager and/or Director and/or Finance Director approval.

²While contract amendments and change orders do not require a competitive process, they shall be processed in accordance with the specifications or procedural requirements set forth in the underlying contract. And the proposed scope of any change order or contract amendment must not deviate from the original scope of work in such a manner or degree that they constitute a separate project.

4.6 Purchasing Controls & Methods

Primary responsibility and authority for the expenditure of monies appropriated per the adopted budget will be vested by the Mayor in the City Administrator and Department Directors or authorized designee. In addition to the primary responsibilities, the Finance Director shall exercise a secondary oversight responsibility for all budget expenditures and contractual obligations.

To facilitate a sound and cost-effective purchasing operation, authorized personnel shall follow procurement methods as defined by state law which contain guidelines for procurement, bidding, and awarding contracts.

4.6.1 Commercial Card Program

A purchase order system and/or commercial card programs (purchasing or fleet cards) should be used for purchases for goods and services use. Purchasing cards are used as a form of payment, by authorized purchasers, with the city liability to vendors and not the card program provider.

4.7 Exemptions to Purchasing and Commitment Thresholds

4.7.1 Sole Source

In circumstances where the city is limited to a single source of supply, competitive bidding requirements may be waived by the department director or Finance Director per RCW 39.04.280(1)(a). The city must be able to demonstrate that the purchase is clearly and legitimately limited to a single source such that bidding the purchase would be useless and futile based on drafted specifications. If a sole source exception is used, the City will make reasonable efforts to ensure that it is receiving the lowest price and best terms from the vendor.

4.7.2 Favorable Market Conditions

The Mayor or City Administrator may waive established bidding requirements if an opportunity arises to purchase favorably priced equipment at an auction or supplies or used goods that will be sold before the city can conduct the bid process per RCW 39.04.280(1)(b) and RCW 39.30.045.

4.7.3 Insurance and Bonds

In the insurance and bond procurement process, RCW 39.04.280 allows for the exemption of a competitive bid process.

4.7.4 Emergency Purchases

Emergency purchases as per RCW 39.04.280 are those made by the Mayor or authorized designee, such as a Department Manager, where an immediate purchase is necessary to correct a situation which would adversely affect the life, health, or safety of the residents.

In case of an emergency, a Department Manager may directly purchase any supplies, materials, or services necessary to alleviate the emergency. Every effort shall be made to contact the Mayor and City Administrator whether the emergency occurs during or after

normal working hours.

In the event where emergency purchasing is related to natural disaster events, a Declaration of Emergency Resolution shall be considered by the City Council per State Law at the first opportunity available. The Finance Director shall review and approve of account coding for all emergency purchases and maintain a tracking system per FEMA requirements, Emergency Management Plan, BARS and GFOA recommended practices for emergency management recordkeeping.

4.8 Personnel Expenditures

Because personnel costs are the largest expenditure area of the annual budget, compensation guidelines are defined in the Personnel Policy, and Local Bargaining Agreements, which establish salary ranges, performance evaluation requirements and total compensation costs as the basis for all compensation planning and bargaining. Within budget limitations and Council authorized appropriations, market assessments may be conducted prior to bargaining.

4.8.1 Travel and Training

The City of Snoqualmie shall reimburse City elected and appointed officials, employees and members of boards and commissions for their reasonable expenses actually incurred in the conduct of their business. Generally, eligible expenditures include travel, meals and lodging incurred by the individual while away from the City and necessitated by City business.

5.0 BUDGET

5.1 Budget Objective

The formal operating budget development process provides the primary mechanism by which key decisions are made regarding the levels and types of services to be provided, through the city council's appropriation of funds, functional classification, or capital programs or projects given the anticipated level of available resources. The City Council will meet to discuss Council goals and priorities prior to the start of the budget development process.

The budget will be developed per Ch. 35A.34 RCW.

5.2 Budget Principles

5.2 A. Link the budget to long-term, strategic financial plans

The City's budget should be developed in accordance with the policies and priorities set forth in the Strategic Plan, long-term financial model, as per section 9.0, Comprehensive Plan, City Council goals, the needs of the community and federal and state laws.

5.2 B. Critically examine past spending patterns

The city seeks to maximize the value the public receives through its spending. Accordingly, management should develop budget tools and methods to measure and maximize value, particularly by critically examining existing spending patterns to make sure they continue to provide value.

5.2 C. Prioritize programs and services

The city should prioritize essential and discretionary programs services based on a results approach relative to the importance in preserving the community's health, safety, and welfare; mandates; risk assessments; long-term costs and evidence of their effectiveness in meeting strategic plan initiatives, comprehensive plan elements, annual goals and required

mandates.

5.2 D. Risk management and mitigation of liabilities

The City intends to fund the current portion of liabilities within the budget to maintain trust of creditors and to avoid or mitigate accumulating an unmanageable liability.

5.2 E. Establish preferences for budget balancing strategies

The City's preferred strategy for balancing the budget is to reduce expenditures through improved productivity. Except during dire economic circumstances, service, and program elimination is preferable. The biennial budget should not be balanced at the expense of long-term financial health.

5.3 Budget Scope & Basis

The City will adopt budgets for all funds, functional classifications, and capital programs and projects as established by Council. A budget calendar will be prepared by the Finance Director in coordination with the Mayor and City Administrator and include all required public hearings. Proposed budgets will be viewed and discussed by the City Council and the public at the fund and department summary object code levels per BARS. The final budget is adopted by ordinance of the City Council by December 31 of each biennium. To encourage synchronization between the budget document and financial reporting, the City will establish the budget based on the cash basis of accounting.

5.4 Balanced Budget Requirement

The objective of the operating budget is to pay for all current expenditures with current revenues. The budgets for all city funds should be structurally balanced throughout the budget development process. Ongoing revenue should equal or exceed ongoing expenditures in both the proposed and adopted budgets. If a structural imbalance occurs, then a plan should be developed and implemented to bring the budget back into structural balance. The City will endeavor to avoid budgetary allocations that balance current expenditures at the expense of meeting future years' expenses. Beginning fund balance sources may be used to fund capital improvement projects or other one-time, non-ongoing expenditures if the fund reserve targets are met.

5.5 Internal Cost Allocation

The Internal Cost Allocation Plan (ICAP) is a method used to determine and assign the cost of indirect services to government users of those services or direct operating funds.

5.5.1 References Guides

RCW 43.09.210 states in part, "all service rendered by...from, one department...to another, shall be paid for at its true and full value by the department...receiving the same, and no department...shall benefit in any financial manner whatsoever by an appropriation or fund made for the support of another..."

5.5.2 Definitions

- Indirect Costs are incurred for a common purpose benefitting more than one cost function or organizational unit. They cannot be directly assigned without effort disproportionate to the benefit received.
- Indirect Services are activities that support the departments that provide direct service to the public. Examples include accounting, purchasing, human resources, engineering, and fleet and information technology.
- Direct Services are activities that provide services directly to or for the public and are supported by indirect services. Examples include parks, streets, and utilities (water, sewer, storm water).

5.5.3 Costs to be allocated

Indirect cost allocation methods shall be reasonable, consistent, and equitable to distribute shared costs across funds and departments. Different factors are necessary to equitably allocate the various overhead costs. Costs shall only be allocated to departments that receive indirect support services. The city should be guided by reference authorities when creating the cost allocation plan to ensure that only allocable costs are included.

As part of the biennial budget development process, costs will be allocated based on the projected budget forecast.

5.6 Budget Amendments

All budget amendments, such as shifting budget allocations from one fund or functional classification to another fund, functional classification, or capital program or project, must be approved by the City Council. Budget amendments changing the authorized appropriation level are subject to public hearing requirements in State Law.

5.6.1 Administrative Budget Adjustments

Allocation adjustments within funds or functional classifications do not require city council approval. Department managers may, upon approval by the Mayor and City Administrator, request inter-departmental line item budget adjustments for operating purposes only, but not between appropriated functions. These administrative budget adjustments, authorized as per Ch. 35A.33.120 RCW, should primarily be for contractual, supplies and materials and other miscellaneous line items within the department.

5.6.2 Personnel Adjustments

Any personnel adjustment that increases the City's ongoing expenditures relative to ongoing revenue, and negatively changes service levels as established by Council, requires legislative approval. Any personnel adjustment that does not lead to an increase in ongoing expenditures relative to ongoing revenue nor changes service levels negatively can be executed by the Administration without legislative approval.

5.7 Service Levels and Funding

The City endeavors to maintain its present service levels for priority and essential services subject to available revenues. The objective is to maximize the benefit of available resources. The results or outcomes that matter most to residents should be defined by the City Council. New services or programs will be considered for funding within available resources.

Department managers will be given the opportunity to request personnel, goods, and capital items needed to carry out the department responsibilities. Department requests must include supporting documentation and justification of needs for operating requests. Requests should integrate strategic plan priorities and departmental objectives into the budget.

5.7.1 Social Services Organization Funding Requests

The City receives requests from social services organizations and other entities seeking grants and funding. As part of the budget development cycle, the City Council will consider these requests and include a listing of entities to be included for grant giving.

5.8 Maintenance and Replacement

Maintenance and replacement funding should be prioritized each year to ensure that capital facilities and equipment are sufficiently maintained to avoid service disruptions. Non-current liabilities have important implications for a local government's fiscal health. The City will strive to maintain its

capital assets in a manner adequate to protect the City's capital investment and to minimize future liabilities for maintenance and replacement costs.

5.8.1 Capital Asset Management

The City should inventory and assess the condition of its buildings, equipment, and vehicles on a periodic basis. Budget development should include a multi-year projection of facilities, parks, equipment, vehicle replacement requirements and new asset additions. The budget should provide sufficient funding for adequate maintenance and orderly replacement of capital plant and equipment. Future maintenance needs and repairs should be costed out and included as budgetary decision criteria for the appropriate internal service fund.

5.9 Enterprise Fund Budgets

Enterprise operations are to be self-supporting, including capital improvements and depreciation. Enterprise operations are to be reviewed biannually for self-sufficiency and proper cash-flow needs. Utility Rate studies, which occur periodically, will be included in the budget development process in the year for which new rates are established. Enterprise budgets will incorporate year one and two capital projects and programs as identified within the Capital Improvement Plan (CIP).

5.10 Budget Reporting

The recommended and adopted budget documents will be available at City Hall. The City will maintain an internal control system to support adherence to the budget allocations. The City Council will receive a quarterly Financial Performance Report to include budget versus actual reporting. The financial performance report should be provided within sixty (60) days after the end of each quarter.

6.0 CAPITAL BUDGET

6.0 Objective

The City of Snoqualmie capital budget, which is a part of the biennial budget, has a major impact on the quality of local government services, the community's economic vitality, environmental stewardship, social equity, and overall quality of life for city residents, businesses, and visitors. The capital budget serves to identify, prioritize, and address community needs through careful long-term planning and balanced public investment in physical infrastructure. Capital budget goals include:

- Support the City's Strategic Plan, other plans and the community vision for growth and levels of service.
- Acknowledge and communicate capital investment priorities as community conditions change.
- Promote appropriate planning efforts to changing demands for a diverse set of infrastructure and capital assets.
- A financial assessment of capital funding resources available to meet future capital project planning needs.
- Maintain a high-quality service infrastructure able of meeting community needs today and, in the future.

6.1 Capital Definitions

Capital Outlay: The City defines a capital outlay as the acquisition or renewal of relatively small or inexpensive physical assets with a useful life greater than one year. Examples include lawn mowers and laptops. Capital outlay expenditures are typically tracked in operating funds or internal service funds.

Capital Program: The City defines a capital program as the continuous acquisition or renewal, over

an extended period of time, of similar long-term physical assets with a useful life greater than one year. Given its continuous and ongoing nature, a capital program retains permanence in the Capital Improvement Plan. Examples include the resurfacing of streets and the replacement of utility mains.

Capital Project: The City defines a capital project as the discrete and one-time acquisition or renewal of a long-term physical asset(s) with a useful life greater than one year. Given its one-time nature, a capital project will exist for a finite period of time in the Capital Improvement Plan. Examples include the acquisition of a fire station or the replacement of a lift station.

6.2 Capital Improvement Plan (CIP)

The Capital Improvement Plan (CIP) is a planning and financial management tool that helps the City identify and prioritize capital investments over a six-year period. Based on staff recommendations, stakeholder and public input, and Council deliberation, the CIP establishes the scope and cost of capital investments, communicates the estimated funding available from various sources, and balances both cost and the resources available in a cohesive and efficient financial plan. This long-term plan will provide guidance for each biennial budget process as well as for Council goal-setting processes.

The CIP is required by the State of Washington Growth Management Act to bring the Comprehensive Plan to life and should be informed by all master and functional plans (Water System Plan, General Sewer Plan, Parks, Recreation, Open Space, and Trails Plan (PROST)). The CIP will help the City to plan capital programs and projects wisely and most efficiently to maximize community impact with long-term sustainability in mind. In addition, as a critical communications tool, the CIP will increase the transparency of the capital decision-making process. Given its explicit and forward-looking nature, the City can avoid long-term adverse financial and operating surprises by creating and adopting a CIP.

The City Council should update the CIP biennially. The off year of the budget cycle allows for public engagement efforts to discuss future, potential projects, and programs with the community. Major changes that are discovered may be amended through the mid-period biennial budget adjustments. The administration should provide periodic project update reporting to the city council and/or council committee where project amendments would be addressed.

As resources are available and projects are financially feasible, the two most current years of the 6-year CIP should be recommended for incorporation into the upcoming biennial budget. Subsequent years of the CIP are for planning purposes and may be altered as they advance toward the budget inclusion year. Capital program or project appropriations are authorized by council at the project level and reviewed through period project updates and reporting identified in this section.

6.3 CIP Criteria and Ranking

All projects submitted to the CIP should be initially ranked. The Administration will assess project rankings plus other factors such as minimizing construction impacts through project sequencing or a need to respond to emergent issues. The City Council, as part of biennial CIP deliberations may modify and/or finalize project rankings. Funding is a critical component of the criteria and ranking schedule. In addition to ranking, projects need an overall description, justification for the project, and a connection to a master plan or strategic plan.

6.4 Project Source and Use Identification

Capital project and program submissions shall include multi-year funding sources, including grants, applicable impact fees, special funding, and other outside sources. Multi-year project costs shall include acquisition, design, permitting, inspections, mitigation, construction, in-house staff time,

inflationary costs and contingency.

6.4.1 Project Sources

Capital funding comes from operating revenues, grants, local improvement districts, impact fees, user fees and the issuance of debt. Washington State law limits the City of Snoqualmie's ability to raise funds for capital improvements such as tax rate limits and amount of debt capacity. Given the extensive number of capital improvement projects and finite funding sources available, the following are some of the capital financing strategies available when preparing or updating the Capital Improvement Plan:

- Seek out federal, state and county resources.
- Seek out private contributions or donations through public/private partnerships.
- Similar departmental capital projects will be combined for efficiencies and cost savings such as street improvements combined with utility improvements to minimize construction impact to the community.
- Mitigation and impact fees should be applied toward projects defined by the contributing source or agreement authorized by the City Council.
- REET funding.
- Local Improvement or Utility Local Improvement District (LID or ULID) assessments
- Enterprise (utility) fund projects must be paid for by user rates and capital connection charges.

6.4.1.1 Funding Source Cash Flow

Funding sources, such as REET or mitigation fees, will be reviewed as part of the biennial CIP development process for sufficient cash flow and long-term impact on funds. The availability and use of special funding sources is subject to State Law and/or reserve targets set by the City Council as per the Reserve section of the Financial Policy.

6.4.2 Capital Cost Thresholds

Capital outlay is distinguished from capital projects and programs and are expenditures between \$5,000 and \$49,999 and/or having less than an estimated five years of useful life.

Capital program or project expenditures over \$50,000 during a six-year period should be included in the CIP. Projects should not be combined to meet the minimum standard unless they are dependent upon each other. Projects should not be separated to forego the maximum standard.

Items that are operating expenditures (such as non-specific capital project related professional services, master plan updates, maintenance agreements, technology items, etc.) should not be considered within the CIP.

6.4.2.1 Impact on Operating Budget

All projects submitted for inclusion in the CIP should be reviewed to assess the long-term impact on the operating budget in terms of:

- Future year revenue generation
- Additional personnel, equipment and/or vehicle requirements
- Future operating and maintenance expenditures
- Return on investment potential

6.4.2.2 Public Art Funding

Pursuant to SMC 3.80, the City recognizes the importance of public art funding and establishes a funding source for public art works to be installed in certain public facilities and spaces. CIP projects and programs, as per municipal code, will include a line item identifying the art funding cost to be transferred to the special revenue fund.

6.5 Planning Process

The capital budget and CIP development process will begin prior to the biennial budget development process. The Mayor and Administration should present the CIP to the City Council for deliberations and approval to include in the biennial budget. Any substantive change to the CIP after approval must be approved by the City Council. CIP development shall include public engagement efforts to ensure the community has ample time to comment on and contribute to the CIP.

6.6 CIP Progress and Reporting

The City Council will receive a quarterly progress report regarding the CIP to include budget versus actual reporting. The progress report should be provided within sixty (60) days after the end of each quarter.

7.0 DEBT MANAGEMENT

7.1 Debt Purpose

Debt financing is primarily used for capital project expenditures. Use of long-term debt financing for operations and maintenance costs are forbidden. Debt financing will be considered if the City can repay debt without causing financial distress. It is the City's objective to:

- Identify the timing and amount of debt required as specifically as possible
- Achieve the most favorable interest rates and other related financing costs
- Ensure that future financial flexibility be maintained
- Utilize interfund loans from one fund to another as a first source of debt financing

7.2 Debt Practices

The City Council may authorize the following types of debt financing only for those purposes as provided by Ch. 39 RCW:

- Utilization of the Public Works Loan Fund, per WAC 399.30 for allowable purposes, if available.
- Utilization of interfund loans as per the BARS Manual.
- Issuance of revenue bonds to fund proprietary capital infrastructure projects such as water, sewer, and stormwater
- Issuance of councilmanic limited tax general obligation bonds for capital projects that generate adequate revenues from user fees to support operations and or debt service requirements.
- Issuance of councilmanic limited tax general obligation bonds for capital projects that are authorized to be supported by the General Fund or capital project funds through the Capital Improvement Plan (CIP) for debt service requirements.

Utility System replacements, due to age or the need to upgrade to meet minimum standards, should be financed by a combination of:

- Using portions of the Utility Enterprise fund balance for capital improvement projects.
- Borrowing and repaying on a schedule that matches the useful life of the capital

improvement.

The City of Snoqualmie will never issue debt more than limitations as prescribed in Ch. 39.36.020 RCW based on percentage of its total market value.

7.3 Bond Terms & Methods

Long-term debt should be structured in a manner so that the life of the debt does not exceed the expected useful life of the capital asset being funded by the debt. The city will obtain the most competitive pricing on debt issuances to ensure a favorable value to the community.

7.4 Bond Rating

Strong financial management is a key credit rating factor. For the City of Snoqualmie to respond quickly to economic and financial demands, the City will seek to maintain or continually improve its bond rating to seek the lowest possible interest rate available OR maintain its **AA** Bond Rating.

7.5 Financial Guarantees

Should financial guarantees be utilized to defer public improvements required of development projects or to ensure that disturbed public facilities will be restored, the developer or property owner shall provide an irrevocable letter of credit issued by a banking institution approved by the Finance Director, a bond, an assignment of savings, or a cash deposit. The form of the financial guarantee shall be at the discretion of the Finance Director. The amount of any approved financial guarantee shall be at least 150% of the estimated improvement cost and may be increased to reduce risk to City resources based on the professional judgment of the Finance Director.

8.0 INVESTMENTS

8.1 Policy and Scope

It is the policy of the City of Snoqualmie to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the City and conforming to State law governing the investment of public funds.

The investment policy applies to all financial assets of the City of Snoqualmie. These funds are accounted for in the City of Snoqualmie's Annual Financial Report and include all operating, special revenue, capital project, enterprise, debt service and trust funds.

8.2 Prudence

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

The standard of prudence to be used by investment officials shall be the "prudent person" and/or "prudent investor" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with this policy and with Ch. 35.39 RCW and exercising due diligence, shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

8.3 Objective

The primary objectives of the City of Snoqualmie investment activities shall be:

8.3.1 Liquidity: The City of Snoqualmie investment portfolio will remain sufficiently liquid to enable the city to meet all operating requirements, which might be reasonably anticipated.

8.3.2 Return: The City of Snoqualmie investment portfolio shall be designed with the objective of attaining a benchmark rate of return throughout budgetary and economic cycles, commensurate with the City's investment risk constraints and the cash flow characteristics of the portfolio. Short-term investment returns should attain a return rate of at least equal to the Washington Local Government Investment Pool (LGIP).

8.4 Delegation of Authority

Management responsibility for the investment program is hereby delegated to the Finance Director or a Financial Operations Manager, who shall be responsible for investment transactions up to \$1 million. Transactions over \$1 million shall require the additional approval of the City Administrator or Mayor. A strict system of controls to regulate the activities of subordinate personnel in the absence of the Finance Director must be undertaken.

8.5 Ethics and Conflicts of Interest

Public officials and city employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose to the City Council any material financial interest in financial institutions that conduct business within their jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the City of Snoqualmie.

8.6 Authorized Financial Dealers and Institutions

The Finance Director will maintain a list of financial institutions authorized to provide investment services. In addition, a list will also be maintained of approved security broker/dealers selected by credit worthiness who are authorized to provide investment services in the State of Washington. These may include "primary" dealers or regional dealers that qualify under Securities & Exchange Commission Rule 15C3-1 (Uniform Net Capital Rule). No public deposit shall be made except in a qualified public depository as established by Washington State laws.

All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply the Finance Director, upon request, with annual audited financial statements, proof of National Association of Security Dealers (NASD) certification, and proof of State of Washington registration. Annual completion of Notification to Broker and Certification by Broker will be done.

8.7 Authorized and Suitable Investments

From the governing body perspective, special care must be taken to ensure that the list of instruments includes only those allowed by law and those that local investment managers are trained and competent to handle. Interest-bearing deposits in authorized depositories must be fully insured or collateralized.

The following is a list of investments which the City of Snoqualmie will be authorized to invest in as per Ch. 39.58 and 39.59 RCW:

Government Securities: Instruments such as bonds, notes, bills, mortgages, and other securities which are direct obligations of the federal government or its agencies, with the principal fully guaranteed by the U.S. Government or its agencies.

Certificate of Deposit: A negotiable or nonnegotiable instrument issued by commercial

banks, located in the State of Washington, and insured up to the Federal Deposit Insurance Corporation (FDIC), or, if exceeding FDIC coverage, is fully insured or collateralized.

Prime Commercial Paper: An investment used by corporations to finance receivables. A short-term (matures in 270 days or less) unsecured promissory note is issued for a maturity specified by the purchaser. Corporations market their paper through dealers who in turn market the paper to investors.

State of Washington Securities and Pools: Any security which is a general obligation of the State of Washington or any of its municipalities. Statewide investment pools which invest in authorized instruments.

Money Markets: Money market mutual funds which invest in authorized instruments.

8.8 Safekeeping and Custody

When a broker dealer holds, investments purchased by the City of Snoqualmie in safekeeping, the broker-dealer must provide asset protection of at least \$500,000 through the Securities Investor Protector Corporation (SIPC) and at least another \$49.5 million supplemental insurance protection.

8.9 Diversification

The City will endeavor to diversify its investments per type and maturity. The portfolio, as much as possible, will contain both short-term and long-term investments. The City will attempt to match its investments with anticipated cash flow requirements, as per the long-term financial model. Extended maturities may be utilized to take advantage of higher yields and to match investment maturities with debt obligations.

The City will attempt to diversify its investment portfolio per broker-dealer or financial institutions. No more than 65% of the entire investment portfolio shall be held with one broker.

8.10 Reporting

Periodic required investment reports to policymakers and elected officials provide necessary written communication regarding investment performance, risk analysis, adherence to policy provisions, as well as other information. The Finance Director shall provide the City Council quarterly investment reports, which provide a clear picture of the status of the current investment portfolio. This management report should include a summary of securities held at the end of the reporting period by authorized investment category, percentage of portfolio represented by each investment category, percentage of portfolio represented by each financial institution, and overall portfolio values.

9.0 LONG-TERM FINANCIAL PLANNING

The City's budget process involves incorporating the strategies, priorities and goals identified by the City Council to provide for the community's highest service delivery needs. Long-term planning begins with determining the City's fiscal capacity based upon long-term financial forecasts of ongoing resources.

9.1 Model Objective

Long-term financial models that address all funds should be utilized by the City Council, Mayor, and Administration in strategizing and aligning financial capacity with the City Council Strategic Plan. Long-term financial models serve as a foundation for conversations regarding allocation of resources and project planning. The forecasting methods utilized should be objective in nature to

minimize the risk of being too pessimistic or too optimistic.

The City's long-term financial models should include a governmental operating financial forecast, addressing the General and Reserve funds, a governmental capital financial plan, commonly observed through the six-year CIP, an enterprise (i.e., utilities) financial plan, often presented through the utility rate study and six-year CIP, and an internal cost allocation plan, which addresses the replacement schedule of important assets such as vehicles and software systems.

Models will include an analysis of historical, current, and future year's financial environment, revenue, operating and capital expenditures, and debt positions. The financial model will be updated as needed to provide direction to the budget process and other fiscal decision-making actions of the City Council.

10.0 AUDITING, ACCOUNTING & INTERNAL CONTROL

The City of Snoqualmie will establish and maintain a high standard of accounting practices and procedures. Accounting standards will reflect best practices recommended by the Government Finance Officers Association (GFOA) and chart of accounts required by the Washington Office of the State Auditor (SAO) BARS manual.

After each fiscal year, the City will prepare a Annual Financial Report and the Washington SAO will conduct an audit of the City financial transactions, contract management and internal control.

10.1 Internal Control

The City Council, Mayor and Administration are responsible for ensuring and maintaining a system of internal control to safeguard its assets against loss, check the accuracy and reliability of its accounting data, promote operational efficiency, and encourage adherence to prescribed financial procedures.

The City Council will demonstrate their independence from the administration by establishing financial management policy and directly communicating with the State Auditor's Office as part of the annual financial audit entrance and exit conferences.

The Finance Director shall develop internal control processes to ensure and maintain a strong internal control function. Periodic updates and new recommended practices set forward by the SAO and GFOA are communicated and addressed with the City Council. Any weakness in internal control and accounting procedures shall be addressed immediately by the Mayor, City Administrator or Finance Director so a timeline to remedy improvement can be established.

10.2 Accounting Write-offs

The Finance Director shall make every effort to collect all receivables owed to the City and will comply with Ch. 4.16 RCW regarding collection actions by local governments. The following is criteria that must be met before a receivable is allowed for write-off:

- Standardized collection procedures have been exhausted.
- A determination has been made that the debt is uncollectible or that further measures to collect the debt are inappropriate and deemed to exceed the cost of collection.
- The characteristics of the debt are such that write-off is appropriate - If funds are uncollectible, the Finance Director should determine for write offs to an individual bad debt expenditure up to \$5,000 up to an aggregate annual amount of \$50,000. City Council approval is required for balances above the annual threshold and must accompany the

write off to the bad debt expenditure.

- The reason for the write-off is documented adequately and is made available for audit.

10.3 Petty Cash and Bank Account Controls

The Finance Director shall establish processes for control and handling of petty cash funds, which include investigative buy funds. The Finance Director will oversee and manage all City of Snoqualmie Banking Accounts such as Imprest accounts, Claims accounts, and Payroll accounts. Bank accounts will be reconciled monthly.

10.4 Inventory of Small and Attractive Items

Operating departments shall be responsible for conducting regular inventory of their small and attractive items as defined by State Law. and submit a physical inventory to the Finance Director.

10.5 Surplus Assets

The mayor should administratively surplus non-public utility office equipment, computer equipment, small tools, computer software and minor equipment with a value of less than \$5,000. Titled vehicles, real property, and any City property with a value of greater than \$5,000 will be surplus by the City Council by resolution.

10.5.1 Surplus or Inter-Governmental Disposition of Public Utility Assets

As per Ch. 35.94.040 RCW, titled vehicles, real property, and equipment originally acquired for public utility purposes and which are no longer required for providing continued public utility service should be surplus after a public hearing and subsequent City Council resolution.

11.0 RISK MANAGEMENT

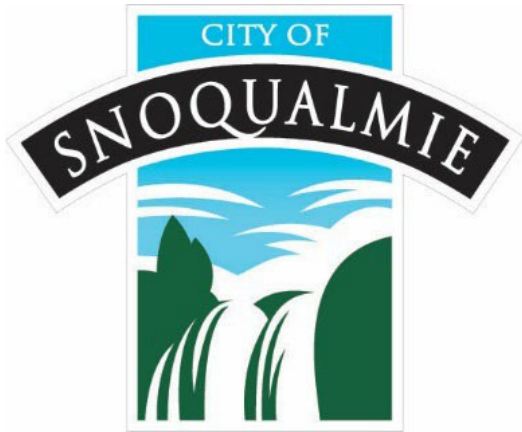
The City should periodically review its insurance options and coverage for each risk or hazard and medical options to determine whether it is most cost effective to purchase commercial insurance, to fund a self-insurance program or to participate in a “pooled” self-insurance program with other jurisdictions. Such a determination should consider the long-term financial obligations of such a decision as well as the regular fluctuations in commercial insurance markets. Where the City decides to self-insure a risk, the City shall fully fund the expected costs of those risks through actuarial or other professional estimates of those costs.

FINANCIAL MANAGEMENT POLICY ADOPTION

The City of Snoqualmie Financial Management Policy shall be adopted and amended by action of the City Council. The Snoqualmie City Council shall review the policy periodically and any modifications made thereto must be approved by the City Council.

Policy Adopted on: June 10, 2024

This policy replaces separate, previously adopted policies and/or procedures regarding revenue management, procurement and contract management, fund reserves, purchasing or commercial credit cards, asset management policies or any other policy regarding financial management and financial procedures. Snoqualmie Municipal Code should be repealed or updated accordingly.



FINANCIAL MANAGEMENT POLICY

REDLINED VERSION

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11.0 RISK MANAGEMENT

1.0 INTRODUCTION AND OBJECTIVES

The financial management policy of the City of Snoqualmie is established by the City Council. The policy is designed to provide guidance to all stakeholders whether they be directly involved in financial processes, internal control oversight, or any financial transaction. The financial management policy is intended to serve as a blueprint to achieve fiscal stability required to accomplish goals and objectives in the city's Strategic Plan, Comprehensive Plan financial elements, and all master plans.

1.1 Policy Objectives

The City Council sets forth the authorities, responsibilities, and accountability requirements of those participating in the operations of Snoqualmie City government at all levels of the organization and endeavors to:

- Set forth financial principles
- Reduce financial risks to withstand the ups and downs of local and regional economic environments
- Maintain appropriate financial capacity for present and future levels of service
- Ensure the legal use of financial resources through an effective system of internal controls
- Provide financial transparency to the public

1.1.1 Financial Procedures

Financial management policy is guideline for financial decision making; whereas financial procedures are separate and cover the detailed steps needed for the administration and management to accomplish business processes. The Finance Director will establish financial procedures to complement policy and align the day-to-day work performed by all city staff.

2.0 RESERVES AND FUND BALANCE

Reserves provide the City of Snoqualmie with options to respond to unexpected issues and provide a buffer against minor fiscal challenges. It is the intent of the City to provide a stable financial environment for which its residents can depend on a consistent and quality level of service and for planned future expenditures. The Finance Director is responsible for monitoring reserve levels and reporting current and projected reserves during each budget development cycle.

2.1 Fund Balance Definitions

As defined by GASB Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions, the City will reserve funds per the following:

2.1.1 Non-spendable Fund Balance

Inherently non-spendable portions of net resources that cannot be spent because of their form or portions of net resources that cannot be spent because they must be maintained intact.

2.1.2 Restricted Fund Balance

Externally enforceable limitations, on the use of funds, that are imposed by creditors, grantors, contributors, or laws and regulations of other governments or limitations imposed

will be designated as restricted.

2.1.3 Committed Fund Balance

Self-imposed limitations, on the use of funds, that are set in place prior to the end of a period. Limitations imposed by the City Council that require formal action at the same level to remove. Capital Project fund balances typically will consist of funds designated by City Council for future capital improvement projects.

2.1.4 Assigned Fund Balance

Limitations resulting from intended use that is established by the highest level of decision making or intended use established by the City Council for a specific purpose. The resources for these funds may be acquired through the budgeting process or funds that are deposited with the city for specific purposes. Special Revenue fund balances typically consist of funds assigned by other governmental agency for specific use or by the City Council for specific use.

2.1.5 Unassigned Fund Balance

Residual net resources that make up the fund balance in the general fund more than non-spendable, restricted, committed, and assigned fund balance or excess of non-spendable, restricted, and committed fund balance over total fund balance.

2.2 Fund Type Definitions

As defined by the Budgeting, Accounting, and Reporting System (BARS) Manual of the Washington State Auditor's Office.

2.2.1 General Fund

Used to account for and report all financial resources not accounted for and reported in another fund.

2.2.2 Reserve Fund

Used to set aside certain resources within the General Fund in order to provide support to the General Fund during a financially challenging period. In addition, the Reserve Fund helps to provide visibility over the amount set aside.

2.2.3 Other Managerial Funds

Used to set aside certain resources within the General Fund in order to provide a higher degree of control and visibility over those resources.

2.2.4 Special Revenue Funds

Used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specific purposes other than debt service or capital projects.

2.2.5 Capital Project Funds

Used to account for and report financial resources that are restricted, committed, or assigned to expenditure for the acquisition or construction of capital facilities or other capital assets.

2.2.6 Enterprise Funds

Used to report any activity for which a fee is charged to external users for goods or services. Enterprise funds are required for any activity whose principal revenue sources meet any of the following criteria: (1) Debt backed solely by a pledge of the net revenues from fees and charges, (2) legal requirement to recover cost, (3) policy decision to recover cost.

2.2.7 Internal Service Funds

Use to report any activity that provides goods or services to other funds, departments or agencies of the government, or to other governments, on a cost-reimbursement basis.

2.2.3 Reserve Level Target and Fund Balance – Governmental Operating (General Fund, Reserve Fund, and Other Managerial Funds)

A healthy unassigned fund balance is needed to provide cash flow to pay expenditures when due and allows for cash flow while the city waits to receive its tax collections and shared revenues. –The unassigned fund balance is also a security against unforeseen changes or needs, i.e., natural disasters, loss of state shared revenues, etc.

2.3.1 Reserve Fund

The City of Snoqualmie shall establish a separate fund for reserves assigned or committed to the General Fund. Reserves may only be used with approval of the City Council.

The fund balance carried annually within the Reserve Fund (i.e., Reserve Level Target) level should be equal between 15-20% of annual ongoing General Fund expenditures from the general fund.

2.2.12.3.2 Conditions for Using General and Reserve Fund Reserves Fund Balances

The City shall endeavor to avoid the appropriation of fund balance for ~~recurring ongoing~~ operating expenditures. If at any time the utilization of fund balance to pay for ongoing operating expenditures is necessary to maintain the quality or a defined level of services, an explanation of the circumstances for the utilization of fund balance and demonstration of strategy through the long-term financial model on future fund balance will be deliberated by the City Council.

2.3.3 Other Managerial Funds

The fund balance carried annually within managerial funds may equal between 15-20% of annual operating expenditures.

2.2.22.0.1 Reserve Fund

~~The City of Snoqualmie shall establish a separate fund for reserves assigned or committed to the General Fund. Reserves may only be used with approval of the City Council.~~

2.3.2.4 Reserve Level Target – Governmental Operating (Special Revenue Funds, Capital Project Fund Types)

~~The main purpose of special revenue, capital project and debt funds are to account for resources and track spending that is specific to the fund's purpose, and it is presumed that all fund resources will eventually be spent. The fund balance that accumulates within a Special Revenue Fund Special revenue funds by their nature are funds used for specific purposes, and the corresponding fund balance will be must be used to solely support that purpose in accordance with the restrictions placed on the revenue and will be e. Fund balances in special revenue funds will be monitored continuously to stay ensure consistent compliance with the need and use of the specific purpose of that fund. The fund balance carried annually within special revenue funds, except for the ARPA Covid Local Recovery Fund, may equal between 15-20% of annual operating expenditures.~~

2.3.12.4.1 Drug Enforcement Fund

As defined by Ch. 69.50.505 RCW, ~~and~~ SMC 3.30, and an inter-local agreement, between the

City and County Drug Task Force, law enforcement asset seizure funds shall be used for payment of all expenses of the investigation that led to the seizure, including the proceedings for forfeiture and sale, expenses of seizure, maintenance of custody, advertising, actual costs of prosecuting, city attorney and court costs. Funds should also be used in accordance with city code for public safety purchases.

2.3.2 REET Fund

~~As defined by Ch. 84.46.035 RCW, the City of Snoqualmie is authorized to levy REET funds and use in accordance with State Law. REET sources are allocated towards Capital Improvement projects as defined in the 6-year adopted CIP and should be leveraged towards debt service obligations – see Section 6.3.1 of this policy.~~

2.5 Reserve Level Target – Governmental Capital (Capital Project Funds)

~~The fund balance carried annually within capital project funds should equal one and a half times (1.5x) total annual debt service.~~

2.5.1 Real Estate Excise Tax (REET)

~~The Real Estate Excise Tax (REET) is levied on all sales of real estate, measured by the full selling price, including the amount of any liens, mortgages, and other debts given to secure a purchase. As defined by Ch. 84.46.035 RCW, the City of Snoqualmie is authorized to levy REET and use in accordance with state law. REET revenues shall be allocated towards capital projects as defined in the six-year adopted Capital Improvement Plan (CIP) and should be leveraged towards debt service obligations.~~

2.6 Reserve Level Target - Enterprise Funds

It is the goal of enterprise funds to cover the cost of operations, ~~capital improvements and maintenance, and~~ debt obligations and ~~capital infrastructure improvements and annual maintenance service while~~, and to maintaining a financially healthy enterprise over time. ~~Enterprise fund balance is a product of revenues over expenditures over time and consists of the net result of assets minus liabilities.~~ The City will establish utility rates and capital connection fees that are structured to meet several financial requirements. The Enterprise fund balance financial indicators are as follows:

2.6.1 Capital funding obligations reserves: ~~as defined within the most recent utility rate study.~~

2.5.2 Debt coverage ratio ~~a ratio 1.5 of net revenues to total debt service, in support of a strong city bond rating.~~

2.6.2 Operating & Emergency reserves ~~Operating reserves: equal to~~ 90 days of operating expenses reserved expenditures for water, wastewater, and storm-water operations and emergency capital repairs to pay for unanticipated capital costs.

2.6.3 Debt service reserves: ~~as defined by bond covenants or equal the amount to the amount needed to pay for current and future debt one and a half times (1.5x) total annual debt service. (125% or as per bond covenants).~~

2.6.3.2.6.4 Debt coverage ratio: net revenues (operating revenues over operating

expenditures) equal to one and half times (1.5x) total annual debt service, in support of a strong city bond rating.

2.7 Reserve Level Target – Internal Service Funds

It is the goal of internal service funds to cover the cost of operations, annual maintenance, and the replacement of certain capital assets on a lifecycle such as network servers or vehicles. The fund balance carried annually within an internal service fund should equal between 15-20% of annual operating expenditures, plus an amount that adequately accounts for the City's preferred financial method to replace all capital assets at the end of their lifecycle/useful life. —a ratio 1.5 of to

3

3.62.8 Replenishment of Reserves

Should assigned fund balance or reserve targets fall below stated thresholds, **the City will strive toward regaining the minimum threshold** and forecast the timing of the unassigned fund balance improvement within ~~the a~~ long-term financial model.

3.72.9 Excess Reserves Fund Balances

~~Reserves Fund balances~~ above the targeted reserve levels should be used for new expenditures, with emphasis on one-time uses that achieve future operating cost reductions, capital asset investments with a long- term benefit or prepaying existing debt. Use of excess ~~reserves fund balance above a reserve level target of 20% or the reserve level target as specified under sections 2.5 and 2.6 may be determined by the Administration subject to the approval authority of Council as expressed in other sections of this Financial Management Policy~~ shall be determined by the City Council.

3.0 REVENUES

3.1 Revenue Objectives

The city will maintain a diversified and stable revenue system to shelter it from short-term fluctuations.

3.1.1 Fees may be set at levels sufficient to cover the entire cost of service delivery.
~~Service delivery costs or~~ may be subsidized, as Council deems appropriate.

All utility enterprise funds shall be self-supporting, generating enough revenue to pay for all operating, debt, and capital ~~costs~~. Utility rate studies will be conducted periodically and should divide costs equitably among customer classes per benefit and cost of service. If rates are set that subsidize one class of customer at the expense of another, this action should be taken in support of explicit City policy, or a plan should be put into place to bring customer classes back into alignment with their respective cost of service.

~~3.1.2– Because of the vital importance of water, sewer, and storm water as public services, which are heavily impacted by Federal and State regulations, the city will strive to provide a minimum level, minimum cost alternative to all utility customers.~~

3.2 Fee Schedule

Charges and fees, including utility rates, should be reviewed, and updated periodically based on factors such as impact of inflation, other cost increases, adequacy of coverage of costs, and current competitive rates.

3.3 Cash Management

The City shall maintain a cash management program, which includes collection of accounts receivable, disbursement of funds, and prudent investment of available idle cash. Deposits and cash receipting practices must be adhered to, by all Departments and at all City Facilities per Ch. 43.09.240 RCW. Only authorized personnel may accept cash receipts from customers. The Finance Director is responsible for the strict enforcement of internal control, deposit of collections and oversight on all changes to revenue items in the financial system.

3.4 Revenue Distribution to Funds

- a) Sales tax is a major revenue source of the City. Construction sales tax shall be recorded within capital project fund sources. All other sales tax revenue shall be recorded within the General Fund.
- b) REET tax should be recorded within capital project fund sources, except for the allowance for street maintenance operations determined by the City Council which should be recorded to the general fund.
- c) Utility taxes are recorded within the General Fund except for the portion apportioned to the non-utility capital fund as per Ordinance 1135.

3.5 Grants Management

Grant funding may significantly leverage City resources to provide services, equipment and capital projects that would otherwise be unaffordable. The city is committed to pursuing grant funding as an appropriate funding source.

3.6 Donations & Gifts

All donations of money or property donated, devised, or bequeathed to the City, as per Ch. 35.21.100 RCW and Ch. 35A.11.040 RCW, shall be presented to the City Council for approval. The City Council delegates approval and acceptance of donations of up to \$10,000 to the Mayor.

3.6.1 Substantial Gifts

The City of Snoqualmie seeks to recognize donors who, through a distinguished effort or substantial financial gift, wish to support a city facility or structure. For example, structures may include pavilions, shelters, plazas, real estate to be used for parks, trails or open space, interpretive areas, or active recreation; or other large-scale projects as discussed with the Advisory Boards and City Council. The following guideline will be used for recognizing donations for amenities or projects, in addition to defining the period in which the donation or gift will be received by the city. All proposed facility or structure naming is determined by the City Council.

For the purposes of this policy, "Substantial Financial Gift" is determined by the City Council based on estimated cost of:

- 1) New construction, remodeling, or renovation
- 2) Developing a new real property, such as park buildings, structures, or real estate
- 3) Replacement of an existing, unnamed facility or landmark that requires substantial renovation at the time of the gift.

4.0 EXPENDITURES & PROCUREMENT

4.1 Expenditure Objectives

The City of Snoqualmie endeavors to connect expenditures to a fundamental level of stewardship by committing to a level of expenditures that are sufficient to ensure the on-going health, safety, and welfare of its residents. Operating expenditures, within funds, must be supported by the operating revenues generated by that fund. Expenditures will not expand beyond the City's ability to pay for them with current revenues.

The objectives of the expenditure guidelines are:

- To obtain supplies, equipment, and services as economically as possible and that are best suited to the specific departmental needs.
- To support Snoqualmie businesses by contracting for goods and services within the community subject to meeting other expenditure guideline objectives as per Ch. 39.04.190 RCW.
- To enhance service methods that increase efficiency and effectiveness of the delivery of city services through technology improvements.
- To improve the speed of delivery to departments by predetermining, through contracts or other appropriate means, the sources of supply before the actual needs.

4.2 Efficiency

To ensure compliance with all applicable policies and regulations of the City, the State, and Federal Government, ~~The the~~ City will make efficient use of limited resources and will continually look for and implement cost effective and reliable methods of delivering services. The Administration will develop service delivery changes that are needed to respond to budget shortfalls using system-wide and productivity measures. Opportunities should be found to improve efficiencies by pursuing a range of productivity-enhancing techniques such as:

- Analyzing systems and procedures to remove unnecessary requirements
- Evaluating new technologies and capital investments
- Establishing a systematic, ongoing process for periodic formal reviews of operations
- Maintaining the right balance between centralization and decentralization in managing the City support functions

4.24.3 Purchasing Standards

All employees of the City shall comply with the City of Snoqualmie Code of Ethics, State Law, and Federal statutory requirements regarding purchase of materials or services. The following practices are specifically forbidden so as not to create a conflict of interest or potential for conflict of interest, including but not limited to:

- Using information available to an employee solely because of their position for personal profit, gain, or advantage. An employee should recuse themselves from the appearance of conflict of interest
- Directly or indirectly furnishing estimating services, or any other services or information not available to all prospective bidders, to any person bidding on, or who may reasonably be expected to bid on, a contract.
- Using their position or status in the city to solicit business of any kind directly or indirectly for private use or to obtain supplies and equipment at special discounts or with special concessions from any vendor who sells or solicits sales to the city.

4.34.4 Purchasing Authorization & Accountability

The Administration is responsible for Procurement and purchasing and failure to follow guidelines

may result in disciplinary action, loss of purchasing privileges and a personal liability for purchases.

4.3.14.4.1 Authorized Purchasers

Authorized staff are those City employees who have been expressly authorized in writing by their department director and approved by the Finance Director, to purchase materials, supplies, and equipment (including technology services, systems, or equipment) with the authorized employee's discretion and best judgement, within the Purchasing and Contract Commitment Threshold limitations in section 4.5.2. A manager, department director, Finance Director, City Administrator or Mayor may reduce or revoke these privileges at any time.

4.3.24.4.2 Auditing Officer

Pursuant to Ch. 42.24.080 and Ch. 42.24.180 RCW, claims presented for payment to the City must be in writing, itemized and audited by the Auditing Officer. The Finance Director or a Financial Operations Manager are designated as City of Snoqualmie Auditing Officer(s). Department managers will be responsible for ensuring invoices meet this requirement and provide them to the Finance department for internal audit and prompt payment.

4.3.2.14.4.2.1 Claim Reporting

The Finance Director or a Financial Operations Manager shall prepare a Claims Report to the City Council for their approval and shall present the Claims Report for preliminary review by the F&A Committee prior to the next City Council meeting.

4.44.5 Level of Purchasing and Commitment Authority

Contracting with other public agencies or the private sector for the delivery of goods and services should provide the City with opportunities for cost containment and productivity service enhancement. As such, the City is committed to using outside resources for delivering municipal services as a key element in our continuing effort to provide effective and efficient programs while minimizing costs.

- All contractual obligations, including zero-dollar contracts, are subject to compliance.
- All purchases shall be made per the Purchasing and Contract Commitment Threshold and shall include requirements for acquiring quotes, estimates and competitive bidding.

The Mayor or his or her designee(s) is/are authorized to purchase materials, supplies and equipment and execute minor contracts without individual city council approval of each contract, subject to compliance with the Purchasing and Contract Commitment Threshold of this policy section. The Mayor may bring any contract forward for approval by the city council, notwithstanding the authority delegated to the Mayor by this policy.

RCW ~~requires~~provides various competitive ~~bid~~ processes for obtaining bids and awarding contracts for construction of a "public work", as provided in RCW Ch. 35A.40.200, Ch. 39.04, and Ch. 35.23.352 and approval authority for certain procurement categories. Thus, the City's procurement matrix identifies separate procurement categories and the minimum approval authority and competitive process required at each threshold. Competitive negotiations include the process for acquisition of electronic data processing and telecommunications equipment, software, services, or systems as per RCW Ch. 39.04.270.

4.4.14.5.1 Minor Contracts

A minor contract may be defined by at least one of the following conditions:

- a. The term is three years or less, and funds have been appropriated by city council in the biennial budget, and the contract does not require expenditures that exceed available fund balances.
- b. Contracts with third parties renewing an existing contract for services on the same or substantially similar terms as the existing contract.
- c. Contracts creating no financial liability on the part of the city that are for the sole purpose of becoming eligible to receive revenues.
- ~~d.~~ Contracts with other public agencies for the exchange of information, for confidentiality for participation in legal proceedings, or other purposes of a like nature not involving financial obligations; or
- ~~d.~~
- ~~e.~~ Contracts that are for the sole purpose of housekeeping changes or clarifications to an existing contract where such changes do not alter any material term or condition.
- ~~e.~~

4.4.24.5.2 Definitions

“Purchase cooperative” means an intergovernmental agency created or established via interlocal agreement for the purpose of obtaining competitive bids from vendors/suppliers of municipal supplies, materials and/or equipment, as authorized pursuant to RCW 39.34.030(5).

“Interlocal agreement” refers to the use of an interlocal agreement with another governmental entity to provide the city the ability to purchase materials, supplies or equipment using the results of the bid process followed by the other governmental entity, as allowed pursuant to RCW 39.34.030(5).

“Small works roster” refers to the process of inviting quotations from and awarding a contract to a contractor included on a list of public works contractors available to perform public works projects for the city, as allowed pursuant to RCW 35.23.352 and 39.04.155.

“Limited small works roster” refers to the process of inviting quotations from and awarding a contract to a contractor included on a subset of contractors listed on the small works roster, as allowed pursuant to RCW 39.04.155(3).

“Technology systems and services” means electronic data processing and telecommunications equipment, software, services or systems, as those terms are used in RCW 39.04.270 and 36.92.020(5).

“Vendor roster” refers to the process of inviting quotations from a list of vendors from whom the city may purchase materials, equipment, supplies or services, which list is maintained pursuant to RCW 35.23.352(9) and 39.04.190.

To identify the necessary requirements for procurement, staff must first identify the procurement category as defined below:

Purchasing and Contract Commitment Thresholds

PROCUREMENT CATEGORY	DOLLAR LIMIT	Procedural Requirement(s)	APPROVAL AUTHORITY	REQUIRED SECONDARY APPROVAL
<i>Materials, Supplies, & Equipment</i>				
Materials, Supplies, & Equipment (Including Capital Equipment)	Under \$2,000	Purchasing Card	Authorized Staff	None ¹
	\$2,000-\$7,500	Purchasing Card	Authorized Staff	Manager
	Over \$7,500-\$15,000	Purchasing Card, Purchase Cooperative, Vendor Roster, OR Formal Competitive Bid	Manager	Department Director
	Over \$15,000 - \$50,000	Purchasing Card, Purchase Cooperative, Interlocal Agreement OR Formal Competitive Bid	Department Director	Mayor or City Administrator
	Over \$50,000	Purchase Cooperative, Interlocal Agreement OR Formal Competitive Bid	Mayor or City Administrator	City Council

<i>Personal Services</i>				
Architectural, Engineering & Landscape Architect Services ("A&E")	Under \$15,000	MRSC Consultant/Vendor Roster OR On-Call Contract	Manager	Department Director
	\$15,000-\$50,000	MRSC Consultant/Vendor Roster OR On-Call Contract	Department Director	Mayor or City Administrator
	Over \$50,000-\$100,000	MRSC Consultant/Vendor Roster OR On-Call Contract	Mayor or City Administrator	City Council
	Over \$100,000	MRSC Consultant/Vendor Roster, On-Call Contract or Request for Qualifications	Mayor or City Administrator	City Council
General or Purchased Services (Other Than A&E)	Under \$15,000	<u>Purchasing Card</u> OR Vendor Roster	Manager	Department Director
	\$15,000-\$50,000	Purchasing Card, Purchase Cooperative, Vendor Roster, OR None	Department Director	Mayor or City Administrator
	Over \$50,000	Purchase Cooperative, Interlocal Agreement (of any dollar amount), Vendor Roster OR None	Mayor or City Administrator	City Council

PROCUREMENT	DOLLAR LIMIT	Procedural Requirement(s)	APPROVAL	REQUIRED
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CATEGORY				AUTHORITY	SECONDARY APPROVAL
<i>Technology Systems & Services</i>					
Technology Systems & Services		Under \$7,500	<u>Purchasing Card</u>	Authorized Staff	Manager
		\$7,500-\$15,000	<u>Purchasing Card</u> , Purchase Cooperative, Consultant/Vendor Roster, OR Competitive Negotiation	Manager	Department Director
		Over \$15,000-\$50,000	Purchasing Card, Purchase Cooperative, Consultant/Vendor Roster, OR Competitive Negotiation	Department Director	Mayor or City Administrator
		Over \$50,000	Purchase Cooperative, Consultant/Vendor Roster, OR Competitive Negotiation	Mayor or City Administrator	City Council
<i>Public Works</i>					
Public Works Project Staff Labor	Single Craft	Under \$75,500	None	Manager	Department Director
	Multi Craft	Under \$116,155	None	Manager	Department Director
Public Works Contract		Under \$7,500	None	Authorized Staff	Manager
		\$7,500-\$50,000	Limited Small Works Roster OR Small Works Roster	Manager	Department Director
		Over \$50,000-\$116,155	Small Works Roster OR Formal Competitive Bid	Department Director	Mayor or City Administrator
		Over \$116,155-\$350,000	Small Works Roster OR Formal Competitive Bid	Mayor or City Administrator	City Council
		Over \$350,000	Formal Competitive Bid	Mayor or City Administrator	City Council
<i>Amendments & Change Orders</i>					
Contract Amendments (Services)		No Value Change	None ²	Manager	Department Director
		Under \$50,000, cumulatively	None ²	Department Director	Mayor or City Administrator
		Over \$50,000, cumulatively	None ²	Mayor or City Administrator	City Council
Change Orders (Public Works)		No Value Change	None ²	Manager	Department Director
		Under \$50,000, cumulatively	None ²	Department Director	Mayor or City Administrator
		Over \$50,000, cumulatively	None ²	Mayor or City Administrator	City Council

¹While prior approval for materials, supplies, and equipment purchased by authorized staff under \$1,000 is not required by this section, purchasing card program procedures may require Manager and/or Director and/or Finance Director approval.

²While contract amendments and change orders do not require a competitive process, they shall be processed in accordance

with the specifications or procedural requirements set forth in the underlying contract. And the proposed scope of any change order or contract amendment must not deviate from the original scope of work in such a manner or degree that they constitute a separate project.

4.54.6 Purchasing Controls & Methods

Primary responsibility and authority for the expenditure of monies appropriated per the adopted budget will be vested by the Mayor in the City Administrator and Department Directors or authorized designee. In addition to the primary responsibilities, the Finance Director shall exercise a secondary oversight responsibility for all budget expenditures and contractual obligations.

To facilitate a sound and cost-effective purchasing operation, authorized personnel shall follow procurement methods as defined by state law which contain guidelines for procurement, bidding, and awarding contracts.

4.5.14.6.1 Commercial Card Program

A purchase order system and/or commercial card programs (purchasing or fleet cards) should be used for purchases for goods and services use. Purchasing cards are used as a form of payment, by authorized purchasers, with the city liability to vendors and not the card program provider.

4.6.4.7 Exemptions to Purchasing and Commitment Thresholds

4.6.14.7.1 Sole Source

In circumstances where the city is limited to a single source of supply, competitive bidding requirements may be waived by the department director or Finance Director per RCW 39.04.280(1)(a). The city must be able to demonstrate that the purchase is clearly and legitimately limited to a single source such that bidding the purchase would be useless and futile based on drafted specifications. If a sole source exception is used, the City will make reasonable efforts to ensure that it is receiving the lowest price and best terms from the vendor.

4.6.24.7.2 Favorable Market Conditions

The Mayor or City Administrator may waive established bidding requirements if an opportunity arises to purchase favorably priced equipment at an auction or supplies or used goods that will be sold before the city can conduct the bid process per RCW 39.04.280(1)(b) and RCW 39.30.045.

4.6.34.7.3 Insurance and Bonds

In the insurance and bond procurement process, RCW 39.04.280 allows for the exemption of a competitive bid process.

4.6.44.7.4 Emergency Purchases

Emergency purchases as per RCW 39.04.280 are those made by the Mayor or authorized designee, such as a Department Manager, where an immediate purchase is necessary to correct a situation which would adversely affect the life, health, or safety of the residents.

In case of an emergency, a Department Manager may directly purchase any supplies, materials, or services necessary to alleviate the emergency. Every effort shall be made to contact the Mayor and City Administrator whether the emergency occurs during or after normal working hours.

In the event where emergency purchasing is related to natural disaster events, a Declaration of Emergency Resolution shall be considered by the City Council per State Law at the first opportunity available. The Finance Director shall review and approve of account coding for all emergency purchases and maintain a tracking system per FEMA requirements, Emergency Management Plan, BARS and GFOA recommended practices for emergency management recordkeeping.

4.8 Personnel Expenditures

~~To maintain compensation packages that may be competitive with other public sector employers, market influences, and that are sufficient to attract and retain quality employees.~~

Because personnel costs are the largest expenditure area of the annual budget, compensation guidelines are defined in the Personnel Policy, and Local Bargaining Agreements, which establish salary ranges, performance evaluation requirements and total compensation costs as the basis for all compensation planning and bargaining. Within budget limitations and Council authorized appropriations, market assessments may be conducted prior to bargaining.

4.6.54.8.1 Travel and Training

The City of Snoqualmie shall reimburse City elected and appointed officials, employees and members of boards and commissions for their reasonable expenses actually incurred in the conduct of their business. Generally, eligible expenditures include travel, meals and lodging incurred by the individual while away from the City and necessitated by City business.

5.0 BUDGET

5.1 Budget Objective

The formal operating budget development process provides the primary mechanism by which key decisions are made regarding the levels and types of services to be provided, through the city council's appropriation of funds, functional classification, or capital programs or projects given the anticipated level of available resources. The City Council will meet to discuss Council goals and priorities prior to the start of the budget development process. The budget will be developed per Ch. 35A.34 RCW.

5.2 Budget Principles

5.2 A. Link the budget to long-term, strategic financial plans

The City's budget should be developed in accordance with the policies and priorities set forth in the Strategic Plan, long-term financial model, as per section 9.0, Comprehensive Plan, City Council goals, the needs of the community and federal and state laws.

5.2 B. Critically examine past spending patterns

The city seeks to maximize the value the public receives through its spending. Accordingly, management should develop budget tools and methods to measure and maximize value, particularly by critically examining existing spending patterns to make sure they continue to provide value.

5.2 C. Prioritize programs and services

The city should prioritize essential and discretionary programs services based on a results approach relative to the importance in preserving the community's health, safety, and welfare; mandates; risk assessments; long-term costs and evidence of their effectiveness in meeting strategic plan initiatives, comprehensive plan elements, annual goals and required mandates.

5.2 D. Risk management and mitigation of liabilities

The City intends to fund the current portion of liabilities within the budget to maintain trust of creditors and to avoid or mitigate accumulating an unmanageable liability.

5.2 E. Establish preferences for budget balancing strategies

The City's preferred strategy for balancing the budget is to reduce expenditures through improved productivity. Except during dire economic circumstances, service, and program elimination is preferable. The biennial budget should not be balanced at the expense of long-term financial health.

5.3 Budget Scope & Basis

The City will adopt budgets for all funds, functional classifications, and capital programs and projects as established by Council, ~~except for the general fund which will be budgeted at the functional classification level on a biennial basis~~. A budget calendar will be prepared by the Finance Director in coordination with the Mayor and City Administrator and include all required public hearings. Proposed budgets will be viewed and discussed by the City Council and the public at the fund and department summary object code levels per BARS. The final budget is adopted by ordinance of the City Council by December 31 of each biennium. To encourage synchronization between the budget document and financial reporting, the City will establish the budget based on the cash basis of accounting.

5.4 Balanced Budget Requirement

The objective of the operating budget is to pay for all current expenditures with current revenues. The budgets for all city funds should be structurally balanced throughout the budget development process. Recurring-Ongoing revenue should equal or exceed ongoingrecurring expenditures in both the proposed and adopted budgets. If a structural imbalance occurs, then a plan should be developed and implemented to bring the budget back into structural balance. The City will endeavor to avoid budgetary allocations that balance current expenditures at the expense of meeting future years' expenses. Beginning fund balance sources may be used to fund capital improvement projects or other one-time, ~~non-recurringnon-ongoing~~ expenditures if the fund reserve targets are met.

5.5 Internal Cost Allocation

The Internal Cost Allocation Plan (ICAP) is a method used to determine and assign the cost of indirect services to ~~the internal~~ government users of those services or direct operating funds.

5.5.1 References Guides

RCW 43.09.210 states in part, "all service rendered by...from, one department...to another, shall be paid for at its true and full value by the department...receiving the same, and no department...shall benefit in any financial manner whatsoever by an appropriation or fund made for the support of another..."

5.5.2 Definitions

- Indirect Costs are incurred for a common purpose benefitting more than one cost function or organizational unit. They cannot be directly assigned without effort disproportionate to the benefit received.
- Indirect Services are activities that support the departments that provide direct service to the public. Examples include accounting, purchasing, human resources, engineering, and fleet and information technology.
- Direct Services are activities that provide services directly to or for the public and are supported by indirect services. Examples include parks, streets, and utilities (water, sewer, storm water).

5.5.3 Costs to be allocated

Indirect cost allocation methods shall be reasonable, consistent, and equitable to distribute shared costs across funds and departments. Different factors are necessary to equitably allocate the various overhead costs. Costs shall only be allocated to departments that receive indirect support services. The city should be guided by reference authorities when creating the cost allocation plan to ensure that only allocable costs are included.

As part of the biennial budget development process, costs will be allocated based on the projected budget forecast.

5.6 Budget Amendments

All budget amendments, such as shifting budget allocations from one fund or functional classification to another fund, functional classification, or capital program or project, must be approved by the City Council. Budget amendments changing the authorized appropriation level are subject to public hearing requirements in State Law.

5.6.1 Administrative Budget Adjustments

Allocation adjustments within funds or functional classifications do not require city council approval. Department managers may, upon approval by the Mayor and City Administrator, request inter-departmental line item budget adjustments for operating purposes only, but not between appropriated functions. These administrative budget adjustments, authorized as per Ch. 35A.33.120 RCW, should primarily be for contractual, supplies and materials and other miscellaneous line items within the department.

5.6.2 Personnel Adjustments

Any personnel adjustment that increases the City's ongoing expenditures relative to ongoing revenue, and negatively changes service levels as established by Council, requires legislative approval. Any personnel adjustment that does not lead to an increase in ongoing expenditures relative to ongoing revenue nor changes service levels negatively can be executed by the Administration without legislative approval.

5.7 Service Levels and Funding

The City endeavors to maintain its present service levels for priority and essential services subject to available revenues. The objective is to maximize the benefit of available resources. The results or outcomes that matter most to residents should be defined by the City Council. New services or programs will be considered for funding within available resources.

Department managers will be given the opportunity to request personnel, goods, and capital items needed to carry out the department responsibilities. Department requests must include supporting documentation and justification of needs for operating requests. Requests should integrate strategic plan priorities and departmental objectives into the budget.

5.7.1 Social Services Organization Funding Requests

The City receives requests from social services organizations and other entities seeking grants and funding. As part of the budget development cycle, the City Council will consider these requests and include a listing of entities to be included for grant giving.

5.8 Maintenance and Replacement

Maintenance and replacement funding should be prioritized each year to ensure that capital facilities and equipment are sufficiently maintained to avoid service disruptions. Non-current liabilities have important implications for a local government's fiscal health. The City will strive to maintain its

capital assets in a manner adequate to protect the City's capital investment and to minimize future liabilities for maintenance and replacement costs.

5.8.1 Capital Asset Management

The City should inventory and assess the condition of its buildings, equipment, and vehicles on a periodic basis. Budget development should include a multi-year projection of facilities, parks, equipment, vehicle replacement requirements and new asset additions. The budget should provide sufficient funding for adequate maintenance and orderly replacement of capital plant and equipment. Future maintenance needs and repairs should be costed out and included as budgetary decision criteria for the appropriate internal service fund, through the Internal Service Fund designated for Fleet, Facility, and Information Technology maintenance, repair, replacement, and acquisition of new.

5.9 Enterprise Fund Budgets

Enterprise operations are to be self-supporting, including capital improvements and depreciation. Enterprise operations are to be reviewed biannually for self-sufficiency and proper cash-flow needs. Utility Rate studies, which occur periodically, will be included in the budget development process in the year for which new rates are established. Enterprise ~~operating~~ budgets will incorporate year one and two capital projects and programs as identified within the Capital Improvement Plan (CIP).

5.10 Budget Reporting

The recommended and adopted budget documents will be available at City Hall. The ~~C~~city will maintain an internal control system to support adherence to the budget allocations. The City Council will receive a quarterly Financial Performance Report to include budget versus actual reporting. The financial performance report should be provided within sixty (60) days after the end of each quarter.

6.0 CAPITAL BUDGET

6.0 Objective

The City of Snoqualmie ~~Capital-capital Budget~~budget, which is a part of the biennial budget, ~~will have~~has a major impact on the quality of local government services, the community's economic vitality, environmental stewardship, social equity, and overall quality of life for city residents, businesses, and visitors. The ~~Capital-capital~~ budget serves to identify, prioritize, and address community needs through careful long-term planning and balanced public investment in physical infrastructure. Capital budget goals include:

- Support the City's Strategic Plan, other plans and the community vision for growth and levels of service.
- Acknowledge and communicate capital investment priorities as community conditions change.
- Promote appropriate planning efforts to changing demands ~~on-for~~ a diverse set of infrastructure and capital assets.
- A financial assessment of capital funding resources available to meet future capital project planning needs.
- Maintain a high-quality service infrastructure able of meeting community needs today and, in the future.

6.1 Capital Definitions

Capital Outlay: The City defines a capital outlay as the acquisition or renewal of relatively small or inexpensive physical assets with a useful life greater than one year. Examples include lawn mowers and

~~laptops, is expenditures for small minor projects, equipment, fleet or facility replacements and small and attractive assets.~~ Capital outlay expenditures are typically tracked in operating funds or internal service funds.

~~Capital Program: The City defines a capital program as the continuous acquisition or renewal, over an extended period of time, of similar long-term physical assets with a useful life greater than one year. Given its continuous and ongoing nature, a capital program retains permanence in the Capital Improvement Plan. Examples include the resurfacing of streets and the replacement of utility mains. Capital Programs are large asset preservation activities that occur annually such as street resurfacing, playground replacements or trail replacements that extend the useful life of the capital asset~~

~~Capital Project: The City defines a capital project as the discrete and one-time acquisition or renewal of a long-term physical asset(s) with a useful life greater than one year. Given its one-time nature, a capital project will exist for a finite period of time in the Capital Improvement Plan. Examples include the acquisition of a fire station or the replacement of a lift station. Capital Projects are new or replacement of large infrastructure and city facility assets such as new streets, parks, trails, and utility systems.~~

6.16.2 Capital Improvement Plan (CIP)

~~The Capital Improvement Plan (CIP) which describes the capital investments the city intends to make over a period of six years with a long-term outlook extending twenty years and informed by all master and functional plans (i.e. water, sewer and stormwater plans, parks, recreation and open space (PROS)) wherever capital projects and programs are identified in those plans, should serve as a comprehensive guide for all capital projects—based on asset types—and should address capital infrastructure improvements, capital equipment needs, and the effect on the City's resources. The Capital Improvement Plan (CIP) is a planning and financial management tool that helps the City identify and prioritize capital investments over a six-year period. Based on staff recommendations, stakeholder and public input, and Council deliberation, the CIP establishes the scope and cost of capital investments, communicates the estimated funding available from various sources, and balances both cost and the resources available in a cohesive and efficient financial plan. This long-term plan will provide guidance for each biennial budget process as well as for Council goal-setting processes.~~

~~The CIP is required by the State of Washington Growth Management Act to bring the Comprehensive Plan to life and should be informed by all master and functional plans (Water System Plan, General Sewer Plan, Parks, Recreation, Open Space, and Trails Plan (PROST)). The CIP will help the City to plan capital programs and projects wisely and most efficiently to maximize community impact with long-term sustainability in mind. In addition, as a critical communications tool, the CIP will increase the transparency of the capital decision-making process. Given its explicit and forward-looking nature, the City can avoid long-term adverse financial and operating surprises by creating and adopting a CIP.~~

The City Council should update the CIP biennially. The off year of the budget cycle allows for public engagement efforts to discuss future, potential projects, and programs with the community. Major changes that are discovered may be amended through the mid-period biennial budget adjustments. The administration should provide periodic project update reporting to the city council and/or council committee where project amendments would be addressed.

As resources are available and projects are financially feasible, the two most current years of the 6-year CIP should be recommended for incorporation into the upcoming biennial budget ~~as capital~~

~~project budget line items.~~ Subsequent years of the CIP are for planning purposes and may be altered as they advance toward the budget inclusion year. Capital ~~program or project~~ appropriations are authorized by council at the ~~fund and~~ project level and reviewed through period project updates and reporting identified in this section.

6.26.3 CIP Criteria and Ranking

All projects submitted to the CIP should be initially ranked ~~by departments.~~ The Administration will assess project rankings plus other factors such as minimizing construction impacts through project sequencing or a need to respond to emergent issues. The City Council, as part of biennial CIP deliberations may modify and/or finalize project rankings. Funding is a critical component of the criteria and ranking schedule. In addition to ~~project scoring ranking,~~ projects need an overall description, justification for the project, and ~~the a~~ connection to a master plan or strategic plan. ~~reference as needed. Projects should also be identified as unfunded, partially funded, or fully funded.~~

6.36.4 Project Source and Use Identification

Capital project and program submissions shall include multi-year funding sources, including grants, applicable impact fees, special funding, and other outside sources. Multi-year project costs shall include acquisition, ~~right-of-way,~~ design, permitting, inspections, mitigation, construction, in-house staff time, inflationary costs and contingency ~~shall be included in the project identification.~~

6.3.16.4.1 Project Sources

Capital funding comes from operating revenues, grants, local improvement districts, impact fees, user fees and the issuance of debt. Washington State law limits the City of Snoqualmie's ability to raise funds for capital improvements such as tax rate limits and amount of debt capacity. Given the extensive number of capital improvement projects and finite funding sources available, the following are some of the capital financing strategies available when preparing or updating the Capital Improvement Plan:

- Seek out federal, state and county resources.
- Seek out private contributions or donations through public/private partnerships.
- Similar departmental capital projects will be combined for efficiencies and cost savings such as street improvements combined with utility improvements to minimize construction impact to the community.
- Mitigation and impact fees should be applied toward projects defined by the contributing source or agreement authorized by the City Council.
- REET funding.
- Local Improvement or Utility Local Improvement District (LID or ULID) assessments
- Enterprise (utility) fund projects must be paid for by user rates and capital connection charges.

6.3.1.16.4.1.1 Funding Source Cash Flow

Funding sources, such as REET or ~~m~~Mitigation ~~fees,~~ will be reviewed as part of the biennial CIP development process for sufficient cash flow and long-term impact on ~~the fundfunds.~~ The availability and use of special funding sources is subject to State Law and/or reserve targets set by the City Council as per the Reserve section of the Financial Policy.

6.3.26.4.2 Capital Cost Thresholds

Capital outlay is distinguished from capital projects and programs and are expenditures between \$5,000 and \$49,999 and/or having less than an estimated five years of useful life.

Capital ~~program or projects~~ expenditures over \$50,000 ~~and/or having a useful life of five years or more during a six-year period~~ should be included in the CIP. Projects should not be combined to meet the minimum standard unless they are dependent upon each other. Projects should not be separated to forego the maximum standard.

~~Capital programs expenditures over \$50,000 annually should be included in the CIP.~~

Items that are operating expenditures (such as non-specific capital project related professional services, master plan updates, maintenance agreements, technology items, etc.) should not be considered within the CIP.

6.3.2.16.4.2.1 Impact on Operating Budget

All projects submitted for inclusion in the CIP should be reviewed to assess the long-term impact on the operating budget in terms of:

- Future year revenue generation
- Additional personnel, equipment and/or vehicle requirements
- Future operating and maintenance expenditures
- Return on investment potential

6.3.2.26.4.2.2 Public Art Funding

Pursuant to SMC 3.80, the City recognizes the importance of ~~Public~~ ~~public a~~ **Art Funding** and establishes a funding source for public art works to be installed in certain public facilities and spaces. CIP projects and programs, as per municipal code, will include ~~a~~ line item identifying the ~~art~~ funding cost to be transferred to the special revenue fund.

6.4.6.5 Planning Process

The capital budget and CIP development process will begin prior to the biennial budget development process. The Mayor and Administration should present the CIP to the City Council for deliberations and approval to include in the biennial budget. Any substantive change to the CIP after approval must be approved by the City Council. CIP development shall include public engagement efforts to ensure the community has ample time to comment on and contribute to the CIP.

6.6 CIP Progress and Reporting

The City Council will receive a quarterly progress report regarding the CIP to include budget versus actual reporting. The progress report should be provided within sixty (60) days after the end of each quarter.

7.0 DEBT MANAGEMENT

7.1 Debt Purpose

Debt financing is primarily used for capital project expenditures. Use of long-term debt financing for operations and maintenance costs are forbidden. Debt financing will be considered if the City can repay debt without causing financial distress. It is the City's objective to:

- Identify the timing and amount of debt required as specifically as possible
- Achieve the most favorable interest rates and other related financing costs

- Ensure that future financial flexibility be maintained
- Utilize interfund loans from one fund to another as a first source of debt financing

7.2 Debt Practices

The City Council may authorize the following types of debt financing only for those purposes as provided by Ch. 39 RCW:

- Utilization of the Public Works Loan Fund, per WAC 399.30 for allowable purposes, if available.
- Utilization of ~~Inter-Fund Loans~~ interfund loans as per the BARS Manual.
- Issuance of ~~Councilmanic revenue Bonds~~ bonds to fund proprietary capital infrastructure projects such as water, sewer, and stormwater
- Issuance of ~~Councilmanic councilmanic limited tax general obligation Bonds~~ bonds for capital projects that generate adequate revenues from user fees to support operations and or debt service requirements.
- Issuance of ~~Councilmanic councilmanic limited tax general obligation Bonds~~ bonds for capital projects that are authorized to be supported by the General Fund or capital project funds through the Capital Improvement Plan (CIP) for debt service requirements.

Utility System replacements, due to age or the need to upgrade to meet minimum standards, should be financed by a combination of:

- Using portions of the Utility Enterprise fund balance for capital improvement projects.
- Borrowing and repaying on a schedule that matches the useful life of the capital improvement.

The City of Snoqualmie will never issue debt more than limitations as prescribed in Ch. 39.36.020 RCW based on percentage of its total market value.

7.3 Bond Terms & Methods

Long-term debt should be structured in a manner so that the life of the debt does not exceed the expected useful life of the capital asset being funded by the debt. The city will obtain the most competitive pricing on debt issuances to ensure a favorable value to the community.

7.4 Bond Rating

Strong financial management is a key credit rating factor. For the City of Snoqualmie to respond quickly to economic and financial demands, the City will seek to maintain or continually improve its bond rating to seek the lowest possible interest rate available OR maintain its **AA** Bond Rating.

7.5 Financial Guarantees

Should financial guarantees be utilized to defer public improvements required of development projects or to ensure that disturbed public facilities will be restored, the developer or property owner shall provide an irrevocable letter of credit issued by a banking institution approved by the Finance Director, a bond, an assignment of savings, or a cash deposit. The form of the financial guarantee shall be at the discretion of the Finance Director. The amount of any approved financial guarantee shall be at least 150% of the estimated improvement cost and may be increased to reduce risk to City resources based on the professional judgment of the Finance Director.

8.0 INVESTMENTS

8.1 Policy and Scope

It is the policy of the City of Snoqualmie to invest public funds in a manner which will provide the

highest investment return with the maximum security while meeting the daily cash flow demands of the City and conforming to State law governing the investment of public funds.

The investment policy applies to all financial assets of the City of Snoqualmie. These funds are accounted for in the City of Snoqualmie's Annual Financial Report and include all operating, special revenue, capital project, enterprise, debt service and trust funds.

8.2 Prudence

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

The standard of prudence to be used by investment officials shall be the "prudent person" and/or "prudent investor" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with this policy and with Ch. 35.39 RCW and exercising due diligence, shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

8.3 Objective

The primary objectives of the City of Snoqualmie investment activities shall be:

8.3.1 Liquidity: The City of Snoqualmie investment portfolio will remain sufficiently liquid to enable the city to meet all operating requirements, which might be reasonably anticipated.

8.3.2 Return: The City of Snoqualmie investment portfolio shall be designed with the objective of attaining a benchmark rate of return throughout budgetary and economic cycles, commensurate with the City's investment risk constraints and the cash flow characteristics of the portfolio. Short-term investment returns should attain a return rate of at least equal to the Washington Local Government Investment Pool (LGIP).

8.4 Delegation of Authority

Management responsibility for the investment program is hereby delegated to the Finance Director or a Financial Operations Manager, who shall be responsible for investment transactions up to \$1 million. Transactions over \$1 million shall require the additional approval of the City Administrator or Mayor. A strict system of controls to regulate the activities of subordinate personnel in the absence of the Finance Director must be undertaken.

8.5 Ethics and Conflicts of Interest

Public officials and city employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose to the City Council any material financial interest in financial institutions that conduct business within their jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the City of Snoqualmie.

8.6 Authorized Financial Dealers and Institutions

The Finance Director will maintain a list of financial institutions authorized to provide investment services. In addition, a list will also be maintained of approved security broker/dealers selected by

credit worthiness who are authorized to provide investment services in the State of Washington. These may include “primary” dealers or regional dealers that qualify under Securities & Exchange Commission Rule 15C3-1 (Uniform Net Capital Rule). No public deposit shall be made except in a qualified public depository as established by Washington State laws.

All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply the Finance Director, upon request, with annual audited financial statements, proof of National Association of Security Dealers (NASD) certification, and proof of State of Washington registration. Annual completion of Notification to Broker and Certification by Broker will be done.

8.7 Authorized and Suitable Investments

From the governing body perspective, special care must be taken to ensure that the list of instruments includes only those allowed by law and those that local investment managers are trained and competent to handle. Interest-bearing deposits in authorized depositories must be fully insured or collateralized.

The following is a list of investments which the City of Snoqualmie will be authorized to invest in as per Ch. 39.58 and 39.59 RCW:

Government Securities: Instruments such as bonds, notes, bills, mortgages, and other securities which are direct obligations of the federal government or its agencies, with the principal fully guaranteed by the U.S. Government or its agencies.

Certificate of Deposit: A negotiable or nonnegotiable instrument issued by commercial banks, located in the State of Washington, and insured up to the Federal Deposit Insurance Corporation (FDIC), or, if exceeding FDIC coverage, is fully insured or collateralized.

Prime Commercial Paper: An investment used by corporations to finance receivables. A short-term (matures in 270 days or less) unsecured promissory note is issued for a maturity specified by the purchaser. Corporations market their paper through dealers who in turn market the paper to investors.

State of Washington Securities and Pools: Any security which is a general obligation of the State of Washington or any of its municipalities. Statewide investment pools which invest in authorized instruments.

Money Markets: Money market mutual funds which invest in authorized instruments.

8.8 Safekeeping and Custody

When a broker dealer holds, investments purchased by the City of Snoqualmie in safekeeping, the broker-dealer must provide asset protection of at least \$500,000 through the Securities Investor Protector Corporation (SIPC) and at least another \$49.5 million supplemental insurance protection.

8.9 Diversification

The City will endeavor to diversify its investments per type and maturity. The portfolio, as much as possible, will contain both short-term and long-term investments. The City will attempt to match its investments with anticipated cash flow requirements, as per the long-term financial model. Extended maturities may be utilized to take advantage of higher yields and to match investment maturities with debt obligations.

The City will attempt to diversity its investment portfolio per broker-dealer or financial institutions. No more than 65% of the entire investment portfolio shall be held with one broker.

8.10 Reporting

Periodic required investment reports to policymakers and elected officials provide necessary written communication regarding investment performance, risk analysis, adherence to policy provisions, as well as other information. The Finance Director shall provide the City Council quarterly investment reports, which provide a clear picture of the status of the current investment portfolio. This management report should include a summary of securities held at the end of the reporting period by authorized investment category, percentage of portfolio represented by each investment category, percentage of portfolio represented by each financial institution, and overall portfolio values.

9.0 LONG-TERM FINANCIAL PLANNING

The City's budget process involves incorporating the strategies, priorities and goals identified by the City Council to provide for the community's highest service delivery needs. Long-term planning begins with determining the City's fiscal capacity based upon long-term financial forecasts of ~~recurring available ongoing~~ resources.

9.1 Model Objective

~~A long Long-term financial models Financial Model that address all funds integrates the 6-year Capital Improvement Plan (CIP) and includes at least six (6) years for utility enterprise funds~~ should be utilized by the City Council, Mayor, and Administration in strategizing and aligning financial capacity with the City Council Strategic Plan. ~~The long Long-term financial models~~ serves as a foundation for conversations regarding allocation of resources and project planning. The forecasting ~~model methods~~ utilized ~~will should~~ be objective in nature to minimize the risk of being too ~~pessimistic or too~~ optimistic. ~~in forecasting revenue sources.~~

The City's long-term financial models should include a governmental operating financial forecast, addressing the General and Reserve funds, a governmental capital financial plan, commonly observed through the six-year CIP, an enterprise (i.e., utilities) financial plan, often presented through the utility rate study and six-year CIP, and an internal cost allocation plan, which addresses the replacement schedule of important assets such as vehicles and software systems.

~~The model Models~~ will include an analysis of historical, current, and future year's financial environment, revenue, operating and capital expenditures ~~s forecasts, and~~ debt positions ~~and affordability analysis~~. The financial model will be updated as needed to provide direction to the budget process and other fiscal decision-making actions of the City Council.

10.0 AUDITING, ACCOUNTING & INTERNAL CONTROL

The City of Snoqualmie will establish and maintain a high standard of accounting practices and procedures. Accounting standards will reflect best practices recommended by the Government Finance Officers Association (GFOA) and chart of accounts required by the Washington Office of the State Auditor (SAO) BARS manual.

After each fiscal year, the City will prepare a Annual Financial Report and the Washington SAO will conduct an audit of the City financial transactions, contract management and internal control.

10.1 Internal Control

The City Council, Mayor and Administration are responsible for ensuring and maintaining a system of internal control to safeguard its assets against loss, check the accuracy and reliability of its accounting data, promote operational efficiency, and encourage adherence to prescribed financial

procedures.

The City Council will demonstrate their independence from the administration by establishing financial management policy and directly communicating with the State Auditor's Office as part of the annual financial audit entrance and exit conferences.

The Finance Director shall develop internal control processes to ensure and maintain a strong internal control function. Periodic updates and new recommended practices set forward by the SAO and GFOA are communicated and addressed with the City Council. Any weakness in internal control and accounting procedures shall be addressed immediately by the Mayor, City Administrator or Finance Director so a timeline to remedy improvement can be established.

10.2 Accounting Write-offs

The Finance Director shall make every effort to collect all receivables owed to the City and will comply with Ch. 4.16 RCW regarding collection actions by local governments. The following is criteria that must be met before a receivable is allowed for write-off:

- Standardized collection procedures have been exhausted.
- A determination has been made that the debt is uncollectible or that further measures to collect the debt are inappropriate and deemed to exceed the cost of collection.
- The characteristics of the debt are such that write-off is appropriate - If funds are uncollectible, the Finance Director should determine for write offs to an individual bad debt expenditure up to \$5,000 up to an aggregate annual amount of \$50,000. City Council approval is required for balances above the annual threshold and must accompany the write off to the bad debt expenditure.
- The reason for the write-off is documented adequately and is made available for audit.

10.3 Petty Cash and Bank Account Controls

The Finance Director shall establish processes for control and handling of petty cash funds, which include investigative buy funds. The Finance Director will oversee and manage all City of Snoqualmie Banking Accounts such as Imprest accounts, Claims accounts, and Payroll accounts. Bank accounts will be reconciled monthly.

10.4 Inventory of Small and Attractive Items

Operating departments shall be responsible for conducting regular inventory of their small and attractive items at defined by State Law. and submit a physical inventory to the Finance Director.

10.5 Surplus Assets

The mayor should administratively surplus non-public utility office equipment, computer equipment, small tools, computer software and minor equipment with a value of less than \$5,000. Titled vehicles, real property, and any City property with a value of greater than \$5,000 will be surplused by the City Council by resolution.

10.5.1 Surplus or Inter-Governmental Disposition of Public Utility Assets

As per Ch. 35.94.040 RCW, titled vehicles, real property, and equipment originally acquired for public utility purposes and which are no longer required for providing continued public utility service should be surplused after a public hearing and subsequent City Council resolution.

11.0 RISK MANAGEMENT

The City should periodically review its insurance options and coverage for each risk or hazard and medical options to determine whether it is most cost effective to purchase commercial insurance, to fund a self-insurance program or to participate in a “pooled” self-insurance program with other jurisdictions. Such a determination should consider the long-term financial obligations of such a decision as well as the regular fluctuations in commercial insurance markets. Where the City decides to self-insure a risk, the City shall fully fund the expected costs of those risks through actuarial or other professional estimates of those costs.

FINANCIAL MANAGEMENT POLICY ADOPTION

The City of Snoqualmie Financial Management Policy shall be adopted and amended by action of the City Council. The Snoqualmie City Council shall review the policy periodically and any modifications made thereto must be approved by the City Council.

Policy Adopted on: ~~October 24, 2022—Resolution 22-1627~~ June 10, 2024

This policy replaces separate, previously adopted policies and/or procedures regarding revenue management, procurement and contract management, fund reserves, purchasing or commercial credit cards, asset management policies or any other policy regarding financial management and financial procedures. Snoqualmie Municipal Code should be repealed or updated accordingly.



Department Reports

May 2024



Communications Division

Danna McCall, Communications Coordinator

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Social Media

- Facebook reach: 37.8K; 7042 followers (30 new).
- Twitter - 3800 followers
- Instagram - 2.7K reach; 2917 followers (19 new).
- Top Posts: Movie Filming Update (13K reach); Rails Project construction update; 90/18 Project update.

Website

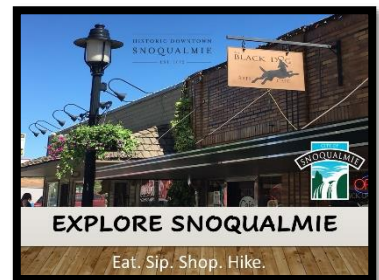
- Website users: 17.6K; website sessions: 24K; pageviews: 40.1K.
- Top pages: Snoqualmie Falls; Twin Peaks; Facilities.
- Ballfield Conditions was #7 website page.
- Visit Snoqualmie, Jobs; Calendar - also top 10 pages.

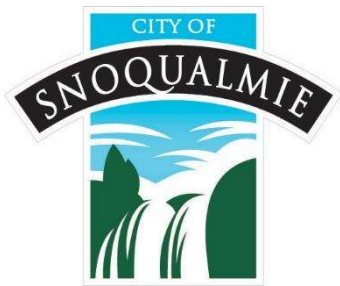
Engagement, Initiatives & Support

- Mayor: ribbon cuttings; on-going Ross Report.
- Fire/OEM: Downtown commercial building fire cause PR; EMS week; weekly blotter.
- Police: Echo Glen safety improvements update to community; Chat with Chief events; Misuse of 911 Ordinance PR and TV news report support; Police Week; weekly PD blotter.
- Economic Development & Tourism: continued work on new tourism website hosted internally on City website; summer events marketing; Call for Artists marketing; Explore Snoqualmie social media campaign.
- PPW: Water Quality Report; CIP Open House planning; Public Works Week.

E-News

- Sent 3,827 e-news emails.
- 760 subscribers
- 51% open rate; 5.7% click thru rate.





Community Development Department

Emily Arteche, Director

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May 2024 Monthly Report

Permit Activity

Permit applications remain relatively average.

Building	May 2024	YTD
Permit Applications	42	198
Permits Issued	43	174
Total Inspections	70	258

Planning	May 2024	YTD
Pre-Applications	0	2
Sign Permits	0	2

Special Event		44** 2023 total = 46
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Boards and Commissions:

- Arts Commission, 5/13 reviewed upcoming arts events and approved a Call For Artists for a city pole banner update.
- Economic Development Commission 5/15 -- elected a chair for the commission and reviewed the Downtown Historic code amendments
- Community Development Committee 5/6 and 5/20 -- reviewed emergency housing code amendments, Meadowbrook Farm Docent Services, permit processing times, annual floodplain management plan, climate grant, and discussion of an affordable housing roundtable.
- Planning Commission 5/6 and 5/20 -- extensive discussion on the Mixed-Use Final Plan amendments and Historic Downtown code amendments. The commission also had training on Historic Preservation.

Planning Projects:

- NWRM Roundhouse: Submittal under review.
- Community Center Expansion: No updates.
- Mixed-Use Final Plan Amendment: Public hearing held.

Community Engagement, Events, Marketing, and Tourism

- Tourism Webpages Enhancement** – Secured grant funding to upgrade/enhance the City webpages and create branding for “Visit Snoqualmie.” A collaborative project with Communications Team.
- Facilitated the land use planning consultant, Andrew Levins, to present modifications to Snoqualmie Municipal Code, (SMC 17.37 Retail District Overlay Code Amendments) to both the Downtown Historic Merchants Assn., and the Ridge Merchant Group.
- Arts Commission Reception** for the City Hall Gallery artist YiJu Miller, watercolor display, on May 28.

- **Filming in Snoqualmie** – The “Train Dreams” film crew was in Snoqualmie May 18-24, basecamp at Gateway Park. Filming in trains, actively traveling tracks from Snoqualmie Train Depot to the Hydroelectric Museum. Film extras hair, wardrobe, and makeup was stationed at Snoqualmie Inn. This project was facilitated by the Washington State Film Commission and the project received grant funding.



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May 2024

Enterprise Resource Planning System (ERP) Project – Tyler/Munis

Phase 2 – Human Capital Management (i.e., Payroll, Human Resources, etc.)

The Department has made substantial progress towards the January 1, 2025, go-live date, which included the following tasks completed:

- Created/Audited/Finalized
 - Job Classes
 - Positions
 - Pay codes
 - Deductions and benefit codes
 - Tables
 - Medical/Dental/Vision/Life Insurance
 - Accruals (i.e., sick time, vacation, etc.)
 - Longevity Pay
 - General Ledger mapping
 - Started establishing processes for how to calculate overtime rates.
- HR Personnel Action Request (PAR) Processes
 - Create all PAR codes
 - Created PAR workflows
 - Identified roles/approvers
- Establishing Employees
 - Audited various applications of codes for accuracy
 - Identified differences between hourly vs. salary rates of pay
 - Entered information for 4 out of the 5 different employee groups.
- System Updates
 - Signed agreement with the bank to obtain all routing and bank information for direct deposit import.
 - Practiced time entry
 - Started a payroll event to verify functionality.

2023 Financial Statements and 2021/2022 Audit

The 2023 financial statements were submitted to the State Auditor's Office on May 28, 2024 before the end of the month deadline. The 2021 audit is close to completion. In addition, the State Auditor's Office has started to review and audit the 2022 Schedule of Expenditures of Federal Awards (SEFA) which triggers a single audit (i.e., federal audit the SAO completes) that will be completed during the summer.

2025-2030 Capital Improvement Plan & Community Center Expansion Project Funding Discussion

The Finance Department has been highly invested in conversations regarding the 2025-2030 Capital Improvement Plan and how to fund the Community Center Expansion Project and looks forward to continuing that effort in the upcoming month.



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Fire Department Activity May, 2024

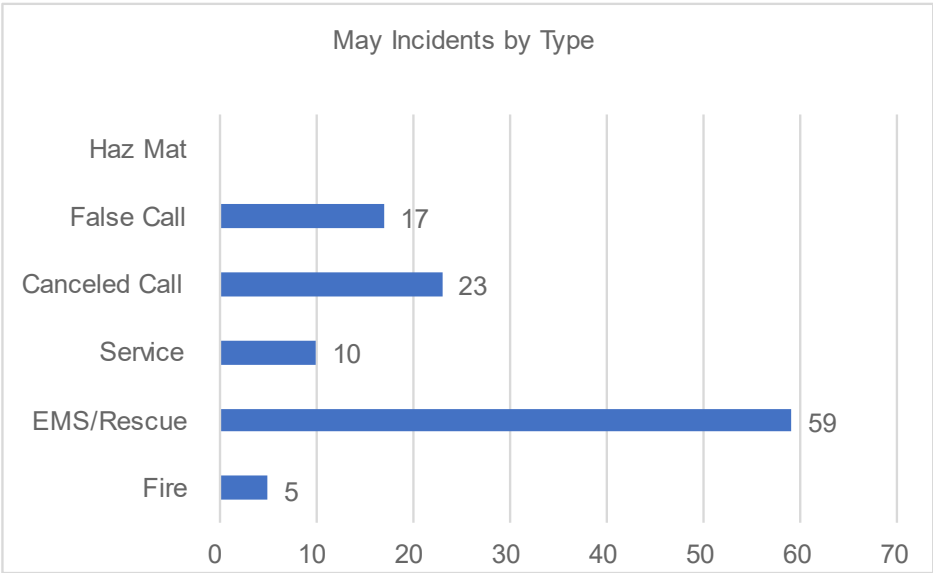
Incident Count May

The Fire Department responded to 114 incidents in May. 51% of the incidents were emergency medical services and 49% were fire or service-related incidents. The following chart displays incident count per day.



Incident Count by Type:

The following is a count breakdown of incidents by type.



Travel Time

For incidents within the city, the 90th percentile travel time for the first arriving unit responding in emergency mode was 7:47 seconds and is broken down as follows

Type	0:00 - 3:59	4:00 - 7:59	8:00 - 11:59	12:00 - 15:59	16:00 - 29:59	30:00 +
Aid Car	8	20	1	0	0	0
Engine	7	13	2	0	0	0
Chief Officer	1	0	0	0	0	0
Total	16	33	3	0	0	0

For incidents outside the city, the 90th percentile travel time for the first arriving unit responding in emergency mode was 15:25 and is broken down as follows

Type	0:00 - 3:59	4:00 - 7:59	8:00 - 11:59	12:00 - 15:59	16:00 - 29:59	30:00 +
Aid Car	0	3	7	1	0	
Engine	2	3	6	1	3	
Total	2	6	13	2	3	0

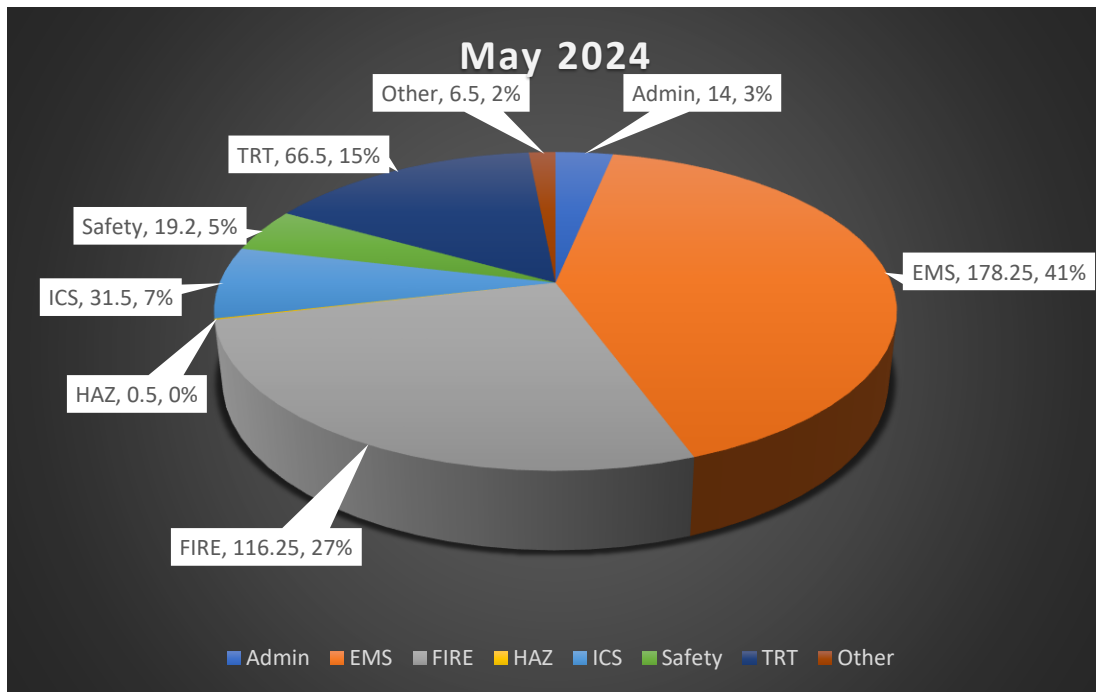
EMS Transports

The Fire Department responded to 59 EMS incidents in May and transported 22 patients to local hospitals. Patients were transported to Swedish Issaquah 41% of the time and Snoqualmie Valley Hospital 50% of the time. Of the transports, 4 were from calls outside Snoqualmie's response area.

Hospital	Week 1	Week 2	Week 3	Week 4	Week 5	Total
Overlake Hospital			1	1		2
Snoqualmie Valley Hospital	1	2	5	2	1	8
Swedish/Issaquah	1	2	0	1	5	6
Other	0	0	0	0	0	0
Total	2	4	6	4	6	16

Training:

May saw a slight increase over the previous month in training hours. In May, crews trained over 432 hours, primarily focusing on company level drills, performance-based measures, and fire suppression response. The training covered all different categories with the majority being emergency medical services (41%) followed closely by fire suppression (33%). During the month we had two members continue to work on their requirements to become acting shift supervisors as well as other crews attend training for low-angle rescue, focused on access and packaging of patients or recoveries. The following chart compares the training hours by type:



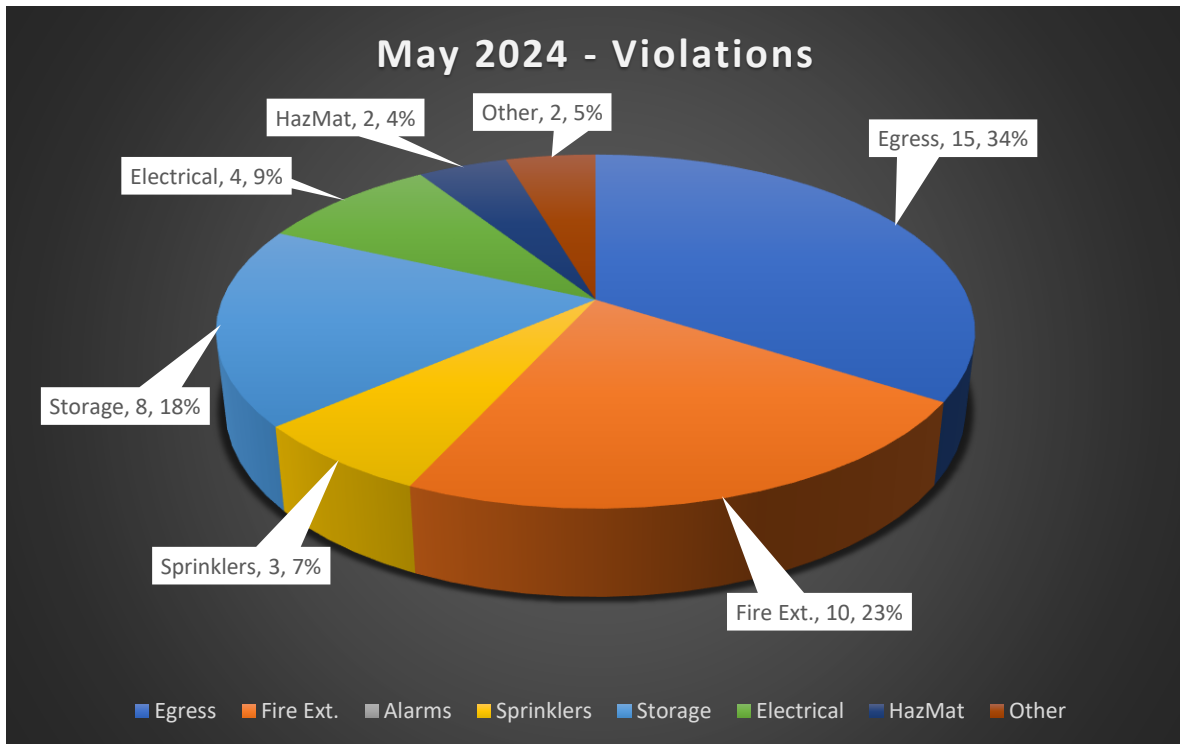
(Admin=Administrative; Haz=Hazmat; ICS=incident command systems; TRT=Technical Rescue Training)

Training – Highlights/Major Topics:

- Wildland Fire annual training
- Spinal Immobilization and devices
- Technical Rope Rescue – low angle recovery and rescue
- Swift water rescue quarterly
- Firefighter – Company evolutions and forcible entry, ventilation
- Tender and water supply operations
- Fire inspection and investigation principles
- Safety – State mandated safety training, firefighter line of duty death reviews
- Paramedic-led run review

Inspections

Fire crews conducted fire and life safety occupancy inspections in May, focusing on reengaging an inspection cycle that prioritizes those buildings at higher risk. Thirty-nine (39) inspections were completed noting forty-four (44) violations. The violations were a direct reflection of a continued inspection practice and keeping occupants informed of what constitutes a code violation. Most infractions were resolved within 14 days and some others being remedied while crews were onsite. The following chart is a view of the monthly inspection violations:

*Public Education*

May public education and outreach reported the following activities:

- 7 – Opioid Education classes (Mount Si High School) – 240 students – 8 hours
- Mount Si High School CPR/AED Classes – 240 students, 3 days, 24 hours
- Summer event planning

Volunteer Activity

During the month of May, the following activity was recorded for the volunteer group

- 20 Duty Shifts
- 32 Calls responded to
- 369.5 Total hours spent volunteering.



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May 2024

Enterprise Resource Planning System (ERP) Project – Tyler/Munis

The human resources implementation team continues to work on human resource modules setup as well as assist with payroll implementation modules.

HUMAN RESOURCES

Recruitment

The City continues to focus heavily on staffing and to recruit for several critical positions across multiple departments. All the new Directors are on their way and are settling into their leadership roles. We have an accepted offer for a new Deputy Fire Chief and are beginning the recruitment for the next Deputy PPW Director. Our new Deputy City Clerk has hit the ground running and the administrative department is excited to have her join our team. There are currently two Police Officer openings, and the new Records Technician started this month filling a crucial need for that department. The water, wastewater, and parks positions have all been filled!

Union Negotiations

Negotiations are continuing with the Snoqualmie Police Association (SPA).

Employee Recognition/Activities/Training

City employees continue to participate in “Thank you Thursdays” in which an employee thanks a fellow employee for their service via email and then in turn continues and thanks another employee to keep the chain of gratitude going. Wellness activities continue to be well supported and well attended. The last All City meeting included a presentation and training on recognizing the need and how to administer Narcan. Narcan is now in all city vehicles and with city employees as they were trained to be community responders. A Worker Wellness training will take place in June.

Personnel Policy Handbook

The HR department is continuing work with Summit Law to review and update the city Personnel Policies to be in compliance with updated employment and leave laws and to combine all policies to be in one handbook.



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May 2024

Calls for Service

	April 2024	May 2024	May 2023
Snoqualmie	543	568	731
North Bend	351	369	511

Average Response Times (in minutes & seconds)

May	Priority 1	Priority 2	Priority 3
Snoqualmie	*:**	5:41	5:05
North Bend	3:30	3:57	5:33
April			
Snoqualmie	7:47	7:16	3:56
North Bend	4:34	3:41	5:34

Priority 1: Weapons Offense / DV Physical / Aslt/Burg In-Prog

Priority 2: Calls that require immediate response that could result in death if not responded to.

Priority 3: High priority but not an immediate threat.

May	Thefts	Vehicle Prowls	Vehicle Thefts
Snoqualmie	8	4	0
North Bend	19	4	3
April	Thefts	Vehicle Prowls	Vehicle Thefts
Snoqualmie	5	4	2
North Bend	10	2	1

Items of Importance

Command Staff – Vacancies: 0.

Patrol – 1 officer hire begins equivalency academy in June. 4 officer recruits continue in academy, 2 graduating in June, 2 graduating in July. Vacancies: 2 Patrol Officers.

Administrative Staff – Records Technician started 5/1. Vacancies: 0.

Community Events

May 29 – Chat with Chief Lynch

May 30 – Chat with Chief Lynch

June 1 – Mt Si High School Senior Car Parade

June 8 & 9 – Evergreen Mountain Bike Festival

June 9 – Light at the End of the Tunnel Race

June 26 – Big Truck Day

Year to Date Theft Comparison

May 1 – 31

Snoqualmie	2024	2023
Thefts	8	9
Vehicle Prowls	4	9
Vehicle Thefts	0	1

North Bend	2024	2023
Thefts	19	33
Vehicle Prowls	4	9
Vehicle Thefts	3	2

Crisis Intervention Contacts

	2024		2023	
	May	YTD	May	YTD
Snoqualmie	62	270	21	77
North Bend	2	3	3	15

Mental Health Professional Contacts

	2024		2023	
	May	YTD	May	YTD
Snoqualmie	14	66	29	111
North Bend	11	38	18	63

Public Records Requests

May 2024	53
2024 YTD	268