



PARKS & PUBLIC WORKS COUNCIL COMMITTEE AND COMMITTEE OF THE WHOLE REGULAR MEETING

Tuesday, October 18, 2022, at 5:00 PM

Snoqualmie City Hall, 38624 SE River Street & Zoom

COMMITTEE MEMBERS

Bryan Holloway, Chair

Jolyon Johnson, Councilmember

Ethan Benson, Councilmember

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

Join by Telephone at 5:00 PM: To listen to the meeting via telephone, please call **253.215.8782** and enter Webinar ID **867 8554 3964** and Password **1700050121** 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 at 5:00 PM: 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 **867 8554 3964**; Enter Password **1700050121**
- 4) Please confirm that your audio works prior to participating.

CALL TO ORDER & ROLL CALL

PUBLIC COMMENTS

MINUTES

1. Approval of minutes dated October 4, 2022

AGENDA BILLS

2. AB22-128: SR-202 Downtown Snoqualmie Speed Limit Reduction (Second Reading)
3. AB22-138: Community Center Expansion Project -- Alternative Public Works Contracting Options

DISCUSSION

[AB22-076](#): 2023-2024 Biennial Budget

ADJOURNMENT



PARKS & PUBLIC WORKS COUNCIL COMMITTEE & COMMITTEE OF THE WHOLE REGULAR MEETING MINUTES OCTOBER 4, 2022

This hybrid meeting was conducted in-person and remotely using teleconferencing technology provided by Zoom in accordance with Governor Inslee's Proclamation 20-28.

CALL TO ORDER & ROLL CALL

Committee Chair Holloway called the meeting to order 4:59 PM

Committee Members:

Committee Chair Bryan Holloway, Councilmember Ethan Benson, and Councilmember Jolyon Johnson were present. Council Committee of the Whole member, Cara Christensen, Committee of the Whole member attended.

Mayor Katherine Ross was also in attendance.

City Staff:

Mike Chambliss, Parks & Public Works Director
Joan Quade, Administrative Assistant
Pat Fry, P.E., Project Engineer
Mike Sauerwein, City Administrator
Andrew Vining, P.E., Project Engineer
Jimmie Betts IT Support
Chris Miller, Interim I.T. Manager

Drew Bouta, Finance Manager
Jeff Hamlin, Deputy Parks & Public Works Director
Jen Ferguson, Finance & HR Director
Bob Sterbank, City Attorney
Kevin Friesen, Parks & Streets Superintendent
Anna Astrakhan, Assistant City Attorney

PUBLIC COMMENTS

None

MINUTES

September 20, 2022 minutes were approved as written.

AGENDA BILLS

| | | |
|------------------------|--|---|
| AB22-139 | | Job Order Contracting Consulting Services Contract with the Gordian Group |
| Recommendation: | | Non-consent. Add to Committee Reports on Council agenda |
| AB22-128 | | SR-202 Downtown Snoqualmie Speed Limit Reduction |
| Recommendation: | | Add to Council's consent agenda |
| AB22-144 | | Temporary License Agreement with Girard Resources & Recycling |
| Recommendation: | | Non-consent. Action to be held until after Executive Session, which was moved to F&A Council Committee meeting. Add to Committee Reports on Council agenda |

DISCUSSION

| | | |
|-------------------------------------|--|--|
| Waste Management Increases | | Director Chambless discussed Waste Management's upcoming rate changes, and expressed intent to exercise our final contract extension |
| Waste Management Bear Can Inventory | | Marcy Manibusan, from Waste Management, provided update on bear can supply issues and current inventory. Bear-resistant cans are now available, again, and Waste Management will place two more orders by year's end to avoid future delays. |
| New Parks & Streets Superintendent | | Director Chambless introduced Kevin Friesen, Parks & Public Works' new Parks & Streets Superintendent, who began October 3, 2022. |

OTHER BUSINESS

Parks & Public Works Department's Presentation of the 2023-2024 Proposed Biennial Budget was made by Finance and the Department.

POSSIBLE EXECUTIVE SESSION

Executive Session was moved to the F&A Council Committee meeting.

ADJOURNMENT

There being no further business to come before the Committee, Committee Chair Holloway adjourned the meeting at 6:37 PM.



BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB22-128
October 24, 2022
Ordinance

Item 2.

AGENDA BILL INFORMATION

| | | |
|-------------------------|---|---|
| TITLE: | AB22-128: SR-202 Downtown Snoqualmie Speed Limit Reduction | <input type="checkbox"/> Discussion Only |
| PROPOSED ACTION: | Second Reading of & Adopt Ordinance No. 1265 amending the Snoqualmie Municipal Code Section 10.12.030(A)(2) reducing the speed limit of SR-202 from the Northerly City Limits to Mile post 27.95. | <input checked="" type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input checked="" type="checkbox"/> Ordinance <input type="checkbox"/> Resolution |

| | | | |
|----------------|--------------------------|----------------|-------------------------------|
| REVIEW: | Department Director/Peer | Mike Chambless | 9/27/2022 |
| | Finance | n/a | Click or tap to enter a date. |
| | Legal | Anna Astrakhan | 9/21/2022 |
| | City Administrator | Mike Sauerwein | Click or tap to enter a date. |

| | | | |
|--------------------|--|---|------------|
| DEPARTMENT: | Parks & Public Works | | |
| STAFF: | Patrick Fry, Project Engineer | | |
| COMMITTEE: | Parks & Public Works | COMMITTEE DATE: October 18, 2022 | |
| MEMBERS: | Bryan Holloway | Ethan Benson | Jo Johnson |
| EXHIBITS: | 1. Ordinance No. 1265 2. Speed Limit Overview 3. WSDOT Speed Study | | |

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

SUMMARY

INTRODUCTION

Amending Snoqualmie Municipal Code to reduce the speed limit(s) on SR 202 from Northerly City Limits to mile marker 27.95 (South of Snoqualmie Middle School/ Herfy's Burgers).

LEGISLATIVE HISTORY

In June, 2014 the City of Snoqualmie initiated construction of substantial improvements to SR 202, known as the Town Center Phase 2A Improvements, between milepost 26.55 (Northern Street) and milepost 27.07 (Newton Street); Based on changes instituted as a result of the Town Center Phase 2A traffic control plan, the Washington State Department of Transportation ("WSDOT") determined on the basis of an engineering and traffic investigation that the then-applicable 30 miles per hour speed limit on SR 202 between mileposts 26.55 and 27.07 was greater than what was reasonable and safe under the conditions existing during construction of the Town Center Phase 2A project; On August 11, 2014, the City Council adopted Ordinance No. 1137, which

amended SMC Section 10.12.030 to reduce the speed limit on SR 202 (Railroad Avenue) to 25 miles per hour between milepost 26.55 and milepost 27.7; and Section 4 of Ordinance 1137 provided that its amendment of SMC Section 10.12.030 reducing the speed limit on SR 202 would be of no further force and effect upon the substantial completion of the Town Center Infrastructure Improvements Phase 2A project or June 30, 2015, whichever occurred first; and the City did not declare substantial completion of the Town Center Infrastructure Improvements Phase 2A project until October 2, 2015, which caused the speed limit reduction adopted in Ordinance No. 1137 to expire on June 30, 2015;

BACKGROUND

RCW 46.61.400 establishes Washington State's basic speed law and the maximum speed limits for state highways. The statute also authorizes WSDOT to raise or lower the maximum speed limit when supported by an engineering and traffic investigation. Any speed limit revision must be approved by the State Traffic Engineer and supported by local ordinance.

The SR 202 speed limits in the Snoqualmie area have been 45 mph and 30 mph since 1987. Typical Average Daily Traffic (ADT) has now increased to 10,000, and this segment of SR 202 serves the popular weekend destinations of Snoqualmie Falls, Salish Lodge, Northwest Railway Museum, and the Snoqualmie Ridge golf course. These locations generate recurring congestion on weekends during periods of favorable weather. The complexity of traffic with the proximity of these attractions led the City of Snoqualmie to request a reduction in the speed limit for the 2 ½ mile stretch. In July, 2018, the City of Snoqualmie requested that WSDOT review potential permanent speed reductions on SR 202, due to increased pedestrian and vehicle traffic to / from Snoqualmie Falls; vehicle conflicts arising from vehicles turning into / exiting from the Snoqualmie Falls parking lot; and conflicts between increased pedestrian traffic in historic downtown Snoqualmie and vehicles travelling along SR 202 and/or entering/exiting the back-in, angled parking along SR 202;

ANALYSIS

WSDOT completed a traffic study looking at available crash data, existing speed limits, 85th percentile speed among other necessary data points to determine appropriate speeds throughout this corridor. The study analyzed data January 2017 to December 2021. Conclusions drawn in the speed study are as follows:

- Northerly City Limits - Northern St: **To be lowered to 35mph**
- Northern St – Newton St: **To be lowered to 25mph**
- Newton St – MP 27.95 (Just south of Middle School): **To be lowered to 35mph**

PROPOSED ACTION

Move to adopt Ordinance No. 1265 Amending the Snoqualmie Municipal Code to reduce the speed limit of SR-202 from the Northerly City Limits to Mile post 27.95.

ORDINANCE NO. 1265

**AN ORDINANCE OF THE CITY COUNCIL OF
THE CITY OF SNOQUALMIE AMENDING
SNOQUALMIE MUNICIPAL CODE SECTION
10.12.030(A)(2) TO REDUCE THE SPEED LIMIT
ON STATE ROUTE 202 (AKA RAILROAD
AVENUE) BETWEEN MILEPOST 25.42
(NORTHERLY CITY LIMITS) AND MILEPOST
27.95 WITHIN THE CITY OF SNOQUALMIE; AND
PROVIDING FOR SEVERABILITY AND
EFFECTIVE DATE.**

WHEREAS, a portion of State Route 202 also currently known as Railroad Avenue lies within the City of Snoqualmie; and

WHEREAS, pursuant to Snoqualmie Municipal Code (“SMC”) Section 10.12.030(A)(2), the speed limit on SR 202 / Railroad Avenue beginning at milepost 26.55 and ending at milepost 27.39 is 30 miles per hour;

WHEREAS, RCW 46.04.280 and 46.61.415, and SMC Section 10.12.020 authorize the Snoqualmie City Council to alter the maximum speed limit within the city when it determines on the basis of an engineering and traffic investigation that the maximum speed permitted by state law is greater or less than is reasonable and safe under the conditions found to exist; and

WHEREAS, in June, 2014 the City of Snoqualmie initiated construction of substantial improvements to SR 202, known as the Town Center Phase 2A Improvements, between milepost 26.55 (Northern Street) and milepost 27.07 (Newton Street); and

WHEREAS, the traffic control plan approved by the City’s project manager engineer, Gray and Osborne for the Town Center Phase 2A project included temporary elimination of on-street parking, adjustment and narrowing of travel lanes, and other modifications; and

WHEREAS, based on changes instituted as a result of the Town Center Phase 2A traffic control plan, the Washington State Department of Transportation (“WSDOT”) determined on the basis of an engineering and traffic investigation that the then-applicable 30 miles per hour speed limit on SR 202

Ord. No. ____
Page 1 of 4

Adopted: _____
Published: _____
Effective: _____

between mileposts 26.55 and 27.07 was greater than what was reasonable and safe under the conditions existing during construction of the Town Center Phase 2A project; and

WHEREAS, based upon the Washington State Department of Transportation's engineering and traffic investigation, the City Council determined that 25 miles per hour was the reasonable and safe maximum limit on SR 202 / Railroad Avenue between Milepost 26.55 and Milepost 27.07, and that the current speed limit of 30 miles per hour should be temporarily decreased to 25 miles per hour until substantial completion of the Town Center Infrastructure Improvements Phase 2A project or June 30, 2015, whichever occurs first; and

WHEREAS, on August 11, 2014, the City Council adopted Ordinance No. 1137, which amended SMC Section 10.12.030 to reduce the speed limit on SR 202 (Railroad Avenue) to 25 miles per hour between milepost 26.55 and milepost 27.7; and

WHEREAS, Section 4 of Ordinance 1137 provided that its amendment of SMC Section 10.12.030 reducing the speed limit on SR 202 would be of no further force and effect upon the substantial completion of the Town Center Infrastructure Improvements Phase 2A project or June 30, 2015, whichever occurred first; and

WHEREAS, the City did not declare substantial completion of the Town Center Infrastructure Improvements Phase 2A project until October 2, 2015, which caused the speed limit reduction adopted in Ordinance No. 1137 to expire on June 30, 2015; and

WHEREAS, in July, 2018, the City of Snoqualmie requested that WSDOT review potential permanent speed reductions on SR 202, due to increased pedestrian and vehicle traffic to / from Snoqualmie Falls; vehicle conflicts arising from vehicles turning into / exiting from the Snoqualmie Falls parking lot; and conflicts between increased pedestrian traffic in historic downtown Snoqualmie and vehicles travelling along SR 202 and/or entering/exiting the back-in, angled parking along SR 202; and

WHEREAS, based on an engineering and traffic investigation, the Washington State Department of Transportation ("WSDOT") has determined that the current speed limits applicable from the northern

City of Snoqualmie city limits and the southern limits of historic downtown Snoqualmie are greater than what is reasonable and safe under vehicle, bicycle, and pedestrian conditions currently existing, and that speed limits on SR 202 within the corporate limits of the City of Snoqualmie should be reduced as set forth below;

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

Section 1. Amendment of SMC Section 10.12.030. Snoqualmie Municipal Code

Section 10.12.030 is hereby amended to read as follows:

10.12.030 Schedule of approved altered speed limits.

On the basis of engineering and traffic investigation, the following altered speed limits are hereby established:

A. SR 202 (with the approval of the Secretary of Transportation):

1. Beginning at milepost ~~23.80~~ 25.42 (the northerly City of Snoqualmie boundary) and ending at milepost ~~26.55~~ 7 (SE Northern Street), ~~45~~ 35 miles per hour;
 2. Beginning at milepost ~~26.55~~ 7 (SE Northern Street) and ending at milepost ~~27.39~~ 07 (SE Newton Street), ~~30~~ 25 miles per hour, ~~and beginning at milepost 27.07 and ending at milepost 27.39, 30 miles per hour;~~
 3. Beginning at milepost ~~27.39~~ 07 (SE Newton Street) and ending at milepost ~~27.95, 40~~ 35 miles per hour; and
 4. Beginning at milepost 27.95 and ending at milepost 28.28, at the boundary of the corporate limits of the cities of Snoqualmie and North Bend, 50 miles per hour.
- B. Snoqualmie Parkway within the corporate limits of the city, 40 miles per hour. (Ord. 939 § 1, 2003; Ord. 841 § 2, 1999).

Section 2. Coordination With WSDOT. A copy of this Ordinance shall be provided to the Secretary of the Washington State Department of Transportation along with a request that, pursuant to RCW 47.24.020(11), RCW 46.61.415(6) and RCW 47.24.020(13), the Secretary approve the reductions in maximum speed adopted in Section 1 above and authorize the City to install appropriate “25 miles per hour” and “35 miles per hour” maximum speed limit signs, as applicable, in accordance with the Manual on Uniform Traffic Control Devices (“MUTCD”).

Section 3. Effective Date. This ordinance shall become effective five (5) days after passage and publication.

Ord. No. ____
Page 3 of 4

Adopted: _____
Published: _____
Effective: _____

Section 4. Severability. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

Section 5. Publication. This ordinance or a summary thereof consisting of the title shall be published in the official newspaper of the City at the earliest possible publication date.

Section 6. Corrections by City Clerk or Code Reviser. Upon approval of the City Attorney, the City Clerk and the code reviser are authorized to make necessary corrections to this ordinance, including but not limited to the correction of clerical errors; references to other local, state or federal laws, codes, rules, or regulations; or ordinance numbering and section/subsection numbering.

ADOPTED BY THE CITY COUNCIL OF SNOQUALMIE, WASHINGTON THIS
___ DAY OF _____, 2022, AND SIGNED INTO AUTHENTICATION THIS
___ DAY OF _____, 2022.

 Katherine Ross, Mayor

Attest:

 Reina McCauley, Deputy City Clerk

Approved as to form:

 Bob C. Sterbank, City Attorney

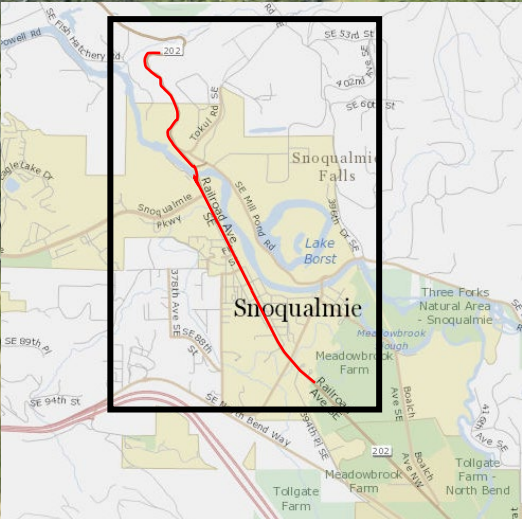
Ord. No. ____
 Page 4 of 4

Adopted: _____
 Published: _____
 Effective: _____

SR 202 Speed Limits City of Snoqualmie

Page 1 of 2

Current speed limit zones



Snoqualmie City Limit

MP 25.42

SPEED
LIMIT
45

Snoqualmie
Falls

MP 26.55

SPEED
LIMIT
30

MP 27.39

SPEED
LIMIT
40

Snoqualmie

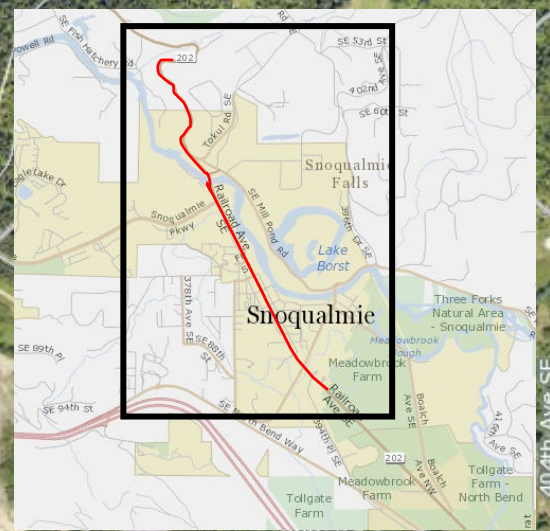
MP 27.95

SPEED
LIMIT
50

SR 202 Speed Limits City of Snoqualmie

Page 2 of 2

Proposed speed limit zones



SPEED
LIMIT
45

Snoqualmie City
Limit

MP 25.42

SPEED
LIMIT
35

Snoqualmie
Falls

SE Northern St

MP 26.57

SPEED
LIMIT
25

SE Newton St

MP 27.07

SPEED
LIMIT
35

Snoqualmie

MP 27.95

SPEED
LIMIT
50

Engineering and Traffic Investigation – Speed Limit

SR 202 / Snoqualmie MP 25.42 to MP 27.95

February 2022

Background: The SR 202 speed limits in the Snoqualmie area have been 45 mph and 30 mph since 1987. Typical ADT has now increased to 10,000, and this segment of SR 202 serves the popular weekend destinations of Snoqualmie Falls, Salish Lodge, Northwest Railway Museum, and the Snoqualmie Ridge golf course. These locations generate recurring congestion on weekends during periods of favorable weather. The complexity of traffic with the proximity of these attractions has led the City of Snoqualmie to request a reduction in the speed limit for a 2 ½ mile stretch.

Proposed Action:

Based on this engineering & traffic investigation, WSDOT proposes the following recommendations for the individual segments within this section of roadway:

MP 25.42 to MP 26.19 – City Limits to Snoqualmie Parkway - 35 mph Recommended Speed Limit

- The measured 85th percentile speeds are lower than the current posted speed of 45 mph. In addition, the measured 85th percentile speeds fall within the 10 mph pace range.
- The roadway & roadside characteristics warrant this reduction.

MP 26.19 to MP 26.57 – Snoqualmie Parkway to SE Northern Street - 35 mph Recommended Speed Limit

- From MP 26.19 to MP 26.55 the 85th percentiles show a need to lower the speed limit from 45 mph.
- From MP 26.55 to 26.57 we will be raising the speed limit from 30 mph to 35 mph.
- The roadway & roadside characteristics warrant this change.

MP 26.57 to MP 27.07 – SE Northern St to SE Newton Street – 25 mph Recommended Speed Limit

- Most of the 85th percentile speeds are below the posted speed of 30 mph and well within the pace range. These measured speeds justify lowering the speed limit to 25 mph
- The roadway and roadside characteristics warrant this change

MP 27.07 to MP 27.95 – SE Newton St to Milepost 27.95 – 35 mph recommended Speed Limit

- The measured 85th percentile speeds are lower than the posted speed of 40 mph. In addition, the measured 85th percentile speeds fall within the 10 mph pace range.
- The roadway & roadside characteristics warrant this reduction.

Speed Field Study:

Speed studies were conducted in April of 2019. The table below summarizes the speed measurements.

SR 202 Snoqualmie Area Measured Speeds

| Date | Location | Location (Description) | Direction | 85th Percentile Speed (mph) | 10 mph Pace Range (mph) | Current Posted Speed |
|------------|----------|---------------------------|-----------|--------------------------------------|----------------------------------|----------------------------|
| April 2019 | 25.8 | EB shoulder | EB | 39 | 30-39 | 45 |
| April 2019 | 25.8 | EB shoulder | WB | 37 | 29-38 | |
| April 2019 | 26.86 | WB shoulder | EB | 27 | 20-29 | 30 |
| April 2019 | 26.86 | WB shoulder | WB | 27 | 20-29 | |
| April 2019 | 27.15 | WB shoulder | EB | 36 | 28-37 | 40 |
| April 2019 | 27.15 | WB shoulder | WB | 34 | 26-35 | |
| April 2019 | 27.50 | EB shoulder | EB | 39 | 31-40 | |
| April 2019 | 27.50 | EB shoulder | WB | 39 | 31-40 | |

85th Percentile Speed: measured speed at which 85 out of 100 vehicles travel at or below

10 mph Pace Range: the 10 mph range of speed that the most vehicles are traveling at



Crash Analysis:

Crash data were analyzed for five years from January 2017 to December 2021.

MP 25.42-26.19

Total of 18 crashes with no fatal and 7 injury crashes.

- 5 were **entering at angle** crashes
- 4 were **single-vehicle/fixed object** crashes
- 4 were **rear-end** crashes
- 2 were **opposite direction one left turn-one straight** crashes
- One crash was reported for the following types: parking related, pedalcycle related, and vehicle overturned

MP 26.19-26.57

Total of 12 crashes with no fatal and 4 injury crashes.

- 7 were **rear-end** crashes
- 2 were **entering at angle** crashes
- One crash was reported for the following types: single vehicle-fixed object, parking related, and a vehicle crash with elk

MP 26.57-27.07

Total of 23 crashes with none fatal and 5 injury crashes.

- 7 were **rear-end** crashes
- 6 were **parking** related crashes
- 5 were **entering at angle** crashes
- 2 **sideswipe** crashes
- One crash was reported for the following types: single vehicle-fixed object, pedalcycle related, and opposite direction one left turn-one straight

MP 27.07-27.95

Total of 24 crashes with none fatal and 8 injury crashes.

- 12 were **rear-end** crashes (5 crashes)



- 5 were **fixed object** crashes
- 3 were **entering at angle** crashes
- 2 were **vehicle crashes with elk**
- One crash was reported for the following types: parking related and sideswipe

Other Considerations:

Average Daily Traffic Volume – The ADT in 2018 and 2019 was 11,000, reducing to 10,000 in 2020 during the pandemic, at the junction with Snoqualmie Parkway.

Truck Percentage – Truck percentages are unavailable on the segment of SR 202 between Fall City and North Bend.

Roadway Characteristics

MP 25.42 to MP 26.19 – City Limits to Snoqualmie Parkway - 35 mph recommended Speed Limit

There is one eleven-foot lane in either direction in this section, with a 4-foot asphalt shoulder on either side. It cuts through a wooded hillside with guardrail on the downhill (east) side. The segment is a continuous no passing zone. Six (6) driveways serve parking lots and the Snoqualmie Falls facility. Left turn lanes to driveways in both directions are provided at MP 25.7; a right turn lane is provided in the increasing direction at the same location. A single-lane roundabout serves the intersection of Tokul Rd SE. A bridge passes over the Snoqualmie River from MP 26.00 to MP 26.08. The increasing direction continues as two lanes to Snoqualmie Parkway, which is signalized.

MP 26.19 to MP 26.57 – Snoqualmie Parkway to SE Northern St - 35 mph recommended Speed Limit

This segment begins at the signalized intersection of Snoqualmie Parkway, where there is a left turn lane in the decreasing direction. There are 11-foot lanes in each direction with 4-foot to 8-foot asphalt shoulders.

**MP 26.57 to MP 27.07 – SE Northern St to SE Newton Street – 25 mph
recommended Speed Limit**

From this point on the area has a feel of a downtown area. There is curb and gutter on both sides, with the sidewalk continuing on the west side. There are bulb-outs on the east side to allow for on-street angle parking. There is parallel parking allowed on the west side of the street.

**MP 27.07 to MP 27.95 – SE Newton St to Milepost 27.95 – 35 mph
recommended Speed Limit**

This segment has adjoining residential neighborhoods with local connectors intersecting SR 202. There are 11 foot lanes in each direction with 4 to 8-foot asphalt shoulders. There is a signalized intersection at Meadowbrook Way SE, which is one of the access points to Mt Si High School. Just southeast of the Meadowbrook Way SE intersection is Snoqualmie Middle School.

Roadside Development and Lighting

- The beginning of this segment (MP 25.42 to MP 25.62) of SR 202 is bordered by woodland development with no driveway access and no roadway illumination.
- At MP 25.62 commercial development for Salish Lodge and Snoqualmie falls begins and there are right and left turn bays, and multiple access points. A pedestrian walkway is built across the roadway at MP 25.70. Roadway illumination begins at MP 25.60 and is present on the west side for the rest of the length of the segment and is augmented with lighting on the other side from MP 26.15 to the end of the segment.
- There is some on-site illumination for adjacent commercial & residential developments.

Parking, Pedestrians and bicyclists

- Pedestrians have been observed crossing SR 202 at-grade between the driveways of the Snoqualmie Falls facilities even through a grade

separated walkway is available and access to the walkway is adjacent to the driveway.

- There is legal street parking available, including back-in angle parking, in downtown Snoqualmie on SR 202 from MP 26.72 to MP 27.07.
- A bike path begins to parallel the roadway on the west side just south of the Snoqualmie River and continues southward to where it changes to a concrete sidewalk at SE Fir St. at MP 26.65. Curb and gutter begins on both sides at MP 26.60 and continues to the end of the segment.
- On the east side of the roadway, a working historic Northern Pacific Railroad line parallels SR 202 from north of Snoqualmie Parkway southward. There is a renovated Victorian train depot, park and museum and on weekends regularly scheduled trains run April through October.

Engineering & Traffic Investigation – Speed Limit

RCW 46.61.400 establishes Washington State’s basic speed law and the maximum speed limits for state highways. The statute also authorizes WSDOT to raise or lower the maximum speed limit when supported by an engineering and traffic investigation. Any speed limit revision must be approved by the State Traffic Engineer and supported by local ordinance.

Speed Limit Basics

Washington State’s basic speed law recognizes that driving conditions and speeds may vary widely from time to time. No posted speed limit can adequately serve all driving conditions. Motorists must constantly adjust their driving behavior to fit the traffic & environmental conditions they meet. Speed limits encourage consistent travel speeds, fostering safety for the traveling public by reducing the speed differentials between motor vehicles.

Speed limits reflecting the speed most motorists naturally drive are selected in large part by determining the 85th percentile speed (the speed that 85 out of 100 vehicles travel at or below) and the 10 mph pace speed (the 10 mph range of speed that the most vehicles are traveling at; ideally greater than 70%). WSDOT’s experience, supported by national experience, is that reasonable drivers will consider roadway and roadside conditions when selecting travel speeds.

Speed limits should be reevaluated along highway segments that have undergone a significant change in roadway characteristics or surrounding land use since the last review. WAC 468-95-045 provides guidance for this type of engineering evaluation. When setting speed limits (non-freeway), WSDOT traffic engineers consider other factors like:



- Roadway characteristics, shoulder condition, grade, alignment, and sight distance
- Roadside development and lighting
- Parking practices (if applicable), and pedestrian & bicycle activity
- Collision rates and traffic volume trends

The range of travel speeds is reduced when speed limits are set near the 85th percentile speed, within the middle to upper end of the 10 mph pace range, and adjusted for other influencing factors.



BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB22-138.1
October 24,
2022
Consent
Agenda

Item 3.

AGENDA BILL INFORMATION

| | | |
|-------------------------|--|---|
| TITLE: | AB22-138: Community Center Expansion Project -- Alternative Public Works Contracting Options | <input type="checkbox"/> Discussion Only |
| PROPOSED ACTION: | Move to approve the Agreement for Consultant Services With Parametrix, Inc., and authorize the Mayor to sign. | <input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution |

| | | | |
|----------------|--------------------------|----------------|------------|
| REVIEW: | Department Director/Peer | Mike Chambless | 10/12/2022 |
| | Finance | Drew Bouta | 10/12/2022 |
| | Legal | Bob Sterbank | 10/12/2022 |
| | City Administrator | Mike Sauerwein | 10/12/2022 |

| | | | |
|--------------------|--|---|--------------|
| DEPARTMENT: | Legal | | |
| STAFF: | Bob C. Sterbank, City Attorney | | |
| COMMITTEE: | Parks & Public Works | COMMITTEE DATE: October 18, 2022 | |
| MEMBERS: | Bryan Holloway | Jo Johnson | Ethan Benson |
| EXHIBITS: | AB22-138 (Exhibit 1); Agreement for Consultant Services With Parametrix, Inc. (Exhibit 2) September 19, 2022 Letter (Agreement Ex. A) (Exhibit 3) Schedule and Budget (Agreement Ex. B) (Exhibit 4) | | |

| | |
|--------------------------------|----------------------------------|
| AMOUNT OF EXPENDITURE | \$ 69,926 |
| AMOUNT BUDGETED | \$ 100,000 (2021/22 Biennium) |
| APPROPRIATION REQUESTED | \$ 0 |

SUMMARY

INTRODUCTION

This agenda bill provides authorization for a Agreement for Consultant Services with Parametrix, Inc., ("Agreement") to assist with obtaining Project Review Committee approval of the use of design-build alternative public works contracting method for design and construction of the Community Center Expansion Project. Following PRC approval, the contract also provides for Parametrix's assistance with design-builder procurement and, if authorized by Council, with owner's representative and construction management services through the course of design-builder contract negotiation and project design and construction.

LEGISLATIVE HISTORY

Resolution No. 1508, adopted August 12, 2019.

Res. No. 1508 authorized and requested that the Mayor and Administration refine the proposed Snoqualmie Community Center expansion project, and present to the City Council recommendations for action on certain identified subjects, including identification of project partners, *e.g.*, YMCA of Greater Seattle, Snoqualmie Valley School District No. 410 (“School District”) and/or the Si View Metropolitan Park District (“Park District”), along with the type and general parameters of any contracts, operating agreements or such other legal documents needed to memorialize partners’ participation.

Resolution No. 1520, adopted October 14, 2019.

In Res. No. 1520, the City Council formally declined the Si View Park District’s proposal for City of Snoqualmie participation in a proposed Si View Park District aquatics facility, due to the substantial project cost of the proposed aquatics facility and need for additional property tax increases on City of Snoqualmie taxpayers.

Res. No. 1520 also renewed the City Council’s request for development of options for a six-lane pool and presentation to the Council of recommendations for action on components outlined in Res. No. 1508.

AB22-138 Parks & Public Works Committee, September 16, 2022 (Exhibit 1).

Discussion of alternative public works contracting methods.

BACKGROUND

For a number of years, the City of Snoqualmie has been considering expansion of the Community Center with a pool and related improvements. Through the resolutions described above, in late 2019 the Council outlined a path forward and sought additional analysis, options and recommendations from the Administration. The onset of the COVID-19 pandemic a short brought active planning for Community Center expansion to a halt for several years.

At the 2022 City Council retreat, the Council identified the Community Center expansion project as a priority. The Council also included the Community Center Expansion Project (Project ID No. FAC21001CIP) in the 2023-2028 Capital Improvement Plan with estimated expenditures of \$28.3 million for a 24,000 square-foot expansion with an aquatic center with six-lane lap pool, expanded cardio center, improved locker rooms, a common use space, additional community meeting rooms, and additional office space.

The existing Community Center is currently operated by the YMCA of Greater Seattle, under the terms of a 2010 Operations and Maintenance Agreement (“Agreement”). The Agreement, which has a term of 40 years, requires the YMCA to “equip, operate, maintain and repair the Community Center” “as a YMCA facility.” Under the Agreement, the YMCA may, but is not required to, raise capital funds to support and further develop the Community Center, and to make capital replacement investments, subject to City reimbursement at termination of the Agreement on a 40-year depreciation schedule.

Because the YMCA currently occupies the building and has a contractual obligation to operate it as a YMCA facility, using the traditional “design – bid – build” public works construction method for expansion of the Community Center would be difficult and complicated, especially if, as anticipated, the YMCA will contribute funds and/or seek a role in design and construction of the facility. As discussed during initial presentation of AB22-138, alternative public works construction methods, specifically the design-build or general construction / contract manager (“GCCM”) methods, offer greater flexibility and control over risk, and offer significant advantages to the City for the Community Center expansion project. However, in order to utilize those methods, the City must first obtain approval from the Washington State Capital Projects Advisory Review Board’s (CPARB’s) Project Review Committee.

ANALYSIS

The proposed Agreement for Consultant Services with Parametrix, Inc. ("Agreement") (Exhibit 2) provides for consulting services to assist the City in obtaining PRC approval for use of the progressive design-build alternative public works construction method. The PRC meets every two months to consider applications for alternative public works approvals; the next application deadline is December 20, with PRC consideration of applications slated for its January 26, 2023 meeting. The proposed contract with Parametrix provides for submission of the City's application by the December 20 deadline, and for coordination of the City's presentation of the application at the January 26, 2023 PRC meeting. Costs for these tasks are on an hourly basis, and the anticipated cost for Parametrix services regarding PRC application/approval is \$30,686.

Following anticipated PRC approval, the contract calls for Parametrix to facilitate the City's procurement of a design-builder. Subtasks include:

- development of the Request for Qualifications ("RFQ");
- coordination of a presubmission meeting with interested applicants;
- development of application scoring criteria;
- review and scoring of applications; development of request for design proposals from short-listed firms;
- meetings with short-listed firms;
- review proposals; scoring of interviews/proposals;
- open and score proposed price factors;
- assist in negotiating design-builder agreement;
- present design-build agreement to City Council for approval;
- obtain execution of D/B agreement.

The anticipated cost for the above tasks is \$39,240.

The proposed Agreement also includes a scope of work and costs for the Consultant to serve as the Owner's representative throughout the design-build process, including design, preconstruction, guaranteed maximum price negotiation, permitting, bidding and construction. The proposed Agreement indicates that these tasks would be authorized by a Notice to Proceed issued only following City Council approval.

BUDGET IMPACTS

Under the proposed Agreement, the initial amount of \$69,926 would be authorized to assist the City in obtaining Project Review Committee approval for the use of an alternative public works contracting method, and in the design-builder procurement process. The 2021-2022 Biennial Budget appropriates \$100,000 for preliminary work on the Community Center Expansion Project (Project ID No. FAC21001CIP). No expenditures have been incurred against the 2021-2022 project appropriation to-date.

The proposed Agreement also includes an additional \$645,048, for other tasks, including design, development of a guaranteed maximum price, and construction management, if a Notice to Proceed is authorized by subsequent City Council action. The Administration has proposed incorporating the Community Center Expansion Project into the 2023-2024 Biennial Budget for \$15.2 million, based on Council's adoption of the 2023-2028 Capital Improvement Plan (August 8, 2022) which proposed \$28.3 million in expenditures across the six-year period. Therefore, sufficient appropriation currently exists within the 2021-2022 Biennial Budget and is anticipated within the 2023-2024 Biennial Budget (Non-Utilities Capital Fund #310) to fund the entire Agreement, should the City Council subsequently determine to authorize the additional tasks.

NEXT STEPS

Following approval of the Agreement, staff would issue a Notice to Proceed to the Consultant. Following PRC approval, staff would work with the Consultant to initiate the design-builder procurement process.

PROPOSED ACTION

Move to approve the Agreement for Consultant Services With Parametrix, Inc., and authorize the Mayor to sign.



BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB22-138
September
26, 2022
Discussion

Item 3.

AGENDA BILL INFORMATION

| | | |
|-------------------------|---|---|
| TITLE: | AB22-138: Community Center Expansion Project -- Alternative Public Works Contracting Options | <input checked="" type="checkbox"/> Discussion Only |
| PROPOSED ACTION: | N/A. Discussion only. | <input type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution |

| | | | |
|----------------|--------------------------|-----------------|-------------------------------|
| REVIEW: | Department Director/Peer | Mike Chambless | 9/16/2022 |
| | Finance | Choose an item. | Click or tap to enter a date. |
| | Legal | Bob Sterbank | 9/16/2022 |
| | City Administrator | Mike Sauerwein | 9/16/2022 |

| | | | |
|--------------------|--------------------------------|---|--------------|
| DEPARTMENT: | Legal | | |
| STAFF: | Bob C. Sterbank, City Attorney | | |
| COMMITTEE: | Parks & Public Works | COMMITTEE DATE: September 20, 2022 | |
| MEMBERS: | Bryan Holloway | Jo Johnson | Ethan Benson |
| EXHIBITS: | N/A. | | |

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

SUMMARY

INTRODUCTION

This agenda bill provides an introductory discussion concerning available alternative public works contracting options available to the City for design and construction of the Community Center Expansion Project.

LEGISLATIVE HISTORY

Resolution No. 1508, adopted August 12, 2019.

Res. No. 1508 authorized and requested that the Mayor and Administration refine the proposed Snoqualmie Community Center expansion project, and present to the City Council recommendations for action on certain identified subjects, including identification of project partners, *e.g.*, YMCA of Greater Seattle, Snoqualmie Valley School District No. 410 ("School District") and/or the Si View Metropolitan Park District ("Park District"), along with the type and general parameters of any contracts, operating agreements or such other legal documents needed to memorialize partners' participation.

Resolution No. 1520, adopted October 14, 2019.

In Res. No. 1520, the City Council formally declined the Si View Park District's proposal for City of Snoqualmie participation in a proposed Si View Park District aquatics facility, due to the substantial project cost of the proposed aquatics facility and need for additional property tax increases on City of Snoqualmie taxpayers. Res. No. 1520 also renewed the City Council's request for development of options for a six-lane pool and presentation to the Council of recommendations for action on components outlined in Res. No. 1508.

BACKGROUND

For a number of years, the City of Snoqualmie has been considering expansion of the Community Center with a pool and related improvements. Through the resolutions described above, in late 2019 the Council outlined a path forward and sought additional analysis, options and recommendations from the Administration. The onset of the COVID-19 pandemic a short brought active planning for Community Center expansion to a halt for several years.

At the 2022 City Council retreat, the Council identified the Community Center expansion project as a priority. The Council also included the Community Center Expansion Project (Project ID No. FAC21001CIP) in the 2023-2028 Capital Improvement Plan with an identified budget of \$29.8 million for a 24,000 square-foot expansion with an aquatic center with six-lane lap pool, expanded cardio center, improved locker rooms, a common use space, additional community meeting rooms, and additional office space.

ANALYSIS

"Public Work" Bid Requirements.

Under Washington law, any "work, construction, alteration, repair, or improvement other than ordinary maintenance, executed at the cost of the state or of any municipality," or which by law constitutes a lien or charge on any municipal property, constitutes a "public work." Typically, a "public work" must first be designed by an architect or engineer selected through a statutorily-specified process. Likewise, construction of "public work" projects are subject to several statutory requirements, primarily, the requirement that a "public work" project with an estimated cost in excess of \$350,000 must be performed by contract. Generally speaking, by statute, the design and proposed construction contract for a "public work" must be publicly bid, and the contract for construction awarded to the lowest responsible, response bidder. This process is referred to as the "design/bid/build" process for a "public work."

Exceptions to Bid Requirements – Lease / Lease Back

There are certain exceptions to the design/bid/build requirements. One exception, the "lease / lease back" option, allows a city or town desiring to acquire a building to lease city-owned land for a term not to exceed fifty years, and then lease the newly-constructed building back over the same term. The existing Snoqualmie Community Center was originally constructed using this method. A city may purchase the building at the end of the lease term, or may accelerate the lease by essentially pre-paying purchasing the building and land. The statute requires that "[a] lease and lease back agreement requiring a lessee to build on city or town property shall be made pursuant to a call for bids upon terms most advantageous to the city or town," although this terminology has typically been interpreted as allowing a city some flexibility in selecting a proposed builder/lessee, rather than requiring award to a lowest bidder.

The lease / lease back statute also requires, however, that "No part of the cost of construction of the building shall ever be or become an obligation of the city or town," which means that the lessee must typically bear most construction cost risks. This can affect who and how many builders respond to a lease / lease back proposal, and who may be able to successfully negotiate a contract meeting the statute's requirements. Additional complications can result from circumstances where existing buildings stand on property to be leased, and the buildings themselves have existing tenants with ongoing operations, as is the case with the Community Center and its existing operator (YMCA). In addition, tax-exempt bond limitations on private use

can limit or preclude use of the lease / lease back option if facility expansion is expected to be financed with tax-exempt bonds, or if the public agency desires to retain the option of future use of tax-exempt bond financing at some point during the project.

Exceptions to Bid Requirements – Alternative Public Works Contracting Methods in Ch. 39.10 RCW.

Other exceptions to a traditional design/bid/build process are provided by the “alternative public works contracting” methods outlined in state statute, Chapter 39.10 RCW. These alternative methods are described primarily as the “design-build” and “general contractor construction manager” (“GCCM”) methods.

Under a design-build approach, a city would advertise for proposals and select a single entity to both design and build the project. The design-builder is selected based on qualifications and scoring against criteria identified in the request for a proposal, and the city would then negotiate a contract with the selected design-builder, based on terms that are acceptable to the city. If the city is unable to execute a contract with the finalist submitting the highest scored proposal, negotiations with that finalist may be suspended or terminated and negotiations begun with the next highest scored finalist, continuing with this procedure until a contract agreement is reached or the selection process is terminated. Overall, this process provides considerably more flexibility than the traditional design/bid/build, or a lease / lease back process, greater control over risk allocation, which typically also results in greater total design/construction cost certainty.

The GCCM process is similar to the design-build, except that before inviting a GCCM proposal, a city typically has some or all of design work completed by the city’s own architect/ engineer/design team, before inviting proposals from interested contractors. The invitation for proposals must include an estimated “maximum allowable construction cost,” or “MACC.” Like a design-builder, a GCCM contractor is selected first based on qualifications, which include experience and technical competence of key personnel; past performance with negotiated or similarly complex projects; the proposer's capacity to perform the work; the scope of work the firm proposes to self-perform and its past performance of that scope of work; and the proposer's approach to executing the project, including ability to meet the project time and budget requirements. Using these qualifications, the city selects finalists, who then must submit proposals that include a sealed bid with a proposed contractor fee, expressed as a percentage of the project’s MACC. The public body shall select the firm submitting the highest scored final proposal using the evaluation factors and the relative weight of factors published in the public solicitation of proposals. As with design-build, once a preferred GCCM candidate is selected, the city then negotiates a contract with the selected proposer to arrive at a final negotiated MACC, along with the fixed amount for the detailed specified general conditions work, negotiated support services, and the percent fee on the negotiated maximum allowable construction cost. If the city is unable to negotiate a satisfactory MACC within available funds with the selected firm, negotiations are formally terminated and negotiations begin with the next highest scored firm.

Use of Alternative Public Works Contracting Methods Requires State Approval.

When alternative public works methods were first allowed in Washington State by statute in the early 2000s, only the State, the University of Washington, and certain large counties and cities were able to use these alternative methods, and only for specified types of projects that exceeded certain price thresholds. Gradually, the Legislature loosened these restrictions, finally making the alternative methods generally permanently available to all public bodies in Washington in 2019.

However, a public body that has not previously utilized an alternative method must first apply to a State committee, the Project Review Committee (“PRC”) of the State Capital Projects Advisory Review Board (“CPARB”). To obtain PRC approval, a city must first receive approval from the PRC for a specific, identified project, and then demonstrate successful completion of that project. The city may thereafter apply for and

obtain PRC approval to generally use alternative methods; if granted such certification is valid for a three-year term.

To obtain PRC approval process for a specified project, a city must demonstrate to the PRC that:

- (a) the alternative contracting procedure will provide a substantial fiscal benefit or the use of the traditional method of awarding contracts in lump sum to the low responsive bidder is not practical for meeting desired quality standards or delivery schedules;
- (b) The proposed project meets the requirements for using the alternative contracting procedure as described in state statutes;
- (c) The public body has the necessary experience or qualified team to carry out the alternative contracting procedure including, but not limited to: (i) Project delivery knowledge and experience; (ii) sufficient personnel with construction experience to administer the contract; (iii) a written management plan that shows clear and logical lines of authority; (iv) the necessary and appropriate funding and time to properly manage the job and complete the project; (v) continuity of project management team, including personnel with experience managing projects of similar scope and size to the project being proposed; and (vi) necessary and appropriate construction budget;
- (d) For design-build projects, public body personnel or consultants are knowledgeable in the design-build process and are able to oversee and administer the contract; and
- (e) The public body has resolved any audit findings related to previous public works projects in a manner satisfactory to the committee.

BUDGET IMPACTS

N/A at this time. Discussion only.

NEXT STEPS

Staff will present an agenda bill for a contract for consultant services for assistance with an application for Project Review Committee approval of the use of an alternative public works method for the Community Center Expansion Project.

PROPOSED ACTION

N/A. Discussion only.

**CITY OF SNOQUALMIE
AGREEMENT FOR CONSULTANT SERVICES
Contract Title: Community Center Expansion**

THIS AGREEMENT made and entered into by and between the CITY OF SNOQUALMIE, a Washington municipal corporation (the "City"), and Parametrix, Inc. a Washington corporation ("Consultant") is dated this ____ day of October, 2022.

Consultant Business: Parametrix, Inc.

Consultant Address: 717 Pacific Avenue
Tacoma, WA 98402

Consultant Phone: 253 - 602 - 6600

Consultant Fax: 855.542.6353

Contact Name: James Dugan

Contact e-mail: jdugan@parametrix.com

Federal Employee ID No.:

Authorized City Representative for this contract: Michael Chambless, Department Director

WHEREAS, the City desires to obtain the assistance of a qualified consultant to assist with obtaining approval from the Project Review Committee of the Washington State Capital Projects Advisory Review Board for the use of the design-build alternative public works contracting method, for the design and construction of the Snoqualmie Community Center expansion;

WHEREAS, public convenience and necessity require the City to obtain the services of a consultant with expertise in alternative public works contracting methods authorized under Ch. 39.10 of the Revised Code of Washington; and

WHEREAS, the City finds that Consultant is qualified to perform and is experienced in performing the required services; and

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 James Dugan. The project manager(s) shall not be replaced without the prior written consent of the City.

D. Work shall commence when the City issues Notices to Proceed and it shall be completed

no later than the dates specified in the applicable Notice to Proceed, unless the completion date is extended in writing by the City. The City may issue separate Notices to Proceed for the tasks set forth in Exhibit A. A Notice to Proceed may not be issued for Design or subsequent tasks until authorized by the Snoqualmie City Council.

2. Compensation.

A. The total compensation to be paid to Consultant, including all services and expenses, shall not exceed \$ 714,947 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. Notwithstanding anything to the contrary in Exhibit B, Consultant shall be reimbursed for only those 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: Michael Chambless
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 Chambless, Parks & Public Works Director
38624 SE River Street
P.O. Box 987
Snoqualmie, WA 98065

B. Notices to the Consultant shall be sent to the following address:

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: _____
Its: Mayor
Date: _____

PARAMETRIX, INC.

By: _____
Typed/Printed Name: _____
Its: _____
Date: _____

ATTEST:

Deanna Dean, City Clerk
Date: _____

APPROVED AS TO FORM:

Bob C. Sterbank, City Attorney
Date: _____

September 19, 2022

Bob Sterbank
Snoqualmie City Attorney
City of Snoqualmie
38624 SE River Street
Snoqualmie, WA 98065

Re: City of Snoqualmie – Community Center Pool Addition
Fee Proposal for Progressive Design Build (PDB) Consultant Services

Mr. Sterbank:

Thank you for the opportunity to submit a fee proposal for Progressive Design-Build Consultant Services related to the City of Snoqualmie – Community Center Pool Addition project. The consultant services proposed herein are for providing an advisory and support role to City of Snoqualmie staff throughout the course of this project. Our fee proposal for this work has been developed assuming the following project phases, schedule and fees:

| Phase/Task (as identified in fee budget spreadsheet) | Start | Finish | Fee Budget |
|--|----------|----------|------------------|
| PRC Application/Approval | 11/1/22 | 1/27/23 | \$30,686 |
| D/B Team Procurement | 1/30/23 | 5/12/23 | \$39,240 |
| Design (0-60%)/Preconstruction | 5/15/23 | 11/10/23 | \$124,891 |
| GMP Negotiation | 11/13/23 | 11/24/23 | \$12,391 |
| Design (60-100%), Permitting & Bidding | 11/27/23 | 5/24/24 | \$146,648 |
| Construction | 5/27/24 | 5/23/25 | \$314,034 |
| Warranty | 4/7/25 | 4/6/26 | \$13,039 |
| Expense Allowance @ 2.5% of Labor | | | \$17,023 |
| Contingency @ 2.5% of Labor | | | \$17,023 |
| TOTAL FEE BUDGET | | | \$714,974 |

Please refer to the attached fee budget spreadsheet for additional detail on the calculations, possible subtasks and assumptions utilized. Note that the schedule above is based on the assumption that, notice to proceed will be received by no later than November 1, 2022, this project will be submitted to the PRC on December 20, approval to utilize PDB delivery will be granted on January 26, 2023 and procurement, design and bidding will commence with the anticipation of construction work beginning May 27, 2024 and final completion being achieved by no later than May 23, 2025.

Since the City of Snoqualmie has not successfully completed at least one DB project, the PRC will expect that your staff be augmented by a consultant (Parametrix) having that experience. As such, our proposal

inspired people. inspired solutions. making a difference.



includes consultant services for both PDB Advisory and PM/CM Support throughout the duration of the project.

The total Parametrix proposed fee budget for PDB Consultant Services related to the Snoqualmie Community Center Pool Addition project is \$714,974. If the proposed services and fee budget are acceptable, please generate the required contractual documents and forward for review, signature and approval.

Parametrix proposes that the above proposed fee be billed on an as-directed/as-required, hourly, not-to-exceed basis and we will not exceed this fee without the approval of the City of Snoqualmie. In order to adapt to and fulfill the needs of City, Parametrix reserves the right to move budgeted fee around within identified phases and/or tasks and/or to add/delete tasks/subtasks as long as the total fee billed does not exceed the total approved estimated fee budget and meets the needs of the City and the project. Any fee not expended will remain with the City.

Parametrix appreciates the opportunity to serve the City of Snoqualmie with PDB Consultant Services related to the Snoqualmie Community Center Pool Addition project. Please feel free to contact me if there are any questions regarding this proposal.

Sincerely,



Jim Dugan
PIC/DB Advisor
Parametrix Owners Representative Services
717 Pacific Avenue
Tacoma, WA 98402
253.278.8105 | cell
jdugan@parametrix.com

cc:
Dan Cody, Parametrix
Maggie Anderson, Parametrix

attachments:

- Proposed Schedule and Fee Budget Estimate

[illegible]

**CITY OF SNOQUALMIE
ORDINANCE NO. 1267**

**AN ORDINANCE OF THE CITY COUNCIL OF
THE CITY OF SNOQUALMIE, WASHINGTON,
ADOPTING THE 2023-2024 BIENNIAL BUDGET;
PROVIDING FOR SEVERABILITY AND AN
EFFECTIVE DATE.**

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

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

WHEREAS, the City has prepared a 2023-2024 budget that meets the requirements of the Washington law, and has held public hearings as required by law;

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

SECTION 1. Biennial Budget Amended.

The City of Snoqualmie biennial budget for the 2023-2024 fiscal biennium, as determined after hearings and placed into final form and content, is hereby adopted by reference.

SECTION 2. Budget Summary Form.

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



Proposed 2023-2024 Biennial Budget Ordinance Table

| Fund # | Fund Name | Est. 2023 Beginning Fund Balance | Est. 2023 Sources | Est. 2023 Uses | Est. 2023 Ending Fund Balance | Est. 2024 Sources | Est. 2024 Uses | Est. 2024 Ending Fund Balance | Total 2023-2024 Est. Sources | Total 2023-2024 Uses (Appropriation) |
|--------|---|--|----------------------|----------------------|----------------------------------|----------------------|----------------------|----------------------------------|---------------------------------|--|
| 001 | General Fund | \$ 4,423,674 | \$ 20,807,296 | | \$ 1,588,496 | \$ 22,109,762 | | \$ 2,370,164 | \$ 42,917,057 | |
| | Administrative Departments ¹ | | | \$ 5,409,502 | | | \$ 5,403,482 | | | \$ 10,812,984 |
| | Police (Snoqualmie) | | | \$ 5,374,405 | | | \$ 5,498,018 | | | \$ 10,872,423 |
| | Fire & Emergency Management | | | \$ 4,121,255 | | | \$ 4,235,158 | | | \$ 8,356,412 |
| | Parks Maintenance | | | \$ 1,895,439 | | | \$ 1,843,537 | | | \$ 3,738,976 |
| | Community Development ² | | | \$ 2,270,875 | | | \$ 2,472,814 | | | \$ 4,743,689 |
| | Streets Maintenance | | | \$ 1,117,085 | | | \$ 1,090,062 | | | \$ 2,207,147 |
| | Non-Departmental ³ | | | \$ 3,453,914 | | | \$ 785,023 | | | \$ 4,238,937 |
| 002 | Reserve Fund | \$ 2,726,625 | \$ 273,120 | \$ - | \$ 2,999,745 | \$ 89,945 | \$ - | \$ 3,089,690 | \$ 363,065 | \$ - |
| | Total General Fund | \$ 7,150,300 | \$ 21,080,416 | \$ 23,642,475 | \$ 4,588,241 | \$ 22,199,707 | \$ 21,328,093 | \$ 5,459,854 | \$ 43,280,122 | \$ 44,970,568 |
| 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 | \$ 2,994,406 | \$ 3,141,968 | \$ 97,362 | \$ 2,605,980 | \$ 2,703,342 | \$ - | \$ 5,600,386 | \$ 5,845,310 |
| 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 | \$ 3,056,858 | \$ 3,213,182 | \$ 158,443 | \$ 2,644,555 | \$ 2,750,836 | \$ 52,163 | \$ 5,701,413 | \$ 5,964,018 |
| 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 | \$ 374,000 | \$ 909,057 | \$ 394,121 | \$ 384,000 | \$ 919,178 | \$ 778,242 | \$ 758,000 |
| 150 | ARPA Covid Local Recovery Fund | \$ 2,244,095 | \$ 28,327 | \$ 1,139,516 | \$ 1,132,906 | \$ 9,454 | \$ 1,142,360 | \$ - | \$ 37,781 | \$ 2,281,876 |
| | Total Special Revenue Funds | \$ 3,300,932 | \$ 557,810 | \$ 1,693,688 | \$ 2,165,053 | \$ 548,348 | \$ 1,706,532 | \$ 1,006,869 | \$ 1,106,158 | \$ 3,400,220 |
| 310 | Non-Utilities Capital Fund | \$ 20,100,000 | \$ 13,954,950 | \$ 16,390,500 | \$ 17,664,450 | \$ 5,407,400 | \$ 20,970,850 | \$ 2,101,000 | \$ 19,362,350 | \$ 37,361,350 |
| | Total Capital Funds | \$ 20,100,000 | \$ 13,954,950 | \$ 16,390,500 | \$ 17,664,450 | \$ 5,407,400 | \$ 20,970,850 | \$ 2,101,000 | \$ 19,362,350 | \$ 37,361,350 |
| 401 | Water Operations Fund | \$ 1,635,856 | \$ 5,190,814 | \$ 5,628,534 | \$ 1,198,136 | \$ 5,504,819 | \$ 5,782,576 | \$ 920,380 | \$ 10,695,634 | \$ 11,411,110 |
| 402 | Sewer Operations Fund | \$ 786,844 | \$ 6,447,608 | \$ 6,295,595 | \$ 938,857 | \$ 6,713,795 | \$ 6,721,162 | \$ 931,490 | \$ 13,161,403 | \$ 13,016,757 |
| 403 | Stormwater Operations Fund | \$ 984,709 | \$ 2,850,899 | \$ 3,214,206 | \$ 621,402 | \$ 3,063,483 | \$ 3,211,299 | \$ 473,586 | \$ 5,914,382 | \$ 6,425,505 |
| 417 | Utilities Capital Fund | \$ 19,400,000 | \$ 10,373,442 | \$ 8,491,000 | \$ 21,282,442 | \$ 14,773,142 | \$ 20,556,000 | \$ 15,499,584 | \$ 25,146,584 | \$ 29,047,000 |
| | Total Enterprise Funds | \$ 22,807,410 | \$ 24,862,763 | \$ 23,629,335 | \$ 24,040,838 | \$ 30,055,239 | \$ 36,271,037 | \$ 17,825,040 | \$ 54,918,002 | \$ 59,900,372 |
| 501 | Equipment Replacement & Repair Fund | \$ 2,384,697 | \$ 3,158,553 | \$ 3,578,954 | \$ 1,964,296 | \$ 1,956,573 | \$ 1,307,054 | \$ 2,613,815 | \$ 5,115,126 | \$ 4,886,008 |
| 502 | Information Technology Fund | \$ 2,251,692 | \$ 2,657,771 | \$ 3,134,406 | \$ 1,775,057 | \$ 2,624,569 | \$ 3,116,305 | \$ 1,283,321 | \$ 5,282,340 | \$ 6,250,711 |
| 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 | \$ 6,731,169 | \$ 8,131,513 | \$ 3,947,418 | \$ 5,304,639 | \$ 5,139,946 | \$ 4,112,111 | \$ 12,035,808 | \$ 13,271,459 |
| | Total All Funds | \$ 59,021,171 | \$ 70,243,966 | \$ 76,700,693 | \$ 52,564,444 | \$ 66,159,888 | \$ 88,167,295 | \$ 30,557,037 | \$ 136,403,853 | \$ 164,867,987 |

SECTION 3. Transfers Within Funds Authorized.

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

SECTION 4. Transmittal of Budget.

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

SECTION 5. Effective Date.

This ordinance shall be effective from and its adoption and the expiration of five days after its publication, as provided by law.

SECTION 6. Severability.

If any portion of this chapter, if found to be invalid or unenforceable for any reason, such finding shall not affect the validity or enforceability of any other section of this chapter.

SECTION 7. Corrections by the City Clerk or Code Reviser.

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

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

APPROVED by the Mayor of the City of Snoqualmie on this 14th day of November, 2022.

Katherine Ross, Mayor

ATTEST:

APPROVED AS TO FORM:

Deana Dean, City Clerk

Bob C. Sterbank, City Attorney



BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB22-076
October 24, 2022

Choose an item.

AGENDA BILL INFORMATION

| | | |
|-------------------------|---|---|
| TITLE: | AB22-076: 2023-2024 Biennial Budget | <input type="checkbox"/> Discussion Only |
| PROPOSED ACTION: | Approve Ordinance 1267 Adopting the 2023-2024 Biennial Budget | <input checked="" type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input checked="" type="checkbox"/> Ordinance <input type="checkbox"/> Resolution |

| | | | |
|----------------|--------------------------|----------------|-------------------------------|
| REVIEW: | Department Director/Peer | Jen Ferguson | 10/13/2022 |
| | Finance | Drew Bouta | 10/13/2022 |
| | Legal | Bob Sterbank | Click or tap to enter a date. |
| | City Administrator | Mike Sauerwein | Click or tap to enter a date. |

| | | | |
|--------------------|---|---|-----------------|
| DEPARTMENT: | Finance | | |
| STAFF: | Budget Manager, Drew Bouta | | |
| COMMITTEE: | Committee of the Whole | COMMITTEE DATE: October 10, 2022 | |
| MEMBERS: | Choose an item. | Choose an item. | Choose an item. |
| EXHIBITS: | 1. Ordinance 1267 Adopting the 2023-2024 Biennial Budget 2. Mayor's Proposed 2023-2024 Biennial Budget Document (Updated 10/13/2022) | | |

| | |
|--------------------------------|--------------------|
| AMOUNT OF EXPENDITURE | \$ n/a |
| AMOUNT BUDGETED | \$ Choose an item. |
| APPROPRIATION REQUESTED | \$ Choose an item. |

SUMMARY

INTRODUCTION

The purpose of this agenda bill is to adopt the 2023-2024 Biennial budget.

LEGISLATIVE HISTORY

- On September 12, 2022, the Mayor proposed the 2023-2024 Biennial Budget to City Council.
- During the week of October 3, 2022, directors presented brief reviews of their department's proposed budgets to respective committees.
- On October 10, City Council reviewed and deliberated the proposed budget with the Administration available to answer questions.
- During the week of October 17, 2022, directors presented any remaining reviews to their respective committees and answered questions regarding their proposed budgets if necessary.

BACKGROUND

ANALYSIS

BUDGET IMPACTS

NEXT STEPS

Per the Council approved budget calendar, City Council will review and deliberate the Mayor's Proposed 2023-2024 Biennial Budget on November 1, 2022.

PROPOSED ACTION

No action. Council will continue to deliberate the proposed budget.



City of Snoqualmie

Mayor's Proposed 2023-2024 Biennial Budget



Original Proposal: 9/12/2022
Updated: 10/3/2022
Updated: 10/13/2022



Table of Contents

| | |
|--|-----------|
| Mayor's Budget Message | 3 |
| Leadership | 5 |
| Mayor | 5 |
| City Council | 5 |
| City Officials | 6 |
| Advisory Boards & Commissions | 6 |
| Mission, Vision, Values | 9 |
| Council Priorities | 10 |
| Budget Process | 12 |
| Financial Forecast | 14 |
| 2023-2024 Biennial Budget Executive Summary | 15 |
| General Fund Overview | 18 |
| General Fund Sources Summary | 19 |
| General Fund Uses Summary | 22 |
| Reserve Fund Summary | 23 |
| General Fund by Functional Classification | 24 |
| Administrative Departments | 24 |
| Police (Snoqualmie) | 29 |
| Fire & Emergency Management | 31 |
| Parks Maintenance | 33 |
| Community Development | 35 |
| Streets Maintenance | 37 |
| Non-Departmental | 38 |
| Managerial Funds | 39 |
| Arts Activities Fund (#012) | 39 |
| North Bend Police Services Fund (#014) | 40 |
| Deposits Reimbursement Control Fund (#018) | 41 |
| Special Revenue Funds | 42 |
| Hotel/Motel Tax Fund (#110) | 42 |
| Drug Enforcement Fund (#118) | 42 |
| Affordable Housing Fund (#131) | 43 |
| ARPA Covid Local Recovery Fund (#150) | 44 |

| | |
|---|-----------|
| Governmental Capital Funds | 46 |
| Non-Utilities Capital Fund (#310) | 46 |
| Enterprise Funds | 47 |
| Water Operations Fund (#401) | 50 |
| Sewer Operations Fund (#402) | 52 |
| Stormwater Operations Fund (#403) | 54 |
| Utilities Capital Fund (#417) | 57 |
| Internal Service Funds | 58 |
| Equipment Replacement & Repair Fund (#501) | 58 |
| Information Technology Fund (#502) | 61 |
| Facilities Maintenance Fund (#510) | 63 |
| Appendices | 65 |
| Financial Forecast Working Table | A1 |
| Proposed Budget Ordinance Table | A2 |
| Biennial Budget Comparison Table & Presentation | A3 |
| Organizational Chart | A4 |
| 2023-2028 Capital Improvement Plan | A5 |
| Financial Management Policy | A6 |
| Department Presentations | A7 |
| Glossary of Common Budget Terms | A8 |



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 \$164.9 million, including \$45.0 million for the General Fund, and \$66.4 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 | VACANT | |
| 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 | VACANT | |
| 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 | Presentation and Review of the Mayor's Proposed 2023-2028 CIP |
| June 13 | Council | Special - Budget Workshop | Review Proposed Update to the Financial Policies |
| June 21 | F&A Committee | Regular | Public Open House Regarding the Mayor's Proposed 2023-2028 CIP |
| July 11 | Council | Regular | Deliberation of the Final Proposed 2023-2028 CIP |
| July 19 | Public Safety + F&A Committee | Regular | Review Proposed Update to the Financial Policies |
| July 25 | Council | Regular | Presentation on Public Financing and Municipal Bonds |
| August 2 | F&A Committee | Regular | Review of the Final 2023-2028 CIP |
| August 3 | F&A Committee | Regular | Special Topic: Police Take-Home Program |
| August 8 | Council | Regular | Adoption of the Final 2023-2028 CIP |
| 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 | Presentation and Review of the 2023 Property Tax Levy (incl. Public Hearing) |
| | | | Review of the Final 2023-2024 Biennial Budget (incl. Public Hearing) |
| November 28 | Council | Regular | Adoption of the 2023 Property Tax Levy (incl. Public Hearing) |
| | | | Adoption of the Final 2023-2024 Biennial Budget (incl. Public Hearing) |

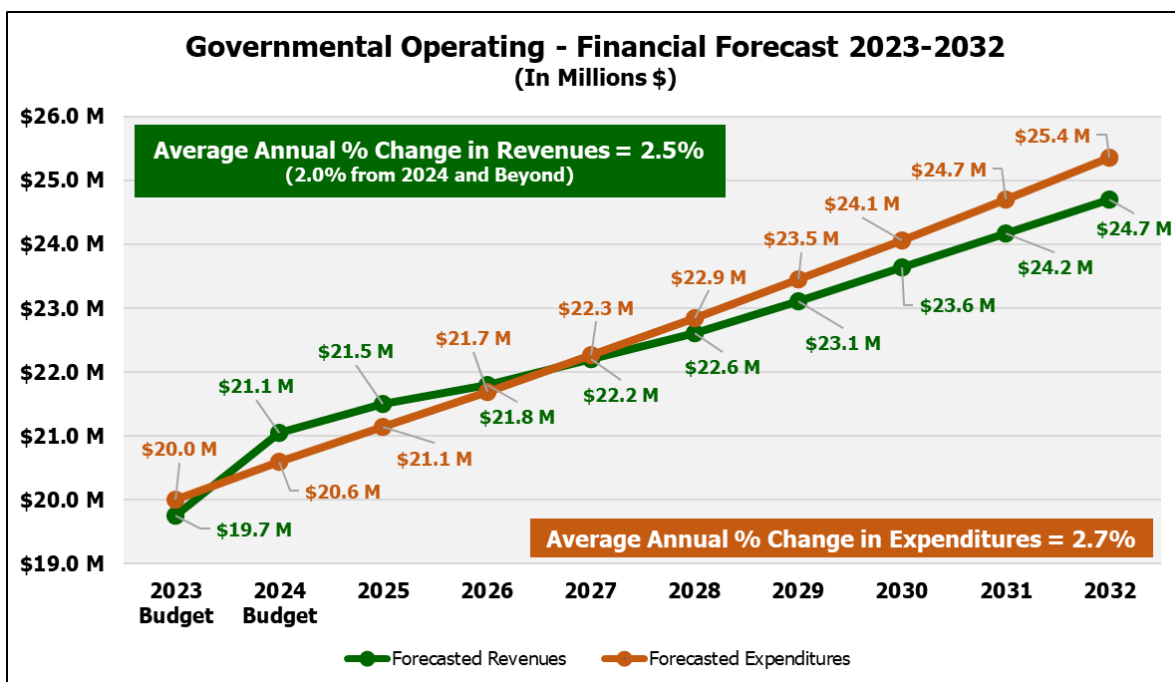
| |
|---|
| Council Priorities |
| Financial Forecast |
| Financial Policies |
| 2023-2028 Capital Improvement Plan |
| 2023-2024 Biennial Budget |
| Other |
| Adoption Dates |



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 \$136.4 million and budgeted uses of \$164.9 million. The city is projected to begin the biennium with a fund balance of \$59.0 million and end the biennium with a \$30.6 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 | 20,807,296 | 22,109,762 | 42,917,057 | 23,642,475 | 21,328,093 | 44,970,568 | 2,370,164 |
| Reserve Fund | 2,726,625 | 273,120 | 89,945 | 363,065 | - | - | - | 3,089,690 |
| Total General Fund | 7,150,300 | 21,080,416 | 22,199,707 | 43,280,122 | 23,642,475 | 21,328,093 | 44,970,568 | 5,459,854 |
| 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 | 2,994,406 | 2,605,980 | 5,600,386 | 3,141,968 | 2,703,342 | 5,845,310 | - |
| 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 | 3,056,858 | 2,644,555 | 5,701,413 | 3,213,182 | 2,750,836 | 5,964,018 | 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 | 374,000 | 384,000 | 758,000 | 919,178 |
| 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 | 1,693,688 | 1,706,532 | 3,400,220 | 1,006,869 |
| Non-Utilities Capital Fund | 20,100,000 | 13,954,950 | 5,407,400 | 19,362,350 | 16,390,500 | 20,970,850 | 37,361,350 | 2,101,000 |
| Total Governmental Capital Funds | 20,100,000 | 13,954,950 | 5,407,400 | 19,362,350 | 16,390,500 | 20,970,850 | 37,361,350 | 2,101,000 |
| Water Operations Fund | 1,635,856 | 5,190,814 | 5,504,819 | 10,695,634 | 5,628,534 | 5,782,576 | 11,411,110 | 920,380 |
| Sewer Operations Fund | 786,844 | 6,447,608 | 6,713,795 | 13,161,403 | 6,295,595 | 6,721,162 | 13,016,757 | 931,490 |
| Stormwater Operations Fund | 984,709 | 2,850,899 | 3,063,483 | 5,914,382 | 3,214,206 | 3,211,299 | 6,425,505 | 473,586 |
| Utilities Capital Fund | 19,400,000 | 10,373,442 | 14,773,142 | 25,146,584 | 8,491,000 | 20,556,000 | 29,047,000 | 15,499,584 |
| Total Enterprise Funds | 22,807,410 | 24,862,763 | 30,055,239 | 54,918,002 | 23,629,335 | 36,271,037 | 59,900,372 | 17,825,040 |
| Equipment Replacement & Repair Fund | 2,384,697 | 3,158,553 | 1,956,573 | 5,115,126 | 3,578,954 | 1,307,054 | 4,886,008 | 2,613,815 |
| Information Technology Fund | 2,251,692 | 2,657,771 | 2,624,569 | 5,282,340 | 3,134,406 | 3,116,305 | 6,250,711 | 1,283,321 |
| 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 | 6,731,169 | 5,304,639 | 12,035,808 | 8,131,513 | 5,139,946 | 13,271,459 | 4,112,111 |
| Total All Funds | 59,021,171 | 70,243,966 | 66,159,888 | 136,403,853 | 76,700,693 | 88,167,295 | 164,867,987 | 30,557,037 |

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 6.75 positions, to include a 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,

and an Information Technology Manager who will lead operations and support the implementation of critical network infrastructure projects over the next two years. 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, and a part-time Mechanic will support new programs while maintaining an appropriate level of service for City vehicles. 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 | 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 | 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 | 0.75 | 1.75 |
| | Department Total = | 33.00 | 3.75 | 36.75 |
| 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 | 6.75 | 121.56 |



General Fund Overview

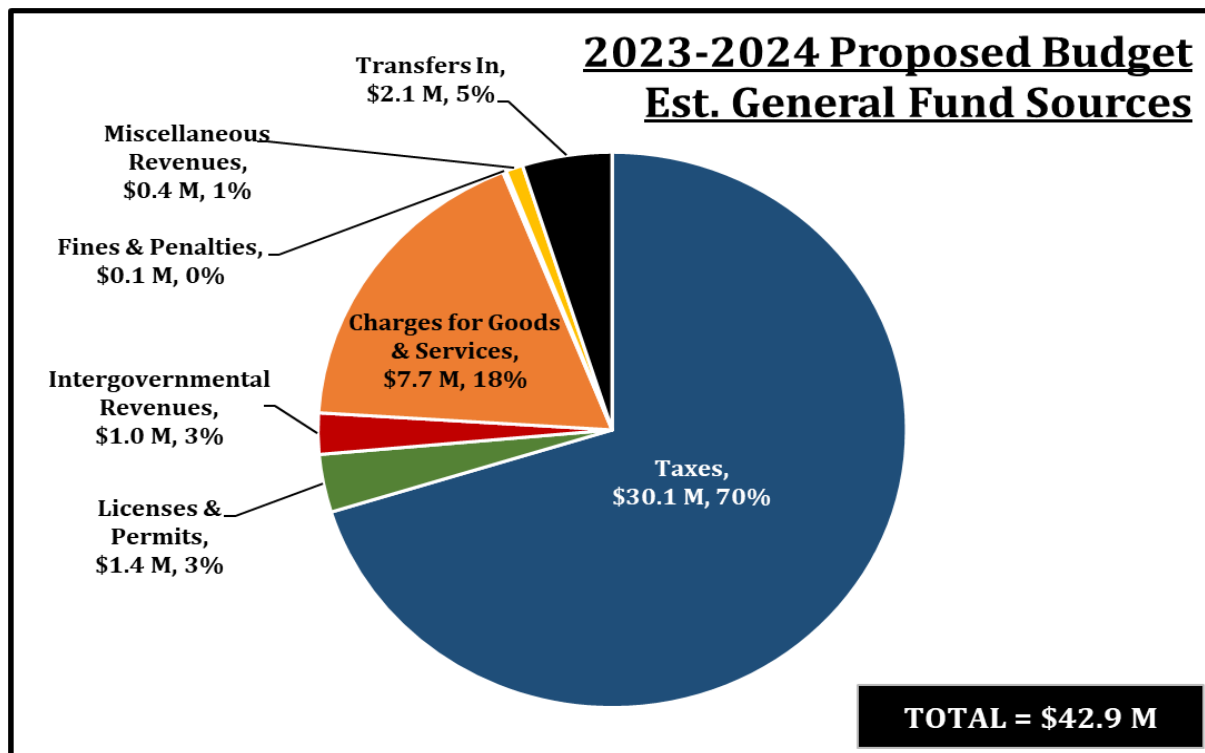
The General Fund serves as the main operating fund of the City and includes source and use allocations for general government activities such as administration, public safety, court services, community planning and development, economic development, street maintenance, park maintenance and human services. Overall General Fund sources are projected at \$42.9 million and General Fund uses are projected at \$45.0 million for 2023-2024 biennium.

The ending fund balance for the General Fund is anticipated to decrease \$2.1 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 | \$ 1,588,496 | | | |
| Sources | | | | | | |
| <i>Taxes</i> | \$ 14,263,811 | \$ 14,912,668 | \$ 15,223,503 | \$ 30,136,171 | 4.5% | 2.1% |
| <i>Licenses & Permits</i> | \$ 652,835 | \$ 581,660 | \$ 864,713 | \$ 1,446,374 | -10.9% | 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 | \$ 20,807,296 | \$ 22,109,762 | \$ 42,917,057 | 6.2% | 6.3% |
| Uses | | | | | | |
| <i>Salaries & Wages</i> | \$ 6,943,575 | \$ 8,342,152 | \$ 8,605,071 | \$ 16,947,223 | 20.1% | 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 | \$ 8,583,535 | \$ 8,583,714 | \$ 17,167,249 | 13.9% | 0.0% |
| <i>Capital Outlays</i> | \$ - | \$ 2,000 | \$ 7,050 | \$ 9,050 | 100.0% | 252.5% |
| <i>Transfers Out</i> | \$ 271,044 | \$ 2,735,179 | \$ 49,147 | \$ 2,784,326 | 909.1% | -98.2% |
| Total Uses = | \$ 17,992,643 | \$ 23,642,475 | \$ 21,328,093 | \$ 44,970,568 | 31.4% | -9.8% |
| Sources Over (Under) Uses = | \$ 1,603,370 | \$ (2,835,179) | \$ 781,668 | \$ (2,053,511) | | |
| Ending Fund Balance | \$ 4,423,674 | \$ 1,588,496 | \$ 2,370,164 | | | |

General Fund Sources Summary

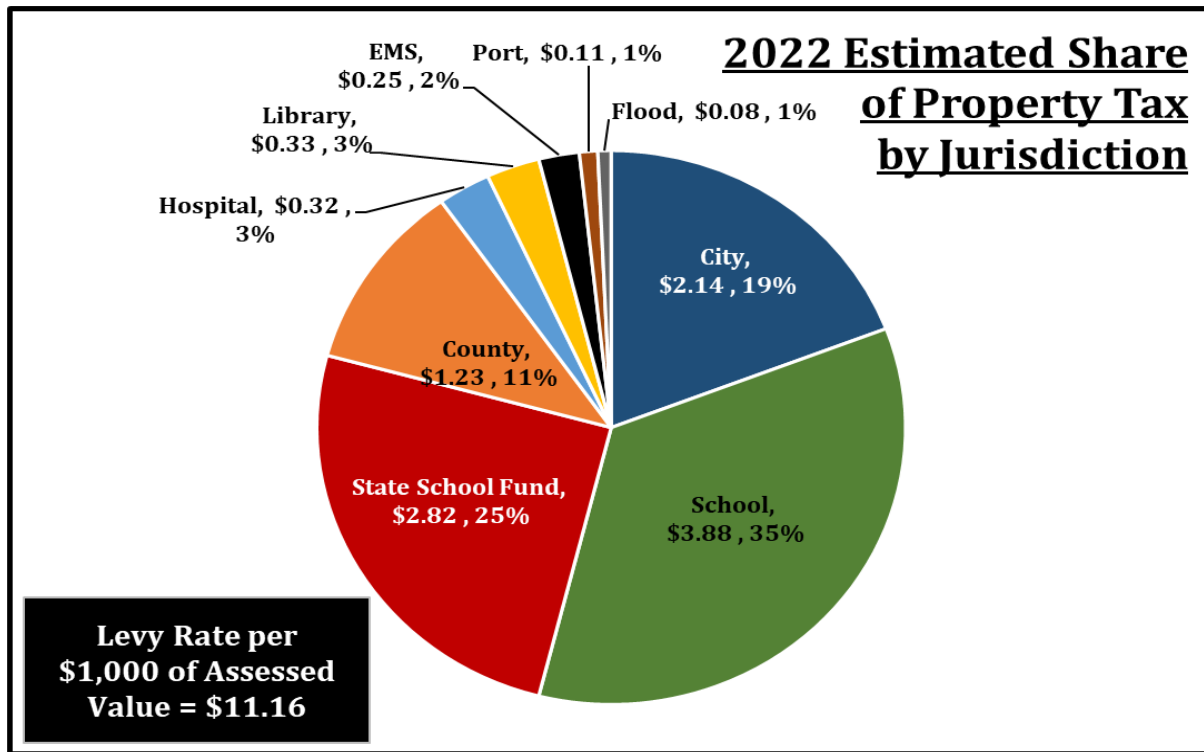
70% of General Fund sources come from property taxes, sales taxes, utility taxes, and other taxes. Charges for goods and services make up the second largest proportion at 18%. The following chart breaks out General Fund sources over the biennium by type of source.



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 limitation of a 1% 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 \$16.7 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 \$8.2 million for the biennium, representing 19.5% 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 11.6% 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:

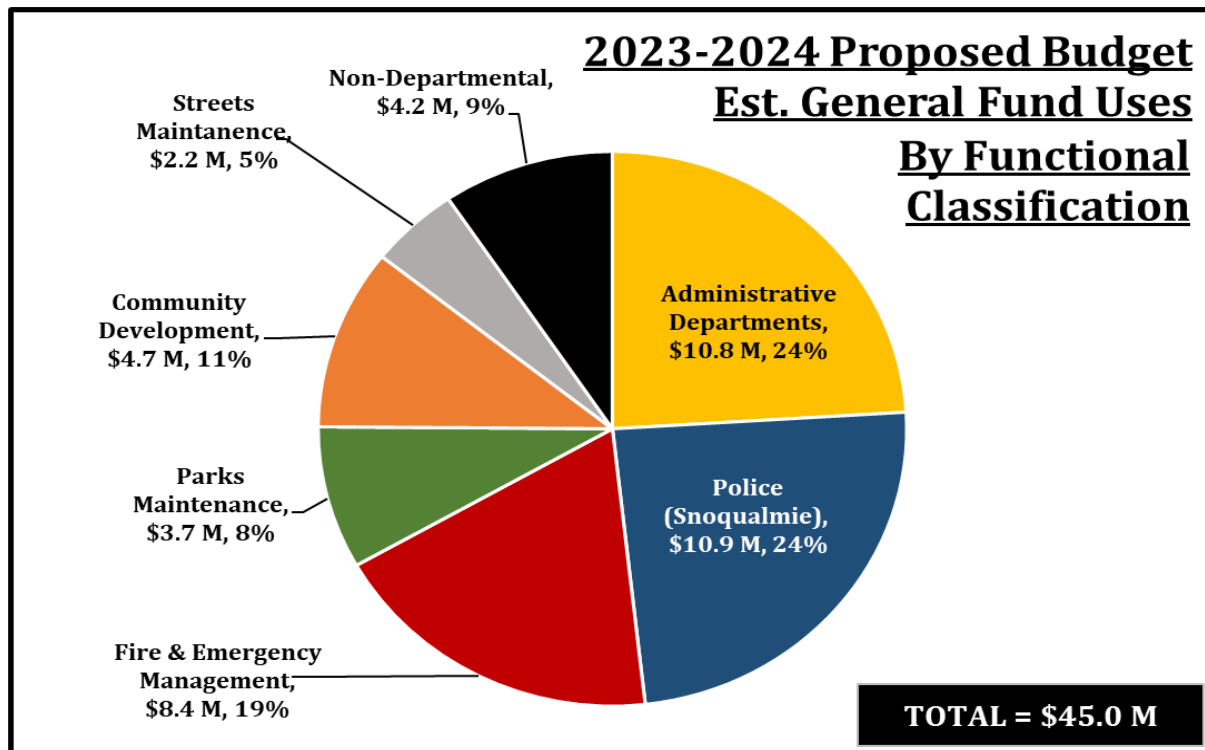
- **B&O Tax/Business License** (2023: +\$247,189, 2024: +\$256,047)
 - o B&O taxes and business licenses are paid to the City on the honor system. The intent of this initiative is to develop an internal audit program to work with those businesses that perform services or sell goods within Snoqualmie without obtaining the necessary license and paying the required the B&O tax. Additionally, other tax programs such as admissions or gambling need oversight to ensure compliance with SMC. The proposed Revenue Manager position is expected to facilitate and support revenue enhancement programs. The budget estimates the amount of revenue generated from the audit at 1.5 times the cost of the Revenue Manager position.
- **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.

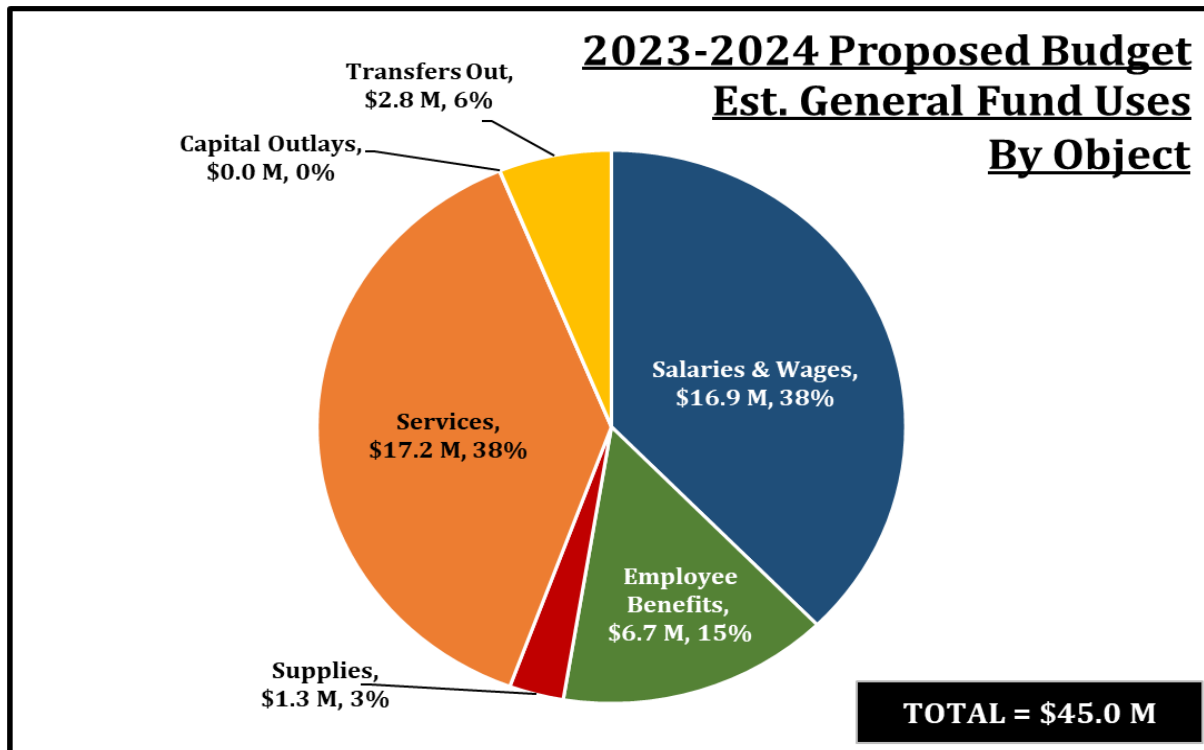
The supplemental payments would cover the funding gap between the City's actual costs per GEMT transport and the allowable amount received from Medicaid and any other source of reimbursement.

General Fund Uses Summary

Overall General Fund uses are projected at \$45.0 million for 2023-2024 biennium, a 25% increase from the prior biennium. The bulk of the increase, at 73%, comes from salaries, benefits, and a transfer to the CIP. The increases in personnel costs are associated with cost-of-living adjustments, collective bargaining agreement obligations and 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 Auditors 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 | \$ 2,999,745 | | | |
| Sources | | | | | | |
| Miscellaneous Revenues | \$ 6,484 | \$ 47,941 | \$ 50,798 | \$ 98,739 | 639.4% | 6.0% |
| Transfers In | \$ 34,134 | \$ 225,179 | \$ 39,147 | \$ 264,326 | 559.7% | -82.6% |
| Total Sources = | \$ 40,618 | \$ 273,120 | \$ 89,945 | \$ 363,065 | 572.4% | -67.1% |
| Sources Over (Under) Uses = | \$ 40,618 | \$ 273,120 | \$ 89,945 | \$ 363,065 | | |
| Ending Fund Balance | \$ 2,726,625 | \$ 2,999,745 | \$ 3,089,690 | | | |



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 | \$ 1,968,140 | \$ 4,059,987 | 40.3% | -5.9% |
| <i>Capital Outlays</i> | \$ - | \$ - | \$ - | \$ - | 0.0% | 0.0% |
| <i>Transfers Out</i> | \$ - | \$ - | \$ - | \$ - | 0.0% | 0.0% |
| Total Uses = | \$ 4,091,360 | \$ 5,409,502 | \$ 5,403,482 | \$ 10,812,984 | 32.2% | -0.1% |

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 | 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 | 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** (Ongoing) (2023: -\$165,312, 2024: -\$171,490)
 - 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: -\$80,050)
 - 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.
- **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: -\$100,000)
 - 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 | \$ 2,169,406 | \$ 2,244,621 | \$ 4,414,027 | 37.4% | 3.5% |
| <i>Capital Outlays</i> | \$ - | \$ - | \$ - | \$ - | 0.0% | 0.0% |
| <i>Transfers Out</i> | \$ 219,666 | \$ - | \$ - | \$ - | -100.0% | 0.0% |
| Total Uses = | \$ 4,738,775 | \$ 5,374,405 | \$ 5,498,018 | \$ 10,872,423 | 13.4% | 2.3% |

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:

- **Police Take Home Car Program** (One-Time & Ongoing) (2023: -\$170,321, 2024: -\$192,316)
 - o The Police Take Home Car Program is intended as a recruitment and retention effort to sustain the level-of-service the Police Department provides to the residents of Snoqualmie and North Bend. The City of North Bend is anticipated to fully participate in this program and their share of costs have been projected and included under the North Bend Police Services Fund (#014). The costs included here represent internal service charges that will allow the Equipment Replacement and Repair Division of the Parks and Public Works Department to purchase and maintain the additional police vehicles.
- **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 | \$ 2,128,900 | \$ 2,191,297 | \$ 4,320,197 | 16.7% | 2.9% |
| <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 | \$ 1,101,261 | \$ 1,116,808 | \$ 2,218,069 | 48.9% | 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 | \$ 4,121,255 | \$ 4,235,158 | \$ 8,356,412 | 21.2% | 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.
- **Retention & Recruitment** (One-Time) (2023: -\$100,000, 2024: -\$100,000)
 - o This funding will allow the Fire and Emergency Management Department to keep and 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.

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 | \$ 996,888 | \$ 913,913 | \$ 1,910,801 | 22.7% | -8.3% |
| <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 | \$ 1,895,439 | \$ 1,843,537 | \$ 3,738,976 | 10.8% | -2.7% |

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: -\$100,000)
 - 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 | \$ 856,106 | \$ 1,023,489 | \$ 1,879,595 | -22.3% | 19.6% |
| <i>Capital Outlays</i> | \$ - | \$ - | \$ - | \$ - | 0.0% | 0.0% |
| <i>Transfers Out</i> | \$ - | \$ - | \$ - | \$ - | 0.0% | 0.0% |
| Total Uses = | \$ 1,953,090 | \$ 2,270,875 | \$ 2,472,814 | \$ 4,743,689 | 16.3% | 8.9% |

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: -\$82,600)
 - 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 | \$ 649,292 | \$ 580,867 | \$ 1,230,159 | -2.9% | -10.5% |
| <i>Capital Outlays</i> | \$ - | \$ - | \$ 5,000 | \$ 5,000 | 0.0% | 100.0% |
| <i>Transfers Out</i> | \$ - | \$ - | \$ - | \$ - | 0.0% | 0.0% |
| Total Uses = | \$ 936,029 | \$ 1,117,085 | \$ 1,090,062 | \$ 2,207,147 | 19.3% | -2.4% |

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** (One-Time & Ongoing) (2023: -\$80,000, 2024: -\$13,000)
 - 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 | \$ 718,735 | \$ 735,876 | \$ 1,454,611 | -37.0% | 2.4% |
| <i>Capital Outlays</i> | \$ - | \$ - | \$ - | \$ - | 0.0% | 0.0% |
| <i>Transfers Out</i> | \$ 21,378 | \$ 2,735,179 | \$ 49,147 | \$ 2,784,326 | 12694.4% | -98.2% |
| Total Uses = | \$ 1,162,995 | \$ 3,453,914 | \$ 785,023 | \$ 4,238,937 | 197.0% | -77.3% |



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 | \$ 2,954,026 | \$ 2,605,160 | \$ 5,559,186 | 35.2% | -11.8% |
| <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 | \$ 2,994,406 | \$ 2,605,980 | \$ 5,600,386 | 24.3% | -13.0% |
| 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 | \$ 1,245,452 | \$ 740,815 | \$ 1,986,267 | 134.0% | -40.5% |
| <i>Capital Outlays</i> | \$ - | \$ - | \$ - | \$ - | 0.0% | 0.0% |
| Total Uses = | \$ 2,181,194 | \$ 3,141,968 | \$ 2,703,342 | \$ 5,845,310 | 44.0% | -14.0% |
| 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 |

Major Changes/Additions:

- **Police Take Home Car Program** (One-Time & Ongoing) (2023: -\$608,803, 2024: -\$92,601)
 - o The Police Take Home Car Program is intended as a recruitment and retention effort to sustain the level-of-service the Police Department provides to the residents of Snoqualmie and North Bend. The City of North Bend is anticipated to fully participate in this program. The costs included here represent internal service charges that will allow the Equipment Replacement and Repair Division of the Parks and Public Works Department to purchase and maintain the additional police vehicles.

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 | \$ 909,057 | | | |
| 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> | \$ - | \$ 374,000 | \$ 384,000 | \$ 758,000 | 100.0% | 2.7% |
| Total Uses = | \$ - | \$ 374,000 | \$ 384,000 | \$ 758,000 | 100.0% | 2.7% |
| Sources Over (Under) Uses = | \$ 345,000 | \$ 10,121 | \$ 10,121 | \$ 20,242 | | |
| Ending Fund Balance | \$ 898,936 | \$ 909,057 | \$ 919,178 | | | |

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 | \$ 17,664,450 | | | |
| 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 | \$ 15,774,080 | \$ 20,362,455 | \$ 36,136,535 | 428.4% | 29.1% |
| <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 | \$ 16,390,500 | \$ 20,970,850 | \$ 37,361,350 | 374.6% | 27.9% |
| Sources Over (Under) Uses = | \$ 1,462,260 | \$ (2,435,550) | \$ (15,563,450) | \$ (17,999,000) | | |
| Ending Fund Balance | \$ 20,100,000 | \$ 17,664,450 | \$ 2,101,000 | | | |

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.



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:

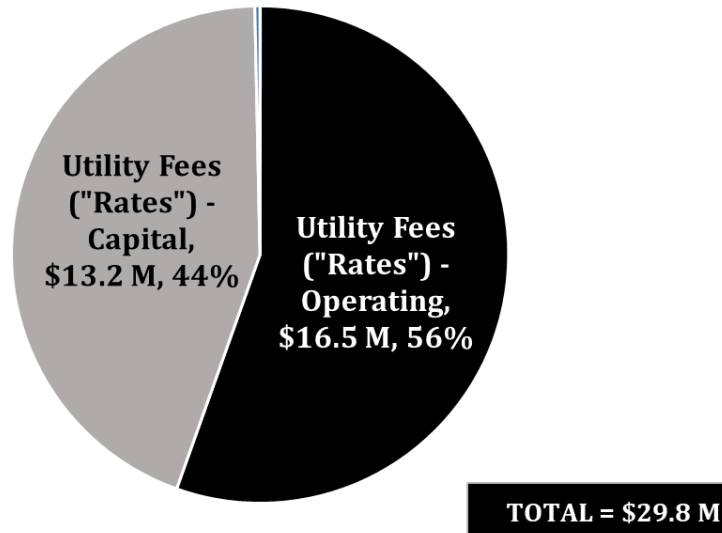
The City of Snoqualmie operates three enterprise utilities: water, sewer, and stormwater. The primary source of revenue generated by all three utilities are utility fees ("rates"). Utility rates are set by Council and were last adopted in May of 2021 for a six-year period (2021-2026). Changes in utility 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 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 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.

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

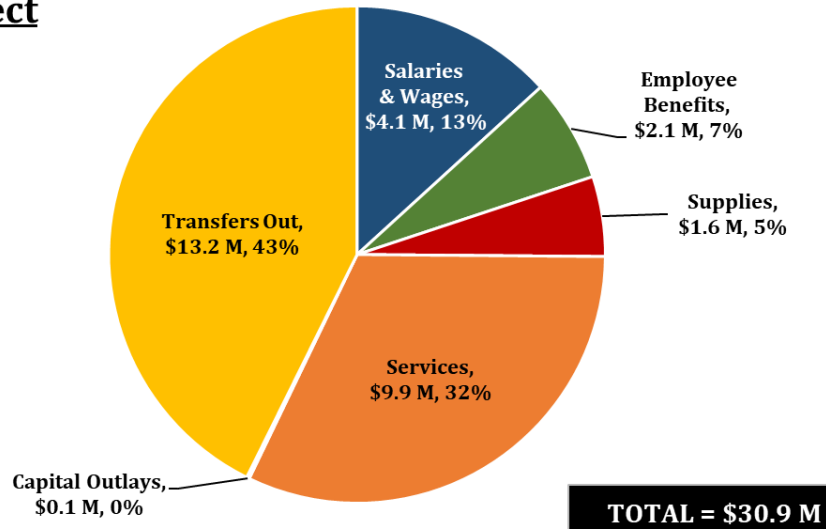
2023-2024 Proposed Budget
Est. Enterprise Fund Sources



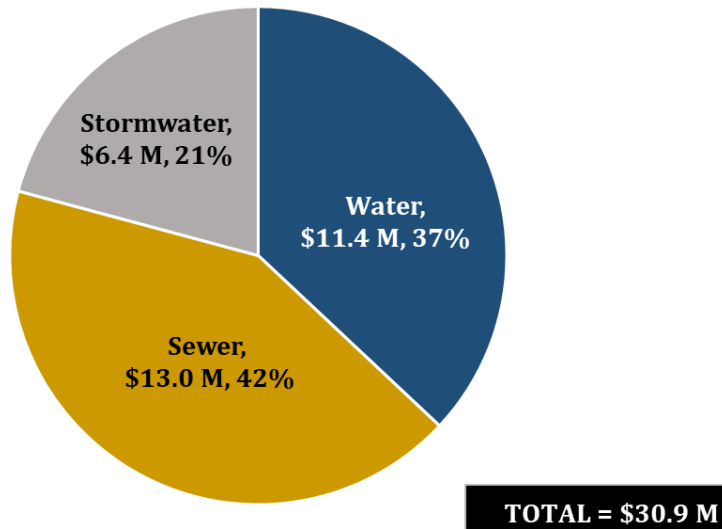
Enterprise Funds Uses Summary:

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 \$30.9 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. Enterprise Fund Uses
By Object



2023-2024 Proposed Budget
Est. General 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 | \$ 1,198,136 | | | |
| 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 | \$ 1,951,638 | \$ 1,828,428 | \$ 3,780,066 | 16.9% | -6.3% |
| <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 | \$ 5,628,534 | \$ 5,782,576 | \$ 11,411,110 | 22.2% | 2.7% |
| Sources Over (Under) Uses = | \$ 273,022 | \$ (437,720) | \$ (277,757) | \$ (715,476) | | |
| Ending Fund Balance | \$ 1,635,856 | \$ 1,198,136 | \$ 920,380 | | | |

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** (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.

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 | \$ 938,857 | | | |
| 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 | \$ 2,043,493 | \$ 2,049,754 | \$ 4,093,247 | 37.5% | 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 | \$ 6,295,595 | \$ 6,721,162 | \$ 13,016,757 | 6.9% | 6.8% |
| Sources Over (Under) Uses = | \$ 305,642 | \$ 152,013 | \$ (7,367) | \$ 144,646 | | |
| Ending Fund Balance | \$ 786,844 | \$ 938,857 | \$ 931,490 | | | |

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 | \$ 621,402 | | | |
| 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 | \$ 999,637 | \$ 1,008,532 | \$ 2,008,169 | 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 | \$ 3,214,206 | \$ 3,211,299 | \$ 6,425,505 | 41.5% | -0.1% |
| Sources Over (Under) Uses = | \$ 370,801 | \$ (363,307) | \$ (147,816) | \$ (511,123) | | |
| Ending Fund Balance | \$ 984,709 | \$ 621,402 | \$ 473,586 | | | |

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 | \$ 21,282,442 | | | |
| 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 | \$ 5,063,685 | \$ 17,197,861 | \$ 22,261,546 | 44.5% | 239.6% |
| <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 | \$ 8,491,000 | \$ 20,556,000 | \$ 29,047,000 | 33.6% | 142.1% |
| Sources Over (Under) Uses = | \$ 8,717,002 | \$ 1,882,442 | \$ (5,782,858) | \$ (3,900,416) | | |
| Ending Fund Balance | \$ 19,400,000 | \$ 21,282,442 | \$ 15,499,584 | | | |

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 |



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 | \$ 1,964,296 | | | |
| Sources | | | | | | |
| <i>Charges for Goods & Services</i> | \$ 1,225,850 | \$ 2,536,378 | \$ 1,844,780 | \$ 4,381,158 | 106.9% | -27.3% |
| <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 | \$ 3,158,553 | \$ 1,956,573 | \$ 5,115,126 | 143.0% | -38.1% |
| Uses | | | | | | |
| <i>Salaries & Wages</i> | \$ 184,691 | \$ 235,703 | \$ 242,885 | \$ 478,588 | 27.6% | 3.0% |
| <i>Employee Benefits</i> | \$ 84,802 | \$ 124,319 | \$ 129,137 | \$ 253,456 | 46.6% | 3.9% |
| <i>Supplies</i> | \$ 242,577 | \$ 485,488 | \$ 526,418 | \$ 1,011,906 | 100.1% | 8.4% |
| <i>Services</i> | \$ 376,451 | \$ 247,468 | \$ 254,022 | \$ 501,490 | -34.3% | 2.6% |
| <i>Capital Outlays</i> | \$ 553,903 | \$ 2,485,976 | \$ 154,592 | \$ 2,640,568 | 348.8% | -93.8% |
| <i>Transfers Out</i> | \$ - | \$ - | \$ - | \$ - | 0.0% | 0.0% |
| Total Uses = | \$ 1,442,425 | \$ 3,578,954 | \$ 1,307,054 | \$ 4,886,008 | 148.1% | -63.5% |
| Sources Over (Under) Uses = | \$ (142,838) | \$ (420,401) | \$ 649,519 | \$ 229,118 | | |
| Ending Fund Balance | \$ 2,384,697 | \$ 1,964,296 | \$ 2,613,815 | | | |

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 | 0.75 | 1.75 |
| Total Staffing Count = | 1.80 | 0.55 | 2.35 |

Major Changes/Additions:

- **Mechanic II** (Ongoing) (2023: -\$97,110, 2024: -\$100,668)
 - o The intent of this ¾ time position is to support the Police Take Home Car Program which will result in the purchase of new vehicles and additional maintenance requirements.

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 |
|----------------|-----------------------|------|-----|----------------|--------------------|---------|
| 2 | Ford Explorer SUV 4x4 | - | - | Police (S) | \$88,997 | New |
| 3 | Ford Explorer SUV 4x4 | - | - | Police (NB) | \$88,997 | New |
| 4 | Ford Explorer SUV 4x4 | - | - | Police (NB) | \$88,997 | New |
| 5 | Ford Explorer SUV 4x4 | - | - | Police (NB) | \$88,997 | New |
| 6 | Ford Explorer SUV 4x4 | - | - | Police (NB) | \$88,997 | New |
| 7 | Ford Explorer SUV 4x4 | - | - | Police (NB) | \$88,997 | New |
| 8 | Ford Explorer SUV 4x4 | - | - | Police (NB) | \$88,997 | New |
| 9 | Fire Engine LaFrance | 2003 | 106 | Fire & EM | \$775,000 | Replace |
| 10 | Valve Turning Machine | - | - | P&PW (Water) | \$70,000 | New |
| 11 | Chev. 1 Ton Service | 2003 | 232 | P&PW (Water) | \$85,000 | Replace |
| 12 | Chev. ¾ Ton Utility | - | - | P&PW (Water) | \$75,000 | New |
| 13 | Chev. ¾ Ton Utility | 2004 | 455 | P&PW (Water) | \$75,000 | Replace |
| 14 | Schwarze Sweeper | 2014 | 248 | P&PW (Storm) | \$375,000 | Replace |
| 15 | 580 SL Backhoe/Case | 1997 | 226 | P&PW (Streets) | \$180,000 | Replace |
| 16 | Lift Truck – Cat T30D | 1997 | 245 | P&PW (Fleet) | \$49,999 | Replace |
| 17 | Olympic Trailer 1 ½ T | 2013 | 422 | P&PW (Parks) | \$6,000 | Replace |
| 18 | Magnum Trailer | 2003 | 444 | P&PW (Parks) | \$12,000 | Replace |
| 19 | Tiger ROW Mower | - | - | P&PW (Parks) | \$160,000 | New |
| TOTAL = | | | | | \$2,485,978 | |

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 | Ford Explorer SUV 4x4 | - | - | Police (S) | \$93,366 | New |
| 4 | Compactor/Wack BS600 | 2000 | 246 | P&PW (Water) | \$5,000 | Replace |
| 5 | Toro Sand Pro 2020 | 2007 | 441 | P&PW (Parks) | \$17,000 | Replace |
| 6 | Toro Blower Towbehind Buff. | 2010 | 470 | P&PW (Parks) | \$13,000 | Replace |
| TOTAL = | | | | | \$154,592 | |

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 | \$ 1,775,057 | | | |
| Sources | | | | | | |
| <i>Charges for Goods & Services</i> | \$ 1,911,953 | \$ 2,473,635 | \$ 2,597,980 | \$ 5,071,615 | 29.4% | 5.0% |
| <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 | \$ 2,624,569 | \$ 5,282,340 | 38.5% | -1.2% |
| 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 | \$ 1,016,188 | \$ 1,022,992 | \$ 2,039,180 | 0.0% | 0.7% |
| <i>Capital Outlays</i> | \$ 552,851 | \$ 692,133 | \$ 616,291 | \$ 1,308,424 | 25.2% | -11.0% |
| <i>Transfers Out</i> | \$ - | \$ - | \$ - | \$ - | 0.0% | 0.0% |
| Total Uses = | \$ 2,819,212 | \$ 3,134,406 | \$ 3,116,305 | \$ 6,250,711 | 11.2% | -0.6% |
| Sources Over (Under) Uses = | \$ (900,213) | \$ (476,635) | \$ (491,736) | \$ (968,371) | | |
| Ending Fund Balance | \$ 2,251,692 | \$ 1,775,057 | \$ 1,283,321 | | | |

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: -\$164,793, 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 conduits 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



| 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 | 1,588,495 | 2,370,163 | 2,573,671 | 2,532,649 | 2,413,061 | 2,117,741 | 1,722,090 | 1,238,532 | 643,633 |
| 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%) | 4,033,781 | 4,197,448 | 4,367,025 | 4,388,424 | 4,506,033 | 4,614,178 | 4,817,663 | 5,043,612 | 5,262,000 | 5,489,845 |
| Utility Tax (Avg. Annual Inc. = 2.20%) | 2,467,004 | 2,508,311 | 2,563,493 | 2,619,890 | 2,677,528 | 2,736,434 | 2,796,635 | 2,858,161 | 2,921,041 | 2,985,304 |
| Charges for Goods & Services (4.10% Annual Inc.) | 3,477,838 | 4,229,094 | 4,313,676 | 4,399,949 | 4,487,948 | 4,577,707 | 4,669,261 | 4,762,647 | 4,857,900 | 4,955,058 |
| Licenses & Permit Fees (2.00% Annual Inc.) | 581,660 | 864,713 | 882,008 | 899,648 | 917,641 | 935,994 | 954,713 | 973,808 | 993,284 | 1,013,150 |
| 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 Revenues = | 19,748,387 | 21,050,852 | 21,498,715 | 21,803,278 | 22,209,021 | 22,610,359 | 23,112,191 | 23,641,736 | 24,169,068 | 24,711,301 |
| Expenditures (Inflated Using August 2022 KC Economic Forecast) | | | | | | | | | | |
| Administrative Depts. | 4,944,502 | 5,073,432 | 5,209,400 | 5,343,281 | 5,485,947 | 5,628,582 | 5,776,050 | 5,927,960 | 6,084,459 | 6,245,088 |
| Police (Snoqualmie) | 5,285,408 | 5,404,652 | 5,549,497 | 5,692,119 | 5,844,098 | 5,996,045 | 6,153,141 | 6,314,969 | 6,481,684 | 6,652,800 |
| Fire & Emergency Management | 4,021,255 | 4,135,158 | 4,245,980 | 4,355,102 | 4,471,383 | 4,587,639 | 4,707,835 | 4,831,651 | 4,959,207 | 5,090,130 |
| Parks Maintenance | 1,720,439 | 1,768,537 | 1,815,934 | 1,862,603 | 1,912,335 | 1,962,056 | 2,013,461 | 2,066,415 | 2,120,969 | 2,176,962 |
| Streets Maintenance | 1,037,085 | 1,090,062 | 1,119,276 | 1,148,041 | 1,178,694 | 1,209,340 | 1,241,024 | 1,273,663 | 1,307,288 | 1,341,801 |
| Community Development | 1,902,265 | 2,012,389 | 2,066,321 | 2,119,425 | 2,176,014 | 2,232,590 | 2,291,084 | 2,351,339 | 2,413,415 | 2,477,129 |
| Developer Reimbursed Expenditures | 368,610 | 377,825 | 387,951 | 397,921 | 408,546 | 419,168 | 430,150 | 441,463 | 453,118 | 465,080 |
| Human Services | 254,014 | 260,364 | 267,342 | 274,213 | 281,534 | 288,854 | 296,422 | 304,218 | 312,249 | 320,493 |
| 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 Expenditures = | 19,998,299 | 20,597,930 | 21,149,955 | 21,693,509 | 22,272,726 | 22,851,816 | 23,450,534 | 24,067,283 | 24,702,659 | 25,354,810 |
| Revenues Over (Under) Expenditures | (249,912) | 452,922 | 348,760 | 109,769 | (63,705) | (241,458) | (338,343) | (425,547) | (533,592) | (643,509) |
| One-Time Expenditures | | | | | | | | | | |
| Executive: Council Chambers A/V Upgrade | 108,000 | - | - | - | - | - | - | - | - | - |
| Executive: Security Infrastructure at City Hall | 207,000 | - | - | - | - | - | - | - | - | - |
| Executive: Strategic Plan | - | 100,000 | - | - | - | - | - | - | - | - |
| City Attorney: Contract Legal Support | 100,000 | 100,000 | - | - | - | - | - | - | - | - |
| Finance & Human Resources: Temporary Assistance During the ERP Project | 50,000 | 50,000 | - | - | - | - | - | - | - | - |
| Finance & Human Resources: Additional ERP Project Modules | - | 80,050 | - | - | - | - | - | - | - | - |
| Police: Take-Home Program Vehicle Purchase | 88,997 | 93,366 | 97,949 | 102,758 | - | - | - | - | - | - |
| Fire & Emergency Management: Retention & Recruitment | 100,000 | 100,000 | - | - | - | - | - | - | - | - |
| Parks Maintenance: Parks, Open Space, and Recreation Study | 100,000 | - | - | - | - | - | - | - | - | - |
| Parks Maintenance: Deferred Repairs | 75,000 | 75,000 | - | - | - | - | - | - | - | - |
| Community Development: Permit Software Replacement | - | 82,600 | - | - | - | - | - | - | - | - |
| Street Maintenance: ROW Mower Support | 80,000 | - | - | - | - | - | - | - | - | - |
| Total One-Time Expenditures = | 908,997 | 681,016 | 97,949 | 102,758 | - | - | - | - | - | - |
| Transfers | | | | | | | | | | |
| Transfer In (ARPA 2022-2024) | 1,058,909 | 1,058,909 | - | - | - | - | - | - | - | - |
| Transfer In (from Reserve Fund) | - | - | - | - | - | - | - | - | - | 19,876 |
| 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) | (225,179) | (39,147) | (34,803) | (35,533) | (40,883) | (38,863) | (39,808) | (40,512) | (41,307) | - |
| Transfer Out (to Capital Funds) | (2,500,000) | - | - | - | - | - | - | - | - | - |
| Total Transfers = | (1,676,270) | 1,009,762 | (47,303) | (48,033) | (55,883) | (53,863) | (57,308) | (58,012) | (61,307) | (124) |
| Ending Fund Balance | 1,588,495 | 2,370,163 | 2,573,671 | 2,532,649 | 2,413,061 | 2,117,741 | 1,722,090 | 1,238,532 | 643,633 | 0 |
| Estimated Fund Balance | 8% | 12% | 12% | 12% | 11% | 9% | 7% | 5% | 3% | 0% |

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 | 2,999,745 | 3,089,690 | 3,172,493 | 3,254,026 | 3,340,909 | 3,427,772 | 3,517,580 | 3,610,092 | 3,705,399 |
| Interest Earned | 47,941 | 50,798 | 48,000 | 46,000 | 46,000 | 48,000 | 50,000 | 52,000 | 54,000 | 56,000 |
| In | 225,179 | 39,147 | 34,803 | 35,533 | 40,883 | 38,863 | 39,808 | 40,512 | 41,307 | - |
| Out | - | - | - | - | - | - | - | - | - | (19,876) |
| Ending Fund Balance | 2,999,745 | 3,089,690 | 3,172,493 | 3,254,026 | 3,340,909 | 3,427,772 | 3,517,580 | 3,610,092 | 3,705,399 | 3,741,523 |
| Reserve Target % | 15% | 15% | 15% | 15% | 15% | 15% | 15% | 15% | 15% | 15% |
| Fund Balance Required - Min 15% | 2,999,745 | 3,089,690 | 3,172,493 | 3,254,026 | 3,340,909 | 3,427,772 | 3,517,580 | 3,610,092 | 3,705,399 | 3,803,221 |
| Fund Balance Over (Under) Target - Min | 0 | 0 | (0) | (0) | 0 | (0) | (0) | (0) | 0 | (61,698) |
| Fund Balance Required - Max 20% | 3,999,660 | 4,119,586 | 4,229,991 | 4,338,702 | 4,454,545 | 4,570,363 | 4,690,107 | 4,813,457 | 4,940,532 | 5,070,962 |
| Fund Balance Over (Under) Target - Max | (999,915) | (1,029,896) | (1,057,498) | (1,084,676) | (1,113,636) | (1,142,591) | (1,172,527) | (1,203,365) | (1,235,133) | (1,329,439) |

A2: Proposed Budget Ordinance Table





Proposed 2023-2024 Biennial Budget Ordinance Table

| Fund # | Fund Name | Est. 2023 Beginning Fund Balance | Est. 2023 Sources | Est. 2023 Uses | Est. 2023 Ending Fund Balance | Est. 2024 Sources | Est. 2024 Uses | Est. 2024 Ending Fund Balance | Total 2023-2024 Est. Sources | Total 2023-2024 Uses (Appropriation) |
|--------|---|--|-------------------|----------------|----------------------------------|-------------------|----------------|----------------------------------|---------------------------------|---|
| 001 | General Fund | \$ 4,423,674 | \$ 20,807,296 | | \$ 1,588,496 | \$ 22,109,762 | | \$ 2,370,164 | \$ 42,917,057 | |
| | Administrative Departments ¹ | | | \$ 5,409,502 | | | \$ 5,403,482 | | | \$ 10,812,984 |
| | Police (Snoqualmie) | | | \$ 5,374,405 | | | \$ 5,498,018 | | | \$ 10,872,423 |
| | Fire & Emergency Management | | | \$ 4,121,255 | | | \$ 4,235,158 | | | \$ 8,356,412 |
| | Parks Maintenance | | | \$ 1,895,439 | | | \$ 1,843,537 | | | \$ 3,738,976 |
| | Community Development ² | | | \$ 2,270,875 | | | \$ 2,472,814 | | | \$ 4,743,689 |
| | Streets Maintenance | | | \$ 1,117,085 | | | \$ 1,090,062 | | | \$ 2,207,147 |
| | Non-Departmental ³ | | | \$ 3,453,914 | | | \$ 785,023 | | | \$ 4,238,937 |
| 002 | Reserve Fund | \$ 2,726,625 | \$ 273,120 | \$ - | \$ 2,999,745 | \$ 89,945 | \$ - | \$ 3,089,690 | \$ 363,065 | \$ - |
| | Total General Fund | \$ 7,150,300 | \$ 21,080,416 | \$ 23,642,475 | \$ 4,588,241 | \$ 22,199,707 | \$ 21,328,093 | \$ 5,459,854 | \$ 43,280,122 | \$ 44,970,568 |
| 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 | \$ 2,994,406 | \$ 3,141,968 | \$ 97,362 | \$ 2,605,980 | \$ 2,703,342 | \$ - | \$ 5,600,386 | \$ 5,845,310 |
| 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 | \$ 3,056,858 | \$ 3,213,182 | \$ 158,443 | \$ 2,644,555 | \$ 2,750,836 | \$ 52,163 | \$ 5,701,413 | \$ 5,964,018 |
| 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 | \$ 374,000 | \$ 909,057 | \$ 394,121 | \$ 384,000 | \$ 919,178 | \$ 778,242 | \$ 758,000 |
| 150 | ARPA Covid Local Recovery Fund | \$ 2,244,095 | \$ 28,327 | \$ 1,139,516 | \$ 1,132,906 | \$ 9,454 | \$ 1,142,360 | \$ - | \$ 37,781 | \$ 2,281,876 |
| | Total Special Revenue Funds | \$ 3,300,932 | \$ 557,810 | \$ 1,693,688 | \$ 2,165,053 | \$ 548,348 | \$ 1,706,532 | \$ 1,006,869 | \$ 1,106,158 | \$ 3,400,220 |
| 310 | Non-Utilities Capital Fund | \$ 20,100,000 | \$ 13,954,950 | \$ 16,390,500 | \$ 17,664,450 | \$ 5,407,400 | \$ 20,970,850 | \$ 2,101,000 | \$ 19,362,350 | \$ 37,361,350 |
| | Total Capital Funds | \$ 20,100,000 | \$ 13,954,950 | \$ 16,390,500 | \$ 17,664,450 | \$ 5,407,400 | \$ 20,970,850 | \$ 2,101,000 | \$ 19,362,350 | \$ 37,361,350 |
| 401 | Water Operations Fund | \$ 1,635,856 | \$ 5,190,814 | \$ 5,628,534 | \$ 1,198,136 | \$ 5,504,819 | \$ 5,782,576 | \$ 920,380 | \$ 10,695,634 | \$ 11,411,110 |
| 402 | Sewer Operations Fund | \$ 786,844 | \$ 6,447,608 | \$ 6,295,595 | \$ 938,857 | \$ 6,713,795 | \$ 6,721,162 | \$ 931,490 | \$ 13,161,403 | \$ 13,016,757 |
| 403 | Stormwater Operations Fund | \$ 984,709 | \$ 2,850,899 | \$ 3,214,206 | \$ 621,402 | \$ 3,063,483 | \$ 3,211,299 | \$ 473,586 | \$ 5,914,382 | \$ 6,425,505 |
| 417 | Utilities Capital Fund | \$ 19,400,000 | \$ 10,373,442 | \$ 8,491,000 | \$ 21,282,442 | \$ 14,773,142 | \$ 20,556,000 | \$ 15,499,584 | \$ 25,146,584 | \$ 29,047,000 |
| | Total Enterprise Funds | \$ 22,807,410 | \$ 24,862,763 | \$ 23,629,335 | \$ 24,040,838 | \$ 30,055,239 | \$ 36,271,037 | \$ 17,825,040 | \$ 54,918,002 | \$ 59,900,372 |
| 501 | Equipment Replacement & Repair Fund | \$ 2,384,697 | \$ 3,158,553 | \$ 3,578,954 | \$ 1,964,296 | \$ 1,956,573 | \$ 1,307,054 | \$ 2,613,815 | \$ 5,115,126 | \$ 4,886,008 |
| 502 | Information Technology Fund | \$ 2,251,692 | \$ 2,657,771 | \$ 3,134,406 | \$ 1,775,057 | \$ 2,624,569 | \$ 3,116,305 | \$ 1,283,321 | \$ 5,282,340 | \$ 6,250,711 |
| 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 | \$ 6,731,169 | \$ 8,131,513 | \$ 3,947,418 | \$ 5,304,639 | \$ 5,139,946 | \$ 4,112,111 | \$ 12,035,808 | \$ 13,271,459 |
| | Total All Funds | \$ 59,021,171 | \$ 70,243,966 | \$ 76,700,693 | \$ 52,564,444 | \$ 66,159,888 | \$ 88,167,295 | \$ 30,557,037 | \$ 136,403,853 | \$ 164,867,987 |

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

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

³ Includes Human Services, Court Services, etc.

A3: Biennial Budget Comparison Table & Presentation





City of Snoqualmie Biennial Budget Comparison

| Fund # | Fund Name | 2019-20 Appropriation 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 Appropriation 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 Appropriation 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 | | | | | | | | | | | | | | | |
| | Administrative Departments | \$ 7,812,059 | \$ - | \$ 1,118,523 | \$ - | \$ 6,693,536 | \$ 7,801,703 | \$ - | \$ 1,127,689 | \$ - | \$ 6,674,014 | \$ 10,812,984 | \$ - | \$ 1,421,924 | \$ - | \$ 9,391,060 |
| | Police (Snoqualmie) | \$ 10,014,283 | \$ - | \$ 1,707,833 | \$ - | \$ 8,306,450 | \$ 9,911,366 | \$ 422,894 | \$ 1,794,539 | \$ - | \$ 7,693,933 | \$ 10,872,423 | \$ - | \$ 2,653,027 | \$ - | \$ 8,219,396 |
| | Fire & Emergency Management | \$ 6,693,695 | \$ 30,000 | \$ 1,096,101 | \$ - | \$ 5,567,594 | \$ 7,053,601 | \$ 60,000 | \$ 1,143,194 | \$ - | \$ 5,850,407 | \$ 8,356,413 | \$ - | \$ 1,616,009 | \$ - | \$ 6,740,404 |
| | Parks Maintenance | \$ 4,524,026 | \$ - | \$ 723,939 | \$ - | \$ 3,800,087 | \$ 3,722,931 | \$ - | \$ 756,164 | \$ - | \$ 2,966,767 | \$ 3,738,976 | \$ - | \$ 668,483 | \$ - | \$ 3,070,493 |
| | Community Development | | | | | | | | | | | \$ 4,743,689 | \$ - | \$ 547,648 | \$ - | \$ 4,196,041 |
| | Streets Maintenance | \$ 3,092,107 | \$ - | \$ 618,798 | \$ - | \$ 2,473,309 | \$ 2,090,000 | \$ - | \$ 552,986 | \$ - | \$ 1,537,014 | \$ 2,207,147 | \$ - | \$ 399,265 | \$ - | \$ 1,807,882 |
| | Non-Departmental | \$ 3,582,744 | \$ 1,885,614 | \$ - | \$ - | \$ 1,697,130 | \$ 7,042,983 | \$ 4,192,640 | \$ - | \$ - | \$ 2,850,343 | \$ 4,238,937 | \$ 2,784,326 | \$ - | \$ - | \$ 1,454,611 |
| 002 | Contingency Reserve Fund Reserve Fund | \$ 1,036,914 | \$ 1,036,914 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 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 | \$ - | \$ 28,538,106 | \$ 37,622,584 | \$ 4,675,534 | \$ 5,374,572 | \$ - | \$ 27,572,478 | \$ 44,970,569 | \$ 2,784,326 | \$ 7,306,356 | \$ - | \$ 34,879,887 |
| 011 | Fire Equipment Replacement Fund | \$ 146,100 | \$ - | \$ - | \$ - | \$ 146,100 | \$ 60,000 | \$ - | \$ - | \$ - | \$ 60,000 | | | | | |
| 012 | Arts Activities Fund | \$ 21,154 | \$ - | \$ - | \$ - | \$ 21,154 | \$ 20,000 | \$ - | \$ - | \$ - | \$ 20,000 | \$ 97,992 | \$ - | \$ - | \$ - | \$ 97,992 |
| 014 | North Bend Police Services Fund | \$ 4,557,792 | \$ - | \$ 958,294 | \$ - | \$ 3,599,498 | \$ 4,900,094 | \$ - | \$ 590,417 | \$ - | \$ 4,309,677 | \$ 5,845,310 | \$ - | \$ 1,438,843 | \$ - | \$ 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 | | | | | |
| 018 | Deposits Reimbursement Control Fund | | | | | | | | | | | \$ 20,716 | \$ - | \$ - | \$ - | \$ 20,716 |
| 020 | School Impact Fee Fund | | | | | | | | | | | \$ - | \$ - | \$ - | \$ - | \$ - |
| | Total Managerial Funds | \$ 5,227,660 | \$ - | \$ 958,294 | \$ - | \$ 4,269,366 | \$ 5,474,668 | \$ - | \$ 590,417 | \$ - | \$ 4,884,251 | \$ 5,964,018 | \$ - | \$ 1,438,843 | \$ - | \$ 4,525,175 |
| 101 | Streets Revenue Fund | \$ 1,063,207 | \$ 1,063,207 | \$ - | \$ - | \$ - | | | | | | | | | | |
| 110 | Hotel/Motel Tax Fund | \$ 244,385 | \$ - | \$ - | \$ - | \$ 244,385 | \$ 180,000 | \$ - | \$ - | \$ - | \$ 180,000 | \$ 350,000 | \$ - | \$ - | \$ - | \$ 350,000 |
| 113 | King County Trails Levy Fund | \$ 92,460 | \$ 92,460 | \$ - | \$ - | \$ - | \$ 8,867 | \$ 8,867 | \$ - | \$ - | \$ - | | | | | |
| 115 | SR Capital Mitigation Fund | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | | | | | |
| 116 | Real Estate Excise Tax Fund | \$ 2,976,840 | \$ 2,976,840 | \$ - | \$ - | \$ - | \$ 2,781,805 | \$ 2,781,805 | \$ - | \$ - | \$ - | | | | | |
| 118 | Drug Enforcement Fund | \$ 34,746 | \$ - | \$ - | \$ - | \$ 34,746 | \$ 60,041 | \$ - | \$ - | \$ - | \$ 60,041 | \$ 10,344 | \$ - | \$ - | \$ - | \$ 10,344 |
| 119 | Tokul Roundabout Construction Fund | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | | | | | |
| 120 | Riverfront Land Acquisition Fund | \$ 672,303 | \$ 472,303 | \$ - | \$ 200,000 | \$ - | | | | | | | | | | |
| 121 | King Conservation Dist. Grants Fund | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | | | | | |
| 122 | Jeanne Hansen Fields Maintenance Fund | \$ 340,169 | \$ 340,169 | \$ - | \$ - | \$ - | | | | | | | | | | |
| 130 | Community Development Fund | \$ 4,799,947 | \$ - | \$ 1,036,497 | \$ - | \$ 3,763,450 | \$ 4,306,971 | \$ - | \$ 867,279 | \$ - | \$ 3,439,692 | | | | | |
| 131 | Affordable Housing Fund | | | | | | \$ 136,000 | \$ - | \$ - | \$ - | \$ 136,000 | \$ 758,000 | \$ - | \$ - | \$ - | \$ 758,000 |
| 144 | Home Elevation Fund | \$ 1,468,000 | \$ - | \$ - | \$ - | \$ 1,468,000 | \$ - | \$ - | \$ - | \$ - | \$ - | | | | | |
| 150 | ARPA Covid Local Recovery Fund | | | | | | \$ 1,905,000 | \$ 1,905,000 | \$ - | \$ - | \$ - | \$ 2,281,876 | \$ 2,117,818 | \$ - | \$ - | \$ 164,058 |
| | Total Special Revenue Funds | \$ 11,692,057 | \$ 4,944,979 | \$ 1,036,497 | \$ 200,000 | \$ 5,510,581 | \$ 9,378,684 | \$ 4,695,672 | \$ 867,279 | \$ - | \$ 3,815,733 | \$ 3,400,220 | \$ 2,117,818 | \$ - | \$ - | \$ 1,282,402 |
| 211 | 2011 LTGO Bond Debt Service Fund | \$ 935,500 | \$ - | \$ - | \$ 935,500 | \$ - | \$ 3,003,113 | \$ 16,997 | \$ - | \$ 2,986,116 | \$ - | | | | | |
| 216 | 2016 UTGO Bond Debt Service Fund | \$ 496,015 | \$ - | \$ - | \$ 496,015 | \$ - | \$ 502,000 | \$ - | \$ - | \$ 502,000 | \$ - | | | | | |
| 221 | 2021 Refunded LTGO Bond Debt Service Fund | | | | | | \$ 312,025 | \$ - | \$ - | \$ 312,025 | \$ - | | | | | |
| | Total Debt Service Funds | \$ 1,431,515 | \$ - | \$ - | \$ 1,431,515 | \$ - | \$ 3,817,138 | \$ 16,997 | \$ - | \$ 3,800,141 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 301 | Meadowbrook Bridge Maintenance Fund | \$ 77,943 | \$ 77,943 | \$ - | \$ - | \$ - | | | | | | | | | | |
| 303 | Parks & Playgrounds Capital Fund | \$ 3,284,430 | \$ - | \$ - | \$ 3,284,430 | \$ - | \$ 6,364,090 | \$ - | \$ - | \$ 6,364,090 | \$ - | | | | | |
| 305 | Flood Reduction Improvement Fund | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 11,000 | \$ 11,000 | \$ - | \$ - | \$ - | | | | | |
| 310 | Transportation Capital Fund Non-Utilities Capital Fund | \$ 5,253,998 | \$ - | \$ - | \$ 5,253,998 | \$ - | \$ 3,946,320 | \$ - | \$ - | \$ 3,946,320 | \$ - | \$ 37,361,350 | \$ 57,992 | \$ 320,649 | \$ 36,982,709 | \$ - |
| 313 | Riverwalk 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 | \$ - | \$ - | \$ - | | | | | | | | | | |
| 323 | Tokul Parking Lot Fund | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 140 | \$ 140 | \$ - | \$ - | \$ - | | | | | |
| 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 | \$ - | \$ 9,746,418 | \$ - | \$ 11,350,077 | \$ 314,667 | \$ - | \$ 11,035,410 | \$ - | \$ 37,361,350 | \$ 57,992 | \$ 320,649 | \$ 36,982,709 | \$ - |
| 401 | Water Operations Fund | \$ 9,050,367 | \$ 3,381,026 | \$ 1,428,174 | \$ - | \$ 4,241,167 | \$ 9,583,134 | \$ 3,625,735 | \$ 1,118,748 | \$ - | \$ 4,838,651 | \$ 11,411,110 | \$ 4,584,774 | \$ 1,837,199 | \$ - | \$ 4,989,137 |
| 402 | Sewer Operations Fund | \$ 10,151,015 | \$ 4,067,770 | \$ 1,002,189 | \$ - | \$ 5,081,055 | \$ 14,082,219 | \$ 8,191,003 | \$ 768,054 | \$ - | \$ 5,123,162 | \$ 13,016,757 | \$ 5,956,020 | \$ 1,878,519 | \$ - | \$ 5,182,218 |
| 403 | Stormwater Operations Fund | \$ 3,916,929 | \$ 1,789,289 | \$ 379,864 | \$ - | \$ 1,747,775 | \$ 8,033,814 | \$ 5,362,655 | \$ 287,660 | \$ - | \$ 2,383,499 | \$ 6,425,505 | \$ 2,622,701 | \$ 907,779 | \$ - | \$ 2,895,025 |
| 404 | Water Capital Improvement Fund | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 35,000 | \$ 35,000 | \$ - | \$ - | \$ - | | | | | |
| 405 | Sewer Capital Improvement Fund | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 185,000 | \$ 185,000 | \$ - | \$ - | \$ - | | | | | |
| 406 | Stormwater Capital Improvement Fund | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 75,000 | \$ 75,000 | \$ - | \$ - | \$ - | | | | | |
| 407 | 2017 Refunded Revenue Bond Debt Service Fund | \$ 1,026,082 | \$ - | \$ - | \$ 1,026,082 | \$ - | \$ 802,364 | \$ - | \$ - | \$ 802,364 | \$ - | | | | | |
| 408 | 2018 Revenue Bond Debt Service Fund | \$ 3,570,000 | \$ - | \$ - | \$ 3,570,000 | \$ - | \$ 3,558,214 | \$ - | \$ - | \$ 3,558,214 | \$ - | | | | | |
| 417 | Utilities Capital Fund | \$ 19,088,579 | \$ - | \$ - | \$ 19,088,579 | \$ - | \$ 20,773,884 | \$ 300,000 | \$ - | \$ 20,473,884 | \$ - | \$ 29,047,000 | \$ 150,000 | \$ 679,312 | \$ 28,217,688 | \$ - |
| | Total Enterprise Funds | \$ 46,802,972 | \$ 9,238,085 | \$ 2,810,228 | \$ 23,684,661 | \$ 11,069,998 | \$ 57,128,629 | \$ 17,774,393 | \$ 2,174,462 | \$ 24,834,462 | \$ 12,345,312 | \$ 59,900,372 | \$ 13,313,495 | \$ 5,302,809 | \$ 28,217,688 | \$ 13,066,380 |
| 501 | Equipment Replacement & Repair Fund | \$ 3,342,587 | \$ - | \$ 354,114 | \$ 1,583,005 | \$ 1,405,468 | \$ 3,085,000 | \$ - | \$ 320,230 | \$ 1,385,138 | \$ 1,379,632 | \$ 4,886,008 | \$ - | \$ 348,907 | \$ 2,640,568 | \$ 1,896,533 |
| 502 | Information Technology Fund | \$ 4,144,983 | \$ - | \$ 346,197 | \$ - | \$ 3,798,786 | \$ 4,752,906 | \$ - | \$ 237,431 | \$ - | \$ 4,515,475 | \$ 6,250,711 | \$ - | \$ 553,583 | \$ - | \$ 5,697,128 |
| 503 | Risk Management Fund | \$ 1,666,820 | \$ - | \$ 79,675 | \$ - | \$ 1,587,145 | \$ 1,204,952 | \$ - | \$ 84,084 | \$ - | \$ 1,120,868 | | | | | |
| 510 | Facilities Maintenance Fund | \$ 2,190,461 | \$ - | \$ 156,130 | \$ - | \$ 2,034,331 | \$ 2,165,000 | \$ 1,106,000 | \$ 117,889 | \$ - | \$ 941,111 | \$ 2,134,740 | \$ 514,388 | \$ 194,487 | \$ - | \$ 1,425,865 |
| 511 | Shared Services Fund | \$ 916,549 | \$ - | \$ - | \$ - | \$ 916,549 | \$ 910,000 | \$ - | \$ - | \$ - | \$ 910,000 | | | | | |
| | Total Internal Service Funds | \$ 12,261,400 | \$ - | \$ 936,117 | \$ 1,583,005 | \$ 9,742,278 | \$ 12,117,858 | \$ 1,106,000 | \$ 759,634 | \$ 1,385,138 | \$ 8,867,086 | \$ 13,271,459 | \$ 514,388 | \$ 1,096,977 | \$ 2,640,568 | \$ 9,019,526 |
| | TOTAL ALL FUNDS | \$ 130,128,195 | \$ 23,345,937 | \$ 11,006,330 | \$ 36,645,599 | \$ 59,130,328 | \$ 136,889,638 | \$ 28,583,263 | \$ 9,766,364 | \$ 41,055,151 | \$ 57,484,860 | \$ 164,867,988 | \$ 18,788,019 | \$ 15,465,634 | \$ 67,840,965 | \$ 62,773,370 |



2023-2024 Biennial Budget

~Biennial Budget Comparison~

October 10, 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.**

- **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



| | 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 | \$164.9M | 5.2% | 26.7% | 20.4% |
| Transfers Out (Less) | \$23.3M | \$28.6M | \$18.8M | 22.4% | -19.5% | -34.3% |
| Internal Service Charges (Less) | \$11.0M | \$9.8M | \$15.5M | -11.3% | 40.5% | 58.4% |
| Capital Expenditures (Less) ¹ | \$36.6M | \$41.1M | \$67.8M | 12.0% | 85.1% | 65.2% |
| Operating Expenditures² | \$59.1M | \$57.5M | \$62.8M | -2.8% | 6.2% | 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.

- **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).

- **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 -**

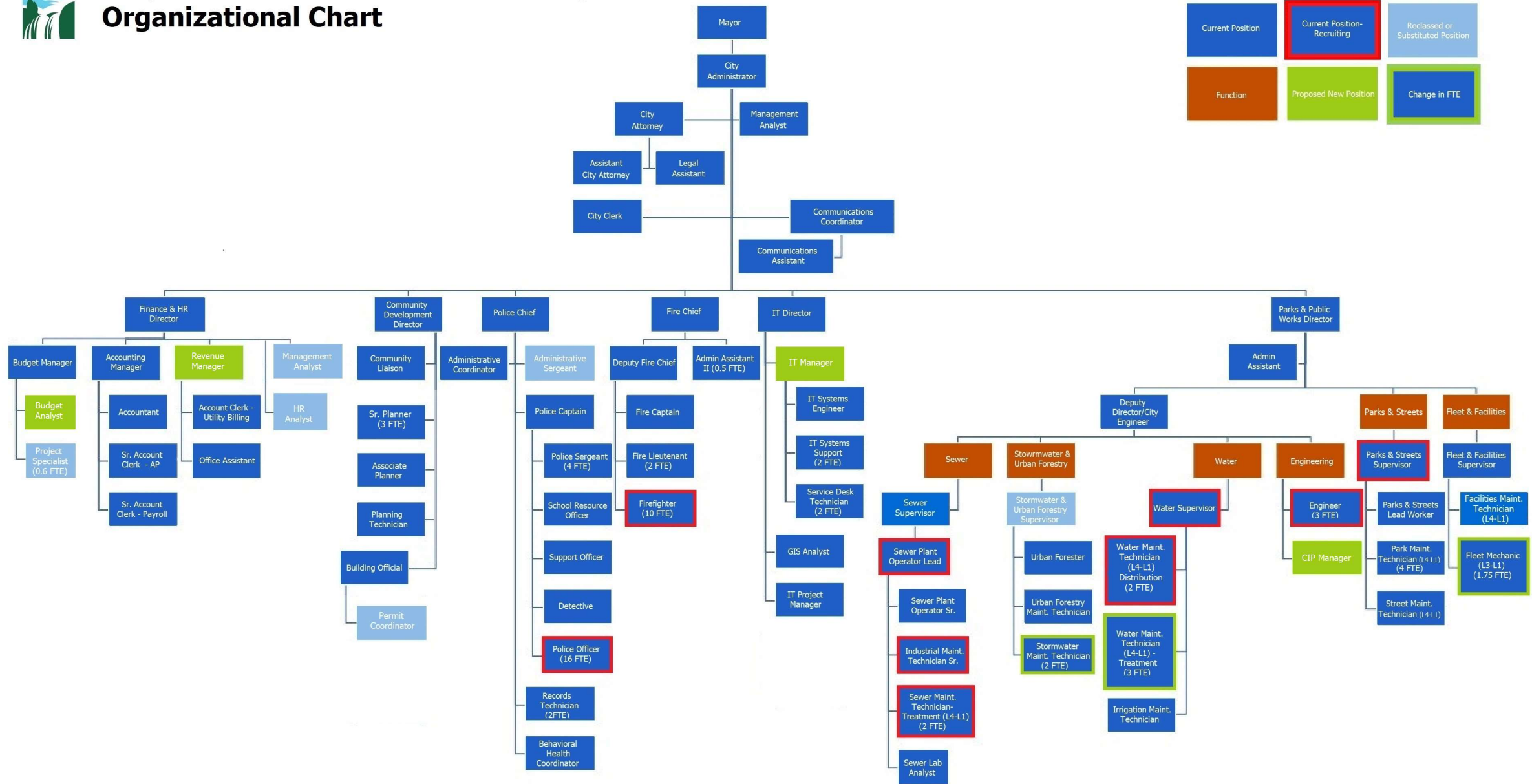
- An attempt to determine the amount of money that was/has been budgeted to leave the City (i.e., to employees or outside vendors) that is operating in nature. Does not include the purchase of capital assets.

A4: Organizational Chart





Proposed 2023 - 2024 Biennial Budget Organizational Chart



A5: 2023-2028 Capital Improvement Plan





2023-2028 Capital Improvement Plan

[Click on the link above for access to the full CIP document](#)

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

A6: Financial Management Policy



Exhibit A



FINANCIAL MANAGEMENT POLICY

**A link will be added following the anticipated
adoption of the policy on October 24, 2022**

**Adopted: October 24, 2022
Resolution 22-1627**

A7: Department Presentations





2023-2024 Biennial Budget Department Review



Fire & Emergency Management



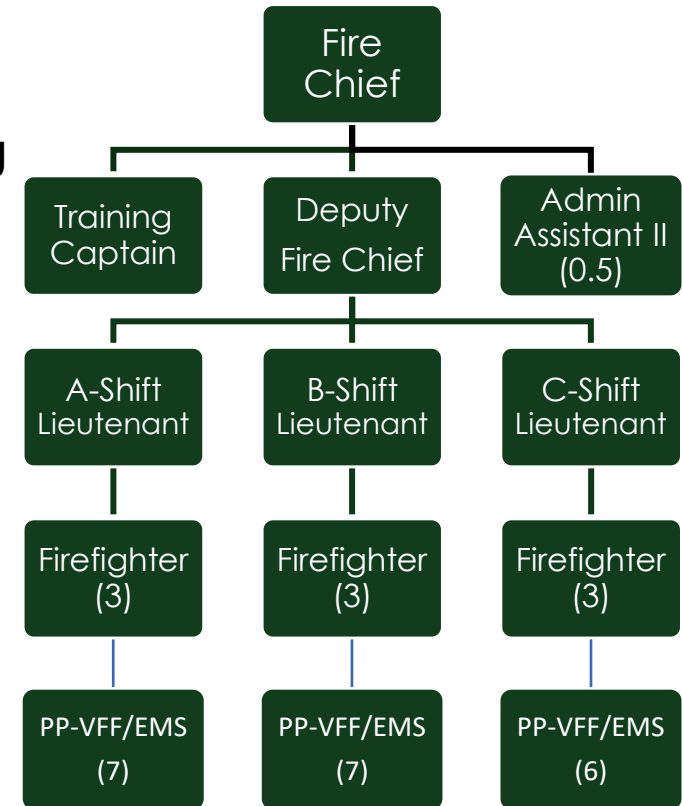
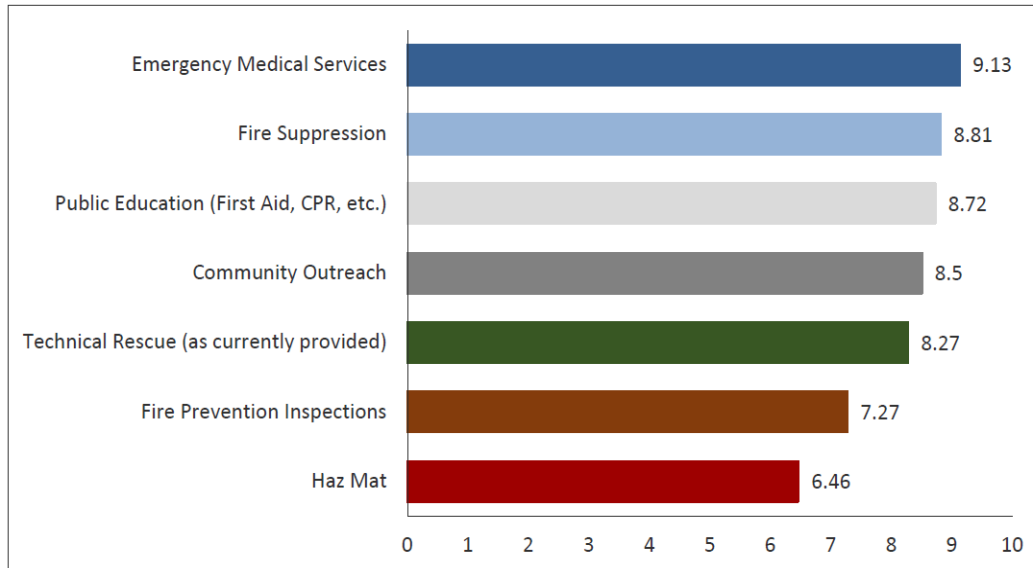
October 3, 2022

Department Overview



Mission

The City of Snoqualmie Fire & Emergency Management Department is committed to providing superior community-based preparedness and emergency services in a timely and professional manner.



FTE: 15.5 FTE + 20 Part-Paid Volunteer EMS / Firefighters

2021-2022 Biennium Department Accomplishments



- Responded to 1,380 incidents (32% increase over 2020)
- Trained over 3,600 hours
- Regional COVID-19 partnership with ESFR, Fall City, and Duvall to protect emergency responders
- Participated in 2 mass vaccination events at Snoqualmie Valley Hospital with estimated 2,000 participants
- Completed CFAI Annual Compliance Report (Accreditation Requirement)
- Resigned contract with Echo Glen for Services
- Managed the Pandemic Disaster response (February 2020)

FIRE PERFORMANCE

SAVE CALCULATION

(WHAT WAS AT RISK – WHAT WAS LOST = WHAT WAS SAVED)

$$\$45,014,000 - \$223,300 = \$44,790,700$$

PERFORMANCE CALCULATION

(SAVED / RISK / SAVE PERCENTAGE)

$$\$44,790,700 / \$45,014,000 = 99.5\%$$

2023-2024 Biennial Budget



Fire & Emergency Management Functional Classification (#001):

| | 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 | \$ 2,128,900 | \$ 2,191,297 | \$ 4,320,197 | 16.7% | 2.9% |
| <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 | \$ 1,101,261 | \$ 1,116,808 | \$ 2,218,069 | 48.9% | 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 | \$ 4,121,255 | \$ 4,235,158 | \$ 8,356,412 | 21.2% | 2.8% |

• Major Changes/Additions:

- Retention & Recruitment Funding:
 - Keep and hire highly trained firefighters in an environment of increasing competition for their services.
 - Jumpstart a Diversity, Equity, and Inclusion (DEI) Program that could help to encourage a broader range of candidates from different backgrounds into becoming firefighters.

2023-2024 Biennium Department Outlook/Work Plan



- Administrative Staffing:
 - Accreditation
 - Training
 - Volunteer coordination / expansion
 - Fire Prevention
- Maintain Accredited Status
- Strategic Planning Update: Expires in 2023
- WA State Rating Bureau (WSRB) Evaluation (2022)
- Update Comprehensive Emergency Management Plan (CEMP) (2022, 2023)
- Apparatus replacement and addition:
 - Replace 2009 Fire Pumper (2023)
 - Ladder truck





2023-2024 Biennial Budget Department Review



October 3, 2022

Department Overview



Mission

Snoqualmie Police Department's mission is to protect life and property and to provide professional, high quality and effective police service in partnership with the community. We, the members of the Snoqualmie Police Department, believe that our work has a vital impact on the quality of life in our community

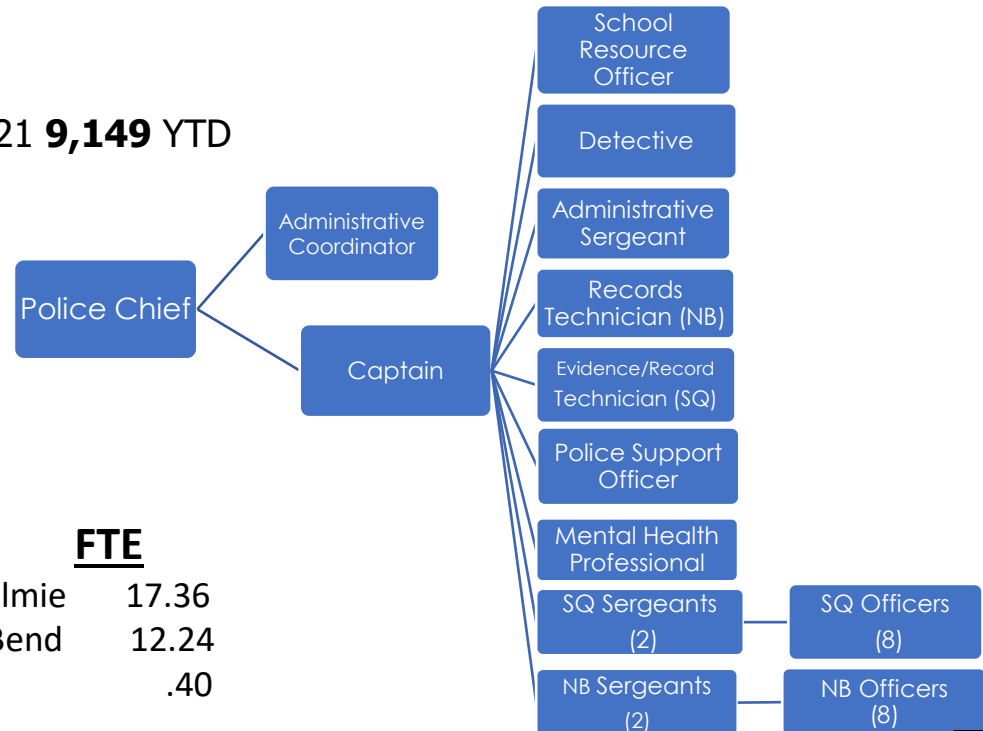
Core Functions

- Respond to Calls for Service – **13,091** 2021 **9,149** YTD
- Preventative Patrol
- Identify Criminal Offenders & Activity
- Apprehend Criminal Offenders
- Protect Constitutional Guarantees, and
- Resolve Conflict

Core Values

- Integrity
- Commitment to employees
- Community partnership
- Community sensitive policing
- Professionalism

| | <u>FTE</u> |
|------------|------------|
| Snoqualmie | 17.36 |
| North Bend | 12.24 |
| SVSD | .40 |



2021-2022 Biennium Department Accomplishments



- Maintained High Level of Public Safety
- Continued Low Level of Violent Crime
- Maintained Level of Service with Reduced Staffing Levels
- Fully Staffed Operations Support
- Budget Integrity
- Mental Health Professional
- Hired Captain
- Hired 7 Officers (Hendricks, Lemmon, Schulgen, Doucett, Meadows, Spears, Ward)



2023-2024 Biennial Budget



Police (Snoqualmie) Functional Classification (#001):

| | 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> | \$ 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 | \$ 2,169,406 | \$ 2,244,621 | \$ 4,414,027 | 37.4% | 3.5% |
| <i>Capital Outlays</i> | \$ - | \$ - | \$ - | \$ - | 0.0% | 0.0% |
| <i>Transfers Out</i> | \$ 219,666 | \$ - | \$ - | \$ - | -100.0% | 0.0% |
| Total Uses = | \$ 4,738,775 | \$ 5,374,405 | \$ 5,498,018 | \$ 10,872,423 | 13.4% | 2.3% |

• Major Changes/Additions:

- Police Take-Home Program:
 - A recruitment and retention effort designed to sustain levels-of-service.
- Administrative Sergeant:
 - Addressing certain needs more effectively and helping to free up leadership's capacity to develop strategies.

2023-2024 Biennial Budget



North Bend Police Services Fund (#014):

| | 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 | \$ 2,954,026 | \$ 2,605,160 | \$ 5,559,186 | 35.2% | -11.8% |
| <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 | \$ 2,994,406 | \$ 2,605,980 | \$ 5,600,386 | 24.3% | -13.0% |
| 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 | \$ 1,245,452 | \$ 740,815 | \$ 1,986,267 | 134.0% | -40.5% |
| <i>Capital Outlays</i> | \$ - | \$ - | \$ - | \$ - | 0.0% | 0.0% |
| Total Uses = | \$ 2,181,194 | \$ 3,141,968 | \$ 2,703,342 | \$ 5,845,310 | 44.0% | -14.0% |
| Sources Over (Under) Uses = | \$ 228,495 | \$ (147,562) | \$ (97,362) | \$ (244,924) | | |
| Ending Fund Balance | \$ 244,924 | \$ 97,362 | \$ - | | | |

2023-2024 Biennium Department Outlook/Work Plan



- Employee Retention & Hiring
- Enhanced Traffic Emphasis Capabilities
- Body Worn Cameras
- Reclassify Detective Position as Administrative Sergeant
- Mental Health Professional (previous title was Behavioral Health Specialist)
- Enhanced Camera Capabilities (LPR)
- Critical Incident Tactical Equipment
- Learning Organization

“Our Community - Our Commitment”
with the guiding principle and philosophy of service as
“No Call Too Small”





2023-2024 Biennial Budget Department Review

Community Development

October 3, 2022

Department Overview

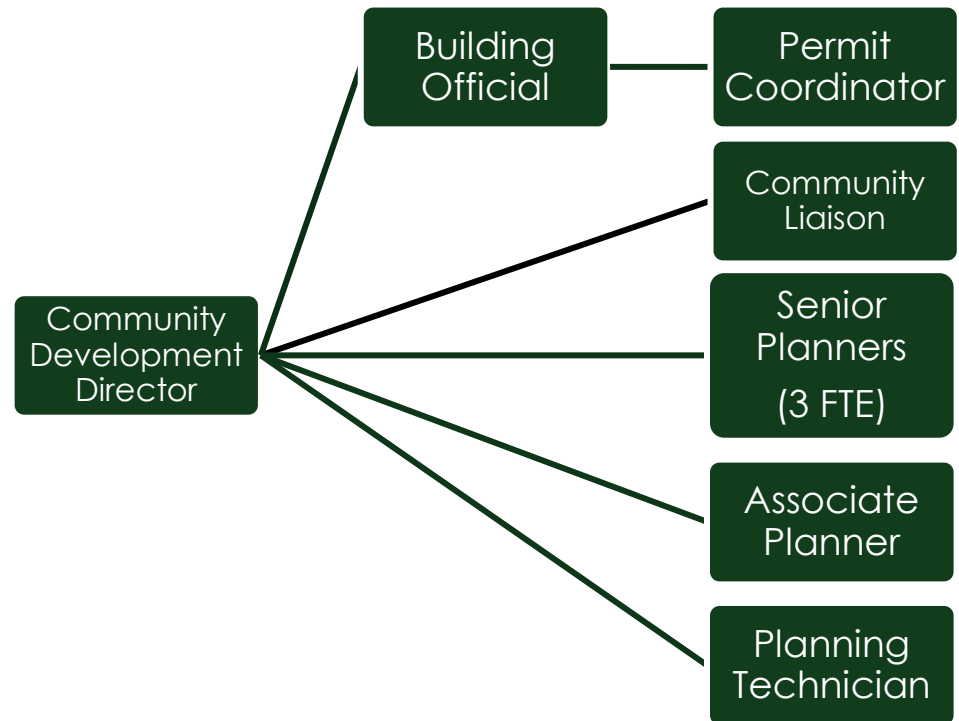


Mission

The Community Development Department implements smart growth principles through sustainable city planning, proactive local and regional administration, and balanced economic development.

Core Functions

- Long-range planning, including maintenance of the Comprehensive Plan
- Oversee planning and review of development projects within the City
- Review and process permits
- Provide building inspections
- Code enforcement



2021-2022 Biennium Department Accomplishments



- Issued 202 building permits in 2021
- Completed 944 inspections in 2021
- Completed Shoreline Master Program Update
- Completed Snoqualmie Mill Project Final Environmental Impact Statement
- Grants Received:
 - LTAC & Port, Commerce: middle housing, HAPI, Riverwalk (\$1.5 million) and other (\$1.2 million).

2023-2024 Biennial Budget



Community Development Functional Classification (#001):

| | 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 | \$ 856,106 | \$ 1,023,489 | \$ 1,879,595 | -22.3% | 19.6% |
| <i>Capital Outlays</i> | \$ - | \$ - | \$ - | \$ - | 0.0% | 0.0% |
| <i>Transfers Out</i> | \$ - | \$ - | \$ - | \$ - | 0.0% | 0.0% |
| Total Uses = | \$ 1,953,090 | \$ 2,270,875 | \$ 2,472,814 | \$ 4,743,689 | 16.3% | 8.9% |

• Major Changes/Additions:

- Staffing Changes:
 - Will help to meet several challenges over the next two years including an update to the Comprehensive Plan.
- Additional ERP Project Module:
 - Permit tracking software that can fully integrate with the new ERP system.

2023-2024 Biennium Department Outlook/Work Plan



- Begin major Comprehensive Plan update (due December 2024), including Housing Needs Assessment (currently underway)
- Complete Snoqualmie Mill Planned Commercial/Industrial (PCI) Plan Approval, DA and PCI Permits
- Maintain Community Rating System (CRS) rating through FEMA (with Emergency Management Department)
- Full buildout of Snoqualmie Ridge anticipated in next biennium
- Continued support of Parks & Public Works Department for capital projects, including Riverwalk
- Tourism/expansions: Train Museums, I90 and/or East of Douglas
- Permitting/Compliance: On-going permit issuance, The Club at Snoqualmie Ridge



2023-2024 Biennial Budget Department Review

Information Technology

October 4, 2022

Department Overview

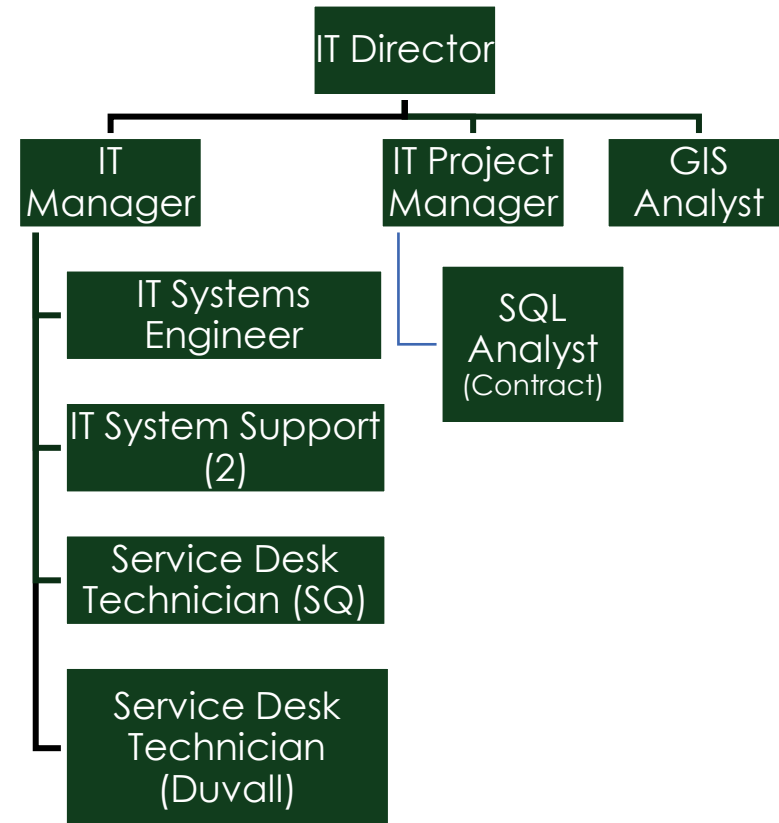


Mission

Deliver cost-effective and sustainable solutions through strategic partnerships, collaborative and trustworthy engagement, effective and accountable leadership that prides itself on innovation, responsiveness, and transparency in support of citywide operations and excellent service delivery to the community and its citizens

Core Functions

- Continuity Services - email, application support, GIS, disaster recovery
- Personal Computing Services – desktops, laptops, printers
- Communication Services – telephones, mobile phones
- Infrastructure Services – network, server, security, access control, service desk
- Professional Services – training, acquisition/contract management, equipment lifecycle management, external partnerships



2021-2022 Biennium Department Accomplishments



- Completed 1,408 service requests in 2021 & 2022
- Partnered with Finance, HR, and P&PW to launch the Munis ERP conversion project
- Migrated to the CivicClerk platform to replace failing Agenda Packet Builder
- Partnered with Facilities to identify and correct power distribution issues for the IT Infrastructure at City Hall.
- Began replacing Virtual Desktops with physical computers

2023-2024 Biennial Budget



Information Technology Fund (#502):

| | 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 | \$ 1,775,057 | | | |
| Sources | | | | | | |
| <i>Charges for Goods & Services</i> | \$ 1,911,953 | \$ 2,473,635 | \$ 2,597,980 | \$ 5,071,615 | 29.4% | 5.0% |
| <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 | \$ 2,624,569 | \$ 5,282,340 | 38.5% | -1.2% |
| 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 | \$ 1,016,188 | \$ 1,022,992 | \$ 2,039,180 | 0.0% | 0.7% |
| <i>Capital Outlays</i> | \$ 552,851 | \$ 692,133 | \$ 616,291 | \$ 1,308,424 | 25.2% | -11.0% |
| <i>Transfers Out</i> | \$ - | \$ - | \$ - | \$ - | 0.0% | 0.0% |
| Total Uses = | \$ 2,819,212 | \$ 3,134,406 | \$ 3,116,305 | \$ 6,250,711 | 11.2% | -0.6% |
| Sources Over (Under) Uses = | \$ (900,213) | \$ (476,635) | \$ (491,736) | \$ (968,371) | | |
| Ending Fund Balance | \$ 2,251,692 | \$ 1,775,057 | \$ 1,283,321 | | | |

2023-2024 Biennium Department Outlook/Work Plan



- IT Manager position
- Replace core infrastructure that is beyond lifecycle, to include the Firewall and Core Switch
- Council Chambers Audio/Visual upgrade
- Drive facility improvements to increase stability and sustainability of IT systems
- Implement IT security, monitoring, and control systems to increase efficiency of IT delivery
- Broadband Feasibility Study



Questions?



2023-2024 Biennial Budget Department Review

Finance & Human Resources

October 4, 2022

Department Overview



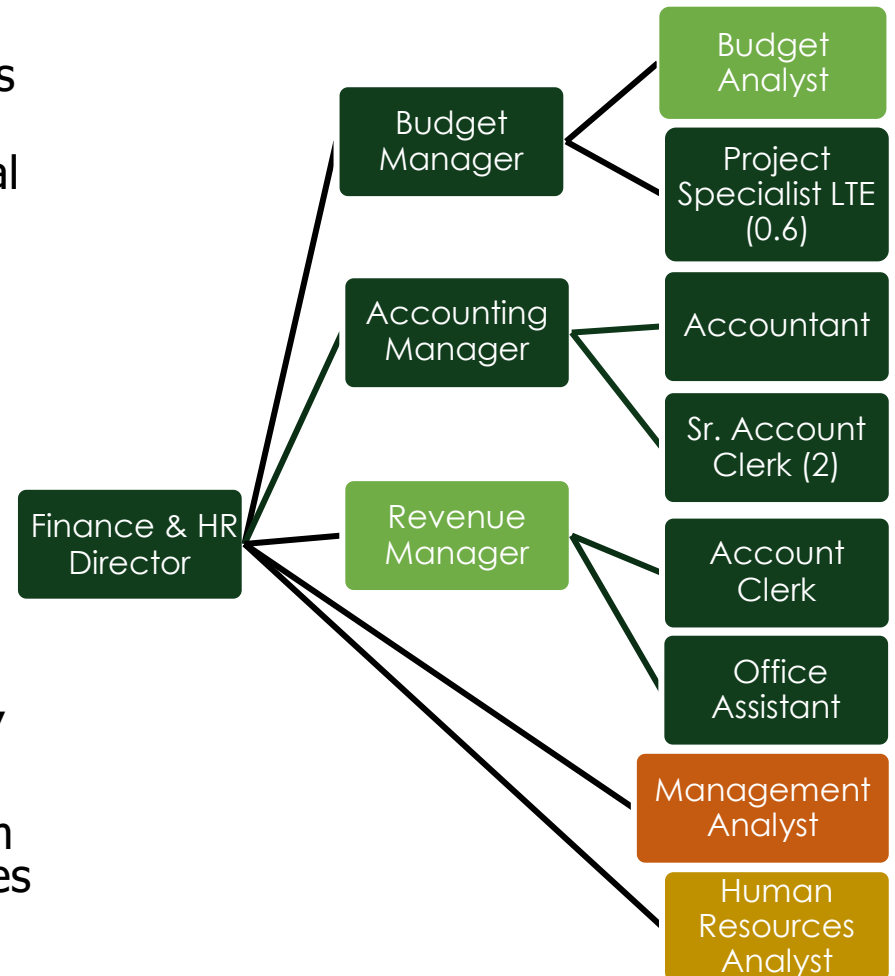
Mission

The Finance & Human Resource Departments endeavor to provide transparent, accurate financial information, maintain the City's fiscal health, guide adherence to Financial Policy, and manage financial and personnel service operations with a high level of customer service

Core Functions

Lead and Maintain Financial & Personnel Service Programs:

- Procurement & Purchasing, Revenue & Treasury Management, Licensing & Tax, Biennial Budget, Payroll & Benefits, CIP, Financial Reporting, Debt Management, Financial Information System, Long-term Financial Planning, and Human Resources Programs



■ = New Position ■ = Substituted Position ■ = Reclassed Position

2021-2022 Biennium Department Accomplishments



- **Finance**

- Received clean audit opinions from the State Auditor Office as a result of timely and accurate financial reporting and adherence to internal controls
- Processed over 1,700 business licenses and B&O tax returns manually
- Automated Utility Billing customer service features to include online form submissions
- Updated Financial Management Policy
- Implemented new CIP and Biennial Budget development processes

- **Human Resources**

- Coordinated three successor labor agreement contracts without mediation or arbitration
- Implemented Pandemic Response policies as well as 8 significant disciplinary actions
- Reorganized HR Department with new Director
- Enhanced recruitment program to meet new market demands

2023-2024 Biennial Budget



Administrative Depts. Functional Classification (#001):

Finance & Human Resources Table

| | 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> | \$ 830,771 | \$ 1,225,228 | \$ 1,267,901 | \$ 2,493,129 | 47.5% | 3.5% |
| <i>Employee Benefits</i> | \$ 330,422 | \$ 538,581 | \$ 559,571 | \$ 1,098,152 | 63.0% | 3.9% |
| <i>Supplies</i> | \$ 2,585 | \$ 1,940 | \$ 1,890 | \$ 3,830 | -25.0% | -2.6% |
| <i>Services</i> | \$ 390,202 | \$ 546,218 | \$ 639,324 | \$ 1,185,542 | 40.0% | 17.0% |
| <i>Capital Outlays</i> | \$ - | \$ - | \$ - | \$ - | 0.0% | 0.0% |
| <i>Transfers Out</i> | \$ - | \$ - | \$ - | \$ - | 0.0% | 0.0% |
| Total Uses = | \$ 1,553,981 | \$ 2,311,967 | \$ 2,468,686 | \$ 4,780,653 | 48.8% | 6.8% |

• **Major Changes/Additions:**

- Finance & HR Department Staffing Changes
- Temporary Assistance During the ERP Project
- Additional ERP Project Modules (Tax & Licensing, Socrata Open Finance)

2023-2024 Biennium Department Outlook/Work Plan



- **Finance**

- Continue implementation of the Enterprise Resource Planning (ERP) Tyler Munis Financial Information System
- Develop modern financial management procedures and protocols
 - Update the Cost Allocation Plan - Methodologies
- Introduce budgeting for outcomes and performance management initiatives
- Conduct Comprehensive Fee Study and engage in additional revenue recovery.

- **Human Resources**

- Continue to fill department vacancies during a very challenging hiring climate
- Modernizing the hiring process and platform (Neogov Insight)



2023-2024 Biennial Budget Department Overview

City Attorney

October 4, 2022

Department Overview

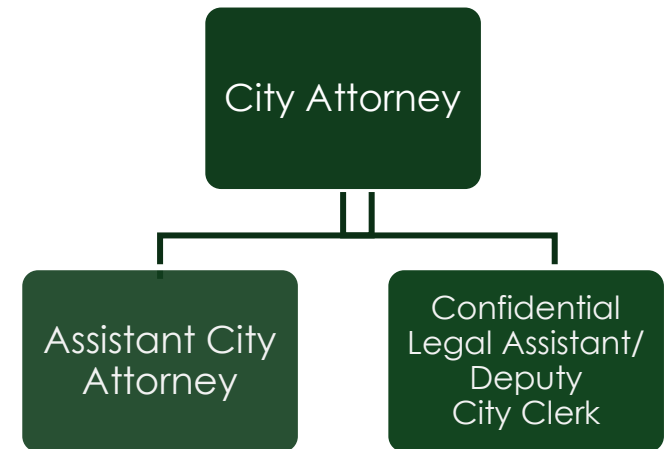


Mission

Provide legal advice to and representation of the City of Snoqualmie

Core Functions

- Advise elected officials, department directors, and all city staff;
- Draft resolutions, ordinances, and other Council enactments;
- Draft and review contracts for public works projects and services provided or needed by City;
- Advise Mayor, City Administrator, and human resources staff on labor, employment and personnel issues;
- Represent City in civil litigation in court and before administrative agencies;
- Risk Management.



2021-2022 Biennium Department Accomplishments



- Assisted with design and construction interlocal agreements for construction of Record Office Revetment Project
- Assisted with drafting and implementation of Mayor's Vaccination and Masking Directive, including negotiation of collective bargaining memoranda of understanding (MOUs)
- Assisted with negotiation of successor collective bargaining agreements
- Assisted with review and issuance of Final Environmental Impact Statement for Snoqualmie Mill Planned Commercial / Industrial Plan project
- Assisted with transition to new City Clerk, implementation of DocuSign and NextRequest public records software, and assumption of risk management duties

2023-2024 Biennial Budget



Administrative Depts. Functional Classification (#001):

City Attorney Table

| | 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> | \$ 397,269 | \$ 435,781 | \$ 451,033 | \$ 886,814 | 9.7% | 3.5% |
| <i>Employee Benefits</i> | \$ 153,119 | \$ 166,193 | \$ 172,871 | \$ 339,064 | 8.5% | 4.0% |
| <i>Supplies</i> | \$ 1,210 | \$ 2,000 | \$ 2,015 | \$ 4,015 | 65.3% | 0.8% |
| <i>Services</i> | \$ 84,429 | \$ 236,561 | \$ 240,311 | \$ 476,872 | 180.2% | 1.6% |
| <i>Capital Outlays</i> | \$ - | \$ - | \$ - | \$ - | 0.0% | 0.0% |
| <i>Transfers Out</i> | \$ - | \$ - | \$ - | \$ - | 0.0% | 0.0% |
| Total Uses = | \$ 636,027 | \$ 840,535 | \$ 866,230 | \$ 1,706,765 | 32.2% | 3.1% |

• Major Changes/Additions:

- Contract Legal Support
 - Funding to handle some of the anticipated workload the City Attorney's Office will likely experience over the next two years.

2023-2024 Biennium Department Outlook/Work Plan



- Completion of Snoqualmie Mill Planned Commercial/Industrial (PCI) Plan review and appeal process, and legal defense of City Council decision
- Litigation of Vaccination Directive-related grievances (5 police; 2 Parks and Public Works)
- Assistance with designation of Snoqualmie Parkway as extension of SR 18
- Negotiation of successor Teamsters CBA
- Assistance with bidding and construction of major capital projects



2023-2024 Biennial Budget Department Overview

Parks & Public Works: Parks & Streets

October 4, 2022

Parks Overview

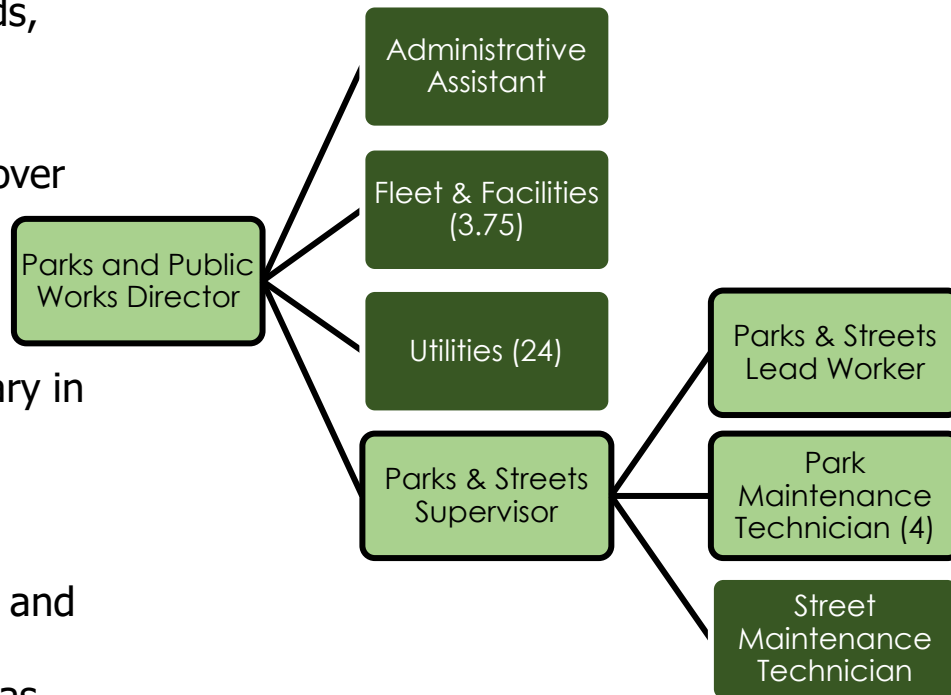


Mission

The Parks Maintenance Division of the Parks and Public Works Department provides maintenance activities supporting safe, welcoming, and attractive experience for users of playgrounds, sport courts, athletic fields, trails, and special events.

Core Services:

- Maintain grass turf, beds, shrubs, and ground cover at parks and other rights-of-way
- Maintain park and other athletic field structures
- Pick up leaves during the fall
- Conduct pre-emergent work in parks as necessary in order to mitigate probable future issues
- Maintain the trail systems
- Maintain street and landscape trees
- Manage volunteers and rent out park structures and shelters
- 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.



2021-2022 Biennium Parks Accomplishments



- Snoqualmie Point Park: replaced the roof and the wood siding with hardy board and repainted the entire facility
- Installed a new interpretive sign from Mountains to Sound Greenway
- Initiated a new multi-year Landscape Maintenance Contract
- Rebuilt several foot bridges in the trail system in the summer of 2021
- Completed electrical upgrades at Railroad Park to support the holiday display
- Refurbished Center Street Electrical System.



2023-2024 Biennial Budget - Parks



Parks Maintenance Functional Classification (#001):

| | 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 | \$ 996,888 | \$ 913,913 | \$ 1,910,801 | 22.7% | -8.3% |
| <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 | \$ 1,895,439 | \$ 1,843,537 | \$ 3,738,976 | 10.8% | -2.7% |

2023-2024 Biennium Parks Outlook/Work Plan



- Parks will conduct a Parks, Open Space, and Recreation Study in 2023.
 - Reimagine parks system in response to changing demographics and standards of the community
 - Determine what recreational facilities are missing or oversupplied from current offerings, and help the City to allocate dollars wisely in the future
- All-Inclusive Playground Project at Centennial Park
- Riverview Park Playground
- Address deferred maintenance in Parks resulting from pandemic reductions



Streets Overview

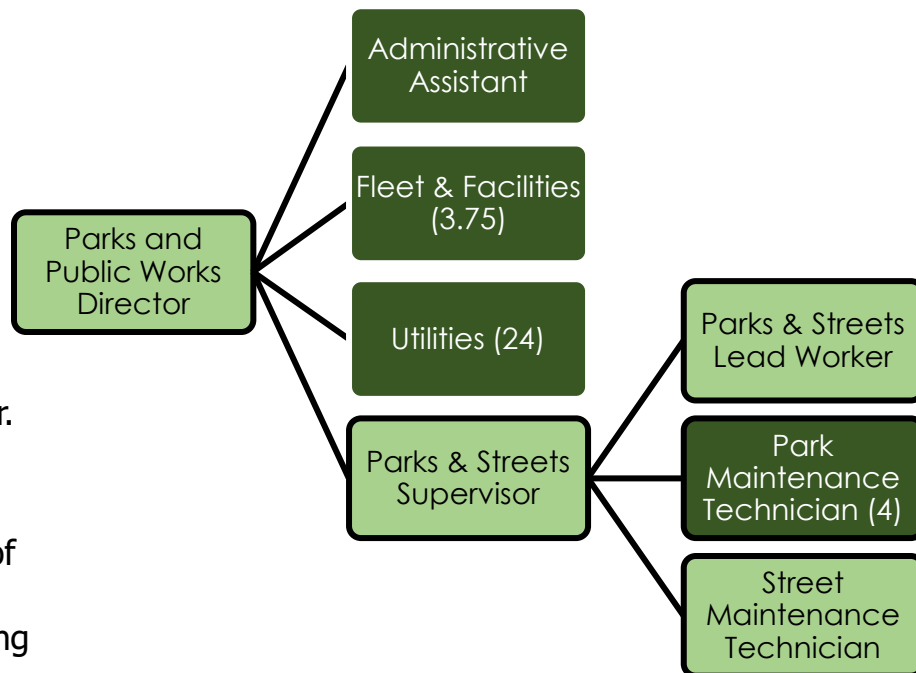


Mission

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.

Core Services:

- Maintain the condition, safety, and visibility of roads
- Maintain landscaped medians, bioswales, and roadsides
- Repair and replace damaged and faded signage; 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.



2021-2022 Biennium Streets Accomplishments



- Railroad Avenue Crosswalk Enhancements
- LED Street Light conversion
- Managed Snow and Ice clearing through Heavy Snowfall
- Applied GAP Mastic to Millpond Road.
- Replaced many worn and missing signs.



2023-2024 Biennial Budget - Streets



Streets Maintenance Functional Classification (#001):

| | 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 | \$ 649,292 | \$ 580,867 | \$ 1,230,159 | -2.9% | -10.5% |
| <i>Capital Outlays</i> | \$ - | \$ - | \$ 5,000 | \$ 5,000 | 0.0% | 100.0% |
| <i>Transfers Out</i> | \$ - | \$ - | \$ - | \$ - | 0.0% | 0.0% |
| Total Uses = | \$ 936,029 | \$ 1,117,085 | \$ 1,090,062 | \$ 2,207,147 | 19.3% | -2.4% |

2023-2024 Biennium Streets Outlook/Work Plan



- Continue to maintain streets in a safe and efficient manner to support all modes of transportation
- Formalize Street sign inventory and replacement schedule
- Establish annual street marking program for crosswalks and stop bars.



A8: Glossary of Common Budget Terms



GLOSSARY OF COMMONLY USED BUDGET TERMS

Accrual Basis-A method of accounting in which revenue is recorded in the period in which it is earned (whether or not it is collected in that period), and expenses are reported in the period when they are incurred (not when the disbursements are made). This method differs from the cash basis of accounting, in which income is considered earned when received and expenses are recorded when paid.

Administrative Departments- Refers to organizational units or departments that primarily provide services to other departments or divisions.

Accounts receivable (AR)- The amount of money owed by customers to the City after services have been delivered and/or used.

Accounts payable (AP)- The amount of money the City owes vendors and other agencies in return for goods and/or services they have delivered.

Agency Fund- A governmental accounting classification used to describe those situations where one jurisdiction is acting on behalf of another.

Assessed Valuation- The value assigned to properties within the city that is used in computing the property taxes to be paid by property owners.

BARS- The Budgeting, Accounting, and Reporting System for accounting systems prescribed by the Washington State Auditor's Office.

Benefits -City-provided employee benefits, such as social security insurance, retirement, worker's compensation, life insurance, medical insurance, vision insurance. and dental insurance.

Biennial Budget- A budget covering a two-year period. Under state law, a biennium begins with an odd numbered year

Budget- A financial plan of operations for the city. It is a plan, not a list of accounts and amounts.

Budget - Adopted and Proposed- The Mayor submits to the City Council a recommended expenditure and revenue level for all City operations for the coming fiscal year as the Proposed Budget. When the City Council agrees upon the revenue and expenditure levels, the Proposed Budget becomes the Adopted Budget, funds are appropriated, and legal expenditure limits are established.

Budget Calendar- The schedule of key dates or milestones which the City follows in the preparation, adoption, and administration of the budget.

Capital Improvement Plan (CIP)- The element of the budget that deals with the expenditure of funds on durable capital facilities and equipment, typically with a value of more than \$50,000.

Capital Project- A single project within the Capital Improvement Plan.

Cash Flow- The revenue or expenditures expected to be generated through daily receipts and payments over a period.

Charges for Services- A revenue category that includes a charge for a specific service. These primarily include park recreation fees, law enforcement services, zoning fees, and other miscellaneous fees.

Chart of Accounts- A list of expenditure, revenue, and other accounts describing and categorizing financial transactions.

Costs Allocation- The assignment of applicable costs incurred by a central services department (like "administrative or technology services") to a fund based on the benefit to the fund being assessed.

Councilmanic Bonds- Bonds that can be authorized by the city council without a vote of the public in an amount up to .75 percent of the assessed valuation of the city.

Debt Service- Interest and principal payments on debt.

Debt Service Funds- The type of fund that accounts for the payment of debt service on general obligations of the city.

Enterprise Fund- A type of proprietary fund in which the direct beneficiaries pay for all costs of the fund through fees, or where a periodic determination of revenues and expenses is desired by management.

Fund- A self-balancing group of accounts that includes revenues and expenditures.

GAAFR "Governmental Accounting, Auditing and Financial Reporting."- The "blue book" published by the Municipal Finance Officers Association (now the Government Finance Officers Association) to provide detailed guidance for the application of accounting principles for governments.

"GAAP" Generally Accepted Accounting Principles- which are mostly determined by the GASB for governments.

"GASB" Governmental Accounting Standards Board- which determines the underlying principles to be used in accounting for governmental activities.

General Fund- The fund of the city that accounts for all activity not specifically accounted for in other funds. Includes such operations as police, fire, engineering, planning, parks, museums and administration. This is the main operating fund of the City.

General Obligations- Bonds or other indebtedness of the city for which the pledge made for repayment is the full faith and credit of the city.

Governmental Fund Types- Funds that provide general government services. These include the general fund, special revenue funds, capital projects funds and debt service funds.

Intergovernmental Revenues- Interfund charges to pay for quasi external transactions of the fund.

Internal Controls- A system of controls established by the city that are designed to safeguard the assets of the city and provide reasonable assurances as to the accuracy of financial data.

Internal Service Funds- A type of proprietary fund that accounts for the goods and services provided to other units of the city. Payment by the benefiting unit is intended to fund the costs of providing such services.

Levy Rate- The property tax percentage rate used in computing the property tax amount to be paid.

Licenses and Permits- A revenue category of the city derived from business licenses and building or development permits.

Operating Budget- The annual appropriation to maintain the provision of city services to the public. **"PERS" Public Employee Retirement System-** The state system for public employment retirement applicable in most cities for employees, except where LEOFF is applicable.

Program- A group of services within a department, aligned by common purpose.

Proposed Budget- That budget which is proposed by the Administration to the council and has not yet been adopted by the council.

Proprietary Funds- A group of funds that account for the activities of the city that are of a proprietary or "business" character, such as the Water, Sewer and Storm Water Funds.

Public Safety- A term used to define the combined budget of the police and fire departments.

Reclassification Request- A request to change the job title or classification for an existing position.

Regular Full-Time- Defined as a position budgeted for 2,088 compensated hours per year, 40 hours per week, 80 hours per pay period, and is also known as one full-time equivalent (FTE).

Regular Part-Time- Defined as a position designated as part time, and requiring an average of 20 hours or more, but less than 40 hours of work per week during the year. This equates to an FTE value of at least 0.50 and no more than 0.99.

Reorganization- Refers to changes in the budget and reporting structure within departments.

Return on investment (ROI)- A measure used to evaluate the financial performance relative to the amount of money that was invested. The ROI is calculated by dividing the net profit by the cost of the investment. The result is often expressed as a percentage.

Revenue- Income received by the City in support of our program of services to the community. It includes such items as property taxes, fees, user charges, grants, and fines.

Interest income and miscellaneous revenue.

Revenue Bonds- Bonds sold by the city that are secured only by the revenues of a particular system, usually the water/sewer fund and the regional water fund.

Special Revenue Funds- General government funds for which the source of monies is dedicated to a specific purpose.

Standard Work Year- 2,080 hours a year, 260 days (except leap year).

Salaries and Wages- Most City employees are paid a monthly salary based on an annual standard work year consisting of 2,080 hours. Some types of positions are paid hourly wages based on the prevailing wage scale.

Supplemental Appropriation- An appropriation approved by the Council after the initial budget appropriation. Council approves supplemental appropriations during the year and budget amendment ordinances are approved mid-year and year-end.