



FINANCE & ADMINISTRATION COMMITTEE & COMMITTEE OF THE WHOLE MEETING

Tuesday, October 21, 2025, at 6:00 PM

Snoqualmie City Hall, 38624 SE River Street & Zoom

COMMITTEE MEMBERS

Chair: Bryan Holloway

Councilmembers: Jolyon Johnson and Cara Christensen

This meeting will be conducted in person and remotely using Zoom.

Join by Telephone: To listen to the meeting via telephone, please call **253.215.8782** and enter Webinar ID **880 1897 0598** and Password **1830050121** if prompted.

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

- 1) Click this [link](#)
- 2) If the Zoom app is not installed on your computer, you will be prompted to download it.
- 3) If prompted for Webinar ID, enter **880 1897 0598**; Enter Password **1830050121**

CALL TO ORDER & ROLL CALL

AGENDA APPROVAL

PUBLIC COMMENTS (online public comments will not be taken).

MINUTES

- [1.](#) Approval of the minutes dated October 7, 2025.

APPROVAL OF WARRANTS / CLAIMS

- [2.](#) Consideration of Claims Report dated October 27, 2025.

AGENDA BILLS

- [3.](#) **AB25-093:** Resolution Adopting Snoqualmie Valley School District Capital Facilities Plan 2025-2030
- [4.](#) **AB25-094:** AHBL Contract Amendment
- [5.](#) **AB25-090:** Server Upgrades
- [6.](#) **AB25-097:** Server Storage Upgrade
- [7.](#) **AB25-089:** Resolution Amending the Financial Management Policy
- [8.](#) **AB25-095:** Ordinance Amending the Minimum Licensing Threshold for Out-of-City Businesses in SMC 5.04.015(B)

DISCUSSION

- [9.](#) 2026 Legislative Priorities

10. Future Meeting Agenda Items (Informational Only):

- Ordinance Adopting 2026 Salary Schedule for Non-Represented Employees
- Property Tax Levy Ordinance
- Property Tax – Certifying an Increase
- Mid-Biennium Review & Amendment
- Amendment to SMC to align with Financial Policy
- Resolution for Strategic Plan Adoption
- Council Murals Discussion
- Repeal Resolutions pertaining to old Personnel Policies
- Ordinance adopting SVSD School Impact Fees
- 2026 LTAC Funding
- Comprehensive Fee Study Presentation and Resolution Adopting Fee Schedule

CITY COUNCIL AGENDA REVIEW

- [11.](#) Review Draft City Council Agenda dated October 27, 2025.

ADJOURNMENT



FINANCE & ADMINISTRATION COMMITTEE & COMMITTEE OF THE WHOLE MEETING MINUTES OCTOBER 7, 2025

This meeting was conducted in person at Snoqualmie City Hall and remotely using Zoom.

CALL TO ORDER - Chair Bryan Holloway (remote) called the meeting to order at 6:00 pm.

Committee Members: Councilmembers Bryan Holloway (remote), Cara Christensen (remote), and Jo Johnson were present.

City Staff:

Mike Chambless, City Administrator; Dena Burke, City Attorney (remote); Deana Dean, City Clerk; Fletcher Lacroix, IT Director; Drew Bouta, Finance Director; Jen Hughes, Deputy Finance Director; Janna Walker, Budget Manager; Robert Thrall, Legal Assistant; and Andrew Jongekryg, IT Support.

AGENDA APPROVAL - The agenda was approved as amended, postponing the 2026 Legislative Priorities Discussion until the next committee meeting.

PUBLIC COMMENTS – There were no public comments.

MINUTES – The minutes dated September 16, 2025, were approved as presented.

APPROVAL OF WARRANTS / CLAIMS – The claims report dated October 13, 2025, was approved to move forward at the October 13, 2025, City Council meeting on the consent agenda.

DISCUSSION

3. 2026 Legislative Priorities Discussion. This item was postponed until the next committee meeting.
4. Future Meeting Agenda Items. These items were informational only and will be heard at upcoming committee meetings.

CITY COUNCIL MEETING AGENDA REVIEW

5. Review Draft City Council Agenda dated October 13, 2025. The agenda was approved as amended.

ADJOURNMENT

The meeting was adjourned at 6:07 pm.

Minutes prepared by Deana Dean, City Clerk.

Recorded meeting audio is available on the city website after the meeting.

Minutes approved at the_____, 2025, Finance & Administration Committee Meeting.



Drew Bouta, Director of Finance

38624 SE River St. | PO Box 987

Snoqualmie, Washington 98065

(425) 888-1555 | dbouta@snoqualmiewa.gov

To: City Council
Finance & Administration Committee

From: Drew Bouta, Director of Finance

Date: October 27, 2025

Subject: CLAIMS REPORT
Approval of payments for the period: October 2, 2025 through October 15, 2025

BACKGROUND

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

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

ANALYSIS

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

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

The following table summarizes the claims and payments authorized by the Finance Director:

The foregoing amounts were budgeted in the 2025-2026 biennial budget, and sufficient funds are available to cover these payments, as appropriate. Details pertaining to the individual vendor payments are available in documentation provided for the Finance & Administration Committee and subsequent City Council review by accessing the following link on the city website: [Claims Report](#)

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

CLAIMS					
Date	Warrants		ACH	Qty	Amount
	From #	Thru #	Amount		
10/2/2025	85778	85794	\$ 530,134.46		530,134.46
10/9/2025	85795	85846	\$ 337,425.18		337,425.18
10/13/2025	85847	85875	\$ 300,519.75		300,519.75
					-
					-
					-
					-
					-
					-

Grand Total 1,168,079.39

MISCELLANEOUS DISBURSEMENTS				
Date	Description	ACH Amount	Wire Amount	MISC TOTAL
10/2/2025	Merchant Card Fees - Tyler Munis	\$ 124.00		\$ 124.00
10/2/2025	Merchant Card Fees - PayConex	\$ 3,264.63		\$ 3,264.63
10/2/2025	Merchant Card Fees - Bankcard (Elavon)	\$ 9,667.71		\$ 9,667.71
10/6/2025	Merchant Card Fees - American Express	\$ 6.72		\$ 6.72
10/6/2025	Merchant Card Fees - American Express Tyler Munis	\$ 2,018.55		\$ 2,018.55
10/7/2025	Navia Benefits Solutions	\$ 3,546.74		\$ 3,546.74
10/14/2025	Elavon PCI Fee	\$ 11.95		\$ 11.95
10/14/2025	Navia Benefits Solutions	\$ 8,177.60		\$ 8,177.60

Grand Total 26,817.90

PAYROLL					
Date	Warrants		ACH	Qty	Amount
	From #	Thru #	Amount		
9/16-9/30				109	\$ 375,484.31
9/16-9/30 Misc				1	\$ 303.25
9/16-9/30 Misc				1	\$ 8,186.29
					-
					-

Grand Total 383,973.85

Total 1,578,871.14

The following claims and payments were objected to by Finance Director: **NONE**

(Itemize claims/demands amounts and circumstances, and summarize reasons for objection)

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

Drew Bouta

10/16/2025

Drew Bouta, Director of Finance

Date

FINANCE & ADMINISTRATION COMMITTEE RECOMMENDATION: Approve / Not Approve

City of Snoqualmie

Claims presented to the City to be paid in the amount of \$530,134.46

For claims warrants numbered 85778 through 85794 & dated 10/2/2025

VENDOR NAME	ACCOUNT	ACCOUNT DESC	YEAR	PERIOD	TYPE	STATUS	AMOUNT	CHECK NO	INVOICE	FULL DESC	INVOICE DATE	CHECK DATE
AMZONCAP	001.02.002.51160.531000.	Office Supplies	2025	9	INV	P	118.08	85778	1JW3-VYVM-MCFN	Council Chambers Name Plates	9/13/2025	10/2/2025
AMZONCAP	001.01.001.51310.549100.	City-Sponsored Expenses	2025	9	INV	P	78.60	85778	1FPT-LJK-9XLY	Tablecovers for city events	9/15/2025	10/2/2025
AMZONCAP	001.08.009.52110.523100.	Clothing Allowance	2025	9	INV	P	105.92	85778	1JQH-HW9D-9JHL	658 M. Black - duty boots	9/15/2025	10/2/2025
AMZONCAP	001.08.009.52122.531000.	Office Supplies	2025	9	INV	P	31.76	85778	1YMN-NFRW-HC31	Door wedge stoppers, ID badge holders	9/2/2025	10/2/2025
AMZONCAP	001.08.009.52122.531050.	Uniforms & Protective Gear	2025	9	INV	P	44.22	85778	1GDD-PF6M-7FYM	SNO/NB PD - 641 D. Vladis - patrol boots	9/11/2025	10/2/2025
AMZONCAP	014.08.012.52122.531000.	Office Supplies	2025	9	INV	P	10.91	85778	1MK3-QJMD-M1LM	654 S. Tye - spiral notebook	9/13/2025	10/2/2025
AMZONCAP	014.08.012.52122.531050.	Uniforms & Protective Gear	2025	9	INV	P	44.22	85778	1GDD-PF6M-7FYM	SNO/NB PD - 641 D. Vladis - patrol boots	9/11/2025	10/2/2025
City of Enumclaw	001.08.009.52122.541000.	Professional Svcs - General	2025	9	INV	P	1,250.00	85779	07263	Ofc. Trevor Pourchot Boeing Classic 08/10/25 10hrs	8/20/2025	10/2/2025
COMP PD	001.08.009.52122.531000.	Office Supplies	2025	9	INV	P	39.53	85780	2371997-0	8.5" x 12" mailers	9/3/2025	10/2/2025
COMP PD	001.08.009.52122.531340.	Custodial & Cleaning Supplies	2025	9	INV	P	276.34	85780	2373716-0	SNO/NB PD - hand sanitizers, bathroom supplies	9/11/2025	10/2/2025
COMP PD	001.08.009.52122.531910.	Operating Supplies	2025	9	INV	P	77.25	85780	2373145-0	SNO/NB PD - hand sanitizers for desk, vehicles	9/9/2025	10/2/2025
COMP PD	001.08.009.52122.531910.	Operating Supplies	2025	9	INV	P	104.43	85780	2373716-0	SNO/NB PD - hand sanitizers, bathroom supplies	9/11/2025	10/2/2025
COMP PD	014.08.012.52122.531910.	Operating Supplies	2025	9	INV	P	77.24	85780	2373145-0	SNO/NB PD - hand sanitizers for desk, vehicles	9/9/2025	10/2/2025
COMP PD	014.08.012.52122.531910.	Operating Supplies	2025	9	INV	P	104.43	85780	2373716-0	SNO/NB PD - hand sanitizers, bathroom supplies	9/11/2025	10/2/2025
COPIERS NW	001.16.035.54264.545200.	Rent - Sign Laminator	2025	9	INV	P	35.87	85781	INV3035230	Plotter/Laminator Lease 7/15-8/14/25	7/16/2025	10/2/2025
COPIERS NW	001.16.035.54264.545200.	Rent - Sign Laminator	2025	9	INV	P	35.87	85781	INV3050481	Plotter/Laminator Lease 8/15-9/14/25	8/16/2025	10/2/2025
COPIERS NW	001.16.035.54264.545200.	Rent - Sign Laminator	2025	9	INV	P	35.87	85781	INV3065004	Plotter/Laminator Lease 9/15-10/14/25	9/16/2025	10/2/2025
COPIERS NW	001.16.035.59142.577002.	Plotter/Laminator Lease	2025	9	INV	P	389.90	85781	INV3035230	Plotter/Laminator Lease 7/15-8/14/25	7/16/2025	10/2/2025
COPIERS NW	001.16.035.59142.577002.	Plotter/Laminator Lease	2025	9	INV	P	389.90	85781	INV3050481	Plotter/Laminator Lease 8/15-9/14/25	8/16/2025	10/2/2025
COPIERS NW	001.16.035.59142.577002.	Plotter/Laminator Lease	2025	9	INV	P	389.90	85781	INV3065004	Plotter/Laminator Lease 9/15-10/14/25	9/16/2025	10/2/2025
Deana Dean	001.02.002.51160.549100.	City-Sponsored Expenses	2025	9	INV	P	150.01	85782	RE D. Dean 9/25	Council/Commissions Training - ABC's for the BCC's	9/16/2025	10/2/2025
DEFI Training, LLC	001.08.009.52140.543000.	Training & Travel	2025	9	INV	P	750.00	85783	05R9S2MRCT2A8	Training Course-Det. Christopher Werre 11/10-11/13	9/9/2025	10/2/2025
DOE	402.20.019.53510.523300.	Reimb - Dues, Licenses & Cert	2025	9	INV	P	125.00	85784	M.Miller-091025	Matt Miller WWTPD IV Application Fee	9/10/2025	10/2/2025
DOE	402.20.019.53510.523300.	Reimb - Dues, Licenses & Cert	2025	9	INV	P	75.00	85784	S.Robles-081025	Steven Robles WWTPD I OIT Application Fee	9/10/2025	10/2/2025
FCS Bowman	401.18.019.53410.541095.	Utility Rate Study	2025	9	INV	P	260.00	85785	3918-22507003	Utility Rate Study 2025/2030	7/31/2025	10/2/2025
FCS Bowman	402.20.019.53510.541095.	Utility Rate Study	2025	9	INV	P	260.00	85785	3918-22507003	Utility Rate Study 2025/2030	7/31/2025	10/2/2025
FCS Bowman	403.22.019.53110.541095.	Utility Rate Study	2025	9	INV	P	130.00	85785	3918-22507003	Utility Rate Study 2025/2030	7/31/2025	10/2/2025
GRIMINC	001.16.035.54264.531300.	Repair & Maintenance Supplies	2025	9	INV	P	1,350.22	85786	34511442-01	supplies for making street signs	9/2/2025	10/2/2025
KC 710	001.16.035.54230.548000.	Repair & Maintenance Services	2025	9	INV	P	25,131.89	85787	144200-144203	Traffic Signals, Signal Electrical-Aug 2025	8/31/2025	10/2/2025
KC 710	001.16.035.54250.541070.	Bridge Inspection Fees	2025	9	INV	P	1,528.29	85787	144451-144451	DISC Bridge Inspection Fees 7/28-8/14/25	8/31/2025	10/2/2025
KC 710	001.16.035.54264.548000.	Traffic Signal Maintenance	2025	9	INV	P	4,268.85	85787	144200-144203	Traffic Signals, Signal Electrical-Aug 2025	8/31/2025	10/2/2025
Minuteman Press	401.18.037.53481.531000.	Office Supplies	2025	9	INV	P	208.47	85788	95832	Aug 2025 Utility Billing Printing/Folding,Env&Post	9/5/2025	10/2/2025
Minuteman Press	401.18.037.53481.542300.	Postage & Freight	2025	9	INV	P	703.49	85788	95832	Aug 2025 Utility Billing Printing/Folding,Env&Post	9/5/2025	10/2/2025
Minuteman Press	401.18.037.53481.549300.	Printing	2025	9	INV	P	1,239.10	85788	95657	Backflow Assembly Letters and postage	8/12/2025	10/2/2025
Minuteman Press	401.18.037.53481.549300.	Printing	2025	9	INV	P	350.70	85788	95832	Aug 2025 Utility Billing Printing/Folding,Env&Post	9/5/2025	10/2/2025
Minuteman Press	402.20.040.53580.531000.	Office Supplies	2025	9	INV	P	208.47	85788	95832	Aug 2025 Utility Billing Printing/Folding,Env&Post	9/5/2025	10/2/2025
Minuteman Press	402.20.040.53580.542300.	Postage & Freight	2025	9	INV	P	703.49	85788	95832	Aug 2025 Utility Billing Printing/Folding,Env&Post	9/5/2025	10/2/2025
Minuteman Press	402.20.040.53580.549300.	Printing	2025	9	INV	P	350.70	85788	95832	Aug 2025 Utility Billing Printing/Folding,Env&Post	9/5/2025	10/2/2025
Minuteman Press	403.22.050.53130.531000.	Office Supplies	2025	9	INV	P	208.47	85788	95832	Aug 2025 Utility Billing Printing/Folding,Env&Post	9/5/2025	10/2/2025
Minuteman Press	403.22.050.53130.542300.	Postage & Freight	2025	9	INV	P	703.49	85788	95832	Aug 2025 Utility Billing Printing/Folding,Env&Post	9/5/2025	10/2/2025
Minuteman Press	403.22.050.53130.549300.	Printing	2025	9	INV	P	350.69	85788	95832	Aug 2025 Utility Billing Printing/Folding,Env&Post	9/5/2025	10/2/2025
NWR	310.17.510.59530.541070.	Railroad Crossing Design	2025	9	INV	P	52,106.25	85789	RR Crossing 08.08.20	RR Design services - King and PRKWY Crossings	8/8/2025	10/2/2025
Pease & Sons, Inc	417.13.454.59435.563000.	WRF Improve Construction	2025	9	INV	P	415,483.07	85790	8056-12	Construction at Kimball Creek LS - thru 8/30/25	8/12/2025	10/2/2025
SV School Dist	014.08.012.52122.532100.	Gasoline/Diesel Fuel	2025	9	INV	P	2,929.63	85791	8691	Fleet and NB Police Fuel	9/3/2025	10/2/2025
SV School Dist	501.23.051.54868.532100.	Gasoline/Diesel Fuel	2025	9	INV	P	15,175.91	85791	8691	Fleet and NB Police Fuel	9/3/2025	10/2/2025
TYLERTEC	350.13.023.59418.541000.	Professional Svcs - General	2025	9	INV	P	700.00	85792	045-534963	Consulting Serv-Financials Implementation-8/13/25	8/20/2025	10/2/2025
WLACE	001.12.028.57680.531300.	Repair & Maintenance Supplies	2025	9	INV	P	65.45	85793	15316199	Work Shop Vise	9/11/2025	10/2/2025
WLACE	001.12.028.57680.531300.	Repair & Maintenance Supplies	2025	9	INV	P	15.26	85793	15316233	Floor Glue	9/16/2025	10/2/2025
WLACE	001.16.035.54230.531300.	Repair & Maintenance Supplies	2025	9	INV	P	104.61	85793	15316111	Concrete Mix (12)	9/3/2025	10/2/2025
WLACE	001.16.035.54230.531300.	Repair & Maintenance Supplies	2025	9	INV	P	17.43	85793	15316221	Concrete Mix (2)	9/15/2025	10/2/2025
WLACE	001.18.037.53481.531300.	Repair & Maintenance Supplies	2025	9	INV	P	122.16	85793	15316021	ratchet set, graphite spray	8/20/2025	10/2/2025
WLACE	401.18.037.53481.531300.	Repair & Maintenance Supplies	2025	9	INV	P	157.40	85793	15316050	shovel, driver bit set, batteries	8/25/2025	10/2/2025
WLACE	401.18.037.53481.531300.	Repair & Maintenance Supplies	2025	9	INV	P	18.54	85793	15316081	hand shovel	8/28/2025	10/2/2025
WLACE	401.18.037.53481.531300.	Repair & Maintenance Supplies	2025	9	INV	P	25.08	85793	15316087	shovel holder	8/29/2025	10/2/2025
WLACE	401.18.037.53481.531300.	Repair & Maintenance Supplies	2025	9	INV	P	75.25	85793	15316088	shovel holder (3)	8/29/2025	10/2/2025
WLACE	401.18.037.53481.531300.	Repair & Maintenance Supplies	2025	9	INV	P	210.05	85793	15316115	paint (3) and concrete bags (5)	9/3/2025	10/2/2025
WLACE	401.18.037.53481.531300.	Repair & Maintenance Supplies	2025	9	INV	P	49.24	85793	15316230	fuel and mixed fuel	9/16/2025	10/2/2025
Zach Schumann	001.09.014.52245.543000.	Training & Travel	2025	9	INV	P	182.56	85794	Re Z. Schumann 9/25	ICS Initial Drive Time (round Trip) 4 days	9/2/2025	10/2/2025

City of Snoqualmie

Claims presented to the City to be paid in the amount of \$337,425.18

For claims warrants numbered 85795 through 85846 & dated 10/9/2025

911 SUPP	014.08.012.52122.531050.	Uniforms & Protective Gear	2025	9	INV	P	39.31	85795	INV-2-55420	#674 C. Hendricks Name Tape x2	9/9/2025	10/9/2025
Allison Kelles	001.12.000.34730.347301.	Recreational Activity Fees	2025	9	INV	P	338.00	85796	Park Refund - Kelles	50% refund of park rental fees	9/17/2025	10/9/2025
AMZONCAP	001.10.017.52560.531910.	Operating Supplies	2025	9	INV	P	35.06	85797	1DLK-C4RT-91JV	White board for EOC	9/16/2025	10/9/2025
AMZONCAP	001.09.014.52210.531000.	Office Supplies	2025	9	INV	P	16.94	85797	1J7Y-9XRC-6HGQ	Large leather desk mat mouse & keyboard cover	9/22/2025	10/9/2025
AMZONCAP	001.09.014.52210.531000.	Office Supplies	2025	9	INV	P	32.74	85797	1WVK-4LQX-9RC7	Kitchen & bathroom supplies, keyboard & mouse	9/16/2025	10/9/2025
AMZONCAP	001.09.014.52220.531340.	Custodial & Cleaning Supplies	2025	9	INV	P	212.49	85797	1WVK-4LQX-9RC7	Kitchen & bathroom supplies, keyboard & mouse	9/16/2025	10/9/2025
AMZONCAP	403.22.050.53130.531300.	Repair & Maintenance Supplies	2025	9	INV	P	208.20	85797	13HM-1CML-D1J3	String Trimmer Line (6)	9/22/2025	10/9/2025
ASPECT	417.13.423.59434.541070.	Source of Supply - Studies & I	2025	9	INV	P	4,555.50	85798	648777	ASR Analysis and Feasibility Study thru 8/31/25	9/10/2025	10/9/2025
ASPECT	417.13.423.59434.541070.	Source of Supply - Studies & I	2025	9	INV	P	7,279.75	85798	650842	ASR Analysis and Feasibility Study - thru 9/21/25	9/23/2025	10/9/2025
ATWORK	001.16.035.54270.548150.	Landscaping Services	2025	9	INV	P	6,671.28	85799	PS-INV106192	Road side Maintenance Aug 2025	8/31/2025	10/9/2025
ATWORK	403.22.030.53190.548150.	Landscaping Services	2025	9	INV	P	15,566.33	85799	PS-INV106192	Road side Maintenance Aug 2025	8/31/2025	10/9/2025
BAINA	401.18.037.53482.531300.	Repair & Maintenance Supplies	2025	9	INV	P	272.47	85800	1252	annual wear parts for chlorine probe	9/19/2025	10/9/2025
Benjamin Asphalt	401.13.000.58210.582108.	Meter-Tank-Hydrant. Deposits	2025	9	INV	P	2,500.00	85801	FH-25-006 Refund	Meter Deposit Refund	9/19/2025	10/9/2025
BUILDERS HARDWARE	401.18.037.53481.531300.	Repair & Maintenance Supplies	2025	9	INV	P	438.98	85802	S3863571.001	Padlocks	8/30/2025	10/9/2025
CALPORTL	401.18.037.53481.531300.	Repair & Maintenance Supplies	2025	9	INV	P	214.51	85803	96819219	Sand for irrigation at Community Park	6/24/2025	10/9/2025
CCDC	401.18.037.53482.531500.	Water Treatment Chemicals	2025	9	INV	P	5,272.61	85804	933681	Ferric chloride for NWTP	9/11/2025	10/9/2025
Chase Smith	001.08.009.52122.531050.	Uniforms & Protective Gear	2025	9	INV	P	125.93	85805	RE C. Smith 9/25	Uniform - Patrol Pants and patrol polo	9/17/2025	10/9/2025
Chase Smith	014.08.012.52122.531050.	Uniforms & Protective Gear	2025	9	INV	P	125.93	85805	RE C. Smith 9/25	Uniform - Patrol Pants and patrol polo	9/17/2025	10/9/2025
Chinook Lumber	001.12.028.57680.531300.	Repair & Maintenance Supplies	2025	9	INV	P	93.30	85806	2143538	(1) 2x12 Cedar board and bolts	9/5/2025	10/9/2025
Chinook Lumber	001.12.028.57680.531300.	Repair & Maintenance Supplies	2025	9	INV	P	295.84	85806	2145005	Structural wood screws	9/10/2025	10/9/2025
Chinook Lumber	401.18.037.53481.531300.	Repair & Maintenance Supplies	2025	9	CRM	P	(10.88)	85806	189639	Return of Saw Blade	8/14/2025	10/9/2025
Chinook Lumber	401.18.037.53481.531300.	Repair & Maintenance Supplies	2025	9	INV	P	57.75	85806	2136871	saw blades and hammer	8/13/2025	10/9/2025
Chinook Lumber	401.18.037.53481.531300.	Repair & Maintenance Supplies	2025	9	INV	P	11.97	85806	2136875	saw blade	8/13/2025	10/9/2025
Chinook Lumber	401.18.037.53481.531300.	Repair & Maintenance Supplies	2025	9	INV	P	53.95	85806	2138907	plywood and screws	8/20/2025	10/9/2025
Chinook Lumber	401.18.037.53481.531300.	Repair & Maintenance Supplies	2025	9	INV	P	25.48	85806	2142795	Concrete Mix	9/3/2025	10/9/2025
City of Sunnyside	001.08.009.52360.541505.	Jail Services - Sunnyside	2025	9	INV	P	1,455.30	85807	16486	Inmate housing Aug 2025	9/2/2025	10/9/2025
City of Sunnyside	001.08.009.52360.541505.	Jail Services - Sunnyside	2025	9	INV	P	31.52	85807	16494	Inmate Medications	9/2/2025	10/9/2025
CLAW	417.13.423.59434.541070.	Source of Supply - Studies & I	2025	9	INV	P	493.75	85808	50823	Support water rights negotiations w/ ECY thru 6/30	7/11/2025	10/9/2025
COMCAST	502.11.020.51888.542200.	INET Internet Network Services	2025	9	INV	P	376.22	85809	0559927-09-25	Secondary Internet Service 9/16-10/15/25	9/11/2025	10/9/2025
CORPPAY	001.03.003.51810.541420.	HR-Related Services	2025	9	INV	P	200.00	85810	KJ 9/25	City Credit Card	9/23/2025	10/9/2025
CORPPAY	001.03.003.51810.542300.	Postage & Freight	2025	9	INV	P	35.15	85810	KJ 9/25	City Credit Card	9/23/2025	10/9/2025
CORPPAY	001.15.034.55850.543000.	Training & Travel	2025	9	INV	P	435.64	85810	CD 9/25	City Credit Card	9/23/2025	10/9/2025
CORPPAY	001.28.065.57390.531900.	Miscellaneous Supplies	2025	9	INV	P	381.21	85810	NW 9/25	City credit card	9/23/2025	10/9/2025
CORPPAY	001.05.005.51420.541000.	Professional Svcs - General	2025	9	INV	P	288.50	85810	DD 9/25	City credit card	9/23/2025	10/9/2025
CORPPAY	001.07.008.55720.549200.	Dues-Subscriptions-Memberships	2025	9	INV	P	159.42	85810	9/25 DD	City Credit Card	9/23/2025	10/9/2025
CORPPAY	001.02.002.51160.543000.	Training & Travel	2025	9	INV	P	30.00	85810	DD 9/25	City credit card	9/23/2025	10/9/2025
CORPPAY	001.10.017.52560.531910.	Operating Supplies	2025	9	INV	P	111.90	85810	MB 9/25	City credit card	9/23/2025	10/9/2025
CORPPAY	001.10.017.52560.549200.	Dues-Subscriptions-Memberships	2025	9	INV	P	20.00	85810	MB 9/25	City credit card	9/23/2025	10/9/2025
CORPPAY	001.01.001.51310.543000.	Training & Travel	2025	9	INV	P	45.00	85810	NW 9/25	City credit card	9/23/2025	10/9/2025
CORPPAY	001.09.014.52210.531000.	Office Supplies	2025	9	INV	P	213.30	85810	SM 9/25	City credit card	9/23/2025	10/9/2025
CORPPAY	001.09.014.52210.549100.	City-Sponsored Expenses	2025	9	INV	P	91.10	85810	CB 9/25	Lunch for interviews/exams	9/23/2025	10/9/2025
CORPPAY	001.09.014.52220.531050.	Uniforms	2025	9	INV	P	49.01	85810	SM 9/25	City credit card	9/23/2025	10/9/2025
CORPPAY	001.04.004.51531.543000.	Training & Travel	2025	9	INV	P	364.00	85810	DB 9/25	City Credit Card	9/23/2025	10/9/2025
CORPPAY	001.14.031.55860.549100.	City-Sponsored Expenses	2025	9	INV	P	109.20	85810	NW 9/25	City credit card	9/23/2025	10/9/2025
CORPPAY	001.08.009.52110.523100.	Clothing Allowance	2025	9	INV	P	113.00	85810	LT 9/25	City credit card	9/23/2025	10/9/2025
CORPPAY	001.08.009.52110.542300.	Postage & Freight	2025	9	INV	P	30.69	85810	LT 9/25	City credit card	9/23/2025	10/9/2025
CORPPAY	001.08.009.52140.543000.	Training & Travel	2025	9	INV	P	308.70	85810	M. Black 9/25	City Credit Card	9/23/2025	10/9/2025
CORPPAY	012.13.060.57320.531000.	Art Event Supplies	2025	9	INV	P	650.00	85810	NW 9/25	City credit card	9/23/2025	10/9/2025
CORPPAY	401.18.037.53481.523300.	Reimb - Dues, Licenses & Cert	2025	9	INV	P	195.00	85810	JQ 9/25	City credit card	9/23/2025	10/9/2025
CORPPAY	401.18.037.53481.531300.	Repair & Maintenance Supplies	2025	9	INV	P	163.30	85810	JQ 9/25	City credit card	9/23/2025	10/9/2025
CORPPAY	401.18.037.53481.543000.	Training & Travel	2025	9	INV	P	1,126.44	85810	PB 9/25	City Credit Card	9/23/2025	10/9/2025
CORPPAY	403.22.030.53190.549200.	Dues-Subscriptions-Memberships	2025	9	INV	P	820.00	85810	PB 9/25	City Credit Card	9/23/2025	10/9/2025
CORPPAY	501.23.051.54868.531301.	Repair Parts	2025	9	INV	P	557.03	85810	DH 9/25	City credit card	9/23/2025	10/9/2025
CORPPAY	502.11.020.51888.541030.	Info Tech Services	2025	9	INV	P	821.16	85810	IT 9/25	City Credit Card	9/23/2025	10/9/2025
CORPPAY	510.24.053.51820.531000.	Office Supplies	2025	9	INV	P	159.83	85810	DH 9/25	City credit card	9/23/2025	10/9/2025
CORPPAY	510.24.053.51820.531420.	Recycling Service	2025	9	INV	P	60.00	85810	DH 9/25	City credit card	9/23/2025	10/9/2025
COS BD	310.12.605.59476.541076.	Riverwalk Phase I - Design	2025	9	INV	P	7,828.44	85811	COM2025-036	Riverwalk NW of Sandy Cove - Permitting Comm Dev	9/12/2025	10/9/2025
CP	001.05.005.51420.541100.	Outside Legal Services - Gen	2025	9	INV	P	830.00	85812	GC00131925	Municipal Code Web Update Annual Fees	9/24/2025	10/9/2025
CRIMINAL	014.08.012.52140.543000.	Training & Travel	2025	9	INV	P	2,300.00	85813	201141667	Rasmussen & Spears - handgun instructor	9/5/2025	10/9/2025
Evergreen Ford	501.23.051.54868.548000.	Repair & Maintenance Services	2025	9	INV	P	204.06	85814	6316862	4 Key Fobs for #105 police	9/15/2025	10/9/2025

Evergreen Ford	501.23.051.54868.548000.	Repair & Maintenance Services	2025	9	INV	P	204.06	85814	6316863	4 Key Fobs for #112 police	9/15/2025	Item 2.	5
Ferguson Water Works	401.18.037.53481.531300.	Repair & Maintenance Supplies	2025	9	INV	P	9,546.81	85815	0090271	Registers and Meters	8/11/2025		5
Ferguson Water Works	401.18.037.53481.531300.	Repair & Maintenance Supplies	2025	9	INV	P	11,731.68	85815	0093362	MXU's (54)	8/29/2025		5
Ferguson Water Works	401.18.037.53481.531300.	Repair & Maintenance Supplies	2025	9	INV	P	12,997.97	85815	0095902	(28) 3/4" and (5) 1.5" meters Programmed	9/18/2025		5
Ferguson Water Works	401.18.037.53481.531300.	Repair & Maintenance Supplies	2025	7	CRM	P	(727.13)	85815	CM007217	Water meter credit	6/19/2025		5
Ferguson Water Works	401.18.037.53481.531300.	Repair & Maintenance Supplies	2025	7	CRM	P	(963.97)	85815	CM007219	Credit for water meter	6/19/2025		5
GRAINGER	401.18.037.53452.531300.	Repair & Maintenance Supplies	2025	9	INV	P	476.13	85816	9572750975	Ball Valves	7/15/2025		5
GRIDLINE	001.12.028.57680.548000.	Repair & Maintenance Services	2025	9	INV	P	2,794.16	85817	6683	(4) Pool coping blocks & grout seams	9/22/2025		5
HD Fowler	401.18.037.53481.531300.	Repair & Maintenance Supplies	2025	9	INV	P	4,544.86	85818	I7101513	New Fire hydrant and parts	8/19/2025		5
HD Fowler	401.18.037.53481.531300.	Repair & Maintenance Supplies	2025	9	INV	P	73.67	85818	I7101516	Rebuild kit for backflow device	8/19/2025		5
HD Fowler	401.18.037.53481.531300.	Repair & Maintenance Supplies	2025	9	INV	P	382.67	85818	I7112945	Marking paint and paint stick with wheel	8/29/2025		5
HERRERA	402.22.030.53190.541000.	Professional Svcs - General	2025	9	INV	P	1,993.16	85819	60143	2025 NPDES Permit Support - Aug 2025	9/18/2025		5
KC 500-1	001.13.112.56600.544800.	KC Liquor-Substance Abuse Svcs	2025	9	INV	P	1,089.65	85820	2168506	Q2 2025 Liquor Tax & Profits - Customer #112	9/16/2025		5
Les Schwab Tires	501.23.051.54868.531400.	Tires	2025	9	INV	P	191.13	85821	36300761673	Replacement tires & tubes-fleet pressure washer	9/15/2025		5
Les Schwab Tires	501.23.051.54868.531400.	Tires	2025	9	INV	P	152.73	85821	36300761876	Flat repair #226 front loader	9/16/2025		5
LEVEL3	502.11.020.51888.542000.	Telephone/Cable Services	2025	9	INV	P	2,380.28	85822	752082160	Telephone Service Sept 2025	9/1/2025		5
LNC5	001.08.009.52110.523100.	Clothing Allowance	2025	9	INV	P	137.74	85823	INV985677	#607 G. Horejsi Pants	9/4/2025		5
LNC5	001.08.009.52122.531050.	Uniforms & Protective Gear	2025	9	INV	P	17.63	85823	INV985691	SNO/NB - D. Vladis #641 Hat and Embroidery	9/4/2025		5
LNC5	014.08.012.52122.531050.	Uniforms & Protective Gear	2025	9	INV	P	17.63	85823	INV985691	SNO/NB - D. Vladis #641 Hat and Embroidery	9/4/2025		5
LOLM	001.13.117.51541.541110.	Public Prosecutor Services	2025	9	INV	P	6,302.00	85824	Aug. 2025	Snoqualmie Prosecutor - August 2025	9/14/2025		5
LOUDEDGE	001.07.008.55720.541060.	Design Services	2025	9	INV	P	875.00	85825	COS-090125	City Academy Branding Development	9/1/2025		5
NAVIA AP	001.13.000.51810.541000.	Professional Svcs - General	2025	9	INV	P	100.00	85826	11002983	FSA Admin Fees - August	8/28/2025		5
NAVIA AP	001.13.000.51810.541000.	Professional Svcs - General	2025	9	INV	P	100.00	85826	11025966	FSA Admin Fees - September	9/29/2025		5
NB AUTOF	401.18.037.53481.531300.	Repair & Maintenance Supplies	2025	9	INV	P	274.92	85827	076732	Vise for service truck	8/15/2025		5
NB AUTOF	401.18.037.53481.531300.	Repair & Maintenance Supplies	2025	9	CRM	P	(38.28)	85827	076743	Return of Vise for service truck	8/15/2025		5
NB AUTOF	401.18.037.53481.531300.	Repair & Maintenance Supplies	2025	9	INV	P	38.22	85827	076746	Vise for service truck	8/15/2025		5
NB AUTOF	401.18.037.53481.531300.	Repair & Maintenance Supplies	2025	9	INV	P	1,075.12	85827	079331	Oil for Pumps	9/10/2025		5
NB AUTOG	401.18.037.53481.531300.	Repair & Maintenance Supplies	2025	9	INV	P	123.64	85828	079378	Pig Mat Pads	9/11/2025		5
OTAK	001.14.031.55860.541000.	Professional Svcs - General	2025	9	INV	P	577.50	85829	000082500218	Snoqualmie, BAS Review, Comp Plan Support	9/2/2025		5
PARAMET	510.24.053.59418.541061.	Building Improvements Services	2025	9	INV	P	86.25	85830	70623	For Survey Basemap of PPW Yard Thru 9/1/2025	9/9/2025		5
Perteet Eng	001.14.032.55860.541040.	Engineering Services	2025	9	INV	P	1,576.00	85831	00022222.0000-236	Snoqualmie Ridge II - SR11, LLC-Aug 2025	9/5/2025		5
Perteet Eng	001.14.032.55860.541040.	Engineering Services	2025	9	INV	P	1,959.58	85831	00023042.0000-256	The Rails Development-Utilities install & shut-off	9/5/2025		5
Perteet Eng	001.14.801.55860.541040.	Engineering Services	2025	9	INV	P	28,275.95	85831	00023042.0017-8	SVH Community Health Center - Aug 2025	9/5/2025		5
PSRFA	001.09.014.52245.543000.	Training & Travel	2025	9	INV	P	9,634.00	85832	16160	Annual training fee - 2nd half	9/10/2025		5
PSRFA	501.23.051.54868.548000.	Repair & Maintenance Services	2025	9	INV	P	6,322.09	85832	16168	Fire Apparatus Repair and Service September	9/10/2025		5
RH2	417.13.455.59435.541040.	Eagle Lake Reclam - Const Mgmt	2025	9	INV	P	28,993.74	85833	102653	EagleLake Eng serv during construction 7/27/25	8/12/2025		5
RH2	417.13.454.59435.541040.	WRF Improve Const Mgmt	2025	9	INV	P	33,273.44	85833	102191	Kimball SDC, as-built plans & OM manual, SCADA QAQ	7/14/2025		5
RH2	417.13.454.59435.541040.	WRF Improve Const Mgmt	2025	9	INV	P	52,583.00	85833	102664	Kimball LS engineering services & construction man	8/12/2025		5
RH2	417.13.454.59435.541040.	WRF Improve Const Mgmt	2025	9	INV	P	30,530.55	85833	103045	Kimball Creek LS Construction Mngmt, SCADA Program	9/17/2025		5
SCORE	001.08.009.52360.541504.	Jail Services - SCORE	2025	9	INV	P	333.75	85834	8839	Hospital Transport/Security SNO inmates 8/25	9/10/2025		5
SCORE	001.08.009.52360.541504.	Jail Services - SCORE	2025	9	INV	P	2,909.05	85834	8880	booking, housing, medical servs SNO inmates 8/25	9/10/2025		5
SPOK	401.19.039.53935.542000.	Telephone/Cable Services	2025	9	INV	P	30.26	85835	J0303878T	irrigation pager monthly fee	8/15/2025		5
ST AUDITOR	001.06.007.51423.541091.	State Auditor Services	2025	9	INV	P	8,965.50	85836	L170354	FY 2022-2023 & FY 2024 Audit Services	9/10/2025		5
SUMMIT LAW	001.03.003.51810.541120.	Legal Finance Consulting Svcs	2025	9	INV	P	738.00	85837	166370	Personnel Policy Handbook Legal review	9/18/2025		5
SUMMIT LAW	001.03.003.51810.541120.	Legal Finance Consulting Svcs	2025	9	INV	P	807.50	85837	166437	Teamsters Local 763 Legal services 8/25	9/18/2025		5
ULINE	001.12.028.57680.531300.	Repair & Maintenance Supplies	2025	9	INV	P	395.13	85838	196365712	Bathroom cleaning supplies	8/7/2025		5
ULINE	001.12.028.57680.531300.	Repair & Maintenance Supplies	2025	9	INV	P	3,477.44	85838	197845867	kitchen & bathroom supplies & gloves	9/11/2025		5
ULINE	001.08.009.52122.531910.	Operating Supplies	2025	9	INV	P	174.44	85838	197173252	Dri-Shield Bag for electronics in evidence	8/27/2025		5
ULINE	402.20.040.53585.531510.	Laboratory Supplies	2025	9	INV	P	130.30	85838	197685742	Pens for Lab Work	9/9/2025		5
URNW	401.18.037.53481.545100.	Rent - Shop Equipment	2025	9	INV	P	1,146.60	85839	235589951-016	Monthly truck rental	9/6/2025		5
USAB	401.18.037.53481.531300.	Repair & Maintenance Supplies	2025	9	INV	P	311.76	85840	INV00803216	Hach chlorine test dispensers	8/19/2025		5
USAB	402.20.040.53580.531300.	Repair & Maintenance Supplies	2025	9	INV	P	326.28	85840	INV00811774	Repair Immersion Assembly Digester	8/27/2025		5
UULC	401.18.037.53481.541000.	Professional Svcs - General	2025	9	INV	P	76.55	85841	5080235	Monthly locate notifications - Aug 2025	8/31/2025		5
Velocity Dynamics	402.20.040.53580.531300.	Repair & Maintenance Supplies	2025	9	INV	P	999.32	85842	0000028196	Check valve replacement andritz	5/22/2025		5
VERIZCS	401.19.039.53935.542000.	Telephone/Cable Services	2025	9	INV	P	374.19	85843	612119980	Monthly cell modem charges	8/16/2025		5
WASPC	001.08.009.52110.549200.	Dues-Subscriptions-Memberships	2025	9	INV	P	75.00	85844	DUES 2025-00744	#607 G. Horejsi - Affiliate Dues	9/15/2025		5
Water Mgmt Labs	401.18.037.53481.541000.	Professional Svcs - General	2025	9	INV	P	480.00	85845	231283	August 2025 bacteria & arsenic samples	8/20/2025		5
Water Mgmt Labs	402.20.040.53585.541000.	Professional Svcs - General	2025	9	INV	P	140.00	85845	232003	Lab fee for Tribal Agreement for sewer	9/16/2025		5
WLACE	001.12.028.57680.531300.	Repair & Maintenance Supplies	2025	9	INV	P	29.44	85846	15316160	Cleaners (Simple Green and Multi-Surface)	9/9/2025		5
WLACE	001.16.035.54230.531300.	Repair & Maintenance Supplies	2025	9	INV	P	20.93	85846	15316121	Packing tape	9/4/2025		5
WLACE	401.18.037.53481.531300.	Repair & Maintenance Supplies	2025	9	INV	P	18.54	85846	15316146	Tarp 6x8	9/8/2025		5
WLACE	401.18.037.53481.531300.	Repair & Maintenance Supplies	2025	9	INV	P	63.26	85846	15316175	Shovel and Garden tools	9/10/2025		5
WLACE	510.24.053.51820.531300.	Repair & Maintenance Supplies	2025	9	INV	P	60.08	85846	15316120	City hall parking lot cameras install supplies	9/4/2025		5
WLACE	510.24.053.51820.531300.	Repair & Maintenance Supplies	2025	9	INV	P	9.16	85846	15316127	City hall parking lot cameras install supplies	9/4/2025		5

WLACE	510.24.053.51820.531300.	Repair & Maintenance Supplies	2025	9	INV	P	116.69	85846	15316137	City hall parking lot cameras install supplies	9/5/2025	10/13/2025
WLACE	510.24.053.51820.531300.	Repair & Maintenance Supplies	2025	9	INV	P	21.12	85846	15316141	City hall parking lot cameras install supplies	9/5/2025	10/13/2025
City of Snoqualmie Claims presented to the City to be paid in the amount of \$300,529.75 For claims warrants numbered 85847 through 85875 & dated 10/13/2025												
AMZONCAP	014.08.012.52122.531000.	Office Supplies	2025	9	INV	P	10.91	85847	19P6-4HKN-CMRH	Notebook	9/15/2025	10/13/2025
AMZONCAP	014.08.012.52122.531000.	Office Supplies	2025	9	INV	P	113.06	85847	1P3Y-34VR-7KQG	Digital voice recorders for subject interviews	9/18/2025	10/13/2025
BUD CLARY CHEV-JEEP	501.23.052.59448.564000.	Fleet Vehicles & Equipment	2025	9	INV	P	77,989.46	85848	10710	Two of two replacement #403 pickup street/parks	9/23/2025	10/13/2025
BUD CLARY CHEV-JEEP	501.23.052.59448.564000.	Fleet Vehicles & Equipment	2025	9	INV	P	77,989.46	85848	10711	One of two replacement #401 pickup street/parks	9/22/2025	10/13/2025
CALPORTL	403.22.050.53135.531300.	Repair & Maintenance Supplies	2025	9	INV	P	211.71	85849	96925019	Catch Basin Repair - 5/8" Crushed Gravel	9/15/2025	10/13/2025
CENLINK	502.11.020.51888.542000.	Telephone/Cable Services	2025	9	INV	P	105.00	85850	333555664 9/25	Snoqualmie Police /dispatch landline	9/9/2025	10/13/2025
CENTURYLINK	502.11.020.51888.542000.	Telephone/Cable Services	2025	9	INV	P	773.92	85851	300568001 9/25	Monthly Telephone Service 9/20-10/19/25	9/20/2025	10/13/2025
CENTURYLINK	502.11.020.51888.542000.	Telephone/Cable Services	2025	9	INV	P	91.18	85851	300570848 9/25	Monthly Telephone Service 9/20-10/19/25	9/20/2025	10/13/2025
CENTURYLINK	502.11.020.51888.542000.	Telephone/Cable Services	2025	9	INV	P	654.60	85851	300571491 9/25	Monthly Telephone Service 9/20-10/19/25	9/20/2025	10/13/2025
CENTURYLINK	502.11.020.51888.542000.	Telephone/Cable Services	2025	9	INV	P	134.34	85851	300573862 9/25	Monthly Telephone Service 9/20-10/19/25	9/20/2025	10/13/2025
CENTURYLINK	502.11.020.51888.542000.	Telephone/Cable Services	2025	9	INV	P	218.44	85851	300576080 9/25	Monthly Telephone Service 9/20-10/19/25	9/20/2025	10/13/2025
CENTURYLINK	502.11.020.51888.542000.	Telephone/Cable Services	2025	9	INV	P	46.73	85851	402478791 9/25	Monthly Telephone Service 9/20-10/19/25	9/20/2025	10/13/2025
CENTURYLINK	502.11.020.51888.542000.	Telephone/Cable Services	2025	9	INV	P	1,661.69	85851	411746240 9/25	Monthly Telephone Service 9/20-10/19/25	9/20/2025	10/13/2025
COB	502.11.027.51888.549900.	ePlan Fees (eCityGov)	2025	9	INV	P	2,259.52	85852	53531	Q3 2025 MBP Subscription	9/16/2025	10/13/2025
COLFP	001.08.009.52122.541000.	Professional Svcs - General	2025	9	INV	P	296.32	85853	PD09292025	Iron Horse Marathon - Police Services	9/29/2025	10/13/2025
COREMAIN	401.18.037.53481.531300.	Repair & Maintenance Supplies	2025	9	INV	P	232.90	85854	INV0021429	tubing for canyon springs chlorine line	9/18/2025	10/13/2025
COREMAIN	401.18.037.53481.531300.	Repair & Maintenance Supplies	2025	9	INV	P	209.40	85854	INV0021461	tubing for canyon springs chlorine line	9/19/2025	10/13/2025
FCI	501.23.052.59448.564000.	Fleet Vehicles & Equipment	2025	9	INV	P	1,554.68	85855	18695	#403 upfit install of radio, console, LED lights	9/29/2025	10/13/2025
GRAINGER	403.22.030.53190.531300.	Repair & Maintenance Supplies	2025	9	INV	P	164.28	85856	9535603428	4" hose replacement & couplers for Water Trailer	6/10/2025	10/13/2025
HD Fowler	403.22.050.53135.531300.	Repair & Maintenance Supplies	2025	9	INV	P	1,015.38	85857	I7121512	Catch Basin Repair 18 inch Corrugated Poly Pipe	9/9/2025	10/13/2025
Heiman, Inc.	501.23.052.59448.564000.	Fleet Vehicles & Equipment	2025	9	INV	P	54.95	85858	0946456-IN	Hook bracket for fire truck #601	9/10/2025	10/13/2025
IHK	403.22.050.53130.531300.	Repair & Maintenance Supplies	2025	9	INV	P	456.23	85859	3468P	Oil for mix & gator line for storm pond	9/10/2025	10/13/2025
LNCS	001.08.009.52110.523100.	Clothing Allowance	2025	9	INV	P	29.75	85860	INV988488	Emblem Embroidery (6) shirts - G. Horejsi	9/12/2025	10/13/2025
MA	001.14.800.55860.541000.	Professional Svcs - General	2025	9	INV	P	1,138.80	85861	189053	SVH Signal Design Review & PM 6/28-8/29/25	9/16/2025	10/13/2025
MFFA	001.14.031.55860.549100.	City-Sponsored Expenses	2025	9	INV	P	825.00	85862	00016	Community Svcs grant to Meadowbrook farm/expenses	9/6/2025	10/13/2025
NB CHEVY	501.23.051.54868.531301.	Repair Parts	2025	9	INV	P	2.14	85863	14774	Vehicle Parts & service #24 wire extension	9/26/2025	10/13/2025
NHC	001.14.032.55860.541000.	Professional Svcs - General	2025	9	INV	P	495.00	85864	33752	Drainage Review PAR2025-0007	9/15/2025	10/13/2025
NHC	403.22.019.53110.541000.	Professional Svcs - General	2025	9	INV	P	2,505.00	85864	33740	Stormwater comp plan svcs through Aug 2025	9/12/2025	10/13/2025
OTAK	001.14.031.55860.541000.	Professional Svcs - General	2025	9	INV	P	4,940.25	85865	000092500227	Snoq, BARS review & comp plan support	9/24/2025	10/13/2025
Power Systems West	501.23.051.54868.548000.	Repair & Maintenance Services	2025	9	INV	P	4,179.09	85866	SI2540002912	Gen set Minor PM with Load Bank Testing G-15	9/24/2025	10/13/2025
Power Systems West	501.23.051.54868.548000.	Repair & Maintenance Services	2025	9	INV	P	4,179.09	85866	SI2540002913	Gen set Minor PM with Load Bank Testing G-16	9/24/2025	10/13/2025
Power Systems West	501.23.051.54868.548000.	Repair & Maintenance Services	2025	9	INV	P	4,179.09	85866	SI2540002914	Gen set Minor PM with Load Bank Testing G-17	9/24/2025	10/13/2025
Power Systems West	501.23.051.54868.548000.	Repair & Maintenance Services	2025	9	INV	P	2,759.49	85866	SI2540002915	Gen set Minor PM with Load Bank Testing G-22	9/24/2025	10/13/2025
Power Systems West	501.23.051.54868.548000.	Repair & Maintenance Services	2025	9	INV	P	2,939.66	85866	SI2540002916	Gen set Minor PM with Load Bank Testing G-23	9/24/2025	10/13/2025
SUMMIT LAW	001.04.004.51541.541100.	Outside Legal Services - Gen	2025	9	INV	P	5,228.70	85867	166438	IAFF Negotiations	9/18/2025	10/13/2025
SUPERION	502.11.021.51888.531800.	Department Software	2025	9	INV	P	22,996.04	85868	446977	TRAKIT Maintenance Agreement Renewal	9/24/2025	10/13/2025
TYLERTEC	350.13.023.59418.541000.	Professional Svcs - General	2025	9	INV	P	2,800.00	85869	045-537581	Tyler Consulting Serv - Financials PM-Aug-Sept 25	9/12/2025	10/13/2025
TYLERTEC	350.13.023.59418.541000.	Professional Svcs - General	2025	9	INV	P	700.00	85869	045-538415	Tyler Consulting Serv - Financials PM-Sept 25	9/17/2025	10/13/2025
TYLERTEC	502.11.023.59418.564000.	Financial System Software	2025	9	INV	P	60,769.25	85869	045-536426	Tyler Munis Contract - Quarterly Subscription Fees	9/1/2025	10/13/2025
ULINE	403.22.050.53130.531300.	Repair & Maintenance Supplies	2025	9	INV	P	572.86	85870	197682319	Supplies for IDDE response,tool organization,glove	9/9/2025	10/13/2025
ULINE	403.22.030.53190.531300.	Repair & Maintenance Supplies	2025	9	INV	P	79.90	85870	197998809	Stackable bins for tool organization	9/16/2025	10/13/2025
VERIZ 3	502.11.020.51888.542010.	Cellular Telephone	2025	9	INV	P	147.19	85871	6123724426	PD Cell Phones - Aug to Sep 2025	9/16/2025	10/13/2025
VERIZCS	502.11.020.51888.542010.	Cellular Telephone	2025	9	INV	P	9,245.43	85872	6123683046	Monthly Cellular Telephone Service	9/16/2025	10/13/2025
VFG	001.14.031.55860.541000.	Professional Svcs - General	2025	9	INV	P	930.00	85873	452885	Professional Services - Aug 2025	9/23/2025	10/13/2025
VFG	001.14.032.55860.541000.	Professional Svcs - General	2025	9	INV	P	450.00	85873	452885	Professional Services - Aug 2025	9/23/2025	10/13/2025
VFG	001.14.800.55860.541000.	Professional Svcs - General	2025	9	INV	P	180.00	85873	452885	Professional Services - Aug 2025	9/23/2025	10/13/2025
VFG	001.14.801.55860.541000.	Professional Svcs - General	2025	9	INV	P	480.00	85873	452885	Professional Services - Aug 2025	9/23/2025	10/13/2025
Vimly Benefit Soluti	001.08.009.52122.522200.	Medical-Dental-Vision Benefits	2025	9	INV	P	690.86	85874	PM Oct-2025	Oct-25 COBRA Payment for Pamela Mandery	9/25/2025	10/13/2025
Vimly Benefit Soluti	014.08.012.52122.522200.	Medical-Dental-Vision Benefits	2025	9	INV	P	372.00	85874	PM Oct-2025	Oct-25 COBRA Payment for Pamela Mandery	9/25/2025	10/13/2025
WLACE	401.18.037.53481.531300.	Repair & Maintenance Supplies	2025	9	INV	P	85.05	85875	15316275	replacement parts for broken air gap	9/22/2025	10/13/2025
WLACE	403.22.050.53130.531300.	Repair & Maintenance Supplies	2025	9	INV	P	53.40	85875	15316197	Pipe and repair materials for Ridge Street SW Pipe	9/11/2025	10/13/2025
WLACE	403.22.050.53130.531300.	Repair & Maintenance Supplies	2025	9	INV	P	28.34	85875	15316200	Pipe and repair materials for Ridge Street SW Pipe	9/11/2025	10/13/2025
WLACE	403.22.050.53130.531300.	Repair & Maintenance Supplies	2025	9	CRM	P	(37.05)	85875	15316204	Pipe returned from SW pipe repair on Ridge St	9/12/2025	10/13/2025
WLACE	403.22.050.53130.531300.	Repair & Maintenance Supplies	2025	9	INV	P	178.80	85875	15316208	Saw blades for reciprocating saw to work on Ridge	9/12/2025	10/13/2025
WLACE	403.22.030.53190.531300.	Repair & Maintenance Supplies	2025	9	CRM	P	(8.72)	85875	15316205	Return of wire basket for work bench peg board did	9/12/2025	10/13/2025
WLACE	403.22.030.53190.531300.	Repair & Maintenance Supplies	2025	9	CRM	P	(6.54)	85875	15316206	Returned peg board hook that did not fit	9/12/2025	10/13/2025
WLACE	403.22.030.53190.535900.	Small Tools & Equipment	2025	9	INV	P	177.72	85875	15316193	Pruners for Green Snoqualmie	9/11/2025	10/13/2025

ADVICE REGISTER - SEMI MONTH

WARRANT: 251007 From: 09/16/2025 To: 09/30/2025

EMP #	NAME	CHK #	NET PAY
	AHMED, HIND	000002094	4,149.88
	BACHER, ANNE M	000002095	2,874.30
	BAILEY, MICHAEL	000002096	5,816.27
	BARNET, RYAN	000002097	3,813.90
	BATTLES, JASON	000002098	4,137.97
	BEACH, LYLE	000002099	3,894.00
	BENNETT, PHILIP	000002100	4,938.86
	BENSON, ETHAN	000002101	494.88
	BETTS, JIMMIE L	000002102	3,343.93
	BLACK, MELINDA	000002103	3,226.74
	BOSTICK, MAX	000002104	2,713.22
	BOUTA, ANDREW	000002105	4,941.85
	BROWN, CHRIS E	000002106	4,411.03
	BRUMFIELD, SAMANTHA	000002107	3,058.22
	BUELNA, REBECCA	000002108	2,911.31
	BUERGI, DANIEL R	000002109	3,711.83
	BURKE, DENA	000002110	5,242.87
	BYRD, TYLER D	000002111	3,935.28
	CHAMBLESS, MICHAEL	000002112	6,951.79
	CHRISTENSEN, CARA	000002113	498.03
	COOPER, JOHN	000002114	3,907.29
	COTTON, CATHERINE	000002115	494.88
	DALZIEL, RYAN A	000002116	3,500.58
	DAVIS, RAMONA	000002117	4,711.06
	DEAN, DEANA L	000002118	4,224.08
	DEWAR, MILES Z	000002119	2,371.80
	DUDDLES, MARTHA J	000002120	2,757.26
	ECKER, BRENDON J	000002121	2,068.72
	FLORIDA, HEATHER K	000002122	2,945.70
	FOUTS, JACOB T	000002123	4,032.63
	FRY, PATRICK	000002124	4,372.87
	GAMBLE, DYLAN A	000002125	3,121.19
	GEORGE, JASON A	000002126	4,107.03
	GUTWEIN, AUSTIN D	000002127	4,072.36
	HALBERT, KEVIN F	000002128	3,123.34
	HAMLIN, JEFFREY T	000002129	5,376.57
	HARRIS, DONALD I	000002130	4,772.60
	HAWK, DALTON J	000002131	2,721.83
	HEATH, GREGORY Q	000002132	5,075.93
	HEBEL, RICHARD	000002133	2,901.40
	HEDGER, MATTHEW	000002134	4,903.86
	HENDERSON, KYLA A	000002135	3,187.15
	HENDRICKS, CORY D	000002136	4,397.31
	HILTON, AUSTIN	000002137	2,445.04
	HOLLOWAY, BRYAN	000002138	544.99
	HOLMES, THOMAS E	000002139	6,604.26
	HOREJSI, GARY W	000002140	4,317.07
	HOYLA, KOBE R	000002141	3,214.34
	HSING, CHRISTOPHER	000002142	2,360.75
	HUGHES, JENNIFER L	000002143	3,710.71
	IVERSON, CHRISTINE L	000002144	2,392.30
	JOHNSON, JOLYON M	000002145	494.88
	JOHNSON, KIMBERLY G	000002146	3,921.59

ADVICE REGISTER - SEMI MONTH

WARRANT: 251007 From: 09/16/2025 To: 09/30/2025

EMP #	NAME	CHK #	NET PAY
	JONGEKRYG, ANDREW P	000002147	2,713.37
	KNOWLES, KENNETH	000002148	3,771.80
	LACROIX, LAFLECHE	000002149	4,586.55
	LATHAM, ANDREW F	000002150	3,225.76
	LATHROP, NICHOLAS S	000002151	0.00
	LEMOINE, BLAKE S	000002152	2,075.29
	LIEBETRAU, MICHAEL K	000002153	2,624.99
	LOEHNDORF, SCOTT A	000002154	3,312.06
	MACVICAR, NEIL S	000002155	3,481.95
	MAINSTONE, BRIAN R	000002156	3,309.22
	MARKWARDT, KYLE C	000002157	3,142.37
	MCCALL, DANNA M	000002158	3,651.31
	MEADOWS, JOSEPH R	000002159	5,663.12
	MENDOZA-MARTINEZ, SUZETTE Y	000002160	1,481.18
	MILLER, MATTHEW L	000002161	4,327.00
	MOATE, DANIEL W	000002162	5,702.04
	NEAL, RYAN T	000002163	3,638.67
	O'DONNELL, PETER A	000002164	2,494.97
	O'NEIL, KERRY K	000002165	2,734.40
	OCEGUEDA, JUAN M	000002166	3,343.78
	OROZCO, JORGE	000002167	2,877.40
	ORRE, ASHLEY K	000002168	1,605.70
	OWENS, JACK T	000002169	2,990.32
	PARKER, BENJAMIN T	000002170	3,011.88
	PETER, MICHAEL H	000002171	3,331.20
	PHAM, THAI Q	000002172	3,765.89
	QUADE, JOAN E	000002173	2,540.00
	RAMOS, DAMIAN	000002174	3,260.30
	RASMUSSEN, ERIK R	000002175	2,923.86
	REN, JUSTIN K	000002176	3,136.56
	ROBLES, STEVEN A	000002177	2,214.69
	ROSS, KATHERINE G	000002178	2,197.53
	SANDIN, KEVIN	000002179	2,615.94
	SCHANNAUER, WYATT	000002180	2,957.65
	SCHUMANN, ZACHARY J	000002181	5,699.36
	SHINN, TODD	000002182	4,711.33
	SMITH, CHASE A	000002183	4,285.13
	SNYDER, KEVIN S	000002184	3,948.38
	SPEARS, JOSEPH E	000002185	5,763.34
	STEWART, JAKE R	000002186	2,112.56
	THRALL, ROBERT J	000002187	2,712.57
	TOZIER, THERESA M	000002188	4,052.34
	TREPTOW, ILYSE	000002189	3,532.69
	TYE, SHERRI	000002190	3,097.44
	VINING, ANDREW E	000002191	4,046.23
	VLADIS, DMITRIY	000002192	4,840.68
	WALKER, JANNA L	000002193	3,576.80
	WASHINGTON, LOUIS R	000002194	394.88
	WEISS, JASON A	000002195	6,536.93
	WERRE, CHRISTOPHER T	000002196	4,935.92
	WEST, MATTHEW A	000002197	4,670.24
	WESTMAN, JESSE	000002198	3,474.03
	WIEBE, NICOLE H	000002199	2,834.63

ADVICE REGISTER - SEMI MONTH

WARRANT: 251007 From: 09/16/2025 To: 09/30/2025

EMP #	NAME	CHK #	NET PAY
	WILSON, CHRISTOPHER A	000002200	2,929.79
	WOLFE, ALBERT R	000002201	4,055.88
	WOTTON, ROBERT	000002202	344.88
Total Deposits: 109			375,484.31

** END OF REPORT - Generated by Jen Hughes **

ADVICE REGISTER - MISC

WARRANT: 251007 From: 09/16/2025 To: 09/30/2025

EMP #	NAME	CHK #	NET PAY
	BARNET, RYAN	000002203	303.25
Total Deposits: 1			303.25

** END OF REPORT - Generated by Jen Hughes **

ADVICE REGISTER - MISC

WARRANT: 251015 From: 09/16/2025 To: 09/30/2025

EMP #	NAME	CHK #	NET PAY
	GUTWEIN, AUSTIN D	000002204	8,186.29
Total Deposits: 1			8,186.29

** END OF REPORT - Generated by Jen Hughes **

Claims Approval Report FA 10-21-25 CM 10-27-25

Final Audit Report

2025-10-16

Created:	2025-10-16
By:	Kyla Henderson (KHenderson@snoqualmiewa.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAM5E0T8s4HLxt4PaE_d8lejiaVHWM-Xvp

"Claims Approval Report FA 10-21-25 CM 10-27-25" History

 Document created by Kyla Henderson (KHenderson@snoqualmiewa.gov)

2025-10-16 - 4:21:55 PM GMT

 Document emailed to Drew Bouta (dbouta@snoqualmiewa.gov) for signature

2025-10-16 - 4:23:01 PM GMT

 Email viewed by Drew Bouta (dbouta@snoqualmiewa.gov)

2025-10-16 - 4:29:54 PM GMT

 Document e-signed by Drew Bouta (dbouta@snoqualmiewa.gov)

Signature Date: 2025-10-16 - 4:31:09 PM GMT - Time Source: server

 Agreement completed.

2025-10-16 - 4:31:09 PM GMT

Council Agenda Bill

AB Number

AB25-093

Agenda Bill Information

Title*

Resolution Adopting the Snoqualmie Valley School District Capital Facilities Plan 2025-2030

Action*

Motion

Council Agenda Section

Committee Report

Council Meeting Date*

10/27/2025

Staff Member

Mona Davis

Department*

Community Development

Committee

Finance and Administration

Committee Date

10/21/2025

Exhibits

Packet Attachments - if any

SVSD CFP 2025x2.pdf

1.62MB

x1 SVSD Capital Facilities Plan Resolution.docx

22.2KB

Summary

Introduction*

Brief summary.

This is the update to the Snoqualmie Valley School District's Capital Facilities Plan for 2025-2030 which enables the city to collect updated school impact fees on behalf of the District.

Proposed Motion

Move to approve Resolution xxxx adopting the Snoqualmie Valley School District No. 410 Capital Facilities Plan 2025-2030

Background/Overview*

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

The City of Snoqualmie adopted Ordinance 826 in 1998, providing for the assessment and collection of school impact fees for new construction. Section 1 of the ordinance is codified as Chapter 20.10 of the Snoqualmie Municipal Code. Chapter 20.10 SMC establishes school impact fees and requires the district to submit an annual update to its six-year Capital Facilities Plan,

an updated fee calculation/ revised fee schedule; and an annual report on the school impact fee account, showing the source and amount of all moneys collected, earned, or received, and the public improvements that were financed in whole or in part by impact fees. The District's Capital Facilities Plan (CFP) is the basis for the school impact fee and contains the details of how the fee is calculated. The City's Comprehensive Plan provides that the update of the District's Capital Facilities Plan be approved by the City Council by Resolution. The updated school impact fees are adopted separately by ordinance. This action is to adopt the District's updated Capital Facilities Plan by resolution.

Analysis*

The Snoqualmie Valley School District submitted the required information to the City, including the updated Capital Facilities Plan ("CFP"), updated fee calculation (in the updated CFP), revised fee schedule (in the updated CFP), and an annual report. The adoption of the Ordinance establishing school impact fees for 2026 in accordance with the Snoqualmie Valley School District No. 410 Capital Facilities Plan 2025-2030 will change the school impact fee for average single-family residences from \$10,187.76 to \$13,126.84 (an increase of \$2,939.08), and for multifamily residences from \$6,170.35 to \$6,170.35 (no change). The 2025-2030 Capital Facilities Plan would be effective on January 1, 2026.

Budgetary Status*

This action has no budgetary implications.

Budget Summary

The City budgeted \$200,000 in the School Impact Fee Fund (#020) within the 2025-26 Biennial Budget. If incurred through the permitting of a new residence, these fees would be received by the City and wholly remitted to the Snoqualmie Valley School District. The increase in impact fees is unlikely to require any budgetary adjustments.

RESOLUTION NO. xxxx**A RESOLUTION OF THE CITY OF SNOQUALMIE, WASHINGTON,
ADOPTING THE SNOQUALMIE VALLEY SCHOOL DISTRICT NO. 410
CAPITAL FACILITIES PLAN, 2025-2030**

WHEREAS, the City of Snoqualmie Comprehensive Plan provides that the annual update of the Snoqualmie Valley School District No. 410's Capital Facilities Plan shall be deemed incorporated by reference in the City of Snoqualmie Comprehensive Plan upon adoption by City Council by resolution; and

WHEREAS, the City Council has reviewed Snoqualmie Valley School District No. 410's Capital Facilities Plan 2025-2030, approved by the Snoqualmie Valley School District No. 410 Board of Directors on June 5, 2025, and has determined it should be adopted.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the City Council of the City of Snoqualmie, Washington, that the Snoqualmie Valley School District No. 410 Capital Facilities Plan 2025-2030, as attached hereto as Exhibit A, is hereby adopted.

PASSED by the City Council of the City of Snoqualmie, Washington, this ____ day of _____ 2025.

Katherine Ross, Mayor

Attest:

Approved as to form:

Deana Dean, City Clerk

Dena Burke, City Attorney

SNOQUALMIE VALLEY SCHOOL DISTRICT 410

CAPITAL FACILITIES PLAN 2025



Snoqualmie Valley School District No. 410 hereby provides to the King County Council and the cities of North Bend, Sammamish, and Snoqualmie this Capital Facilities Plan documenting the present and future school facility requirements of the District. The Plan contains all elements required by the Growth Management Act and local implementing ordinances, including a six (6) year financing plan component.

Adopted on June 5, 2025

SNOQUALMIE VALLEY SCHOOL DISTRICT NO. 410

2025-2030

SIX-YEAR CAPITAL FACILITIES PLAN

TABLE OF CONTENTS

Section:	Page Number:
i Board of Directors and Administration	3
ii Schools	4
1. Executive Summary	5
2. Current District "Standard of Service"	7
3. Inventory and Evaluation of Current Permanent Facilities	9
4. Relocatable (Portable) Classrooms	11
5. Six-Year Enrollment Projections	12
6. Six-Year Planning and Construction Plan	13
7. Six-Year Classroom Capacities: Availability/Deficit Projection	15
8. Impact Fees and the Finance Plan	17
Appendix A - Student Generation Factors	19
Appendix B - Impact Fee Calculations	20
Appendix C - District Map	22

For information about this plan, call the District Business Services Office
(425.831.8011)

Snoqualmie Valley School District No. 410
Snoqualmie, Washington
(425) 831-8000

Board of Directors

	<u>Position Number</u>	<u>Term</u>
Melissa Johnson, President	1	1/1/22 - 12/31/25
Judith Milstein	2	1/1/24 - 12/31/27
Rene Price	3	1/1/24 - 12/31/27
Gary Fancher	4	1/1/22 - 12/31/25
Ram Dutt Vedullapalli, Vice President	5	1/1/24 - 12/31/27

Central Office Administration

Superintendent	Dan Schlotfeldt
Assistant Superintendent - Finance & Operations	Ryan Stokes
Executive Director - Secondary Teaching and Learning	Andrea Zier
Executive Director - Elementary Teaching and Learning	Monica Heimbigner
Executive Director of Student Services	Kimberly Mackey
Executive Director of Human Resources	Beth Porter

Snoqualmie Valley School District No. 410
Snoqualmie, Washington

Administration Building

8001 Silva Ave S.E., P.O. Box 400
 Snoqualmie, WA 98065
 (425) 831-8000

Dan Schlotfeldt, Superintendent

Mount Si High School

8651 Meadowbrook Way S.E.
 Snoqualmie, WA 98065
 Debra Hay, Principal

Cascade View Elementary

34816 SE Ridge Street
 Snoqualmie, WA 98065
 Katelyn Long, Principal

Two Rivers School

8651 Meadowbrook Way S.E.
 Snoqualmie, WA 98065
 Catherine Fredenburg, Principal

Snoqualmie Elementary

39801 S.E. Park Street
 Snoqualmie, WA 98065
 John Norberg, Principal

Snoqualmie Middle School

9200 Railroad Ave S.E.
 Snoqualmie, WA 98065
 Megan Botulinski, Principal

North Bend Elementary

400 East Third Street
 North Bend, WA 98045
 Rebekah Westra, Principal

Chief Kanim Middle School

32627 S.E. Redmond-Fall City Rd.
 P.O. Box 639
 Fall City, WA 98024
 Michelle Trifunovic, Principal

Fall City Elementary

33314 S.E. 42nd
 Fall City, WA 98027
 Jamie Warner, Principal

Timber Ridge Elementary

34412 SE Swenson Drive
 Snoqualmie, WA 98065
 Shawn Lawrence, Principal

Twin Falls Middle School

46910 SE Middle Fork Road
 North Bend, WA 98045
 Jeff D'Ambrosio, Principal

Opstad Elementary

1345 Stilson Avenue S.E.
 North Bend, WA 98045
 Emily Hays, Principal

Section 1. Executive Summary

The Snoqualmie Valley School District (“District”) has developed this Six-Year Capital Facilities Plan (“Plan”) in compliance with the State of Washington's Growth Management Act and King County Code 21A.43. This plan, based on data from spring 2025, aligns with previous capital facilities plans but is not the only plan for the District's needs.

For impact fees to be collected in unincorporated King County, the King County Council must adopt this plan. The District includes the cities of Snoqualmie, North Bend, and part of Sammamish, each of which has adopted a school impact fee policy similar to the county model.

The District updates this plan regularly, adjusting the fee schedule as necessary (see Appendix A for current calculations).

The Plan sets a “standard of service” for capacity, reflecting current student/teacher ratios the District aims to maintain. While the plan includes class size reductions for K-3, it does not account for further reductions in other grades as per Initiative 1351, which has not been funded by the state. Future updates will consider these changes as funding becomes available.

It should also be noted that although the State Superintendent of Public Instruction establishes square foot guidelines for capacity funding criteria, those guidelines do not account for the **actual** program needs in the District. The Growth Management Act and King County Code 21A.43 authorize the District to adjust the standard of service based on the District's specific needs.

In general, the District's current standard provides the following (see Section 2 for additional information):

School Level	Target Average Student/Teacher Ratio
Elementary	20 Students
Middle	27 Students
High	28 Students

Capacity for 2025-26: The District's permanent capacity is 6,599 students, with an additional 2,003 of capacity in portable classrooms to accommodate students. Enrollment for Fall 2024 was 6,815 FTE (which includes approximately 63 FTE served either out of district or via alternative programming). The District anticipates a slight decrease in enrollment through 2025-2026, followed by growth in later years. Projections show a 0.2% overall decrease to 6,803 students by 2030. However, variables such as housing growth in North Bend, potential zoning and housing construction changes to address future population growth in King County, and changes in enrollment trends may influence these projections.

The state’s 2010 House Bill 2776 mandated full-day kindergarten by 2018, doubling the classroom needs for kindergartners. Additionally, the bill required K-3 class sizes to be reduced to 17 students, further increasing classroom demand. These changes, alongside growing enrollment, have escalated the need for permanent classroom space across all grade levels. The largest growth continues in Snoqualmie Ridge and North Bend. Census data shows Snoqualmie grew by 32.3% and North Bend by 31.8% over the past decade. Both cities expect further housing growth, while other areas will see minimal changes unless annexations occur.

Previous Capacity Expansions: Notable past expansions include Cascade View Elementary (2005), Twin Falls Middle School (2008), Mount Si High School (2009), Timber Ridge Elementary (2016), and Mount Si High School's replacement (2019). However, a significant portion of elementary capacity is still housed in portable classrooms, which currently provide the equivalent of two additional elementary schools' worth of space.

Citizen's Committee Recommendations: Following the completion of the Timber Ridge and Mount Si school additions, made possible by the District's most recent bond proposal (2015), the District started to assess its ongoing facility needs.

To evaluate current and future requirements and prioritize projects for potential upcoming bond measures, the District established a citizen's committee. This committee was tasked with reviewing the District's facilities needs, particularly in relation to evolving educational requirements, projected enrollment growth, building conditions and safety. The committee's goal was to develop a long-term facilities plan which would effectively communicate the district's future facility needs and improvements over the next 20 years.

Based on these considerations, the committee recommended the full rebuilding and expansion of North Bend Elementary and Fall City Elementary. This recommendation was driven by factors such as projected enrollment growth, the high number of portable classrooms in use, equitable learning spaces when compared to newer buildings, and the age and location of these schools. Replacing these older facilities will not only accommodate future growth but also reduce the current reliance on portables. Both schools are among the District's oldest, and replacing them will resolve long-standing maintenance issues, improve overall facility conditions, and provide more equitable learning environments on par with other schools in the District. The committee specifically recommended full replacements rather than remodels, as the benefits of new construction – such as addressing current needs in their entirety – far outweigh the slightly higher costs compared to a remodel. A full replacement allows for the design and installation of systems and components that fully meet the District's needs, whereas a remodel would only be able to address a portion of those needs.

The committee also recommended the replacement and expansion of Snoqualmie Middle School. This school, like the elementary schools, lacks equitable facilities and learning spaces when compared to the District's other middle schools. Moreover, a significant number of classrooms have doors that open to the exterior, creating ongoing safety and security concerns considering increasing incidents in public schools.

In 2024, the School Board formally accepted the recommendations of the Citizen's Facilities Advisory Committee and has begun planning for the potential bond measures to support these projects.

See Section 6 for further details on the District's capacity planning.

Section 2. Current District "Standard of Service"
(as defined by King County Code 21A.06)

In accordance with King County Code 21A.06, each school district is required to establish a “standard of service” to determine its overall capacity. This standard accounts for factors such as program year, class size, the number of classrooms, students, special needs programs, and other district-specific considerations. Relocatable units (i.e., portable classrooms) may be included in capacity calculations using the same standards as permanent facilities.

The following outlines the District's current standard of service, which reflects programs and educational opportunities that directly impact building capacity. Note that some buildings' permanent capacities have been adjusted to accommodate special programs. The standard of service incorporates class size reductions at the K-3 level but does not yet include potential reductions for other grades per Initiative 1351, which, though approved by voters in 2014, has not been funded by the state. Future updates will consider these changes as funding becomes available.

Standard of Service for Elementary Students

- | | |
|--|-------------|
| ● Average target class size for grades K – 2: | 17 students |
| ● Average target class size for grade 3: | 17 students |
| ● Average target class size for grades 4-5: | 27 students |
| ○ Weighted Average for K-5 based on the above: | 20 students |
| ● Special Education for students with disabilities may be provided in a self-contained classroom. Average target class size: | 12 students |

The District’s goal is to provide a standard of service of 17 students per classroom for kindergarten through grade 3, and 25 students per classroom in grades 4 through 5. However, the state currently funds grades 4 and 5 at 27 students per classroom.

Identified students will also be provided other special educational opportunities in classrooms designated as follows:

- Resource rooms
- Computer rooms
- Multi Language Learners (MLL)
- Education for disadvantaged students (Title I)
- Highly Capable education
- District remediation programs
- Learning assisted programs
- Transition rooms
- Behavior and other social, emotional programming
- Mild, moderate and severe disabilities
- Preschool programs

Standard of Service for Secondary Students

- Average target class size for grades 6-8: 27 students
- Average target class size for grades 9-12: 30 students
- Average target class size for Two Rivers School: 20 students
- Special Education for students with disabilities may be provided in a self-contained classroom. Average target class size: 12 students

Identified students will also be provided other special educational opportunities in classrooms designated as follows:

- English Language Learners (ELL)
- Resource rooms (for special remedial assistance)
- Computer rooms

Room Utilization at Secondary Schools

Full utilization of teaching stations is not possible due to program schedules, specialized room requirements, and teachers needing planning space.

For building capacity calculations, the District uses a standard utilization rate of 83% (5 out of 6 periods) for middle schools.

In the 2019-20 school year, Mount Si High School adopted a 7-period schedule, with teachers teaching 5 of those periods. This results in a room utilization rate of 71%, but as enrollment increases, teachers will move to shared classrooms in certain areas, which will slightly raise utilization to approximately 75%. The State does not fund the extra planning period provided to teachers in the 7-period day. Due to this and the lower room utilization, the class size for capacity purposes (and financial purposes) at Mount Si has been increased from 27 to 30 students. Future updates may adjust class size and room utilization rates based on schedule and/or funding changes.

Section 3. Inventory and Evaluation of Current Permanent Facilities

For the 2025–26 school year, the District’s total student capacity is projected at 8,626, which includes 6,599 permanent classroom seats and 2,027 temporary (portable) classroom seats. As of October 2024, enrollment for facility planning purposes was 6,752 students. Total October 2024 enrollment—including students enrolled in alternative educational programs and out-of-district placements—was 6,815 full-time equivalents (FTE).

Capacity calculations at the elementary, middle, and high school levels are based on current service standards. Changes in instructional programs, student support needs (such as special education), and current facility use have led to adjustments in capacity at some schools. A summary table follows, detailing the current permanent capacity by school, organized by level and name.

A broader overview of districtwide capacity and enrollment projections for the next six years is provided in Section 7.

The physical condition of District facilities was evaluated as part of the 2023 State Study and Survey of School Facilities, conducted in accordance with WAC 180-25-025. This report, which is updated as facilities are modernized, is incorporated herein by reference.

**Inventory of Permanent School Facilities and Related Program Capacity
2025-26 School Year**

ELEMENTARY LEVEL				
Facility	Address	Grade Span	Permanent Capacity *	2024-25 Enrollment **
CASCADE VIEW	34816 SE Ridge Street Snoqualmie, Washington	K thru 5	473	494
FALL CITY	33314 SE 42nd Place Fall City, Washington	K thru 5	270	456
NORTH BEND	400 E 3rd Street North Bend, Washington	K thru 5	325	466
OPSTAD	1345 Stilson Av SE North Bend, Washington	K thru 5	430	580
SNOQUALMIE	39801 SE Park Street Snoqualmie, Washington	K thru 5	390	491
TIMBER RIDGE	34412 SE Swenson Drive Snoqualmie, Washington	K thru 5	583	608
Total Elementary School			2,471	3,095
MIDDLE SCHOOL LEVEL				
Facility	Address	Grade Span	Permanent Capacity *	2024-25 Enrollment **
CHIEF KANIM	32627 SE Redmond-Fall City Rd Fall City, Washington	6, 7 & 8	697	522
SNOQUALMIE	9200 Railroad Ave SE Snoqualmie, Washington	6, 7 & 8	336	577
TWIN FALLS	46910 SE Middle Fork Road North Bend, Washington	6, 7 & 8	765	555
Total Middle School			1,798	1,654
HIGH SCHOOL LEVEL				
Facility	Address	Grade Span	Permanent Capacity *	2024-25 Enrollment **
MOUNT SI / TWO RIVERS	8651 Meadowbrook Way SE Snoqualmie, Washington	9 thru 12	2,330	2,003
Total High School			2,330	2,003
TOTAL DISTRICT			6,599	6,752

* Does not include capacity for special programs as identified in Standards of Service section.

** Snoqualmie Elementary and Middle schools enrollment includes Meadowbrook School (formerly Parent Partnership) enrollment, as students attend at those locations. Difference between enrollment (pg.12) is due to rounding, other educational programs, and out of district placements

Section 4. Relocatable (Portable) Classrooms

For a definition of relocatables and permanent facilities, see Section 2 of King County Code 21A.06.

The District currently utilizes 93 portable classrooms, which account for approximately 23% of total classroom capacity. However, 36% of elementary capacity is in portables – equivalent to more than two full elementary schools. While the expansion of Mount Si High School and reopening of Snoqualmie Middle School reduced reliance on portables at the secondary level, ongoing enrollment growth may require the District to acquire or relocate additional portables for elementary schools over the next six years.

Portables offer short-term flexibility for fluctuating enrollment and program needs. All new and modernized school sites are designed to accommodate portables if needed. However, portables are not intended as a long-term solution, and the District remains committed to reducing the percentage of students housed in them.

Portable classroom costs vary significantly depending on location, permitting, and use. An additional 10 portables are used for specialized programs and districtwide services and are not available for general classroom use.

The former Two Rivers School facility, vacated in 2021, is undergoing renovation and will reopen in Fall 2025 as an early learning center. This project will relocate preschool programs from Snoqualmie Elementary and increase capacity to serve students in these programs.

Section 5. Six-Year Enrollment Projections

The District partners with Flo Analytics (FLO) to forecast student enrollment over a six-year period. FLO provides low, middle, and high-range projections based on historical growth, future housing developments, birth rates, economic trends, and other contributing factors.

According to FLO's 2024 mid-range projection, districtwide enrollment is expected to decline slightly – by 12 students (0.2%) – over the next six years. Elementary enrollment, however, is projected to grow by 139 students (4%) during that same period. Middle and high school enrollment is expected to decline as the recently smaller elementary cohorts advance through the system.

Enrollment data has been adjusted starting in 2016 to reflect Washington State House Bill 2776, which mandated full-day kindergarten. While this change did not increase student headcount, it effectively doubled the number of classrooms needed for kindergarten.

The District acknowledges that near-term projections may be influenced by several variables, including housing growth in North Bend, potential zoning and housing construction changes to address future population growth in King County, and changes in enrollment trends.

Snoqualmie Valley School District No. 410
Actual Full-Time Equivalent Enrollment through 2024 and Projected Enrollment from 2025 through 2030

GRADE:	Actual 2013	Actual 2014	Actual 2015	Actual 2016	Actual 2017	Actual 2018	Actual 2019	Actual 2020	Actual 2021	Actual 2022	Actual 2023	Actual 2024	Enrollment Projections through 2029					
	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Kindergarten **	245	267	241	548	508	548	603	402	546	491	492	449	454	517	527	544	535	541
1st Grade	540	530	578	526	574	530	552	561	475	531	502	514	460	466	528	538	556	547
2nd Grade	504	559	536	614	560	569	549	516	593	485	542	514	526	470	476	539	549	567
3rd Grade	509	515	567	559	608	564	572	519	549	579	489	550	517	530	473	480	544	554
4th Grade	517	509	566	597	566	585	566	534	525	546	584	491	553	520	533	474	481	547
5th Grade	528	538	526	570	596	557	584	554	545	523	545	581	492	554	521	534	475	482
K-5 Subtotal	2,843	2,918	3,014	3,414	3,412	3,353	3,426	3,086	3,233	3,155	3,154	3,099	3,002	3,057	3,058	3,109	3,140	3,238
6th Grade	472	514	570	529	580	582	574	581	548	538	520	546	580	491	553	520	533	474
7th Grade	512	481	525	572	511	581	590	550	594	536	544	522	546	580	491	553	520	533
8th Grade	476	505	486	508	563	514	570	558	554	595	542	551	527	551	585	496	558	525
6-8 Subtotal	1,460	1,500	1,581	1,609	1,654	1,677	1,734	1,689	1,696	1,669	1,606	1,619	1,653	1,622	1,629	1,569	1,611	1,532
9th Grade	477	489	525	475	510	567	523	571	581	565	617	568	572	547	572	607	514	579
10th Grade	473	469	473	500	472	499	556	507	576	566	570	617	565	569	544	569	604	512
11th Grade	369	396	357	310	360	317	369	381	411	461	473	468	505	464	467	446	467	495
12th Grade	363	388	372	321	283	315	338	376	379	397	416	444	447	484	444	447	428	447
9-12 Subtotal	1,682	1,742	1,727	1,606	1,625	1,698	1,786	1,835	1,947	1,989	2,076	2,097	2,089	2,064	2,027	2,069	2,013	2,033

K-12 TOTAL	5,985	6,160	6,322	6,629	6,691	6,728	6,946	6,610	6,876	6,813	6,836	6,815	6,744	6,743	6,714	6,747	6,764	6,803
	1.5%	2.9%	2.6%	4.9%	0.9%	0.6%	3.2%	-4.8%	4.0%	-0.9%	0.3%	-0.3%	-1.0%	0.0%	-0.4%	0.5%	0.3%	0.6%

* Enrollment Projections above reflect mid-range enrollment projections provided by Flo Analytics: December 2024.

** Kindergarten are counted as 1/2 FTE until 2016, when kindergarten classes transitioned to full day programming.

*** The district experienced large increases in Running Start enrollment for grades 11-12 recently. It is still too early to determine if this is a trend or an anomaly based on current circumstances (construction, high school schedule, etc.) Future enrollment will continue to be monitored and projections may be adjusted in subsequent updates to the Capital Facilities Plan.

Section 6. Six-Year Planning and Construction Plan

To meet ongoing and future capacity challenges and facilities needs, the District plans to:

- Construct new permanent elementary school capacity
- Rebuild and expand Snoqualmie Middle School
- Use portable classrooms where other solutions are not feasible
- Acquire land to expand transportation facilities

Elementary School Capacity Needs

Despite adding Timber Ridge Elementary in 2016, nearly all elementary schools still exceed their permanent capacity. Currently, 36% of elementary students are housed in portables, and some schools—like Snoqualmie, Fall City, and North Bend—have around 50% of their capacity in portable classrooms. In addition, growth at the elementary level is projected to continue.

Portables offer only short-term relief. Further expansion is constrained by land availability, building codes, and limitations in shared spaces like restrooms, parking, and specialist classrooms.

Future elementary school construction is expected to focus on replacing aging buildings with larger facilities that expand capacity and reduce reliance on portables.

Citizens' Facilities Advisory Committee Recommendations

In 2020, the District formed the Citizens' Facilities Advisory Committee to evaluate long-term solutions. In 2023, the committee prioritized:

1. **Rebuilding and expanding Fall City and North Bend Elementary Schools**
 - Both are the oldest in the District and have the highest portable use.
 - North Bend Elementary must be replaced due to its location in a floodway, which limits renovation.
 - These two projects would eliminate 29 portable classrooms and support future growth.
2. **Rebuilding Snoqualmie Middle School**
 - A new facility on District-owned property at Snoqualmie Ridge would enhance safety, and provide instructional spaces that meet current educational needs and are more comparable to the district's other middle schools, while reducing transportation demands, while also reducing the utilization of approximately 10-15 portable classrooms.

Additional recommendations for future phases of the long-term plan would include modernization or replacement of Opstad Elementary, Snoqualmie Elementary and Chief Kanim Middle School. The existing Snoqualmie Middle School would also be repurposed for other district uses.

A 7th elementary school may also be considered if enrollment exceeds projections.

In 2024, the School Board accepted these recommendations and plans to survey the community on a future bond to fund these projects.

Current and Ongoing Projects

The district currently provides required preschool services to students who qualify at Snoqualmie Elementary School. As part of the 2015 bond, the District is converting the former Two Rivers School into an Early Learning Center. This facility will serve the growing special education needs of the District and increase capacity for typically developing peers to be a part of preschool programming. This facility will also serve an expanded daycare program to help support district staff with young children. It is expected to open in Fall 2025.

Transportation Facility Needs

The District must also address its outdated transportation facility, which is insufficient for current and future needs. While recent driver shortages have obscured this issue, hiring more staff will highlight capacity limitations. Though a transportation facility was considered in the 2015 bond, it was excluded due to cost.

The District now plans to identify and secure land for a future transportation facility. While these costs are not eligible for impact fee funding, they are a key part of the District's long-term planning.

Section 7. Six-Year Classroom Capacities: Availability/Deficit Projections

The table below summarizes the District's projected permanent and portable capacity throughout the duration of this Plan.

Despite the opening of Timber Ridge Elementary in 2016, the District continues to face permanent capacity shortages at the elementary level, with 36% of elementary students still housed in portable classrooms.

To address long-term needs, the District plans to rebuild and expand North Bend Elementary by 2030 and Fall City Elementary by 2031. Each project would replace portables used by approximately 300 students with permanent classrooms. With the completion of the North Bend Elementary school planned for 2030, the percentage of elementary students housed in portable classrooms would be reduced to 29%, with an additional reduction once Fall City Elementary is completed.

At the secondary level, the expansion of Mount Si High School (MSHS) has significantly increased permanent capacity for grades 9-12, and also benefited middle school capacity. A replacement of Snoqualmie Middle School would replace portables used by 200-340 students, depending on the service location of Meadowbrook School (previously Parent Partnership).

Districtwide, 23% of classrooms are projected to be in portables in the 2025-26 school year. With planned elementary capacity additions, this percentage is expected to drop to 21% by 2030, with additional decreases once Fall City Elementary and Snoqualmie Middle School projects are completed.

The District remains committed to reducing the current reliance on portable classrooms and will continue to assess future elementary capacity needs.

PROJECTED CAPACITY TO HOUSE STUDENTS

Elementary School K-5

PLAN YEARS: *	2025	2026	2027	2028	2029	2030
Permanent Capacity **	2,471	2,471	2,471	2,471	2,471	2,471
New Construction: <i>Preschool, Elementary Capacity</i>	-	-	-	-	-	325
Permanent Capacity subtotal:	2,471	2,471	2,471	2,471	2,471	2,796
Projected Enrollment:	3,057	3,058	3,109	3,140	3,238	3,238
Surplus/(Deficit) of Permanent Capacity:	(586)	(587)	(638)	(669)	(767)	(442)
Portable Capacity Available:	1,377	1,377	1,377	1,419	1,419	1,419
Portable Capacity Changes (+/-):	-	-	42	-	-	(280)
Surplus/(Deficit) with Portables:	791	790	781	750	652	697

Middle School 6-8

PLAN YEARS: *	2025	2026	2027	2028	2029	2030
Permanent Capacity	1,798	1,798	1,798	1,798	1,798	1,798
	-	-	-	-	-	-
Permanent Capacity subtotal:	1,798	1,798	1,798	1,798	1,798	1,798
Projected Enrollment:	1,622	1,629	1,569	1,611	1,532	1,532
Surplus/(Deficit) of Permanent Capacity:	176	169	229	187	266	266
Portable Capacity Available:	650	650	650	650	650	650
Portable Capacity Changes (+/-):	-	-	-	-	-	-
Surplus/(Deficit) with Portables:	826	819	879	837	916	916

High School 9-12

PLAN YEARS: *	2025	2026	2027	2028	2029	2030
Permanent Capacity	2,330	2,330	2,330	2,330	2,330	2,330
	-	-	-	-	-	-
Total Capacity:	2,330	2,330	2,330	2,330	2,330	2,330
Projected Enrollment:	2,064	2,027	2,069	2,013	2,033	2,033
Surplus/(Deficit) Permanent Capacity:	266	303	261	317	297	297
Portable Capacity Available:	0	0	0	0	0	0
Portable Capacity Changes (+/-):	-	-	-	-	-	-
Surplus/(Deficit) with Portables:	266	303	261	317	297	297

K-12 TOTAL

PLAN YEARS: *	2025	2026	2027	2028	2029	2030
Total Permanent Capacity:	6,599	6,599	6,599	6,599	6,599	6,924
Total Projected Enrollment:	6,743	6,714	6,747	6,764	6,803	6,803
Surplus/(Deficit) Permanent Capacity:	(144)	(115)	(148)	(165)	(204)	121
Total Portable Capacity	2,027	2,027	2,069	2,069	2,069	1,789
Total Permanent and Portable Capacity	8,626	8,626	8,668	8,668	8,668	8,713
Surplus/(Deficit) with Portables:	1,883	1,912	1,921	1,904	1,865	1,910

* Plan Years are calendar years; projected enrollment listed above represents fall enrollment of that year.

** North Bend Elementary rebuild would provide permanent capacity of 650 students compared to current permanent capacity of 325, for a net addition of 325, as well as the ability to eliminate existing portable capacity of 280.

Section 8. Impact Fees and the Finance Plan

By law, impact fees cannot fully fund new school capacity needs; they may only cover a portion of the costs associated with growth. The impact fee formula ensures new development contributes to the facilities required to serve the students it generates. These calculations are based on student generation factors, which calculate the average number of students generated per new single-family or multi-family unit, derived from recent local data.

The student generation factor is applied to anticipated construction costs (construction-only, not total project costs) over the six-year span of this Plan. The result is the per-dwelling unit cost of providing school capacity for new housing. This amount is then reduced by expected State match funds and the present value of future tax revenues from existing school construction bond debt service which the new homeowner will be paying.

King County and the cities of Sammamish, Snoqualmie, and North Bend require that local communities cover 50% of this adjusted cost. Therefore, the final proposed impact fee reflects this mandated reduction, after the additional discounts noted above.

Due to these adjustments, impact fees alone are insufficient to fund school construction. Most funding must come from locally approved bonds.

A small amount of funding may also come from State School Construction Assistance Program or "State Match" funds. For example, the District received State Match funds for the Timber Ridge Elementary and Mount Si High School projects, which covered only about 11% of total costs, just over the amount of sales tax charged on public school construction. Thus, state funding has a very limited role in addressing school facility needs.

The District's finance plan for 2025–2030 includes secured funds from the 2015 bond and current impact fees but will require additional bonds. The District owns undeveloped land in both Snoqualmie and North Bend that could support future schools and must also plan for expanded transportation facilities.

Future updates to this Plan will include revised construction project and funding details, as they develop and change.

FINANCING PLAN

Facility:	Estimated Cost	Unsecured Source of Funds:			Secured Source of Funds:			
		Bonds/Local	State Match	Impact Fees	Bonds	State Match	Impact Fees	Other Sources
Preschool	\$5,300,000	\$0	\$0	\$0	\$2,000,000	\$0	\$3,300,000	\$0
Elementary School Construction ¹	\$121,800,000	\$116,750,000	\$50,000 ²	\$2,000,000	\$0	\$0	\$3,000,000	\$0
Portable Classrooms - ES	\$780,000	\$0	\$0	\$605,000	\$0	\$0	\$175,000	\$0
Land Acquisition/Development - Transportation Facility Expansion	\$8,000,000	TBD	\$0	\$0	\$0	\$0	\$0	\$0

¹ Listed here are estimated total project costs as adjusted for cost escalation through anticipated bid year. Impact fees are only be calculated on 'construction costs'. Costs backed out of the total project cost to arrive at 'construction cost' represent about 25-30% of the total project cost. These costs include design/engineering fees, sales tax, permitting, inspection, insurance and construction management costs, as well as furnishings and equipment for the building. The difference in cost is summarized below.

Added Elementary School Capacity:

Estimated total project cost = 121,800,000 Estimated cost of construction = \$96,700,000

² State Matching funds calculated based off of estimates provided by OSPI in March 2025

Cost Estimates and State Match Availability

To estimate construction costs, the District is using actual costs from recent portable acquisitions, adjusted for inflation. The elementary capacity project estimate is based on NAC Architecture's data from recent bid awards, with inflation projected through the project's midpoint. Other project costs are internally estimated using current market rates and preliminary designs.

The District has updated its estimate of potential State matching funds from OSPI, which are available for:

1. New construction for 'unhoused' students (those in non-permanent facilities), and
2. Modernization or replacement of facilities not renovated in 30+ years.

Matching funds for new construction are grouped by K-8 and 9-12 grade bands. The District is not currently eligible for 'unhoused' construction funding since middle school capacity offsets elementary students in portables. Due to recent enrollment declines at the elementary level, currently one out of 5 students are served in portable classrooms, with that percentage growing to 23% over the next few years. As seen in Section 7, the total unhoused students for K-8 is still over 400 (586 of unhoused elementary, offset by 176 of surplus permanent capacity at the middle school level). And yet, the state formula based solely on square footage does not qualify the district for any funding for unhoused students. We assert that the state formula for funding is antiquated, as it does not calculate unhoused students currently for the district. In addition, it does not account for the numerous required programs and services that are incorporated into schools and require space to operate.

Modernization funding is site-specific, and buildings qualify 30 years after any construction or renovations have occurred. Current estimates suggest state match would cover only 0-2% of construction costs for North Bend and Fall City Elementary schools, both last renovated in 1999. By 2031, when full eligibility is expected, matching funds may rise to 6-7% of the current project cost, but overall project cost inflation would outpace any financial benefit of delaying construction in order to access those potential state matching funds.

The District maintains that the state's funding formula is inadequate, providing less than 10% of actual costs—and urges reform to better align with current construction realities.

Appendix A: Composite Student Generation Factors

Ordinance No. 10162, Section R. Page 5: lines 30 thru 35 & Page 6: line 1:

“Student factors shall be based on district records on average actual student generation rates for new developments constructed over a period of not more than five (5) years prior to the date of the fee calculation: provided that, if such information is not available in the district, data from adjacent districts, districts with similar demographics, or county wide averages may be used.”

In 2024, the FLO Analytics analyzed student generation rates within Snoqualmie Valley and found the following rates:

K–12 Students per Housing Unit Built 2019–2023

Housing Type	Housing Units	Students				SGRs			
		K–5	6–8	9–12	K–12	K–5	6–8	9–12	K–12
Single-family	707	199	85	90	374	0.281	0.120	0.127	0.529
Multifamily	425	82	47	60	189	0.193	0.111	0.141	0.445

For purposes of the impact fee calculation, the district is using its own rate for single-family dwellings.

Multi-family developments can vary widely, and the number of students generated depends on the nature of the developments, including affordability, location, number of bedrooms, and even proximity to local schools. Some of the larger market rate multifamily developments in the FLO Analytics study were not fully constructed/occupied at the end of 2023 (the outside date of the study period), so the true student generation rates from those developments are not currently known. As such, while the District is using its own rate for multi-family units, the District has chosen to employ a discretionary adjustment to the calculated multi-family school impact fee to keep the fee at the same amount as the fee calculated in 2024, as we monitor the district data set for another year.

The District will continue to revisit this analysis in the next update to the Capital Facilities Plan.

Finally, local cities and jurisdictions updated their comprehensive plans to facilitate the delivery of middle housing expected future King County housing needs. Given constraints on available developable land, potential changes to zoning, density and annexation might be necessary to accommodate that housing growth. This would potentially impact both the student generation rates and the capital facilities needed to house additional future students. The District will continue to monitor these impacts on future updates to the Capital Facilities Plan.

Appendix B: Single Family Residence Impact Fee Calculation

Site Acquisition Cost Per Residence

Formula: $((\text{Acres} \times \text{Cost per Acre}) / \text{Facility Size}) \times \text{Student Factor}$

	Site Size	Cost / Acre	Facility Size	Student Factor	
Elementary	15	\$0	n/a	0.2810	\$0.00
Middle	25	\$0	n/a	0.1200	\$0.00
High	40	\$0	n/a	0.1270	\$0.00
A————>					\$0.00

Permanent Facility Construction Cost Per Residence

Formula: $((\text{Facility Cost} / \text{Facility Capacity}) \times \text{Student Factor}) \times (\text{Permanent} / \text{Total Footage Ratio})$

	Facility Cost	Facility Capacity	Student Factor	Footage Ratio	
Elementary	\$96,700,000	650	0.2810	0.8541	\$35,704.93
Middle	\$0	0	0.1200	0.9013	\$0.00
High	\$0	0	0.1270	1.0000	\$0.00
B————>					\$35,704.93

Temporary Facilities Cost Per Residence

Formula: $((\text{Facility Cost} / \text{Facility Capacity}) \times \text{Student Factor}) \times (\text{Temporary} / \text{Total Footage Ratio})$

	Facility Cost	Facility Capacity	Student Factor	Footage Ratio	
Elementary	\$396,000	20	0.2810	0.1459	\$811.76
Middle	\$0	27	0.1200	0.0987	\$0.00
High	\$0	28	0.1270	0.0000	\$0.00
C————>					\$811.76

State Match Credit Per Residence (if applicable)

Formula: $\text{Current Construction Cost Allocation} \times \text{SPI Footage} \times \text{District Match} \times \text{Student Factor}$

	CCCA	SPI Footage	District Match	Student Factor	
Elementary	\$375.00	90	0.05%	0.2810	\$4.74
Middle	\$375.00	117		0.1200	n/a
High	\$375.00	130	n/a	0.1270	n/a
D————>					\$4.74

Tax Credit Per Residence

Average Residential Assessed Value	\$1,028,420
Current Debt Service Tax Rate	\$1.2390
Annual Tax Payment	\$1,274.21
Bond Buyer Index Annual Interest Rate	4.15%
Discount Period (Years Amortized)	10
TC————>	\$10,258.26

Fee Per Residence Recap:

Site Acquisition Cost	\$0.00
Permanent Facility Cost	\$35,704.93
Temporary Facility Cost	\$811.76
Subtotal	\$36,516.69
State Match Credit	(\$4.74)
Tax Payment Credit	(\$10,258.26)
Subtotal	\$26,253.69
50% Local Share	(\$13,126.84)
Impact Fee, net of Local Share	\$13,126.84

Appendix B: Multi-Family Residence Impact Fee Calculation

Site Acquisition Cost Per Residence

Formula: ((Acres x Cost per Acre) / Facility Size) x Student Factor

	Site Size	Cost / Acre	Facility Size	Student Factor	
Elementary	15	\$0	n/a	0.1930	\$0.00
Middle	25	\$0	n/a	0.1110	\$0.00
High	40	\$0	n/a	0.1410	\$0.00
A----->					\$0.00

Permanent Facility Construction Cost Per Residence

Formula: ((Facility Cost / Facility Capacity) x Student Factor) x (Permanent/Total Footage Ratio)

	Facility Cost	Facility Capacity	Student Factor	Footage Ratio	
Elementary	\$96,700,000	650	0.1930	0.8541	\$24,524.19
Middle	\$0	0	0.1110	0.9013	\$0.00
High	\$0	0	0.1410	1.0000	\$0.00
B----->					\$24,524.19

Temporary Facilities Cost Per Residence

Formula: ((Facility Cost / Facility Capacity) x Student Factor) x (Temporary/Total Footage Ratio)

	Facility Cost	Facility Capacity	Student Factor	Footage Ratio	
Elementary	\$396,000	20	0.1930	0.1459	\$557.54
Middle	\$0	27	0.1110	0.0987	\$0.00
High	\$0	28	0.1410	0.0000	\$0.00
C----->					\$557.54

State Match Credit Per Residence (if applicable)

Formula: Current Construction Cost Allocation x SPI Footage x District Match x Student Factor

	CCCA	SPI Footage	District Match %	Student Factor	
Elementary	\$375.00	90	0.05%	0.1930	\$3.26
Middle	\$375.00	117	n/a	0.1110	n/a
High	\$375.00	130	n/a	0.1410	n/a
D----->					\$3.26

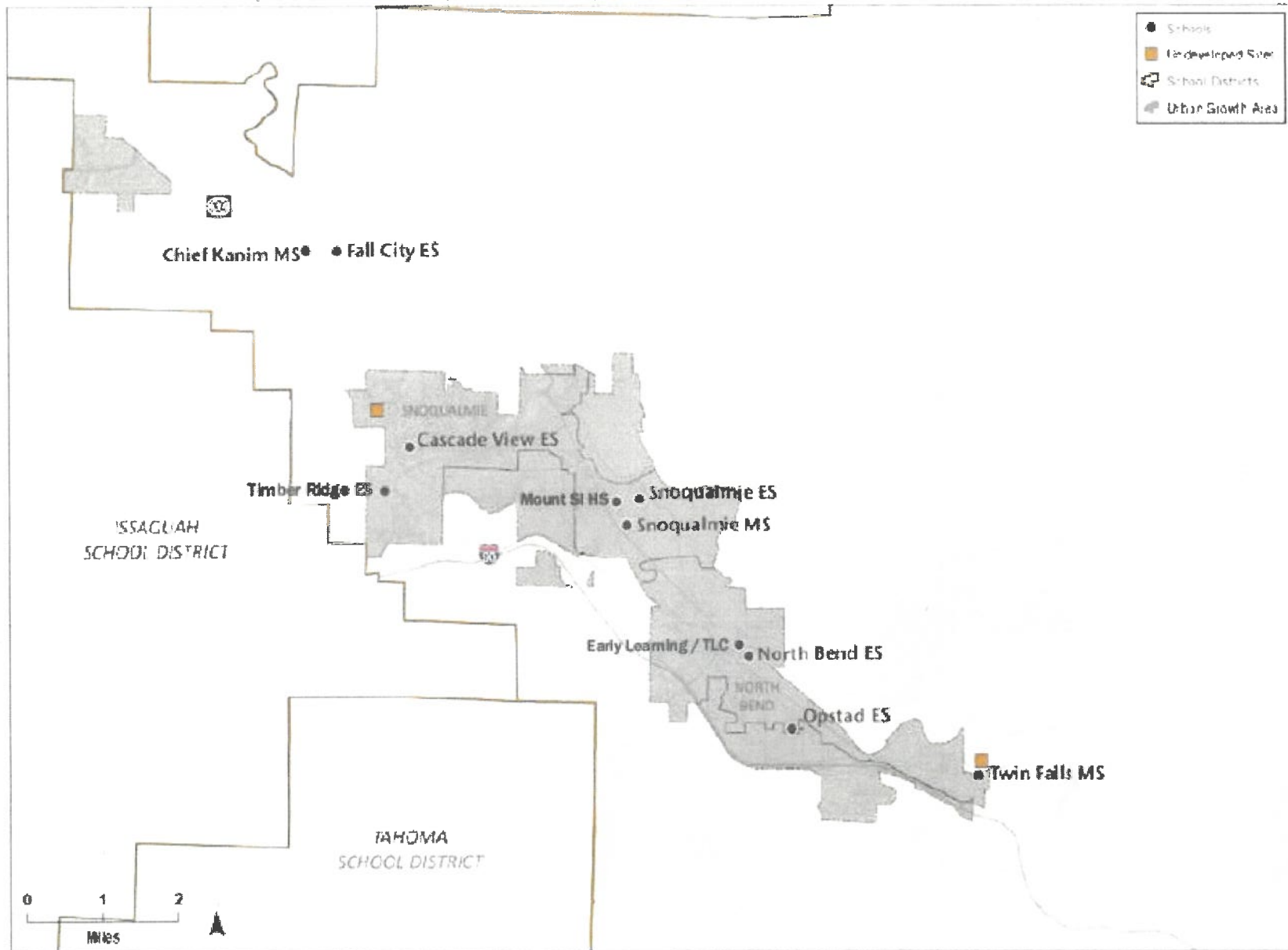
Tax Credit Per Residence

Average Residential Assessed Value	\$329,669	
Current Debt Service Tax Rate	<u>\$1.2390</u>	
Annual Tax Payment	\$408.46	
Bond Buyer Index Annual Interest Rate	4.15%	
Discount Period (Years Amortized)	10	
	TC—>	<u>\$3,288.37</u>

Fee Per Residence Recap:

Site Acquisition Cost	\$0.00
Permanent Facility Cost	\$24,524.19
Temporary Facility Cost	\$557.54
Subtotal	\$25,081.73
State Match Credit	(\$3.26)
Tax Payment Credit	(\$3,288.37)
Subtotal	\$21,790.10
50% Local Share	(\$10,895.05)
Additional adjustment (discretionary)	(\$4,724.70)
Impact Fee, net of Local Share	\$6,170.35

Schools and Undeveloped Sites in Snoqualmie Valley School District



Council Agenda Bill

AB Number

AB25-094

Agenda Bill Information

Title *

AHBL, Inc. Contract Amendment

Action *

Motion

Council Agenda Section

Committee Report

Council Meeting Date *

10/27/2025

Staff Member

Mona Davis

Department *

Community Development

Committee

Finance and Administration

Committee Date

10/21/2025

Exhibits

Packet Attachments - if any

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

Summary

Introduction *

Brief summary.

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

Proposed Motion

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

Background/Overview *

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

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

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

Analysis*

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

Budgetary Status*

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

Budget Summary

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

Fiscal Impact

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

Fiscal Impact Screenshot

Community Development Services (#001)

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

CITY OF SNOQUALMIE
AGREEMENT FOR CONSULTANT SERVICES
Contract Title: Community Development Temporary Contract Planner

THIS AGREEMENT made and entered into by and between the CITY OF SNOQUALMIE, a Washington municipal corporation (the "City"), and AHBL, Inc., a professional services corporation ("Consultant") is dated this 5th day of March 2025.

Consultant Business: AHBL, Inc.
 Consultant Address: 2215 North 30th Street, Suite 200
 Tacoma, WA 98403

Consultant Phone: (253) 383-2422

Consultant Fax: (253) 383-2422

Contact Name: Wayne E. Carlson, FAICP, LEED AP

Contact e-mail: wecarlson@ahbl.com

Federal Employee ID No.: 91-0915991

Authorized City Representative for this contract: Mona Davis, Interim Community Department Director

WHEREAS, due to recent and anticipated staffing outages, the City desires to hire a contract planner through ABHL ("Consultant") to assist with duties needed and outlined in Exhibit A;

WHEREAS, public convenience and necessity require the City to obtain the services of a consultant with expertise in the area of land use planning; and

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

WHEREAS, the City desires to engage the Consultant to perform on-call land use planning services.

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

D. Work shall commence when the City issues a notice to proceed and it shall be completed no later than August 28, 2025, unless the completion date is extended in writing by the City.

2. Compensation.

A. The total compensation to be paid to Consultant, including all services and expenses, shall not exceed \$ 50,000.00 as shown on Exhibit A, which shall be full compensation for the Work. Consultant shall notify the City when its requests for payment reach eighty-five percent of the total compensation.

B. The Consultant shall be paid in such amounts and in such manner as described in Exhibit B.

C. Consultant shall be reimbursed for Eligible Expenses actually incurred. "Eligible Expenses" means those types and amounts of expenses that are approved for reimbursement by the City in writing before the expense is incurred. If travel and/or overnight lodging is authorized, Consultant shall lodge within the corporate limits of City.

3. Request for Payment.

A. Not more than once every thirty (30) 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: Mona Davis (mdavis@snoqualmiewa.gov)
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: Mona Davis
38624 SE River Street
P.O. Box 987
Snoqualmie, WA 98065

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

AHBL, Inc.
Attn: Wayne Carlson, Principal
2215 N 30th Street
Tacoma, WA 98403

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.

CITY OF SNOQUALMIE, WASHINGTON  By: Katherine Ross Its: Mayor Date: <u>Mar 10, 2025</u>	CONSULTANT: Please fill in the spaces and sign in the box appropriate for your business entity. AHBL, INC. By:  Typed/Printed Name: <u>Wayne E. Carlson</u> Its: <u>Principal</u> Date: <u>March 6, 2025</u>
APPROVED AS TO FORM:  Dena Burke, City Attorney Date: <u>Mar 10, 2025</u>	

EXHIBIT A SCOPE OF WORK

This scope of work is to provide on- and off-site development review and planning assistance (Planning Services) to the City of Snoqualmie. Work will primarily include review of land use applications for consistency with Snoqualmie Municipal Code, zoning review of building permit applications, review of land use and building permit applications under deadlines established by law, and general customer assistance for planning and zoning issues. The following is AHBL's Inc. proposed scope of services:

- Prepare submittal checklists for land use and building permits
- Coordination with IT and Permitting on Paper to Digital grant for website updates
- Review development, building permit applications and civil plans for zoning, subdivision or environmental code compliance, and to ensure conditions of approval are satisfied;
- Prepare public notices for mailing and distribution,
- Track development and building permit applications to ensure that a final decision is issued within the deadlines established by law;
- Review SEPA documentation for purposes of recommending additional studies, SEPA determinations, and/or mitigation measures (this would not include review of technical studies outside our area of expertise);
- Communicate and coordinate with applicants, their consultants, and other Snoqualmie Community Development Department staff;
- Provide GIS support;
- Prepare staff reports and recommendations in consultation with and under supervision of City staff; and
- Present reports to the Hearing Examiner, Planning Commission, and City Council as applicable.

This scope of work also includes long-range planning activities as directed by the City of Snoqualmie associated with requirements the City is obligated to meet under the Growth Management Act. This may include tasks such as processing amendments to the City's Comprehensive Plan, zoning code, or other state mandates (such as buildable lands reporting, periodic review of the City's Shoreline Master Program, etc.). When performing long-range planning activities, we will provide the City with a written scope of work and time estimate for completion as a task order prior to initiating any work.

Wayne Carlson will serve as principal-in-charge for AHBL to provide day-to-day oversight of our planners and will coordinate with City staff to make sure that we are meeting the City's needs. As principal-in-charge, Wayne Carlson will be involved to ensure that AHBL, Inc. provides these services in an efficient and cost-effective manner, including bringing the appropriate additional resources to the projects as needed and/or desired by the City of Snoqualmie.

AHBL understands that the City has a cost-recovery system in its fee schedule for consultant review of development applications. We are accustomed to tracking our time by each project and will provide separate invoices for each task to facilitate reimbursement in a manner consistent with the City's cost-recovery system, specific to the City's permit tracking and Task Order process. In order to keep costs at a minimum, we will track our time by each project and invoice the City separately for each application on a monthly basis. Other time that is not directly related to a specific project will be invoiced to a general project number.

Andrew Love, AICP (Planner III) would be assigned as our project planner to perform this work, with other staff assigned to cover vacations, sick days, and additional work as requested by the City.

2025 Snoqualmie On-Call with edits to Scope of Work dena 2

Final Audit Report

2025-03-10

Created:	2025-03-10
By:	Mona Davis (MDavis@snoqualmiewa.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAABToFRQC26eqXcKpluWUIAVHEd7Lof4_v

"2025 Snoqualmie On-Call with edits to Scope of Work dena 2" History

-  Document created by Mona Davis (MDavis@snoqualmiewa.gov)
2025-03-10 - 5:08:22 PM GMT
-  Document emailed to Katherine Ross (KRoss@snoqualmiewa.gov) for signature
2025-03-10 - 5:11:00 PM GMT
-  Email viewed by Katherine Ross (KRoss@snoqualmiewa.gov)
2025-03-10 - 8:24:52 PM GMT
-  Document e-signed by Katherine Ross (KRoss@snoqualmiewa.gov)
Signature Date: 2025-03-10 - 8:26:25 PM GMT - Time Source: server
-  Document emailed to Dena Burke (DBurke@snoqualmiewa.gov) for signature
2025-03-10 - 8:26:26 PM GMT
-  Email viewed by Dena Burke (DBurke@snoqualmiewa.gov)
2025-03-10 - 8:35:12 PM GMT
-  Document e-signed by Dena Burke (DBurke@snoqualmiewa.gov)
Signature Date: 2025-03-10 - 8:35:29 PM GMT - Time Source: server
-  Agreement completed.
2025-03-10 - 8:35:29 PM GMT

CITY OF SNOQUALMIE
AGREEMENT FOR CONSULTANT SERVICES
Amendment No. 1 to AHBL, Inc. Contract
Community Development Temporary Contract Planner

WHEREAS, on March 5, 2025, the City and “Consultant” entered into an Agreement for Consultant Services (the “Agreement”) that provided for Consultant to perform on-call land use planning services; and

WHEREAS, additional on-call contract planner work was needed due to lack of staffing;
and

WHEREAS, under the Agreement the total cost of services was not to exceed \$50,000;
and

WHEREAS, the August 2025 invoice associated with this Agreement exceeded the contract amount by \$4,825.61; and

WHEREAS, staff requests a contract amendment to increase the contract amount to authorize payment of the final August 2025 invoice;

NOW, THEREFORE, the parties herein do mutually agree as follows:

Section 1. Compensation Amended. Section 2(A) of the Agreement is hereby amended to increase the total compensation to be paid to Consultant for the work not to exceed \$54,825.61. This includes compensation under the Agreement (\$50,000) and this First Amendment (\$4,825.61).

CITY OF SNOQUALMIE

By: Katherine Ross

Its: Mayor

Date: _____

CONSULTANT – AHBL, Inc.

By: Wayne Carlson

Printed Name

Its: Principal

Date: _____

ATTEST:

Deana Dean, City Clerk

Date: _____

APPROVED AS TO FORM:

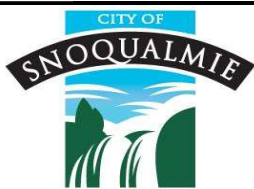
Dena Burke, City Attorney

Date: _____

Exhibit A**Agreement for Consultant Services**

EXHIBIT B

AHBL Final Invoice – August 2025



CITY OF SNOQUALMIE

Purchase Authorization

Item 4.

Name of Person Completing Form: Ashley Orre

Payee Name:	AHBL	Invoice #:	154428
Address:	2215 North 30th Street, Suite 300	Invoice Date:	8/31/25
City State Zip:	Tacoma, WA 98403-3350	PO #:	
Form of Payment:	☒ Issue Check ☐ Credit Card ☐ Other (Please describe): Direct Disbursement		

Instructions: This is an electronic form and should be filled out by typing in the appropriate fields. Once completed, please send this cover sheet with all backup documentation behind cover sheet via DocuSign to all the appropriate signers (*see bottom of form for signing requirements for various dollar thresholds*) and include Accounts Payable Clerk as "Receives Copy."

BARS/GL Account Code	BARS/GL Account Description	Amount
001 - 14 - 031 - 55860 - 541000	Professional Services - General	\$8,083.26

Purchase Description: On-call Planning Professional Services from July 26, 2025 to August 25, 2025

BARS/GL Account Code	BARS/GL Account Description	Amount
- - - - -		

Purchase Description:

BARS/GL Account Code	BARS/GL Account Description	Amount
- - - - -		\$ -

Purchase Description:

BARS/GL Account Code	BARS/GL Account Description	Amount
- - - - -		\$ -

Purchase Description:

BARS/GL Account Code	BARS/GL Account Description	Amount
- - - - -		\$ -

Purchase Description:

BARS/GL Account Code	BARS/GL Account Description	Amount
- - - - -		\$ -

Purchase Description:

Authorizations			TOTAL
*Based on the total amount, please include all authorized signers as per City Financial Policy - Purchase Authority			\$8,083.26

\$0 - \$1,000	Authorized Purchaser (always signs)	Ashley Orre	Ashley Orre	Sep 29, 2025
		Print Name	Sign Name	
\$1,000 - \$7,500	Department Manager			
		Print Name	Sign Name	Date
\$7,500- \$15,000	Department Director	Mona Davis		
		Print Name	Sign Name	Date
Over \$15,000	City Administrator			
		Print Name	Sign Name	Date

Invoice

AHBL, Inc.
Civil/Structural Engineers, Land Planners
Landscape Architects, Land Surveyors
2215 North 30th Street, Suite 300
Tacoma, WA 98403-3350
Phone 253-383-2422 Fax 253-383-2572



August 31, 2025

Project No: 2250202.30

Invoice No: 154428

City of Snoqualmie
 38624 SE River Street
 Snoqualmie, WA 98065

Invoice Total	\$8,083.26
----------------------	-------------------

mdavis@snoqualmiewa.gov
 CommunityDevelopmentinvoices@snoqualmiewa.gov
 THolden@snoqualmiewa.gov

Snoqualmie Onsite On-Call Planning
 Land Use Planning Services

Professional Services from July 26, 2025 to August 25, 2025**Professional Personnel**

	Hours	Rate	Amount	
Planner 3	54.00	145.00	7,830.00	
Totals	54.00		7,830.00	
Total Labor				7,830.00

Reimbursable Expenses

Travel/Mileage				
7/28/2025	Love, Andrew	Mileage	42.21	
7/31/2025	Love, Andrew	Mileage	42.21	
8/7/2025	Love, Andrew	Mileage	42.21	
8/11/2025	Love, Andrew	Mileage	42.21	
8/14/2025	Love, Andrew	Mileage	42.21	
8/18/2025	Love, Andrew	Mileage	42.21	
Total Reimbursables			253.26	253.26

Total this Invoice	\$8,083.26
---------------------------	-------------------

Billings to Date

	Current	Prior	Total
Labor	7,830.00	45,265.00	53,095.00
Expense	253.26	1,477.35	1,730.61
Totals	8,083.26	46,742.35	54,825.61

Outstanding Invoices

Number	Date	Balance
152369	5/31/2025	8,537.97
153670	7/31/2025	11,792.68
Total		20,330.65



Invoice due 30 days after receipt. Interest charged at 1.5% per month on balances 30 Days Past Due. As of 9/01/2024 a 3% fee will be charged on credit card payments - Visa/MC/AmEx only. No fee for debit cards.

Council Agenda Bill

AB Number

AB25-090

Agenda Bill Information

Title *

Server Upgrades

Action *

Motion

Council Agenda Section

Council Meeting Date *

10/27/2025

Staff Member

Fletcher Lacroix

Department *

IT

Committee

Finance and Administration

Committee Date

10/21/2025

Exhibits

Packet Attachments - if any

Trace3 - Quote 164365 v2.18 - City of Snoqualmie - Dell PowerEdge R670 Servers - 3yr Support - NCPA.pdf	2.21MB
NCPA 01-137 EC_America_Renewal.pdf	2.88MB

Summary

Introduction *

Brief summary.

The purpose of this agenda bill is for Council to review and approve the purchase of replacement servers to upgrade the server infrastructure.

Proposed Motion

Move to approve the contract with Trace3 and Fidelis, Inc for the Server Upgrades Project

Background/Overview *

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

As a part of our "right size" efforts for the city's network upgrade from last year, we are due to upgrade our server infrastructure. As with our network infrastructure upgrade, we are also setting the stage for a more robust system that will limit downtime for our servers by reusing equipment that is still in good working order for a new failover site that can take over during an emergency if the datacenter goes down. Note: We are purchasing equipment and installation service from different companies to save cost. Both companies are trusted city providers.

Analysis*

The IT Department will upgrade our servers to improve resiliency. Current production servers will move to a backup site. This will help keep cost to a minimum by cycling production servers.

Budgetary Status*

Funds have already been authorized in the current biennial budget.

Budget Summary

Fiscal Impact

Amount of Expenditure	Amount Budgeted	Appropriation Requested
-----------------------	-----------------	-------------------------

Fiscal Impact Screenshot		
--------------------------	--	--

City of Snoqualmie - Dell PowerEdge R670 Servers - 3yr Support

Quote # Trace3.164365.v2

Prepared for:

City of Snoqualmie

Brian Mainstone
bmainstone@snoqualmiewa.gov

Dell PowerEdge R670 Servers - 3yr Support

Line #	Qty	Part Number	Product Description	Unit Price	Ext. Price
NCPA Contract # 01-137					
1	3	210-BNZH	PowerEdge R670 Server	\$1,846.30	\$5,538.90
2	3	321-BLNB	No HD, No Backplane	\$101.07	\$303.21
3	3	338-CSZY	Intel Xeon 6 Performance 6527P 3.0G, 24C/48T, 24GT/s, 144M Cache, Turbo, (255W) DDR5-6400	\$1,653.43	\$4,960.29
4	3	338-CSZY	Intel Xeon 6 Performance 6527P 3.0G, 24C/48T, 24GT/s, 144M Cache, Turbo, (255W) DDR5-6400	\$1,653.43	\$4,960.29
5	3	379-BDCO	Additional Processor Selected	\$0.00	\$0.00
6	3	412-BBKC	Heatsink for 2 CPU Configuration (CPU greater than or equal to 225W and less than 270W)	\$65.45	\$196.35
7	3	370-AAIP	Performance Optimized	\$0.00	\$0.00
8	3	370-BCCX	6400MT/s RDIMMs	\$0.00	\$0.00
9	3	780-BCDH	Diskless Configuration (No RAID, No Controller)	\$0.00	\$0.00
10	3	405-AACD	No Controller	\$0.00	\$0.00
11	3	400-ABHL	No Hard Drive	\$0.00	\$0.00
12	3	384-BBBL	Performance BIOS Settings	\$0.00	\$0.00
13	3	800-BBDM	UEFI BIOS Boot Mode with GPT Partition	\$0.00	\$0.00
14	3	384-BDQL	PowerEdge 1U High Performance Silver Fan	\$117.88	\$353.64
15	3	450-BCXC	Dual,Redundant(1+1),Hot-PlugMHSPowerSupply,1500WMM(100-240Vac) Titanium	\$767.78	\$2,303.34
16	3	321-BLHT	Riser Config 6, Rear 2x16 LP Slots (Gen5), 1x16 OCP, 1x8/x16 OCP Hot Aisle	\$294.13	\$882.39

Dell PowerEdge R670 Servers - 3yr Support

Line #	Qty	Part Number	Product Description	Unit Price	Ext. Price
17	3	338-CRXF	PowerEdge R670 Motherboard for RTS 1.2, DAO	\$0.00	\$0.00
18	3	470-BCHM	Rear Filler Blank for BOSS/OCP	\$0.00	\$0.00
19	3	470-AEYU	No Cables Required	\$0.00	\$0.00
20	3	350-BBBW	No Bezel	\$0.00	\$0.00
21	3	350-BDDN	Dell Luggage Tag for E3 Chassis for x16, x20 or No Backplane	\$0.00	\$0.00
22	3	403-BDMM	BOSS-N1 controller card + with 2 M.2 480GB (RAID 1) (22x80)	\$1,028.04	\$3,084.12
23	3	611-BBBF	No Operating System	\$0.00	\$0.00
24	3	605-BBFN	No Media Required	\$0.00	\$0.00
25	3	634-CSHS	Secure Enterprise Key Manager License 3.0	\$73.55	\$220.65
26	3	634-CSHT	Secured Component Verification	\$29.24	\$87.72
27	3	634-CSHY	iDRAC10, Enterprise 17G	\$309.00	\$927.00
28	3	634-CSGX	OpenManage Enterprise Advanced Plus	\$176.96	\$530.88
29	3	350-BCYJ	Blank Left Ear Module	\$5.91	\$17.73
30	3	379-BETF	iDRAC Legacy Password for OCP cards	\$0.00	\$0.00
31	3	379-BCQX	iDRAC Service Module (ISM), NOT Installed	\$0.00	\$0.00
32	3	770-BDMT	Cable Management Arm	\$19.70	\$59.10
33	3	770-BECD	ReadyRails Sliding Rails (A15)	\$35.71	\$107.13
34	3	340-DNSW	PowerEdge Shipping	\$14.47	\$43.41

Dell PowerEdge R670 Servers - 3yr Support

Line #	Qty	Part Number	Product Description	Unit Price	Ext. Price
35	3	340-DSGB	PowerEdge R670 Shipping	\$0.00	\$0.00
36	3	340-DNSY	PowerEdge 1U Shipping Material	\$29.24	\$87.72
37	3	389-FHHY	PowerEdge No CCC, No CE Label Marking	\$0.00	\$0.00
38	3	817-BBBP	None Required	\$0.00	\$0.00
39	3	711-7006	Dell Hardware Limited Warranty Plus Onsite Service	\$73.55	\$220.65
40	3	711-7028	ProSupport Next Business Day Onsite Service After Problem Diagnosis 3 Years	\$0.00	\$0.00
41	3	711-7038	ProSupport 7x24 Technical Support and Assistance 3 Years	\$985.79	\$2,957.37
42	3	989-3439	Thank you choosing Dell ProSupport. For tech support, visit //www.dell.com/support or call 1-800- 945-3355	\$0.00	\$0.00
43	3	900-9997	On-Site Installation Declined	\$0.00	\$0.00
44	48	370-BCCY	32GB RDIMM, 6400MT/s, Dual Rank	\$623.01	\$29,904.48
45	6	450-AALV	Power Cord - C13, 3M, 125V, 15A (North America, Guam, North Marianas, Philippines, Samoa, Vietnam)	\$0.00	\$0.00
46	6	492-BBDI	C13 to C14, PDU Style, 12 AMP, 6.5 Feet (2m) Power Cord, North America	\$6.50	\$39.00
47	3	540-BFLP	NVIDIA ConnectX-6 Lx Dual Port 25GbE SFP28 Adapter,OCP 3.0 NIC +Sec	\$209.45	\$628.35

Subtotal: **\$58,413.72**

Trace3 Sales Rep

Additional Information
Tyler Cook Account Manager TRACE3 www.Trace3.com M: 360.509.8507

Pricing Disclaimer

Additional Information
Trace3 will use commercially reasonable efforts to maintain the prices quoted herein through the quote expiration date. Notwithstanding any other term or condition in this quote or any existing agreement applicable to this quote, Trace3 reserves the right to rescind this quote prior to the quote expiration date in the event of OEM (including distributors) price increases due to tariffs, in which case Trace3 will issue a new quote with revised pricing. Trace3 will use commercially reasonable efforts, but will not be obligated to, provide advance notice of such rescission.

City of Snoqualmie - Dell PowerEdge R670 Servers - 3yr Support

Prepared by:

Trace3 - Portland
Tiffany Weber
tiffany.weber@trace3.com

Prepared for:

City of Snoqualmie
38624 Southeast River Street
Snoqualmie, WA
Brian Mainstone

bmainstone@snoqualmiewa.gov

Quote Information:

Trace3.164365.v2
Quote Date: 09/09/2025
Expiration Date: 09/13/2025

Quote Summary

Description	Amount
Dell PowerEdge R670 Servers - 3yr Support	\$58,413.72
Total:	\$58,413.72

Upon client signatory’s execution of this Quote, he/she affirms that:

- 1. Client will purchase and pay Trace3 for the equipment and/or services referenced above;
- 2. Without a separate written agreement signed by Trace3 and client, equipment and/or services referenced above are provided solely subject to the terms of this Quote and the applicable terms and conditions located at <http://www.trace3.com/legal>
- 3. He/she is authorized to accept this Quote on behalf of client and has complied with all of client's business practices in making this purchase;
- 4. Unless specifically itemized, quoted amounts exclude shipping and sales taxes, which will be charged on all U.S. shipments; and
- 5. Client is responsible for submitting exemption certificates for sales tax-exempt purchases.
- 6. Use of the equipment and/or services referenced above is subject to the applicable end-user license agreement of the manufacturer.

March 24, 2022

Region 14 Education Service Center
1850 Highway 351
Abilene, TX 79601

RE: Region 14 ESC RFP No. 12-22 Systems and Information Management Software

Dear Sir/Madam,

EC America, Inc., a wholly owned subsidiary of immixGroup, Inc. (and affiliate of immixTechnology, Inc.), is pleased to submit this response to the Request for Proposal (RFP) No. 12-22 Systems and Information Management Software. Enclosed, please find our submission in response to your requirements. We have proposed a model that will allow Region 14 ESC to provide NCPA customers with access to the specific products currently requested, while allowing for expansion to a broad range of technology suppliers and integration partners that can continue to grow as needed through the life of the contract.

EC America submits this bid as Prime Contractor and is solely responsible for performance under the terms and conditions of the contract. EC America shall be solely responsible for all reporting and fee remittance requirements under the proposed award.

Thank you for considering the EC America team for this opportunity; we look forward to working with you in support of this effort.

Sincerely,



Chauncey Kehoe
Contract Manager, SLED Program

Tab 1 – Master Agreement

General Terms and Conditions

- ◆ Customer Support
 - The vendor shall provide timely and accurate technical advice and sales support. The vendor shall respond to such requests within one (1) working day after receipt of the request.
- ◆ Disclosures
 - Respondent affirms that he/she has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with this contract.
 - The respondent affirms that, to the best of his/her knowledge, the offer has been arrived at independently, and is submitted without collusion with anyone to obtain information or gain any favoritism that would in any way limit competition or give an unfair advantage over other vendors in the award of this contract.
- ◆ Renewal of Contract
 - Unless otherwise stated, all contracts are for a period of three (3) years with an option to renew for up to two (2) additional one-year terms or any combination of time equally not more than 2 years if agreed to by Region 14 ESC and the vendor.
- ◆ Funding Out Clause
 - Any/all contracts exceeding one (1) year shall include a standard “funding out” clause. A contract for the acquisition, including lease, of real or personal property is a commitment of the entity’s current revenue only, provided the contract contains either or both of the following provisions:
 - Retains to the entity the continuing right to terminate the contract at the expiration of each budget period during the term of the contract and is conditioned on a best efforts attempt by the entity to obtain appropriate funds for payment of the contract.
- ◆ Shipments (if applicable)
 - The awarded vendor shall ship ordered products within seven (7) working days for goods available and within four (4) to six (6) weeks for specialty

items after the receipt of the order unless modified. If a product cannot be shipped within that time, the awarded vendor shall notify the entity placing the order as to why the product has not shipped and shall provide an estimated shipping date. At this point the participating entity may cancel the order if estimated shipping time is not acceptable.

- ◆ Tax Exempt Status
 - Since this is a national contract, knowing the tax laws in each state is the sole responsibility of the vendor.
- ◆ Payments
 - The entity using the contract will make payments directly to the awarded vendor or their affiliates (distributors/business partners/resellers) as long as written request and approval by NCPA is provided to the awarded vendor.
- ◆ Adding authorized distributors/dealers
 - Awarded vendors may submit a list of distributors/partners/resellers to sell under their contract throughout the life of the contract. Vendor must receive written approval from NCPA before such distributors/partners/resellers considered authorized.
 - Purchase orders and payment can only be made to awarded vendor or distributors/business partners/resellers previously approved by NCPA.
 - Pricing provided to members by added distributors or dealers must also be less than or equal to the pricing offered by the awarded contract holder.
 - All distributors/partners/resellers are required to abide by the Terms and Conditions of the vendor's agreement with NCPA.
- ◆ Pricing
 - All pricing submitted shall include the administrative fee to be remitted to NCPA by the awarded vendor. It is the awarded vendor's responsibility to keep all pricing up to date and on file with NCPA.
 - All deliveries shall be freight prepaid, F.O.B. destination and shall be included in all pricing offered unless otherwise clearly stated in writing
- ◆ Warranty
 - Proposal should address the following warranty information:
 - Applicable warranty and/or guarantees of equipment and installations including any conditions and response time for repair and/or replacement of any components during the warranty period.

- Availability of replacement parts
 - Life expectancy of equipment under normal use
 - Detailed information as to proposed return policy on all equipment
- Products
 - Vendor shall provide equipment, materials and products that are new unless otherwise specified, of good quality and free of defects
- Construction
 - Vendor shall perform services in a good and workmanlike manner and in accordance with industry standards for the service provided.
- ◆ Safety
 - Vendors performing services shall comply with occupational safety and health rules and regulations. Also all vendors and subcontractors shall be held responsible for the safety of their employees and any conditions that may cause injury or damage to persons or property.
- ◆ Permits
 - Since this is a national contract, knowing the permit laws in each state is the sole responsibility of the vendor.
- ◆ Indemnity
 - The awarded vendor shall protect, indemnify, and hold harmless Region 14 ESC and its participants, administrators, employees and agents against all claims, damages, losses and expenses arising out of or resulting from the actions of the vendor, vendor employees or vendor subcontractors in the preparation of the solicitation and the later execution of the contract.
- ◆ Franchise Tax
 - The respondent hereby certifies that he/she is not currently delinquent in the payment of any franchise taxes.
- ◆ Supplemental Agreements
 - The entity participating in this contract and awarded vendor may enter into a separate supplemental agreement to further define the level of service requirements over and above the minimum defined in this contract i.e. invoice requirements, ordering requirements, specialized delivery, etc. Any supplemental agreement developed as a result of this contract is exclusively between the participating entity and awarded vendor.

◆ Certificates of Insurance

- Certificates of insurance shall be delivered to the Public Agency prior to commencement of work. The insurance company shall be licensed in the applicable state in which work is being conducted. The awarded vendor shall give the participating entity a minimum of ten (10) days notice prior to any modifications or cancellation of policies. The awarded vendor shall require all subcontractors performing any work to maintain coverage as specified.

◆ Legal Obligations

- It is the Respondent's responsibility to be aware of and comply with all local, state, and federal laws governing the sale of products/services identified in this RFP and any awarded contract and shall comply with all while fulfilling the RFP. Applicable laws and regulation must be followed even if not specifically identified herein.

◆ Protest

- A protest of an award or proposed award must be filed in writing within ten (10) days from the date of the official award notification and must be received by 5:00 pm CST. Protests shall be filed with Region 14 ESC and shall include the following:
 - Name, address and telephone number of protester
 - Original signature of protester or its representative
 - Identification of the solicitation by RFP number
 - Detailed statement of legal and factual grounds including copies of relevant documents and the form of relief requested
- Any protest review and action shall be considered final with no further formalities being considered.

◆ Force Majeure

- If by reason of Force Majeure, either party hereto shall be rendered unable wholly or in part to carry out its obligations under this Agreement then such party shall give notice and full particulars of Force Majeure in writing to the other party within a reasonable time after occurrence of the event or cause relied upon, and the obligation of the party giving such notice, so far as it is affected by such Force Majeure, shall be suspended during the continuance of the inability then claimed, except as hereinafter provided, but for no longer

period, and such party shall endeavor to remove or overcome such inability with all reasonable dispatch.

- The term Force Majeure as employed herein, shall mean acts of God, strikes, lockouts, or other industrial disturbances, act of public enemy, orders and regulation of any kind of government of the United States or any civil or military authority; insurrections; riots; epidemics; landslides; lighting; earthquake; fires; hurricanes; storms; floods; washouts; droughts; arrests; restraint of government and people; civil disturbances; explosions, breakage or accidents to machinery, pipelines or canals, or other causes not reasonably within the control of the party claiming such inability. It is understood and agreed that the settlement of strikes and lockouts shall be entirely within the discretion of the party having the difficulty, and that the above requirement that any Force Majeure shall be remedied with all reasonable dispatch shall not require the settlement of strikes and lockouts by acceding to the demands of the opposing party or parties when such settlement is unfavorable in the judgment of the party having the difficulty

◆ Prevailing Wage

- It shall be the responsibility of the Vendor to comply, when applicable, with the prevailing wage legislation in effect in the jurisdiction of the purchaser. It shall further be the responsibility of the Vendor to monitor the prevailing wage rates as established by the appropriate department of labor for any increase in rates during the term of this contract and adjust wage rates accordingly.

◆ Termination

- Either party may cancel this contract in whole or in part by providing written notice. The cancellation will take effect 30 business days after the other party receives the notice of cancellation. After the 30th business day all work will cease following completion of final purchase order.

◆ Open Records Policy

- Because Region 14 ESC is a governmental entity responses submitted are subject to release as public information after contracts are executed. If a vendor believes that its response, or parts of its response, may be exempted from disclosure, the vendor must specify page-by-page and line-by-line the parts of the response, which it believes, are exempt. In addition, the respondent must specify which exception(s) are applicable and provide detailed reasons to substantiate the exception(s).

- The determination of whether information is confidential and not subject to disclosure is the duty of the Office of Attorney General (OAG). Region 14 ESC must provide the OAG sufficient information to render an opinion and therefore, vague and general claims to confidentiality by the respondent are not acceptable. Region 14 ESC must comply with the opinions of the OAG. Region14 ESC assumes no responsibility for asserting legal arguments on behalf of any vendor. Respondent are advised to consult with their legal counsel concerning disclosure issues resulting from this procurement process and to take precautions to safeguard trade secrets and other proprietary information.

March 24, 2022

Exceptions to the Master Agreement General Terms & Conditions

The following proposed changes are intended to supersede the Master Agreement General Terms & Conditions contained in Tab 1 of RFP 12-22, Systems and Information Management Software. For convenience, EC America, Inc. has included a copy of the original terms and conditions immediately following these exceptions.

Please contact Chauncey Kehoe at (703) 639-1565 or Chauncey_Kehoe@immixGroup.com with any questions or concerns.

Section	Exception/Request
Customer Support	Request that the current language be removed in its entirety and replaced with: <i>“The vendor shall provide timely and accurate technical advice and sales support to Region 14 ESC staff, NCPA staff and participating agencies. Terms of vendor’s customer support will default to each manufacturer’s commercial terms.”</i>
Shipments	Request that the current language be removed in its entirety and replaced with: <i>“Vendor shall deliver said materials purchased on this contract to the Member issuing a Purchase Order. Terms of vendor’s delivery period will default to each manufacturer’s commercial terms.”</i>
Warranty	Request that the current language in the Products bullet point be removed in its entirety and replaced with: <i>“All supplies, equipment and services shall be subject to the manufacturer’s standard commercial warranties.”</i>
Indemnity	Request that the current language be removed in its entirety and replaced with: <i>“If a third party makes a claim against Ordering Activity that the Software directly infringes any patent, copyright, or trademark or misappropriate any trade secret (“IP Claim”); Contractor will (i) assist in defending Ordering Activity against the IP Claim at Contractor’s cost and expense, and (ii) pay all costs, damages and expenses (including reasonable legal fees) finally awarded against Ordering Activity by a court of competent jurisdiction or agreed to in a written settlement agreement signed by Contractor arising out of such IP Claim; provided that: (i) Ordering Activity promptly notifies Contractor in writing no later than sixty (60) days after Ordering Activity’s receipt of notification of a potential claim and (ii) Ordering Activity provides Contractor, at Contractor’s request and expense, with</i>

Section	Exception/Request
	<i>the assistance, information and authority necessary to perform Contractor's obligations under this Section.</i> <i>Notwithstanding the foregoing, Contractor shall have no liability for any claim of infringement based on (a) the use of a superseded or altered release of the Software if the infringement would have been avoided by the use of a current unaltered release of the Software, (b) the modification of the Software, (c) the use of the Software other than in accordance with the Documentation or this contract, or (d) any materials or information provided to Contractor by Ordering Activity, for which Ordering Activity shall be solely responsible. If the Software is held to infringe or are believed by Contractor to infringe, Contractor shall have the option, at its expense, to (a) replace or modify the Software to be non-infringing, or (b) obtain for Ordering Activity a license to continue using the Software. If it is not commercially reasonable to perform either of the foregoing options, then Contractor may terminate the Program license for the infringing Software and refund the license fees paid for the Software upon return of the Software by Ordering Activity. This section states Contractor's entire liability and Ordering Activity's exclusive remedy for any claim of infringement."</i>

Signature Form

The undersigned hereby proposes and agrees to furnish goods and/or services in strict compliance with the terms, specifications and conditions at the prices proposed within response unless noted in writing. The undersigned further certifies that he/she is an officer of the company and has authority to negotiate and bind the company named below and has not prepared this bid in collusion with any other Respondent and that the contents of this proposal as to prices, terms or conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any person engaged in this type of business prior to the official opening of this proposal.

Prices are guaranteed: **120 days**

Company name	EC America, Inc.
Address	8444 Westpark Drive Suite 200
City/State/Zip	McLean, Virginia 22102
Telephone No.	703.752.0610
Fax No.	703.752.0611
Email address	Jeff_Ellinport@immixGroup.com
Printed name	Jeffrey Ellinport
Position with company	Director of Legal Affairs
Authorized signature	

Tab 2 – NCPA Administration Agreement

This Administration Agreement is made as of April 19, 2022, by and between National Cooperative Purchasing Alliance (“NCPA”) and EC America, Inc. (“Vendor”).

Recitals

WHEREAS, Region 14 ESC has entered into a certain Master Agreement dated April 19, 2022, referenced as Contract Number 01-137, by and between Region 14 ESC and Vendor, as may be amended from time to time in accordance with the terms thereof (the “Master Agreement”), for the purchase of Systems and Information Management Software;

WHEREAS, said Master Agreement provides that any state, city, special district, local government, school district, private K-12 school, technical or vocational school, higher education institution, other government agency or nonprofit organization (hereinafter referred to as “public agency” or collectively, “public agencies”) may purchase products and services at the prices indicated in the Master Agreement;

WHEREAS, NCPA has the administrative and legal capacity to administer purchases under the Master Agreement to public agencies;

WHEREAS, NCPA serves as the administrative agent for Region 14 ESC in connection with other master agreements offered by NCPA

WHEREAS, Region 14 ESC desires NCPA to proceed with administration of the Master Agreement;

WHEREAS, NCPA and Vendor desire to enter into this Agreement to make available the Master Agreement to public agencies on a national basis;

NOW, THEREFORE, in consideration of the payments to be made hereunder and the mutual covenants contained in this Agreement, NCPA and Vendor hereby agree as follows:

◆ General Terms and Conditions

- The Master Agreement, attached hereto as Tab 1 and incorporated herein by reference as though fully set forth herein, and the terms and conditions contained therein shall apply to this Agreement except as expressly changed or modified by this Agreement.
- NCPA shall be afforded all of the rights, privileges and indemnifications afforded to Region 14 ESC under the Master Agreement, and such rights, privileges and indemnifications shall accrue and apply with equal effect to NCPA under this Agreement including, but not limited to, the Vendor’s obligation to provide appropriate insurance and certain indemnifications to Region 14 ESC.
- Vendor shall perform all duties, responsibilities and obligations required under the Master Agreement in the time and manner specified by the Master Agreement.
- NCPA shall perform all of its duties, responsibilities, and obligations as administrator of purchases under the Master Agreement as set forth herein, and Vendor acknowledges that NCPA shall act in the capacity of administrator of purchases under the Master Agreement.
- With respect to any purchases made by Region 14 ESC or any Public Agency pursuant to the Master Agreement, NCPA (a) shall not be construed as a dealer, re-marketer, representative, partner, or agent of any type of Vendor, Region 14 ESC, or such Public

Agency, (b) shall not be obligated, liable or responsible (i) for any orders made by Region 14 ESC, any Public Agency or any employee of Region 14 ESC or Public Agency under the Master Agreement, or (ii) for any payments required to be made with respect to such order, and (c) shall not be obligated, liable or responsible for any failure by the Public Agency to (i) comply with procedures or requirements of applicable law, or (ii) obtain the due authorization and approval necessary to purchase under the Master Agreement. NCPA makes no representations or guaranties with respect to any minimum purchases required to be made by Region 14 ESC, any Public Agency, or any employee of Region 14 ESC or Public Agency under this Agreement or the Master Agreement.

- The Public Agency participating in the NCPA contract and Vendor may enter into a separate supplemental agreement to further define the level of service requirements over and above the minimum defined in this contract i.e. invoice requirements, ordering requirements, specialized delivery, etc. Any supplemental agreement developed as a result of this contract is exclusively between the Public Agency and Vendor. NCPA, its agents, members and employees shall not be made party to any claim for breach of such agreement.
- ◆ **Term of Agreement**
 - This Agreement shall be in effect so long as the Master Agreement remains in effect, provided, however, that the obligation to pay all amounts owed by Vendor to NCPA through the termination of this Agreement and all indemnifications afforded by Vendor to NCPA shall survive the term of this Agreement.
- ◆ **Fees and Reporting**
 - The awarded vendor shall electronically provide NCPA with a detailed quarterly report showing the dollar volume of all sales under the contract for the previous quarter. Reports are due on the fifteenth (15th) day after the close of the previous quarter. It is the responsibility of the awarded vendor to collect and compile all sales under the contract from participating members and submit one (1) report. The report shall include at least the following information as listed in the example below:

Entity Name	Zip Code	State	PO or Job #	Sale Amount

Total _____

- Each quarter NCPA will invoice the vendor based on the total of sale amount(s) reported. From the invoice the vendor shall pay to NCPA an administrative fee based upon the tiered fee schedule below. Vendor's annual sales shall be measured on a calendar year basis. Deadline for term of payment will be included in the invoice NCPA provides.

<u>Annual Sales Through Contract</u>	<u>Administrative Fee</u>
0 - \$30,000,000	2%
\$30,000,001 - \$50,000,000	1.5%
\$50,000,001+	1%

- Supplier shall maintain an accounting of all purchases made by Public Agencies under the Master Agreement. NCPA and Region 14 ESC reserve the right to audit the accounting for a period of four (4) years from the date NCPA receives the accounting. In the event of such an audit, the requested materials shall be provided at the location designated by Region 14 ESC or NCPA. In the event such audit reveals an under reporting of Contract Sales and a resulting underpayment of administrative fees, Vendor shall promptly pay NCPA the amount of such underpayment, together with interest on such amount and shall be obligated to reimburse NCPA's costs and expenses for such audit.

◆ General Provisions

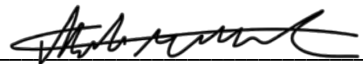
- This Agreement supersedes any and all other agreements, either oral or in writing, between the parties hereto with respect to the subject matter hereof, and no other agreement, statement, or promise relating to the subject matter of this Agreement which is not contained herein shall be valid or binding.
- Awarded vendor agrees to allow NCPA to use their name and logo within website, marketing materials and advertisement. Any use of NCPA name and logo or any form of publicity regarding this contract by awarded vendor must have prior approval from NCPA.
- If any action at law or in equity is brought to enforce or interpret the provisions of this Agreement or to recover any administrative fee and accrued interest, the prevailing party shall be entitled to reasonable attorney's fees and costs in addition to any other relief to which such party may be entitled.
- Neither this Agreement nor any rights or obligations hereunder shall be assignable by Vendor without prior written consent of NCPA, provided, however, that the Vendor may, without such written consent, assign this Agreement and its rights and delegate its obligations hereunder in connection with the transfer or sale of all or substantially all of its assets or business related to this Agreement, or in the event of its merger, consolidation, change in control or similar transaction. Any permitted assignee shall assume all assigned obligations of its assignor under this Agreement.
- This Agreement and NCPA's rights and obligations hereunder may be assigned at NCPA's sole discretion, to an existing or newly established legal entity that has the authority and capacity to perform NCPA's obligations hereunder
- All written communications given hereunder shall be delivered to the addresses as set forth below.

National Cooperative Purchasing Alliance:

Name: Matthew Mackel

Title: Director, Business Development

Address: PO Box 701273
Houston, TX 77270

Signature: 

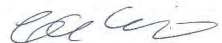
Date: April 19, 2022

Vendor: EC America, Inc.

Name: Jeffrey Ellinport

Title: Director of Legal Affairs

Address: 8444 Westpark Dr. Suite 200
 McLean, VA 22102

Signature: 

Date: March 24, 2022

Tab 3 – Vendor Questionnaire

Please provide responses to the following questions that address your company's operations, organization, structure, and processes for providing products and services.

◆ States Covered

- Bidder must indicate any and all states where products and services can be offered.
- Please indicate the price co-efficient for each state if it varies.

☒ **50 States & District of Columbia** (Selecting this box is equal to checking all boxes below)

- | | | |
|---|---|---|
| ☐ Alabama | ☐ Maryland | ☐ South Carolina |
| ☐ Alaska | ☐ Massachusetts | ☐ South Dakota |
| ☐ Arizona | ☐ Michigan | ☐ Tennessee |
| ☐ Arkansas | ☐ Minnesota | ☐ Texas |
| ☐ California | ☐ Mississippi | ☐ Utah |
| ☐ Colorado | ☐ Missouri | ☐ Vermont |
| ☐ Connecticut | ☐ Montana | ☐ Virginia |
| ☐ Delaware | ☐ Nebraska | ☐ Washington |
| ☐ District of Columbia | ☐ Nevada | ☐ West Virginia |
| ☐ Florida | ☐ New Hampshire | ☐ Wisconsin |
| ☐ Georgia | ☐ New Jersey | ☐ Wyoming |
| ☐ Hawaii | ☐ New Mexico | |
| ☐ Idaho | ☐ New York | |
| ☐ Illinois | ☐ North Carolina | |
| ☐ Indiana | ☐ North Dakota | |
| ☐ Iowa | ☐ Ohio | |
| ☐ Kansas | ☐ Oklahoma | |
| ☐ Kentucky | ☐ Oregon | |
| ☐ Louisiana | ☐ Pennsylvania | |
| ☐ Maine | ☐ Rhode Island | |

☐ **All US Territories and Outlying Areas** (Selecting this box is equal to checking all boxes below)

- | | |
|---|--|
| ☐ American Samoa | ☐ Northern Marian Islands |
| ☐ Federated States of Micronesia | ☐ Puerto Rico |
| ☐ Guam | ☐ U.S. Virgin Islands |
| ☐ Midway Islands | |

◆ Minority

Business Enterprise (MWBE) and (HUB) Participation

- It is the policy of some entities participating in NCPA to involve minority and women business enterprises (MWBE) and historically underutilized businesses (HUB) in the purchase of goods and services. Respondents shall indicate below whether or not they are M/WBE or HUB certified.
 - Minority / Women Business Enterprise
 - Respondent Certifies that this firm is a M/WBE ☐
 - Historically Underutilized Business

Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal or quotation.

- Respondent Certifies that this firm is a HUB ☐

◆ Residency

- Responding Company's principal place of business is in the city of McLean, State of Virginia.

◆ Felony Conviction Notice

- Please Check Applicable Box;
 - ☒ A publicly held corporation; therefore, this reporting requirement is not applicable.
 - ☐ Is not owned or operated by anyone who has been convicted of a felony.
 - ☐ Is owned or operated by the following individual(s) who has/have been convicted of a felony
- If the 3rd box is checked, a detailed explanation of the names and convictions must be attached.

◆ Distribution Channel

- Which best describes your company's position in the distribution channel:
 - ☐ Manufacturer Direct
 - ☒ Authorized Distributor
 - ☐ Value-added reseller
 - ☐ Certified education/government reseller
 - ☐ Manufacturer marketing through reseller
 - ☐ Other: _____

◆ Processing Information

- Provide company contact information for the following:

Sales Reports / Accounts Payable

Jessica Wilhelm
Contracts Specialist
EC America, Inc.
8444 Westpark Dr., Suite 200
McLean, Virginia 22102
Phone: (703) 584-3122 Email: SLED@immixgroup.com

Purchase Orders

Jessica Wilhelm
Contracts Specialist
EC America, Inc.
8444 Westpark Dr., Suite 200
McLean, Virginia 22102
Phone: (703) 584-3122 Email: SLED@immixgroup.com

Sales and Marketing

Sales:

Sudhir Verma
Sales Director
EC America, Inc.
8444 Westpark Dr., Suite 200
McLean, Virginia 22102
Phone: (703) 663-2710 Email: Sudhir.Verma@immixGroup.com

Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal or quotation.

Marketing:

Gail Bamford

Marketing Manager

EC America, Inc.

8444 Westpark Drive, Suite 200

McLean, Virginia 22102

Phone: (571) 357-4944 Email: Gail.Bamford@immixgroup.com

◆ Pricing Information

- In addition to the current typical unit pricing furnished herein, the Vendor agrees to offer all future product introductions at prices that are proportionate to Contract Pricing.
 - If answer is no, attach a statement detailing how pricing for NCPA participants would be calculated for future product introductions.
☒ Yes ☐ No
- Pricing submitted includes the required NCPA administrative fee. The NCPA fee is calculated based on the invoice price to the customer.
☒ Yes ☐ No

Tab 4 – Vendor Profile

Please provide the following information about your company:

◆ **Company's official registered name.**

EC America, Inc.

◆ **Brief history of your company, including the year it was established.**

immixGroup, founded in 1997 and purchased by Arrow Electronics in 2015, was established to serve as a bridge between government customers and commercial IT manufacturers and service providers. immixGroup focuses exclusively on the public sector (which represents 99% of our business) and we are currently one of the leading value-added distributors of enterprise IT products for U.S. federal, state, local and educational institutions.

We are recognized as a public sector innovator, developing and delivering programs designed to ensure the success of large government programs and contract vehicles such as NASA's SEWP V, GSA's Multiple Award Schedules, DoD ESI BPAs, and a variety of state and local government contracts such as NCPA, OMNIA Partners, Ohio STS, California CMAS, Texas DIR, and NASPO Value Point, to name a few.

Our strong network of industry and manufacturer partnerships with more than 300 leading original equipment manufacturers (OEMs) and 1,200 technology resellers and service providers span every socio-economic category and technology specialization. Through immixGroup's innovative programs and services, our channel partners can access the resources they need to successfully deliver IT solutions to public sector customers to help them carry out their initiatives and achieve their objectives. One such innovation is the SLED Support Center (SSC) that was recently launched where dedicated resources provide engineering support, market intelligence, and compliance and contract expertise. The SSC also offers access to flexible capital solutions that help bridge budgeting and funding gaps in government cycles.

As part of our comprehensive Supply Chain Risk Management (SCRM) plan, immixGroup's proprietary Trusted Supplier Program guarantees the authenticity of every product we deliver while meeting legal and regulatory requirements to ensure our government customers can buy with confidence, mitigating the risk of receiving counterfeit or potentially tainted products and parts.

immixGroup is certified to the International Organization for Standardization's (ISO) 9001:2015 standard without design, and complies with a strict, proprietary quality management system ("immixGroup Quality Management System" or "iQMS") built around our core business processes, such as maintaining price lists, providing quotes to our government customers, processing purchase orders, invoicing and confirming customer satisfaction.

We have deep knowledge and experience supporting all phases of the government acquisition life cycle. We specialize in providing contracting models, systems and services to complex enterprise technology companies and the government agencies they serve. Our rapid growth, leading reputation and diverse capabilities are the result of highly efficient operations and a business model focused on empowering

Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal or quotation.

partners. Our consistent, significant year-over-year revenue growth is a prime indicator of immixGroup's financial strength and stability.

immixGroup's staff is widely respected and relied upon for its professional, ethical business approach. Our success is based upon the leadership of a highly experienced management team and our ISO-certified processes for training new professionals to support our growth. Our current staff has deep expertise in meeting each customer's specific requirements and in the technology required to satisfy those needs.

It is this dedicated focus on serving the government that makes immixGroup the partner of choice for nearly every federal government agency, numerous states and local agencies, and a growing number of leading IT vendors.

Products and Solutions

immixGroup's Market Intelligence Team closely monitors IT trends and the changing requirements of our public sector customers and strives to offer access to the technology solutions they want and need. We are continually evaluating and expanding our relationships with leading and emerging technology companies to offer our public sector customers a wide range of technical capabilities and customizable solutions. We focus on best of breed technology portfolios that span all modern platforms, whether delivered in the cloud (private, hybrid/multi-cloud), at the edge or in the data center, in these categories:

- Business Operations
- Data Intelligence
- Compute
- Virtualization
- Networking
- Storage
- DevOps
- Security

Dedicated teams support our largest manufacturers such as NetApp, Palo Alto, Riverbed and Dell.

Reseller Partners

immixGroup serves as a relationship manager for our network of more than 1,200 solution providers and resellers to ensure the government's requirements are successfully met and our reseller partners understand what those requirements encompass.

Contract management is our forte and our contracts are accessible to our reseller partners. We streamline the time required to provide critical technology to government end-users at reduced prices through a wide range of government contract vehicles and the federal, state, and local level.

As a small business success story our self, we understand the importance of working with small businesses in serving the government's procurement needs. immixGroup supports its small business reseller partners by providing business infrastructure, technical resources, and financing options.



Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal or quotation.

Parent Company

immixGroup's parent company, Arrow Electronics (NYSE: ARW), headquartered in Centennial, Colorado, is a global distributor of products, services, and solutions to industrial and commercial users of electronic components and enterprise software. Arrow Electronics guides innovation forward for more than 200,000 of the world's leading manufacturers and service providers of technology used in homes, business and daily life. Through a network of more than 349 locations worldwide, Arrow brings electronics and information technology to enterprises in industrial and commercial markets including aerospace and defense, transportation, finance, health and manufacturing. Arrow distributes products across many categories including lighting, power management, data center infrastructure, cloud services (public, private, hybrid, virtual) and the many new technologies of the internet of things (IoT). As the public sector arm of Arrow, immixGroup is able to leverage Arrow's manufacturer and partner relationships and its extensive operational efficiencies to deliver state-of-the-art technology to government agencies.

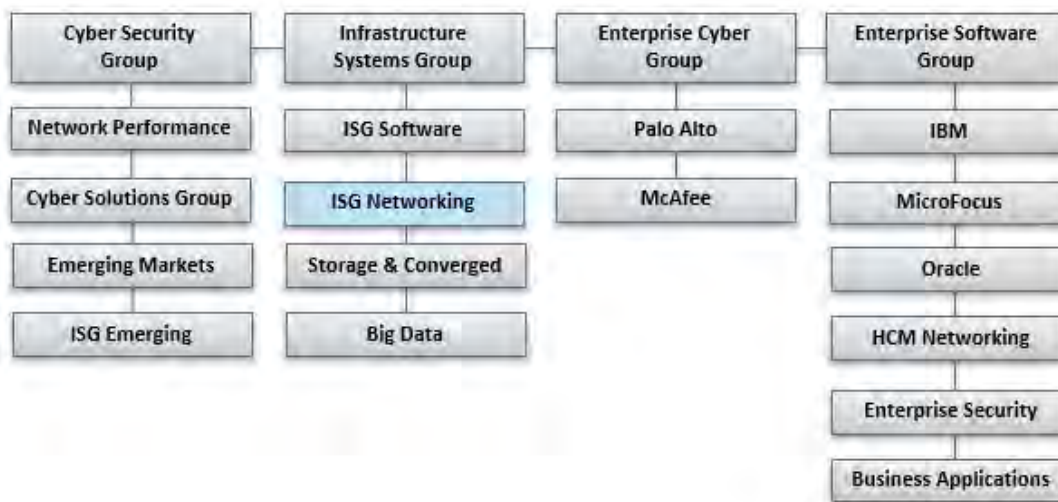
◆ Company's Dun & Bradstreet (D&B) number.

01-757-3259

◆ Company's organizational chart of those individual that would be involved in the contract.

immixGroup has divided its sales team into four business units: Cyber Security Group (CSG), Infrastructure Systems Group (ISG), Enterprise Software Group (ESG), and Enterprise Cyber Group (ECG).

Figure 3 – immixGroup's Business Structure



immixGroup's sales organization is designed to efficiently and effectively identify, manage, and close business opportunities for our suppliers. The sales team includes:

Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal or quotation.

- *Director of Sales*: Sets direction for sales organization to exceed sales goals and grow vendor and partner relationships; holds key executive relationships with manufacturers and partner community
- *Sales Manager*: Oversees Supplier Manager, Inside Sales Manager and Renewals Manager to execute against business plan and ensure growth of the business and alignment to overall corporate strategic initiatives and objectives
- *Supplier Manager*: Overall business owner and primary point of contact for manufacturers; oversees day-to-day activities of the team and ensures sales and marketing activities are in alignment with the manufacturer's initiatives
- *Inside Sales Manager*: Oversees operational processes to ensure quality management, SLAs, and pipeline management; manages Insides Sales Representatives and provides career development and coaching
- *Inside Sales Representatives*: Execute the quoting, order processing, and pipeline management of the account; able to work with partners to submit deal registrations; provides pipeline reporting on a regular cadence to manufacturers
- *Channel Development Representatives*: Coordinate channel value activities and execute sales for the account; identify and recruit net new partners; plan enablement activities for both sales focused and technical focused events
- *Lead Development Associates*: Set meetings for manufacturers' sales reps and partner ecosystem in target accounts; work with manufacturer team on proper training and messaging
- *Renewals Manager*: Manages the renewals business for manufacturers and helps coordinate strategic cross-sell and upsell campaigns
- *Renewals Inside Sales Representatives*: Execute the renewal quoting, order processing, and pipeline management of the account; quote opportunities 120-180 days before POP end date; identify and position upsell/cross sell opportunities
- *Marketing Manager*: Overall owner for strategic marketing plan and initiatives with manufacturers; aligns closely with manufacturer's marketing team
- *Marketing Coordinators*: Execute marketing campaigns and logistics in conjunction with partners and manufacturers

In addition, the NCPA contract would be supported by the State and Local programs team, including dedicated Contracts Specialists, led by Chauncey Kehoe, SLED Program Contracts Manager.

◆ **Corporate office location.**

- **List the number of sales and services offices for states being bid in solicitation.**
- **List the names of key contacts at each with title, address, phone and e-mail address.**

Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal or quotation.

immixGroup operates out of our centralized offices near Washington, D.C. in Tysons Corner, VA. The office address is 8444 Westpark Dr. Suite 200, McLean, VA 22102. The lead point of contact for this contract will be:

- Chauncey Kehoe, Contracts Manager
 - (703) 639-1565 | Chauncey_Kehoe@immixgroup.com
- Jessica Wilhelm, Contracts Specialist
 - (703) 584-3122 | Jessica.Wilhelm@immixGroup.com

Other key contacts include:

- Sudhir Verma, Sales Director
 - (703) 663-2710 | Sudhir.Verma@immixgroup.com
- Meghan Cohen, Sales Manager
 - (703) 677-9799 | Meghan_Cohen@immixgroup.com

Arrow has its corporate headquarters located at 9201 E. Dry Creek Road Centennial, CO 80122. In the United States, Arrow also has offices in Atlanta, Boston, Cleveland, Denver, and Minneapolis.

◆ **Define your standard terms of payment.**

immixGroup payment terms are net 30 days after receipt of invoice.

◆ **Who is your competition in the marketplace?**

immixGroup competitors are other Value-Added Distributors in the public sector market, including Carahsoft, TD Synnex, Avnet, and Ingram Micro.

♦ **What differentiates your company from competitors?**

After two decades in the public sector market, immixGroup is a well-known and highly regarded industry veteran with a comprehensive, customizable array of offerings designed and proven to enable government procurement professionals to gain access to and more easily transact with technology providers. immixGroup built, and continues to build, its track record of success by leveraging core competencies: SLED Support Center, Government and Technology Knowledge, Strategic Supplier Relationships, Depth and Breadth, and Automation. These core competencies have driven our success on contracts we currently hold and will enable us to deliver value for Region 14 ESC/NCPA and its customer base. Each competency is described below.

SLED Support Center

immixGroup with its parent company, Arrow Electronics, have established the SLED Support Center, as shown in **Figure 1** below, to provide direct support to channel partners and suppliers to better meet the demands of SLED customers. The SSC provides support in two ways: (1) Value added services to drive opportunities in the SLED marketplace and (2) deal support through flexible financing options, partner utilization, and contract support. The SSC utilizes personnel both in the field and from within our offices in McLean, VA. With our engineering and integration resources, we are able to build custom solutions (hardware and software) specific to the end-user needs. This integration capability allows us to provide scalable deployment of predetermined configurations to multiple end-user centers.

Figure 1: SLED Support Center (SSC)



Sales – Dedicated, in-territory sales experts who can assist in understanding the market, end-user requirements and how to ensure a smooth order and delivery process.



SLED Compliance – Legal and compliance professionals who are familiar with the requirements of doing business with this market and can provide assistance in negotiating terms and conditions on behalf of our suppliers and partners.



Contracts – We manage and are constantly expanding our broad portfolio of SLED contracts to provide more opportunities for our suppliers and partners to access this marketplace.



Partners – We work with nearly 1,000+ active SLED partners who we help match up with our suppliers and negotiate arrangements that are mutually beneficial to all parties.



Marketing – Our broad portfolio of marketing services enables suppliers and partners to reach their target markets more effectively, through events, webinars, social media outreach and digital marketing.



Market Intelligence – Skilled analysts do ongoing research to understand what drives end-user IT decisions which is shared with partners and suppliers so they can target their efforts more efficiently.

Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal or quotation.



Engineering – Access to our labs for custom configuration and testing as well as deployment and implementation assistance limits risk to end-users.



Revenue Management – Flexible financing options allow partners and suppliers to meet the unique purchasing requirements of government.

Government & Technology Industry Knowledge

immixGroup is a thought leader in the federal and state/local level technology markets and brings a unique perspective to industry discussions as a distributor of complex, enterprise level IT products. Our executives frequently participate on industry panels, train managers from leading technology companies, and write articles on the issues affecting the public sector IT landscape. These include technology and acquisition trends, the impacts of budget tightening on public sector agencies and contractors, and new delivery and licensing models (such as XaaS and cloud-based utility license models). Our internal team of market intelligence consultants and analysts researches the public sector's business and technology requirements to identify likely fits between the public sector's needs and the COTS products we represent. We analyze this information, align it with product and procurement trends, and systematically share it with our public sector customers and manufacturers. This facilitates a productive dialogue between buyers and sellers and ensures products are acquired with future needs in mind.

This unique perspective has resulted in direct relationships between immixGroup and hundreds of leading and emerging technology manufacturers - the critical vendors that can meet the requirements of NCPA's customers and deliver the flexibility, functionality, and performance the public sector needs for the future. Our thought leadership is a foundational competency that serves as a key differentiator in helping cash-strapped customers with complex requirements secure the necessary technologies under new usage and licensing models. We expect a continued need for this expertise in the future and see the NCPA program as a key contract vehicle for accessing such technologies and solutions for state and local government customers.

Strategic Supplier Relationships

immixGroup sees significant value in securing direct relationships with its manufacturer partners instead of working through third-party distributors for product access. While immixGroup has access to more than 300 different IT manufacturers (around 100 of which offer top cybersecurity products and services), it is our direct relationships with key vendors that bring a heightened level of manufacturer access and the accompanying capability to support NCPA's purpose and drive value to its customer base. As the owner of the intellectual property involved, the manufacturer is uniquely positioned to drive product roadmaps in sync with ever-evolving commercial standards in the industry. By working directly with the manufacturer, immixGroup establishes an accurate and timely flow of information to communicate details on product descriptions, functionality, warranties and support, and other key characteristics such as energy savings and accessibility. We gather and maintain this information through our ISO-certified business processes and share it with our public sector customers as they plan and execute their mission-critical procurements. These direct relationships also ensure traceability throughout the supply chain and guarantee authenticity and remediation in the event counterfeit or damaged products are discovered. immixGroup has taken a leading role in developing a program to meet the public sector's emerging standards in this area.

Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal or quotation.

The manufacturer-provided intelligence also includes product install-base details and historical sales across both products and customers; immixGroup leverages this data to identify opportunities to work with customers to deliver strategic sourcing opportunities. This may involve consolidation of purchases to achieve greater discounts from manufacturers, co-terming warranty and support to reduce multiple procurement cycles and provide enhanced support to all users (usually at no additional cost), and product upgrades to ensure enterprise systems are interoperable and current.

Depth & Breadth

immixGroup presently has active distribution and reseller agreements with large, established manufacturers, as well as many smaller and emerging manufacturers and service providers. We prioritize direct, authorized, and strategic relationships with these technology partners, allowing us to offer our customers a remarkable range of technical capabilities and customizable solutions spanning a full range of IT products and services. Our direct manufacturer relationships are led by manufacturer-focused account management teams assigned by technology groups. Dedicated teams support our largest manufacturers such as NetApp, Palo Alto, Riverbed, and Fortinet. Other Sectors focus on best-of-breed technology portfolios including, Business Operations, Data Intelligence, Compute, Virtualization, Networking, Storage, DevOps, and Security.

We leverage our market intelligence analysts, executives, and account management teams to identify new technologies and work diligently to secure their products within our product portfolio offerings. Our success now leads to many new manufactures proactively seeking relationships with immixGroup, often as complimentary products to those offered by existing manufacturers, as well as to position new technologies within the market. Over the past five years we have averaged approximately 30 new supplier relationships per year.

Automation

immixGroup leverages automation to deliver efficiency and high standards of customer service while maintaining quality and lowering transaction costs. Automation is at the heart of every immixGroup ISO-certified process, including price list updates, technology refreshes, quoting, order processing, tracking, invoicing, customer satisfaction, and payment.

Our e-Commerce Strategy is built around two principles. First, we electronically transmit the business documents that support the procurement and fulfillment process (such as quotes, purchase orders, and invoices) between immixGroup and our manufacturer partners. This is our proven, scalable business-to-business (B2B) operation. Second, we provide product information (such as technology specifications, pricing, shipment information, order status, and open invoices) in near real-time through immixGroup's Web portal. Our Web portal architecture allows us to rapidly set up and customize a portal to provide the needed documentation to authorized portal visitors.

immixGroup's core competencies, as well as our successful track record and deep experience with public sector contracts, align well with NCPA. We strongly believe a contract award to immixGroup will drive achievement of the objectives set forth in this RFP, and we look forward to establishing a mutually beneficial relationship.

◆ **Describe how your company will market this contract if awarded.**

We understand that the ultimate success of this contract for both immixGroup and NCPA will heavily depend on marketing efforts; immixGroup has a large and experienced marketing department which will actively market the NCPA contract directly to customers, Suppliers, and Partners with a rollout of these activities:

- Online Promotion
 - Co-branded press release (within 30 days of award)
 - Host and record an informational webinar to be made available to our Supplier and Partner community on-demand introducing the NCPA contract
 - Dedicated contract website
 - Product-specific educational webinars
 - Social amplification through immixGroup's SLED team
 - Customer- and Vendor-facing electronic brochure (PDF downloadable version on immixGroup's website)
- Trade Show Presence
 - Annual participation in the National Institute of Government Purchasing (NIGP) Conference where immixGroup will provide attendees with contract handouts and contract line card information
 - Annual participation in EDUCAUSE events where immixGroup will advertise respective NCPA contracts
 - immixGroup will be conducting twelve webinars throughout the year with varying topics and will include NCPA contract highlights during sessions
- Advertising
 - Participation at supplier and reseller events where immixGroup will highlight the benefits of the NCPA contract
 - Conference-specific hard copy handouts
 - Social and Public Media outreach such as promoting the contract, events, and/or news on LinkedIn, Facebook, and Twitter
 - Continuation of the SLED 101 series in the government sales insider blog – blog post on benefits of NCPA contract

immixGroup's process emphasizes marketing information through the channel – our partners are the ones speaking daily with the customer community and we amplify our market presence by supporting their efforts. We will provide marketing kits to partners to help them promote the contract vehicle with specific messaging approved by NCPA; the kits will include sample tweets, a contract FAQ, customer talking points, a link to the contract website, and a press release for the partner to publish. We will begin implementing these activities within 90 days of award and continue to execute these marketing plans throughout the life of the contract to maintain a high level of awareness within the industry.

◆ **Describe how you intend to introduce NCPA to your company.**

In addition to our marketing activities, immixGroup's implementation plan includes action items across multiple business units designed to boost engagement and speed up the ramp-to-revenue timetable.

Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal or quotation.

Sales Teams

- Meet with awarded manufacturers to design and execute a tailored SLED strategy
- Develop a tailored training package for manufacturers' sales teams, inclusive of NCPA approved cobranded collateral
- Execute lead generation activities in efforts to build out sales pipelines

Partner Alliances

- Work to strengthen depth and breadth of initial award: liaise with partners and service providers in our channel network to add eligible dealers to the contract
- Publicize award in monthly partner newsletter
- Identify synergistic relationships between resellers and manufacturers so to offer a one-stop-shop contract for potential customers utilizing preferred resellers

Contracts/Programs

- Work to strengthen depth and breadth of initial award: liaise with additional suppliers on the immixGroup line card to add eligible suppliers to the NCPA vehicle
- Establish reporting and fee remittance workflow in immixGroup systems
- Set up contract profile and pricelists in immixGroup systems
- Work with marketing team to develop and launch contract brochure, dedicated webpage in our corporate website
- Create training curriculum and present materials to sales team, Supplier(s), and partners

Sales team training in the immixGroup organization is centralized through our award-winning, ISO-certified corporate training program, immixUniversity. immixUniversity offers instructor-led training along with 24/7/365 access to online courses and organizational knowledge banks. Continuous learning is a highly valued practice at immixGroup and upon award, the immixGroup Contracts/Programs team will develop a curriculum to educate the salesforce, including authorized partners, on how to market the new contract. This course will serve to raise awareness of the NCPA contract, instruct reps in how to drive revenue through the vehicle, and ensure compliance on all orders received under the contract.

◆ Describe your firm's capabilities and functionality of your on-line catalog / ordering website.

immixGroup will create a dedicated page on our public website providing NCPA members access to key contract details:

- Supplier(s) supported on contract
- Real-time pricing access
- Key contacts and ordering instructions
- Authorized participating dealers

immixGroup will handle all NCPA orders through mail, phone, facsimile, EDI, XML, or email communication.

immixGroup, while a distributor, does not warehouse products. Rather, immixGroup relies on the manufacturer or another manufacturer's authorized source of supply, for stocking and drop shipping products directly to the customer. Fill rate, service level and out of stock metrics reside with the manufacturer and/or source of supply.

Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal or quotation.

♦ **Describe your company's Customer Service Department (hours of operation, number of service centers, etc.)**

immixGroup's commitment to customer satisfaction is demonstrated throughout its core business processes, from order processing and tracking to invoicing and beyond; all customers who have product delivered to them through immixGroup are tracked in our ISO-certified Quality Management System. immixGroup maintains several work instructions and policies surrounding ensuring customer service and customer satisfaction. On a monthly basis we measure our efforts regarding follow up with customers to ensure receipt of product, ensure satisfaction with order process, and to offer assistance where appropriate. In all cases our metrics are on target and better than industry standards.

immixGroup is committed to providing customers the following support services free of charge:

- Timely and accurate quarterly sales reports, based on current offerings and prices
- Timely dispatch of up-to-date hard and soft copy ordering guides
- Commercially available technical specifications, either on-line or in hard copy form, for any product available on our contracts, per a customer's request
- Configuration analysis to determine the suitability, correctness and availability of our offerings to the customer's requirement

Further, immixGroup account teams provide acknowledgement within four (4) business hours of receipt of a quote request or purchase order; validated purchase orders are generally processed within 24 hours. Order receipt methods include mail, phone, and electronic means such as facsimile, e-mail, or other internet-based communications. Order status reports are available on-demand by contacting your account manager.

The standard hours of operation for our customer service department are 8:30-5:30 EST, Monday through Friday. However, it has been our experience that the processing of orders and the need for customer and technical service spikes throughout the course of the year, reflecting various fiscal year ends. As such, we use a cross-trained workforce to adapt to high-volume workloads and provide extended coverage when needed to ensure that resources are available to customers as-needed during non-work hours, especially during End of Month (EOM) and End of Quarter (EOQ).

♦ **Green Initiatives (if applicable)**

- **As our business grows, we want to make sure we minimize our impact on the Earth's climate. We are taking every step we can to implement innovative and responsible environmental practices throughout NCPA to reduce our carbon footprint, reduce waste, conserve energy, ensure efficient computing, and much more. To that effort we ask respondents to provide their companies environmental policy and/or green initiative.**

immixGroup adheres to the green initiatives established by its parent company, Arrow Electronics, Inc., in their efforts to bring environmental sustainability to technology and electronics. The Arrow Environmental Policy, part of our umbrella Corporate Social Responsibility program, is focused on using technology to prevent environmental damage and allow us to live more sustainably. Examples of this policy in action include work with the Denver Zoo to sponsor recycling of technology products and the sponsorship of DigiTruck, a mobile classroom that can operate off-grid in remote areas. Further, immixGroup offices are located in a LEED green certified office building. For a full accounting of the

Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal or quotation.

Arrow Corporate Social Responsibility program, including our Environmental Policy, please visit <https://www.arrow.com/en/about-arrow/corporate-social-responsibility>.

- ◆ **Anti-Discrimination Policy (if applicable)**
 - **Describe your organizations' anti-discrimination policy.**

immixGroup is committed to a work environment in which all individuals are treated with respect and dignity. Upon request, immixGroup will set up a meeting to allow Region 14 ESC to view immixGroup's Anti-Discrimination Policy.

- ◆ **Vendor Certifications (if applicable)**
 - **Provide a copy of all current licenses, registrations, and certifications issued by federal, state and local agencies, and any other licenses, registrations, or certifications from any other governmental entity with jurisdiction, allowing respondents to perform the covered services including, but not limited to, licenses, registrations, or certifications. Certifications can include M/WBE, HUB, and manufacturer certifications for sales and service.**

immixGroup is providing a copy of its ISO 9001:2015 certification:



ADVANTAGE™
INTERNATIONAL REGISTRAR

ISO 9001:2015
CERTIFICATE OF REGISTRATION

This is to certify that

immixGroup, Inc.
Including and limited to the following subsidiaries:
immixTechnology, Inc.
EC America, Inc.

8444 Westpark Drive, Suite 200
McLean, VA 22102 USA

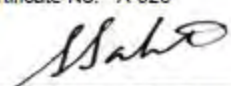
has successfully been assessed and found
to conform with the ISO 9001:2015
quality management system standard.

The scope of this registration includes:

**Provide commercial off-the-shelf (COTS) technology products
and related services both directly or indirectly
to partners and the public sector**

Date of Registration: September 1, 2020
Date of Expiration: August 31, 2023
Date issued/revised: September 8, 2020
(Registered Since: October 29, 2008)

Certificate No. A-926


Steve Barfoot, President
Advantage International Registrar, Inc.




463 Captains Circle, Destin, Florida 32541-5307 USA
(Form No. AI 007 ISO 9001:09, www.advantage REGISTRAR.com, Tele: (919) 845-0064)

Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal or quotation.

Tab 5 – Products and Services

In our response for Tab 5, Products & Services, immixGroup has included Systems and Information Management Software from a variety of Manufacturers, as listed herein. immixGroup intends to offer the category offerings, by Supplier, that follow this statement; individual product/service SKUs can be located in our response to Tab 7 – Pricing, as requested in the original solicitation.

Please note, all quotes provided by immixGroup to NCPA customers against this contract will be subject to the terms and conditions of the applicable manufacturer's standard terms and conditions, except to the extent that they conflict with applicable law, which will be included as an attachment to immixGroup quotes. Please contact Chauncey Kehoe at (703) 639-1565 or Chauncey_Kehoe@immixGroup.com with any questions or concerns.

Microsoft Platform Migration, Security, & Management Solutions

- Hybrid Active Directory Security
- Migration & Consolidation
- Security & Compliance
- Backup & Recovery
- Performance & Availability
- Reporting
- Group Policy & Permissions

immixGroup's Featured Manufacturers for Category: Microsoft Platform Migration, Security, & Management Solutions

- Commvault
- Delinea (formerly Centrify and Thycotic)
- IBM
- Red Hat

Data Protection

- Backup & Recovery
- Deduplication & Compression

immixGroup's Featured Manufacturers for Category: Data Protection

- Delinea (formerly Centrify and Thycotic)
- HPE
- NetApp
- Nutanix
- Riverbed

Endpoint Systems Management

- Operating system imaging & deployment
- Software distribution & maintenance
- IT asset management
- Endpoint security
- Service desk

immixGroup's Featured Manufacturers for Category: Endpoint Systems Management

- Cigent
- LogRhythm
- Riverbed
- Tanium
- Tenable

Information Management

- Database Management
- Performance Monitoring

immixGroup's Featured Manufacturers for Category: Information Management

- Azul
- Coursera
- HPE
- Veeam

Tab 8 – Value Added Products & Services

immixGroup's extensive network of supplier and reseller relationships could provide Region 14 ESC and eligible NCPA entities with significant additional value during the term of the proposed contract. We look forward to the potential expansion of Region 14 ESC and NCPA's access to our full line of Suppliers and 1,200+ Resellers should those additional capabilities be required and appreciate the opportunity to work together with you to bring software and SaaS solutions and other enterprise technology products to State, Local, and Education entities across the country.

immixGroup understands that additional documentation would be needed for any value-add products or services to be considered for official inclusion on the initial award of this solicitation. For informational purposes only, we have included immixGroup's Vendor Line Card as a contract value add. The available brands include hundreds of additional Suppliers from our focused technology groups.

Should we receive an award on this RFP response, immixGroup does not expect the material included in this section to result in an award of any additional Suppliers. Because our business model is built to establish and then expand Supplier availability on contract vehicles, we have provided this information solely to offer Region 14 ESC the full potential of immixGroup's long-term contribution to NCPA entities beyond the initial breadth and depth of the offering provided in our official RFP response.

Value Added Reseller Snapshot

As mentioned above, immixGroup has over 1,200 public sector resellers. 700 of those resellers are dedicated to serving State, Local and Education agencies. These resellers are located throughout the U.S. and pride themselves on offering onsite support. Below is a snapshot of some of the resellers that provide services in support of products.

You can review immixGroup's comprehensive list of resellers [here](#) including those that are classified as 8(a) contractors, Veteran-Owned Small Businesses (VOSBs), Service-Disabled Veteran-Owned Small Businesses (SDVOSBs), Small Disadvantaged Businesses (SDBs), Woman-owned Small Businesses (WOSBs), HUBZones, and others.

Through our resellers Region 14 ESC can access the following services below.

➤ **Services Offered:**

- Cyber Security & Compliance: assessments, strategy posture improvement, response & compliance
- Identity & Access Management: from identity to data, endpoints to automated workflows
- Software Development: custom software from enterprise to social, native & mobile
- Managed Services: NOC/SOC offices & managed IT experience in multiple global locations
- Digital Process Automation
- Artificial Intelligence, Machine Learning and Data Sciences
- Modern Development Solutions
- Test Automation Solutions
- Cloud Migration & Optimization
- Consulting

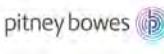
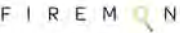
Technology Products for the Public Sector

Government agencies at the federal, state, and local levels trust immixGroup and its 1,200+ channel partners to provide them with leading technology products through their preferred contract vehicles. immixGroup has developed a reputation as a reliable, trusted distributor based upon its proven track record of success, ISO 9001:2015-certified business processes, and extensive knowledge of the government procurement process.

Explore immixGroup's network of more than 300 large and emerging technology manufacturers and more than 30 contract vehicles available to help government agencies meet their missions.



IT products and solutions from the following suppliers are currently available via immixGroup and/or Arrow Enterprise Computing Solutions and more than 1,200 channel partners:

Our broad portfolio also includes the following innovative technology companies:

Actifio	Enterpoid Inc.	Napatech	StackRox
Actuate Corporation	Equifax	NEC Corporation of America	Sungard Availability Services
Adva Optical Networking	Expert Choice	NEC Unified Solutions	Sunview Software
Aerohive Networks	Expert System	Nehemiah	SyferLock
AI Squared	Exterro	NetSkope	Synacor
Allied Telecom Group	FARO Consulting & Solutions	New Net Technologies	Syncdog
Allot Communications	Faronics	Nexenta	Teradata Corporation
Apcon	Feeney Wireless	Nexidia	ThreatConnect
Apica	Fidelis Security Systems	NNData	ThreatQuotient
Appistry	Freedom Scientific	Nominet	Thunderhead
Apposite Technologies	GitLab	Norse Federal	Thursby Software
ASG Technologies Group	Globalscape	Nuix USG	Thycotic
ATADATA	Gurukul	OnWire	Tufin Software
Attachmate Corporation	HackerOne	OpenGov	Unitrends
Attivo Networks	Haivision	Oversight Systems	Upland Software
Avizia	HashiCorp	Pantheon	Uplogix
AWEB Supply Company	Hexis Cyber Solutions	PC Matic	V5 Systems
BIOS IT	HireVue	Pegasystems	Vectra Networks
Bivio Networks	Hypori	Permuta Technologies	Verint Systems
BlueCat Networks	iConect Development	Pivot3	Veriato
BravoSolution	iGEL	Planview	Verint Systems
BT Federal	Index Engines	Pragma Systems	Videobank
Cambium Networks	Infinera	PrimeKey	ViewTech Solution
Catbird	Infinisource	Procore Technologies	Vound
ChargePoint	Infocyte	Qualtrics	WANDisco
Checkmarx	Interative TKO	Qualys	Windtalker Security
Chief Technologies	Intercede	Rally Software	Wynyard Group
CloudOne	IxReveal	RapidRatings	X1
Cohesity	Kabot Systems	Recorded Future	Xirrus
Conflict Kinetics	Kaseya	Reflex Systems	Yubico
Convergys	KEMP Technologies	Relativity	ZyLAB
Corero Network Security	Klas Telecom	RES Software	
Coursera	Kony	RightNow Technologies	
CSG Invotas	Lancpe	SafeLogic	
Cumulus Networks	Lastline	Scalr	
CyberPower Systems	Lookingglass Cyber Solutions	Scandisc	
Cyphort	Lumeta	ScanSource, Inc.	
Cyviz	Magnetic Forensics	SDL	
Cyxtera Federal Group	MariaDB	Seceon	
Damballa	Messaging Architects	Secure Channels	
Dataiku	Metafile Information Systems	SecureLogix	
Dataram	MetricStream	Security First Corporation	
Decision Lens	Microsoft - FAST Search & Transfer	SentinelOne	
Delta Bravo	MModal	Servigistics	
DevonWay	Mobile Armor	Shape Security	
Disgover	MobileGuard	Sharp Business Systems	
Dynatrace	Multivista Construction Documentation	Silver Peak Systems	
Eccentex		Siren	
Egenera		SmartBear Software	
ElasticSearch		SolidFire	
Elemental Technologies		Space Time Insight	
Emerson Network Power			

immixGroup Contract Vehicles:

GSA Multiple Award Schedules	
AGENCY/PROGRAM	CONTRACT NO.
GSA MAS	GS-35F-0511T
GSA MAS	GS-35F-0265X
Federal Contracts	
AGENCY/PROGRAM	CONTRACT NO.
Enterprise Software Initiative (ESI) BPA - ForeScout	N66001-18-A0003
Enterprise Software Initiative (ESI) BPA - Red Hat	HC1028-18-A-0004
Enterprise Software Initiative (ESI) BPA - Tanium	N6600119A0057
Enterprise Software Initiative (ESI) BPA - PTC	N6600119A0054
ITAM ESI BPA - HPE (Aruba), Nutanix, PC Matic, Sunview, Veeam, ZeroFox	N66001-21-A-0025
ITAM ESI BPA - Flexera	N66001-21-A-0027
ITAM ESI BPA - Micro Focus Government Solutions, NETSCOUT, Riverbed	N66001-19-A-0119
ITAM ESI BPA - BeyondTrust	N66001-19-A-0121
ITES-SW2	W52P1J-20-D-0057
NASA SEWP V	NN15SCC16B & NNC15SC39B
NASA SEWP V Agency Catalog - Azul Systems	NN15SCC16B & NNC15SC39B
State, Local and Education Contracts	
State & Local Contracts	
AGENCY/PROGRAM	CONTRACT NO.
California Multiple Award Schedule	3-18-70-1448C
California Multiple Award Schedule	3-11-79-2233B
Commonwealth of Kentucky	MA-758-1100001115-1
Maryland COTS - Software	060B2490021
Minnesota	147097
New Mexico	10-00000-21-00094
North Carolina Department of Public Instruction	40-RQ22294323-ECAMER
Ohio State Term Schedule	534103
Ohio State Term Schedule	534339
Pennsylvania COSTARS	COSTARS-006-152
South Carolina Biometric	4400024016
Texas DIR	DIR-CPO-4477
Texas DIR	DIR CPO-4478
Texas DIR	DIR-TSO-4315
University of Wisconsin	21-2769
National Cooperative Contracts	
AGENCY/PROGRAM	CONTRACT NO.
Mohave Education Services Cooperative, Inc.	19J-IMMIX-1108
NASPO ValuePoint - Cloud Solutions	AR2496
NCPA - Systems and Information Management Software	01-75
NCPA - Data Storage, Cloud, Converged and Data Protection	01-83
NCPA - Software Products and Services	01-88
OMNIA Partners	R190903
PEPPM California	529561-074, 529561-030, 528899-134
PEPPM Pennsylvania	528897-118

To view all contract vehicles visit: www.immixgroup.com/contracts

Contractor Requirements

Contractor Certification Contractor's Employment Eligibility

By entering the contract, Contractor warrants compliance with the Federal Immigration and Nationality Act (FINA), and all other federal and state immigration laws and regulations. The Contractor further warrants that it is in compliance with the various state statutes of the states it is will operate this contract in.

Participating Government Entities including School Districts may request verification of compliance from any Contractor or subcontractor performing work under this Contract. These Entities reserve the right to confirm compliance in accordance with applicable laws.

Should the Participating Entities suspect or find that the Contractor or any of its subcontractors are not in compliance, they may pursue any and all remedies allowed by law, including, but not limited to: suspension of work, termination of the Contract for default, and suspension and/or debarment of the Contractor. All costs necessary to verify compliance are the responsibility of the Contractor.

The offeror complies and maintains compliance with the appropriate statutes which requires compliance with federal immigration laws by State employers, State contractors and State subcontractors in accordance with the E-Verify Employee Eligibility Verification Program.

Contractor shall comply with governing board policy of the NCPA Participating entities in which work is being performed

Fingerprint & Background Checks

If required to provide services on school district property at least five (5) times during a month, contractor shall submit a full set of fingerprints to the school district if requested of each person or employee who may provide such service. Alternately, the school district may fingerprint those persons or employees. An exception to this requirement may be made as authorized in Governing Board policy. The district shall conduct a fingerprint check in accordance with the appropriate state and federal laws of all contractors, subcontractors or vendors and their employees for which fingerprints are submitted to the district. Contractor, subcontractors, vendors and their employees shall not provide services on school district properties until authorized by the District.

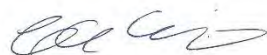
The offeror shall comply with fingerprinting requirements in accordance with appropriate statutes in the state in which the work is being performed unless otherwise exempted.

Contractor shall comply with governing board policy in the school district or Participating Entity in which work is being performed

Business Operations in Sudan, Iran

In accordance with A.R.S. 35-391 and A.R.S. 35-393, the Contractor hereby certifies that the contractor does not have scrutinized business operations in Sudan and/or Iran.

Authorized signature



Date

3/24/2022

Clean Air and Water Act & Debarment Notice

I, the Vendor, am in compliance with all applicable standards, orders or regulations issued pursuant to the Clean Air Act of 1970, as Amended (42 U.S. C. 1857 (h)), Section 508 of the Clean Water Act, as amended (33 U.S.C. 1368), Executive Order 117389 and Environmental Protection Agency Regulation, 40 CFR Part 15 as required under OMB Circular A-102, Attachment O, Paragraph 14 (1) regarding reporting violations to the grantor agency and to the United States Environment Protection Agency Assistant Administrator for the Enforcement.

I hereby further certify that my company has not been debarred, suspended or otherwise ineligible for participation in Federal Assistance programs under Executive Order 12549, "Debarment and Suspension", as described in the Federal Register and Rules and Regulations

Potential Vendor	EC America, Inc.
Print Name	Jeffrey Ellinport
Address	8444 Westpark Drive Suite 200
City, State, Zip	McLean, VA 22102
Authorized signature	
Date	3/24/2022

Antitrust Certification Statements (Tex. Government Code § 2155.005)

I affirm under penalty of perjury of the laws of the State of Texas that:

(1) I am duly authorized to execute this contract on my own behalf or on behalf of the company, corporation, firm, partnership or individual (Company) listed below;

(2) In connection with this bid, neither I nor any representative of the Company has violated any provision of the Texas Free Enterprise and Antitrust Act, Tex. Bus. & Comm. Code Chapter 15;

(3) In connection with this bid, neither I nor any representative of the Company has violated any federal antitrust law; and

(4) Neither I nor any representative of the Company has directly or indirectly communicated any of the contents of this bid to a competitor of the Company or any other company, corporation, firm, partnership or individual engaged in the same line of business as the Company.

I affirm the above statements under penalty of perjury of the laws of the State of Texas to the best of my information, knowledge, and belief:

Company name	<u>EC America, Inc.</u>
Address	<u>8444 Westpark Drive Suite 200</u>
City/State/Zip	<u>McLean, VA 22102</u>
Telephone No.	<u>703.752.0610</u>
Fax No.	<u>703.752.0611</u>
Email address	<u>Jeff_Ellinport@immixGroup.com</u>
Printed name	<u>Jeffrey Ellinport</u>
Position with company	<u>Director of Legal Affairs</u>
Authorized signature	<u></u>

Required Clauses for Federal Assistance provided by FTA

Item 5.

ACCESS TO RECORDS AND REPORTS

Contractor agrees to:

- a) Maintain all books, records, accounts and reports required under this Contract for a period of not less than three (3) years after the date of termination or expiration of this Contract or any extensions thereof except in the event of litigation or settlement of claims arising from the performance of this Contract, in which case Contractor agrees to maintain same until Public Agency, the FTA Administrator, the Comptroller General, or any of their duly authorized representatives, have disposed of all such litigation, appeals, claims or exceptions related thereto.
- b) Permit any of the foregoing parties to inspect all work, materials, payrolls, and other data and records with regard to the Project, and to audit the books, records, and accounts with regard to the Project and to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed for the purpose of audit and examination.

FTA does not require the inclusion of these requirements of Article 1.01 in subcontracts. Reference 49 CFR 18.39 (i)(11).

CIVIL RIGHTS / TITLE VI REQUIREMENTS

- 1) Non-discrimination. In accordance with Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000d, Section 303 of the Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6102, Section 202 of the Americans with Disabilities Act of 1990, as amended, 42 U.S.C. § 12132, and Federal Transit Law at 49 U.S.C. § 5332, Contractor or subcontractor agrees that it will not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, marital status age, or disability. In addition, Contractor agrees to comply with applicable Federal implementing regulations and other implementing requirements FTA may issue.
- 2) Equal Employment Opportunity. The following Equal Employment Opportunity requirements apply to this Contract:
 - a. Race, Color, Creed, National Origin, Sex. In accordance with Title VII of the Civil Rights Act, as amended, 42 U.S.C. § 2000e, and Federal Transit Law at 49 U.S.C. § 5332, the Contractor agrees to comply with all applicable Equal Employment Opportunity requirements of U.S. Dept. of Labor regulations, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor, 41 CFR, Parts 60 et seq., and with any applicable Federal statutes, executive orders, regulations, and Federal policies that may in the future affect construction activities undertaken in the course of this Project. Contractor agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, marital status, or age. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation; and selection for training, including apprenticeship. In addition, Contractor agrees to comply with any implementing requirements FTA may issue.
 - b. Age. In accordance with the Age Discrimination in Employment Act (ADEA) of 1967, as amended, 29 U.S.C. Sections 621 through 634, and Equal Employment Opportunity Commission (EEOC) implementing regulations, "Age Discrimination in Employment Act", 29 CFR Part 1625, prohibit employment discrimination by Contractor against individuals on the basis of age, including present

and prospective employees. In addition, Contractor agrees to comply with any implementing requirements FTA may issue.

- c. Disabilities. In accordance with Section 102 of the Americans with Disabilities Act of 1990, as amended (ADA), 42 U.S.C. Sections 12101 *et seq.*, prohibits discrimination against qualified individuals with disabilities in programs, activities, and services, and imposes specific requirements on public and private entities. Contractor agrees that it will comply with the requirements of the Equal Employment Opportunity Commission (EEOC), "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 CFR, Part 1630, pertaining to employment of persons with disabilities and with their responsibilities under Titles I through V of the ADA in employment, public services, public accommodations, telecommunications, and other provisions.
 - d. Segregated Facilities. Contractor certifies that their company does not and will not maintain or provide for their employees any segregated facilities at any of their establishments, and that they do not and will not permit their employees to perform their services at any location under the Contractor's control where segregated facilities are maintained. As used in this certification the term "segregated facilities" means any waiting rooms, work areas, restrooms and washrooms, restaurants and other eating areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, color, religion or national origin because of habit, local custom, or otherwise. Contractor agrees that a breach of this certification will be a violation of this Civil Rights clause.
- 3) Solicitations for Subcontracts, Including Procurements of Materials and Equipment. In all solicitations, either by competitive bidding or negotiation, made by Contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by Contractor of Contractor's obligations under this Contract and the regulations relative to non-discrimination on the grounds of race, color, creed, sex, disability, age or national origin.
- 4) Sanctions of Non-Compliance. In the event of Contractor's non-compliance with the non-discrimination provisions of this Contract, Public Agency shall impose such Contract sanctions as it or the FTA may determine to be appropriate, including, but not limited to: 1) Withholding of payments to Contractor under the Contract until Contractor complies, and/or; 2) Cancellation, termination or suspension of the Contract, in whole or in part.

Contractor agrees to include the requirements of this clause in each subcontract financed in whole or in part with Federal assistance provided by FTA, modified only if necessary to identify the affected parties.

DISADVANTAGED BUSINESS PARTICIPATION

This Contract is subject to the requirements of Title 49, Code of Federal Regulations, Part 26, "*Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs*", therefore, it is the policy of the Department of Transportation (DOT) to ensure that Disadvantaged Business Enterprises (DBEs), as defined in 49 CFR Part 26, have an equal opportunity to receive and participate in the performance of DOT-assisted contracts.

- 1) Non-Discrimination Assurances. Contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Contract. Contractor shall carry out all applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by Contractor to carry out these requirements is a material breach of this Contract, which may

result in the termination of this Contract or other such remedy as public agency deems appropriate. Each subcontract Contractor signs with a subcontractor must include the assurance in this paragraph. (See 49 CFR 26.13(b)).

- 2) Prompt Payment. Contractor is required to pay each subcontractor performing Work under this prime Contract for satisfactory performance of that work no later than thirty (30) days after Contractor's receipt of payment for that Work from public agency. In addition, Contractor is required to return any retainage payments to those subcontractors within thirty (30) days after the subcontractor's work related to this Contract is satisfactorily completed and any liens have been secured. Any delay or postponement of payment from the above time frames may occur only for good cause following written approval of public agency. This clause applies to both DBE and non-DBE subcontractors. Contractor must promptly notify public agency whenever a DBE subcontractor performing Work related to this Contract is terminated or fails to complete its Work, and must make good faith efforts to engage another DBE subcontractor to perform at least the same amount of work. Contractor may not terminate any DBE subcontractor and perform that Work through its own forces, or those of an affiliate, without prior written consent of public agency.
- 3) DBE Program. In connection with the performance of this Contract, Contractor will cooperate with public agency in meeting its commitments and goals to ensure that DBEs shall have the maximum practicable opportunity to compete for subcontract work, regardless of whether a contract goal is set for this Contract. Contractor agrees to use good faith efforts to carry out a policy in the award of its subcontracts, agent agreements, and procurement contracts which will, to the fullest extent, utilize DBEs consistent with the efficient performance of the Contract.

ENERGY CONSERVATION REQUIREMENTS

Contractor agrees to comply with mandatory standards and policies relating to energy efficiency which are contained in the State energy conservation plans issued under the Energy Policy and Conservation Act, as amended, 42 U.S.C. Sections 6321 *et seq.* and 41 CFR Part 301-10.

FEDERAL CHANGES

Contractor shall at all times comply with all applicable FTA regulations, policies, procedures and directives, including without limitation those listed directly or by reference in the Contract between public agency and the FTA, as they may be amended or promulgated from time to time during the term of this contract. Contractor's failure to so comply shall constitute a material breach of this Contract.

INCORPORATION OF FEDERAL TRANSIT ADMINISTRATION (FTA) TERMS

The provisions include, in part, certain Standard Terms and Conditions required by the U.S. Department of Transportation (DOT), whether or not expressly set forth in the preceding Contract provisions. All contractual provisions required by the DOT, as set forth in the most current FTA Circular 4220.1F, dated November 1, 2008, are hereby incorporated by reference. Anything to the contrary herein notwithstanding, all FTA mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Contract. Contractor agrees not to perform any act, fail to perform any act, or refuse to comply with any public agency requests that would cause public agency to be in violation of the FTA terms and conditions.

NO FEDERAL GOVERNMENT OBLIGATIONS TO THIRD PARTIES

Agency and Contractor acknowledge and agree that, absent the Federal Government's express written consent and notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of the underlying Contract, the Federal Government is not a party to this Contract and shall not be subject to any

obligations or liabilities to agency, Contractor, or any other party (whether or not a party to that contract) pertaining to any matter resulting from the underlying Contract.

Contractor agrees to include the above clause in each subcontract financed in whole or in part with federal assistance provided by the FTA. It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to its provisions.

PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS

Contractor acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. §§ 3801 et seq. and U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR Part 31, apply to its actions pertaining to this Contract. Upon execution of the underlying Contract, Contractor certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, it may make, or causes to be made, pertaining to the underlying Contract or the FTA assisted project for which this Contract Work is being performed.

In addition to other penalties that may be applicable, Contractor further acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986 on Contractor to the extent the Federal Government deems appropriate.

Contractor also acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification to the Federal Government under a contract connected with a project that is financed in whole or in part with Federal assistance originally awarded by FTA under the authority of 49 U.S.C. § 5307, the Government reserves the right to impose the penalties of 18 U.S.C. § 1001 and 49 U.S.C. § 5307 (n)(1) on the Contractor, to the extent the Federal Government deems appropriate.

Contractor agrees to include the above clauses in each subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that the clauses shall not be modified, except to identify the subcontractor who will be subject to the provisions.

Federal Funds Certifications

Participating Agencies may elect to use federal funds to purchase under the Master Agreement. The following certifications and provisions may be required and apply when a Participating Agency expends federal funds for any purchase resulting from this procurement process. Pursuant to 2 C.F.R. § 200.326, all contracts, including small purchases, awarded by the Participating Agency and the Participating Agency's subcontractors shall contain the procurement provisions of Appendix II to Part 200, as applicable.

APPENDIX II TO 2 CFR PART 200

(A) Contracts for more than the simplified acquisition threshold currently set at \$250,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

- Pursuant to Federal Rule (A) above, when a Participating Agency expends federal funds, the Participating Agency reserves all rights and privileges under the applicable laws and regulations with respect to this procurement in the event of breach of contract by either party.

(B) Termination for cause and for convenience by the grantee or subgrantee including the manner by which it will be effected and the basis for settlement. (All contracts in excess of \$10,000)

- Pursuant to Federal Rule (B) above, when a Participating Agency expends federal funds, the Participating Agency reserves the right to immediately terminate any agreement in excess of \$10,000 resulting from this procurement process in the event of a breach or default of the agreement by Offeror as detailed in the terms of the contract

(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 CFR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

- Pursuant to Federal Rule (C) above, when a Participating Agency expends federal funds on any federally assisted construction contract, the equal opportunity clause is incorporated by reference herein.

(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

- Pursuant to Federal Rule (D) above, when a Participating Agency expends federal funds during the term of an award for all contracts and subgrants for construction or repair, offeror will be in compliance with all applicable Davis-Bacon Act provisions

(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

- Pursuant to Federal Rule (E) above, when a Participating Agency expends federal funds, offeror certifies that offeror will be in compliance with all applicable provisions of the Contract Work Hours and Safety Standards Act during the term of an award for all contracts by Participating Agency resulting from this procurement process.

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

- Pursuant to Federal Rule (F) above, when federal funds are expended by Participating Agency, the offeror certifies that during the term of an award for all contracts by Participating Agency resulting from this procurement process, the offeror agrees to comply with all applicable requirements as referenced in Federal Rule (F) above

(G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended— Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non- Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401- 7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251- 1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

- Pursuant to Federal Rule (G) above, when federal funds are expended by Participating Agency, the offeror certifies that during the term of an award for all contracts by Participating Agency member resulting from this procurement process, the offeror agrees to comply with all applicable requirements as referenced in Federal Rule (G) above

(H) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

- Pursuant to Federal Rule (H) above, when federal funds are expended by Participating Agency, the offeror certifies that during the term of an award for all contracts by Participating Agency resulting from this procurement process, the offeror certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency. If at any time during the term of an award the offeror or its principals becomes debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency, the offeror will notify the Participating Agency

(I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

- Pursuant to Federal Rule (I) above, when federal funds are expended by Participating Agency, the offeror certifies that during the term and after the awarded term of an award for all contracts by Participating Agency resulting from this procurement process, the offeror certifies that it is in compliance with all applicable provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). The undersigned further certifies that:
 - No Federal appropriated funds have been paid or will be paid for on behalf of the undersigned, to any person for influencing or attempting to influence an officer or

employee of any agency, a Member of Congress, an officer or employee of congress, or employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.

- If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- The undersigned shall require that the language of this certification be included in the award documents for all covered sub-awards exceeding \$100,000 in Federal funds at all appropriate tiers and all subrecipients shall certify and disclose accordingly.

RECORD RETENTION REQUIREMENTS FOR CONTRACTS INVOLVING FEDERAL FUNDS

When federal funds are expended by Participating Agency for any contract resulting from this procurement process, offeror certifies that it will comply with the record retention requirements detailed in 2 CFR § 200.333. The offeror further certifies that offeror will retain all records as required by 2 CFR § 200.333 for a period of three years after grantees or subgrantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

CERTIFICATION OF COMPLIANCE WITH THE ENERGY POLICY AND CONSERVATION ACT

When Participating Agency expends federal funds for any contract resulting from this procurement process, offeror certifies that it will comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6321 et seq.; 49 C.F.R. Part 18).

CERTIFICATION OF COMPLIANCE WITH BUY AMERICA PROVISIONS

To the extent purchases are made with Federal Highway Administration, Federal Railroad Administration, or Federal Transit Administration funds, offeror certifies that its products comply with all applicable provisions of the Buy America Act and agrees to provide such certification or applicable waiver with respect to specific products to any Participating Agency upon request. Purchases made in accordance with the Buy America Act must still follow the applicable procurement rules calling for free and open competition.

CERTIFICATION OF ACCESS TO RECORDS

Offeror agrees that the Inspector General of the Agency or any of their duly authorized representatives shall have access to any documents, papers, or other records of offeror that are pertinent to offeror's discharge of its obligations under the Contract for the purpose of making audits, examinations, excerpts,

and transcriptions. The right also includes timely and reasonable access to offeror's personnel for the purpose of interview and discussion relating to such documents

Item 5.

CERTIFICATION OF APPLICABILITY TO SUBCONTRACTORS

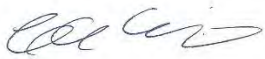
Offeror agrees that all contracts it awards pursuant to the Contract shall be bound by the foregoing terms and conditions.

Offeror certifies compliance with all provisions, laws, acts, regulations, etc. as specifically noted in the pages above. It is further acknowledged that offeror agrees to comply with all federal, state, and local laws, rules, regulations and ordinances as applicable.

Offeror: EC America, Inc.

Address: 8444 Westpark Drive Suite 200

City, State, Zip: McLean, VA 22102

Authorized Signature: 

Date: 3/24/2022

State Notice Addendum

Item 5.

The National Cooperative Purchasing Alliance (NCPA), on behalf of NCPA and its current and potential participants to include all county, city, special district, local government, school district, private K-12 school, higher education institution, state, tribal government, other government agency, healthcare organization, nonprofit organization and all other Public Agencies located nationally in all fifty states, issues this Request for Proposal (RFP) to result in a national contract.

For your reference, the links below include some, but not all, of the entities included in this proposal:

http://www.usa.gov/Agencies/State_and_Territories.shtml

<https://www.usa.gov/local-governments>

Council Agenda Bill

AB Number

AB25-097

Agenda Bill Information

Title *

Storage Upgrade

Action *

Motion

Council Agenda Section

Council Meeting Date *

10/27/2025

Staff Member

Fletcher Lacroix

Department *

IT

Committee

Finance and Administration

Committee Date

10/21/2025

Exhibits

Packet Attachments - if any

Trace3 LLC - Quote TYLWQ3755 Pure Storage X20R4 - 31TB 1yr Term Evergreen Forever - Naspo.pdf

142.72KB

Naspo Pure Storage Agreement.pdf

1.6MB

Summary

Introduction *

Brief summary.

The purpose of this agenda bill is for Council to review and approve the purchase of a new storage appliance as a part if the server infrastructure upgrade.

Proposed Motion

Move to approve the contract with Trace3 for the Storage Upgrade Project

Background/Overview *

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

During the review of our current server environment, a choice was made in the past to purchase hyperconverged servers (servers with the storage onboard to deliver services) to improve performance of virtual desktops used by city staff. As we are no longer using virtual desktops and have moved to laptops for compute, it is no longer necessary to use these more expensive servers, and we can "carve out" the storage to another appliance.

Analysis*

As a part of our server upgrade, we are moving the storage portion of the server upgrade to a standalone storage appliance rather than having onboard storage. This saves costs and to make our systems more modular and resilient. This appliance will all replace the current production file servers. We can reuse the current files server storage at our back site for resiliency.

Budgetary Status*

Funds have already been authorized in the current biennial budget.

Budget Summary

Fiscal Impact

Amount of Expenditure	Amount Budgeted	Appropriation Requested
Fiscal Impact Screenshot		



1455 NW Leary Way Ste. 400
Seattle, WA 98107

Tyler.Cook@Trace3.com

PROPOSAL

City of Snoqualmie
38624 Southeast River Street
Snoqualmie, WA 98065
United States

Brian Mainstone
(425) 888-8010
bmainstone@snoqualmiewa.gov

Ship Via: STD

Ln #	Qty	Part Number	Description	Unit Price	Ext. Price
1			Pure Storage NASPO Master Agreement No: 23020		
2			WASHINGTON CONTRACT NO.:05820		
3					
4			Pure Storage X20R4 - 31TB w/ 1yr Term Evergreen Forever		
			Subscription		
5	1	FA-X20R4-ETH-31TB-14x2.2TB	Pure Storage FlashArray X20R4- ETH-31TB-14x2.2TB	\$50,433.75	\$50,433.75
6	12	FA-X20R4-31TB, 1MO,ADV,FVR	FA-X20R4-31TB 1 Month Evergreen Forever Subscription, NBD Delivery, 24/7 Support	\$1,177.50	\$14,130.00
7			SubTotal		\$64,563.75

Prices exclude necessary sales tax and shipping charges

This quote is provided based on acceptance of the entire quote as presented. Any revisions to the quote may require items contained in the quote to be revised and the price may change.

IVOXY, a TRACE3 Company quote is good for 30 days from the quote date.

Terms:

- 1. FOB shipping point. (Shipping costs, including insurance, will be prepaid and billed, unless otherwise specified).
- 2. Payment terms are subject to IVOXY, a TRACE3 Company credit approval, not to exceed 30-days.
- 3. Any variance from the payment terms and conditions will be effective only if agreed upon in advance and in writing by IVOXY, a TRACE3 Company

Up to an 18% APR late fee may be assessed and accrued on past due balances commencing on the date payment is due.

Notes:

- 1. Hardware and software components are sold subject to manufacturers' written warranties. No other warranties are expressed or implied by IVOXY, a TRACE3 Company
- 2. Installation and maintenance services are not included, unless specifically quoted, and described in specific Statement of Work.
- 3. Any delay of specified installation and/or integration services shall not delay payment of invoice in accordance with terms as quoted herein.
- 4. Prices do not include any applicable taxes.



**PARTICIPATING ADDENDUM
NASPO VALUEPOINT**

COMPUTER EQUIPMENT, PERIPHERALS & RELATED SERVICES

Administered by the State of Minnesota (hereinafter "Lead State")

COOPERATIVE PURCHASING MASTER AGREEMENT

Master Agreement No: 23020

Pure Storage, Inc.
(hereinafter "Contractor")

and

State of Washington
(hereinafter "Participating State")

WASHINGTON CONTRACT No.: 05820

This Participating Addendum for the above referenced Master Agreement ("Participating Addendum") is made and entered into by and between the State of Washington acting by and through the Department of Enterprise Services, a Washington State governmental agency ("Enterprise Services") and Pure Storage, Inc., a Delaware Profit Corporation ("Contractor") and is dated and is dated and effective as of February 01, 2024 or the date of last signature, whichever is later. This Participating Addendum shall terminate upon the expiration or the termination of the Master Agreement, as amended, unless the Participating Addendum is terminated sooner in accordance with the terms set forth herein

RECITALS

- A. Pursuant to Legislative authorization codified in RCW 39.26.060, Enterprise Services, on behalf of the State of Washington, is authorized to participate in cooperative purchasing agreements to develop master agreements to procure goods and/or services and to make such competitively solicited and awarded contracts available to Washington state agencies and designated eligible purchasers consistent with terms and conditions set forth by Enterprise Services.
- B. Enterprise Services timely provided public notice of the competitive solicitation process conducted by the above-referenced lead state through Washington's Electronic Business Solutions (WEBS) system.
- C. The above-referenced Lead State, as part of its competitive solicitation process, evaluated all responses to its procurement and identified Contractor as an apparent successful bidder and awarded a Master Agreement to Contractor.
- D. Enterprise Services has determined that participating in this Master Agreement is in the best interest of the State of Washington.

- E. The purpose of this Participating Addendum is to enable eligible purchasers, as defined herein, to utilize the Master Agreement as conditioned by this Participating Addendum.

A G R E E M E N T

NOW THEREFORE, in consideration of the mutual promises, covenants, and conditions set forth herein, the parties hereto hereby agree as follows:

1. **SCOPE:** This Participating Addendum covers the competitive procurement for Computer Equipment, Peripherals & Related Services led by the State of Minnesota for use by state agencies and other entities located in the Participating State authorized by that state's statutes to utilize state contracts with the prior approval of the State's chief procurement official.

AWARDED BANDS:

Band 3, Servers and Storage

2. **PARTICIPATION:** Use of specific NASPO ValuePoint cooperative contracts by agencies, political subdivisions and other entities (including cooperatives) authorized by an individual state's statutes to use state contracts are subject to the prior approval of the respective State chief procurement official. Issues of interpretation and eligibility for participation are solely within the authority of the State chief procurement official. Pursuant to this Participating Addendum, the Master Agreement may be utilized by the following ("Purchasing Entities" or "Purchasers"):
 - (a) WASHINGTON STATE AGENCIES. All Washington state agencies, departments, offices, divisions, boards, and commissions.
 - (b) WASHINGTON STATE INSTITUTIONS OF HIGHER EDUCATION (COLLEGES). Any the following specific institutions of higher education in Washington:
 - (a) State universities – i.e., University of Washington & Washington State University;
 - (b) Regional universities – i.e., Central Washington University, Eastern Washington University, & Western Washington University
 - (c) Evergreen State College;
 - (d) Community colleges; and
 - (e) Technical colleges.
 - (c) CONTRACT USAGE AGREEMENT PARTIES. The Master Agreement also may be utilized by any of the following types of entities that have executed a [Contract Usage Agreement \(CUA\)](#) with Enterprise Services:
 - Political subdivisions (e.g., counties, cities, school districts, public utility districts, ports) in the State of Washington;
 - Federal governmental agencies or entities;
 - Public-benefit nonprofit corporations (i.e., § 501(c)(3) nonprofit corporations that receive federal, state, or local funding); and
 - Federally-recognized Indian Tribes located in the State of Washington.

By placing an order under this Participating Addendum, each Purchasing Entity agrees to be bound by the terms and conditions of this Participating Addendum, including the Master Agreement. Each Purchasing Entity shall be responsible for its compliance with such terms and conditions.

3. PARTICIPATING STATE MODIFICATIONS OR ADDITIONS TO MASTER AGREEMENT:

- 3.1. **WASHINGTON'S ELECTRONIC BUSINESS SOLUTIONS (WEBS) SYSTEM:** Within seven (7) days of execution of this Participating Addendum, Contractor shall register in the Washington State Department of Enterprise Services' Electronic Business Solutions (WEBS) System at [WEBS](#). Contractor shall ensure that all of its information therein is current and accurate and that, throughout the term of the Master Agreement, Contractor shall maintain an accurate profile in WEBS.
- 3.2. **WASHINGTON'S STATEWIDE PAYEE DESK:** To be paid for contract sales, Contractors must register with Washington's Statewide Payee Desk. Washington state agencies cannot make payments to a contractor until it is registered. Registration materials are available here: [Receiving Payment from the State](#).
- 3.3. **CONTRACT SALES REPORTING:** Contractor shall report total contract sales quarterly to Enterprise Services, as set forth below.
- (a) **REPORTING.** Contractor shall report quarterly Contract sales in Enterprise Services' [Contract Sales Reporting System](#). Enterprise Services will provide Contractor with a login password and a vendor number. The Contractors point of contact for reporting and processing of the administrative fee is:

Name:	Katie Lefebvre, Public Sector Contracts Specialist, III
Address:	2555 Augustine Drive, Santa Clara, CA 95054
Telephone:	(630) 863-9428
Email:	klefebvre@purestorage.com

- (b) **DATA.** Each sales report must identify every authorized Purchasing Entity by name as it is known to Enterprise Services and its total combined sales amount invoiced during the reporting period (i.e., sales of an entire agency or political subdivision, not its individual subsections). The "Miscellaneous" option may be used only with prior approval by Enterprise Services. Upon request, Contractor shall provide contact information for all authorized Purchasing Entities specified herein during the term of this Participating Addendum. Refer sales reporting questions to the Primary Contact set forth below. If there are no contract sales during the reporting period, Contractor must report zero sales.
- (c) **DUE DATES FOR CONTRACT SALES REPORTING.** Quarterly Contract Sales Reports must be submitted electronically by the following deadlines for all sales invoiced during the applicable calendar quarter:

QUARTER	FOR SALES MADE IN CALENDAR QUARTER ENDING	CONTRACT SALES REPORT	
		DUE BY	PAST DUE
1	January 1 – March 31	April 30	May 1
2	April 1 – June 30	July 31	August 1
3	July 1 – September 30	October 31	November 1
4	October 1 – December 31	January 31	February 1

3.4. **VENDOR MANAGEMENT FEE:** Contractor shall pay to Enterprise Services a vendor management fee ("VMF") of 1.25 percent on the purchase price for all contract sales (the purchase price is the total invoice price less applicable sales tax) authorized by this Participating Addendum.

- (a) The sum owed by Contractor to Enterprise Services as a result of the VMF is calculated as follows:

Amount owed to Enterprise Services = Total contract sales invoiced (not including sales tax) x .01250.

- (b) The VMF must be rolled into Contractor's current pricing. The VMF must not be shown as a separate line item on any invoice unless specifically requested and approved by Enterprise Services.
- (c) Enterprise Services will invoice Contractor quarterly based on contract sales reported by Contractor. Contractor shall not remit payment until it receives an invoice from Enterprise Services. Contractor's VMF payment to Enterprise Services must reference the following:
- Invoice number associated with payment
 - This Washington Contract No.: **05820**
 - The NASPO Master Agreement No.: **23020**
 - The year and quarter for which the VMF is being remitted, and
 - Contractor's name as set forth in this Contract, if not already included on the face of the check.
- (d) Contractor's failure accurately and timely to report total net sales, to submit timely usage reports, or to remit timely payment of the VMF to Enterprise Services, may be cause for Enterprise Services to suspend or terminate this Participating Addendum or exercise any other remedies as provided by law.
- (e) Enterprise Services reserves the right, upon thirty (30) days advance written notice, to increase, reduce, or eliminate the VMF for subsequent purchases.
- (f) For purposes of the VMF, the parties agree that the initial management fee is included in the pricing. Therefore, any increase or reduction of the management fee must be reflected in contract pricing commensurate with the adjustment.

3.5. **CONTRACTOR REPRESENTATIONS AND WARRANTIES:** Contractor makes each of the following representations and warranties as of the effective date of this Participating Addendum and at the time any order is placed pursuant to the Contract. If, at the time of any such order, Contractor cannot make such representations and warranties, Contractor shall not process any orders and shall, within three (3) business days notify Enterprise Services, in writing, of such breach.

- (a) **QUALIFIED TO DO BUSINESS.** Contractor represents and warrants that Contractor is (a) in good standing; (b) qualified to do business in the State of Washington; and (c) registered with the Washington State Department of Revenue and the Washington Secretary of State.
- (b) **TAXES.** Contractor represents and warrants that Contractor is current, in full compliance, and has paid all applicable taxes owed to the State of Washington.
- (c) **LICENSES; CERTIFICATIONS; AUTHORIZATIONS; & APPROVALS.** Contractor represents and warrants that Contractor possesses and shall keep current during the term of this

Contract all required licenses, certifications, permits, authorizations, and approvals necessary for Contractor's proper performance of this Contract.

- (d) **SALES TAX.** Contractor represents and warrants that, for all sales to Purchasing Entities in the State of Washington, Contractor shall calculate, collect, and remit, as appropriate, the applicable state and local sales tax on all invoices.
- (e) **WAGE VIOLATIONS.** Contractor represents and warrants that, during the term of this Contract and the three (3) year period immediately preceding the award of the Contract, it is not determined, by a final and binding citation and notice of assessment issued by the Washington Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction, to be in willful violation of any provision of Washington state wage laws set forth in RCW 49.46, 49.48, or 49.52.
- (f) **CIVIL RIGHTS.** Contractor represents and warrants that Contractor complies with all applicable requirements regarding civil rights. Such requirements prohibit discrimination against individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity, or national origin.
- (g) **EXECUTIVE ORDER 18-03 – WORKERS' RIGHTS (MANDATORY INDIVIDUAL ARBITRATION).** Contractor represents and warrants that Contractor does NOT require its employees, as a condition of employment, to sign or agree to mandatory individual arbitration clauses or class or collective action waivers. Contractor further represents and warrants that, during the term of this Participation Agreement, Contractor shall not, as a condition of employment, require its employees to sign or agree to mandatory individual arbitration clauses or class or collective action waivers.
- (h) **OCIO POLICY & SECURITY COMPLIANCE:** Contractor represents and warrants, that to the extent the following applies to products provided under this Participating Addendum, that Contractor shall use commercially reasonable efforts to provide applicable supporting documentation and assist the Purchasing Entities with verifying that the products comply with the Washington Office of the Chief Information Officer (OCIO) statewide information technology policies and other local information technology policies as applicable to the Purchasing Entity. Policies applicable to the Washington State Agencies are located on the OCIO website at <https://ocio.wa.gov/policies>. Prior to final execution of a Washington State Agency's Order with a Contractor, the Contractor's Solution(s) may be subject to a Security Design Review performed by Washington Consolidated Technology Services to ensure compliance with the State security policies.
- (i) **GREEN/SUSTAINABLE.** Contractor represents and warrants that Contractor shall endeavor to supply and delivery goods in alignment with the State of Washington's green/sustainability strategy which, at a minimum is designed to minimize the use of unnecessary product packaging, reduce the use of toxic chemicals, and offer Purchasers, where practicable, 'green products' that provide equivalent performance. Accordingly, Contractor should review the below list of applicable state policies and standards and use commercially reasonable efforts to meet these requirements when supplying goods and services under this Participating Addendum:

1. APPLICABLE POLICIES

- a. [Electronic Products Recycling Program](#). Contractor shall adhere to Washington State's Electronic Products Recycling Program and its requirements to both manufacturers and retailers of electronic equipment, per [E-Cycle WA](#), [70A.500 RCW](#), and [173-900 WAC](#).

2. PROHIBITED MATERIALS

- a. [Expanded polystyrene](#). Contractor shall adhere to Washington State Department of Ecology's ban on expanded polystyrene void filling packaging (packing peanuts). This will expand to additional expanded polystyrene products July 1, 2024.

3. PROCUREMENT PRIORITIES

- a. [Nonmercury-Added Products](#). State Agencies and institutions of higher education are directed to purchase products that contain no mercury or the least amount of mercury-added compounds or components where commercially available and economically feasible.
- b. [Electronics Products Purchasing Preference](#). State Agencies and institutions of higher education are directed to purchase applicable electronics (e.g., servers, computers and displays, imaging equipment, mobile phones, and televisions) with an [EPEAT](#) Registry listing at the Bronze level or higher, or products that meet another environmental standard that reduces the use of hazardous substances.
- c. [Recycled Product Procurement](#). State Agencies and institutions of higher education are directed to purchase printer models that will efficiently utilize one hundred percent recycled content white cut sheet bond paper.

3.6. **CONTRACTOR'S SALES AUTHORITY; PURCHASE ORDERS; & INVOICES:**

- (a) **CONTRACTOR'S SALES AUTHORITY.** Pursuant to this Participating Addendum, Contractor is authorized to provide only those goods/services set forth in the Master Agreement as conditioned by this Participating Addendum. Contractor shall not represent to any Purchaser hereunder that it has any authority to sell any other materials, supplies, services and/or equipment.
- (b) **INVOICES.** Contractor must provide a properly completed invoice to Purchaser. All invoices are to be delivered to the address indicated in the purchase order. Each invoice must include the:
 - Washington Contract Number 05820;
 - Lead State Master Agreement Number 23020;
 - Contractor's statewide vendor registration number assigned by the Washington State Office of Financial Management (OFM);
 - Applicable Purchaser's order number; and
 - The applicable volume discounts.

3.8. **TERMINATION; EXPIRATION; SUSPENSION; & REMEDIES.**

(a) **TERMINATION.** The Purchaser may terminate Purchase Orders: (a) upon the mutual written agreement of the parties; (b) by the non-breaching party where the breach is not cured within thirty (30) calendar days after written notice of breach is delivered to the breaching party, unless a different time for cure is otherwise stated in the Purchase Order; and (c) as otherwise expressly provided for in the Purchase Order. The Purchase Orders shall terminate automatically and without further action if a party becomes insolvent or is placed in receivership, reorganization, liquidation, or bankruptcy. In addition to any other available remedies, the non-breaching party may terminate the Purchase Order as provided in subsection (b) below without further liability by written notice to the breaching party. A termination for breach will not affect rights or obligations accrued or owed before the effective date of the termination notice.

(b) **TERMINATION FOR NONAPPROPRIATION OR REDUCTION OF FUNDS OR CHANGES IN LAW.** Enterprise Services may suspend or terminate this Participating Addendum and Purchasers may suspend or terminate applicable Purchase Orders, in whole or in part, at the sole discretion of Enterprise Services or, as applicable, Purchaser, if Enterprise Services or, as applicable, Purchaser reasonably determines that: (a) a change in Federal or State legislation or applicable laws materially affects the ability of either party to perform under the terms of this Participating Addendum or applicable Purchase Order; or (b) that a change in available funds affects Purchaser's ability to pay under the applicable Purchase Order. A change of available funds as used in this section includes, but is not limited to a change in Federal or State funding, whether as a result of a legislative act or by order of the President or the Governor. If a written notice is delivered under this provision, Purchaser will reimburse Contractor for Goods properly ordered and/or Services properly performed until the effective date of said notice. Except as stated in this provision, in the event of termination for nonappropriation or reduction of funds or changes in law, Purchaser will have no obligation or liability to Contractor.

(c) **TERMINATION FOR PUBLIC CONVENIENCE.** The Purchasers, for public convenience, may terminate the Purchase Order; Provided, however, that such termination for public convenience must, in the Purchaser's judgment, be in the best interest of the State of Washington; and Provided further, that such termination for public convenience shall only be effective upon sixty (60) calendar days prior written notice; and Provided further, that such termination for public convenience shall not relieve any Purchaser from payment for Goods/Services already ordered as of the effective date of such notice. Except as stated in this provision, in the event of such termination for public convenience, Purchaser shall have no obligation or liability to Contractor.

(d) **PURCHASER OBLIGATIONS – EXPIRATION.** Upon expiration of this Participating Addendum, Purchaser shall accept and take delivery of all outstanding and not yet fulfilled Purchase Orders and pay Contractor the price as set out in the Master Agreement. Notwithstanding any provision to the contrary, in no event shall a Purchaser's Purchase Order pursuant to this Participating Addendum that is executed prior to expiration of this Participating Addendum allow for Contractor to provide Goods and/or Services more than twelve (12) months beyond the expiration date of the Master Agreement.

(e) **CONTRACTOR OBLIGATIONS – EXPIRATION OR TERMINATION.** Upon expiration or termination of this Participating Addendum, Contractor shall: (a) continue to fulfill its

warranty obligations with respect to any Goods and/or Services sold hereunder and all provisions of the Participating Addendum that, by their nature, would continue beyond the expiration, termination, or cancellation of the Participating Addendum shall so continue and survive; and (b) promptly return to Purchaser all keys, badges, and other materials supplied by Purchaser for the performance of any Purchase Order entered into pursuant to this Participating Addendum.

4. **LEASE AGREEMENTS**: Any Purchaser that desires to lease equipment pursuant to the Master Agreement, must have the authority to do so. This Participating Addendum does not provide independent authorization for Purchaser to lease equipment. In addition, state agencies and institutions of public higher education are not authorized to lease equipment pursuant to the Master Agreement and should consult with DES Technology Leasing.
5. **PRIMARY CONTACTS**: The primary contact individuals for this Participating Addendum are as follows (or their named successors):

Participating State

Attn: Leilani Konecny
 State of Washington
 Washington Dept. of Enterprise Services
 PO Box 41411
 Olympia, WA 98504-1411
 Tel: (360)407-8249
 Email: leilani.konecny@des.wa.gov
 CC: DESContractsTeamCypress@des.wa.gov

Contractor

Attn: Kim Bradbury
 Pure Storage, Inc.
 2555 Augustine Drive, Santa Clara,
 CA 95054

Tel: (301) 717-9968

Email:
kimbradbury@purestorage.com

6. **SUBCONTRACTORS**: Subcontractors, referred to in the Master Agreement in part as Partners, are not authorized to accept payment directly from Purchasers. Contractor shall not subcontract, assign, or otherwise transfer its obligations under the Master Agreement and this Participating Addendum without Enterprise Services' prior written consent. Violation of this condition shall constitute a material breach establishing grounds for termination of this Participating Addendum.

- (a) **SUBCONTRACTOR AUTHORIZATION**. Contractor is authorized, upon approval by Enterprise Services, to utilize its Subcontractors to provide service support to Purchasers hereunder; *provided*, however, that such participation shall be in accordance with the terms and conditions set forth in the Master Agreement and this Participating Addendum. Contractor shall maintain a list of such Subcontractors utilized for this Participating Addendum, and upon request, promptly provide Enterprise Services with such list and any updates. Parameters for approval by Enterprise Services are included in Exhibit A.
- (b) **CONTRACTOR RESPONSIBILITY FOR SUBCONTRACTORS**. Contractor shall be responsible to ensure that all requirements of the Master Agreement (including, but not limited to, insurance requirements, indemnification, Washington state business registration, etc.) flow down to any and all Subcontractors. In no event shall the existence of a subcontract between Contractor and its Subcontractor operate to release or reduce Contractor's liability to the Participating State or any Purchaser for any breach of the Master Agreement or this Participating Addendum. As to Participating State and Purchasers hereunder, Contractor shall have full and

complete responsibility and liability for any act or omission by Contractor's Subcontractors.

- (c) SMALL, DIVERSE, AND VETERAN BUSINESS INCLUSION GOALS. Contractor shall make reasonable commercial efforts to include WA small, diverse, and veteran businesses as Subcontractors, as defined by [RCW 39.26.010 \(22a\)](#), [RCW 39.26.010 \(22b\)](#), and [RCW 43.60A.190 \(2\)](#)

7. CONTRACTOR'S AUTHORIZED FULFILLMENT PARTNERS: Authorized Fulfillment Partners, referred to in the Master Agreement in part as Partners, are authorized to accept payment directly from Purchasers. Contractor shall not subcontract, assign, or otherwise transfer its obligations under the Master Agreement and this Participating Addendum without Enterprise Services' prior written consent. Violation of this condition shall constitute a material breach establishing grounds for termination of this Participating Addendum.

- (a) AUTHORIZED FULFILLMENT PARTNER AUTHORIZATION. Contractor is authorized, upon approval by Enterprise Services, to utilize its Authorized Fulfillment Partners to provide sales and service support to Purchasers hereunder; *provided*, however, that such participation shall be in accordance with the terms and conditions set forth in the Master Agreement and this Participating Addendum. Contractor shall maintain a list of such Authorized Fulfillment Partners utilized for this Participating Addendum, and upon request, promptly provide Enterprise Services with such list and any updates. Parameters for approval by Enterprise Services are included in Exhibit A.
- (b) CONTRACTOR RESPONSIBILITY FOR AUTHORIZED FULFILLMENT PARTNERS. Contractor shall be responsible to ensure that all requirements of the Master Agreement (including, but not limited to, insurance requirements, indemnification, Washington state business registration, etc.) flow down to any and all Authorized Fulfillment Partners. In no event shall the existence of a subcontract between Contractor and its Authorized Fulfillment Partner operate to release or reduce Contractor's liability to the Participating State or any Purchaser for any breach of the Master Agreement or this Participating Addendum. As to Participating State and Purchasers hereunder, Contractor shall have full and complete responsibility and liability for any act or omission by Contractor's Authorized Fulfillment Partner.
- (c) PURCHASER PAYMENT REGARDING CONTRACTOR'S AUTHORIZED FULFILLMENT PARTNERS. Notwithstanding any provision to the contrary, the parties understand and agree that for any contract sales or service provided pursuant to the Master Agreement and this Participating Addendum, Purchaser payment shall be made directly to Contractor as the awarded vendor pursuant to the competitive procurement; *provided*, however, that, in the event any such sales or services are performed by a Authorized Fulfillment Partner for Contractor, Contractor may instruct such Purchaser to make payment for such sales or services to Contractor's identified Authorized Fulfillment Partner. Regardless of whether Contractor instructs a Purchaser to make such payment to Contractor's Authorized Fulfillment Partner, Contractor shall remain responsible for performance.
- (d) CONTRACT SALES REPORTING. Notwithstanding any provision to the contrary, Contractor shall report to Enterprise Services total contract sales, delineated by purchaser, made by each individual Authorized Fulfillment Partner, and also report

total contract sales, delineated by purchaser, on a consolidated Contractor 'roll-up' basis. Contractor shall maintain records supporting such reports in accordance with the Master Agreement's records retention requirements.

- (e) SMALL, DIVERSE, AND VETERAN BUSINESS INCLUSION GOALS. Contractor shall make reasonable commercial efforts to include WA small, diverse, and veteran businesses as Authorized Fulfillment Partners, as defined by [RCW 39.26.010 \(22a\)](#), [RCW 39.26.010 \(22b\)](#), and [RCW 43.60A.190 \(2\)](#)

8. **ORDERS:** Unless the parties to the applicable purchase order agree in writing that another contract or agreement applies to such order, any order placed by a Purchaser for goods/services available from this Master Agreement shall be deemed to be a sale under (and governed by the prices and other terms and conditions of) the Master Agreement as conditioned by this Participating Addendum.
9. **TRAVEL COSTS:** Travel costs, if any, must be approved by Purchaser and set forth in the Purchase Order; *Provided*, however, that any such costs must be in accordance with the Washington Office of Financial Management's State Administrative & Accounting Manual (SAAM).

10. **GENERAL:**

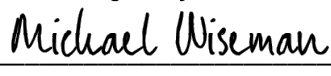
- 8.1. TIME IS OF THE ESSENCE. Time is of the essence for each and every provision of this Contract.
- 8.2. INTEGRATED AGREEMENT; MODIFICATION. This Participating Addendum and Master Agreement, together with its exhibits, set forth the entire agreement and understanding of the Parties with respect to the subject matter and supersedes all prior negotiations and representations. This Participating Addendum may not be modified except in writing signed by the Parties.
- 8.3. AUTHORITY. Each party to this Participating Addendum, and each individual signing on behalf of each party, hereby represents and warrants to the other that it has full power and authority to enter into this Participating Addendum and that its execution, delivery, and performance of this Participating Addendum has been fully authorized and approved, and that no further approvals or consents are required to bind such party.
- 8.4. ELECTRONIC SIGNATURES. An electronic signature or electronic record of this Participating Addendum or any other ancillary agreement shall be deemed to have the same legal effect as delivery of an original executed copy of this Participating Addendum or such other ancillary agreement for all purposes.
- 8.5. COUNTERPARTS. This Participating Addendum may be executed in one or more counterparts, each of which shall be deemed an original, and all of which counterparts together shall constitute the same instrument which may be sufficiently evidenced by one counterpart. Execution of this Participating Addendum at different times and places by the parties shall not affect the validity thereof so long as all the parties hereto execute a counterpart of this Participating Addendum.

EXECUTED as of the date and year first above written.

**STATE OF WASHINGTON
DEPARTMENT OF ENTERPRISE SERVICES**

By: 
Elena McGrew
Its: Statewide Enterprise Procurement Manager
Date: December 22, 2023

**PURE STORAGE, INC.,
A DELAWARE PROFIT CORPORATION**

DocuSigned by:
By: 
Michael Wiseman
Its: VP, Americas Public Sector Sales
Date: 11-Dec-2023

State of Washington Contracts & Procurement Division Department of Enterprise Services P.O. Box 41411 Olympia, WA 98504-1411	PARTICIPATING ADDENDUM AMENDMENT	
	Contract No.:	05820
Pure Storage, Inc. 2555 Augustine Drive Santa Clara, CA 95054	Amendment No.:	1
	Effective Date:	May 1, 2024

FIRST AMENDMENT
TO
NASPO VALUE POINT PARTICIPATING ADDENDUM No. 05820
COMPUTER EQUIPMENT, PERIPHERALS & RELATED SERVICES

This First Amendment (“Amendment”) to Contract No. 05820 is made and entered into by and between the State of Washington acting by and through the Department of Enterprise Services, a Washington State governmental agency (“Enterprise Services”) and Pure Storage, Inc., a Delaware Profit Corporation (“Contractor”) and is dated as of February 1, 2024.

RECITALS

- A. Enterprise Services and Contractor (collectively the “Parties”) entered into that certain Contract No. 05820 for Computer Equipment; Peripherals & Related Services dated effective as of February 1, 2024 (“Contract”).
- B. The amendment set forth herein is within the scope of the Contract.
- C. The Parties now desire to amend the Contract as set forth herein.

AGREEMENT

NOW THEREFORE, in consideration of the mutual covenants and agreements set forth herein, the Parties hereby agree to amend the Contract, as previously amended, as follows:

- 1. **TRADE-IN.** The following provision is added as a new subsection of the Contract in the Contractor Representations and Warranties section:
 - j. Customers may trade-in equipment when making purchases from the contract. A trade-in shall be negotiated between the Purchaser and the Contractor. Purchasing entity must return used hardware and accessories associated with the discount (Trade-In Units”) to Contractor. Purchasing Entity is obligated to actively seek current fair market value when trading in equipment, and to keep accurate records of the process.
- 2. **NONDISCRIMINATION.** The following provision is added as a new subsection of the Contract in the General Provisions section:
 - 8.6. **NONDISCRIMINATION.**

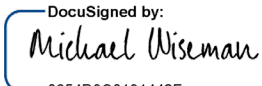
- (a) Nondiscrimination Requirement. During the term of this Contract, Contractor, including any subcontractor, shall not discriminate on the bases enumerated at RCW 49.60.530(3). In addition, Contractor, including any subcontractor, shall give written notice of this nondiscrimination requirement to any labor organizations with which Contractor, or subcontractor, has a collective bargaining or other agreement.
 - (b) Obligation to Cooperate. Contractor, including any subcontractor, shall cooperate and comply with any Washington state agency investigation regarding any allegation that Contractor, including any subcontractor, has engaged in discrimination prohibited by this Contract pursuant to RCW 49.60.530(3).
 - (c) Default. Notwithstanding any provision to the contrary, Enterprise Services may suspend Contractor, including any subcontractor, upon notice of a failure to participate and cooperate with any state agency investigation into alleged discrimination prohibited by this Contract, pursuant to RCW 49.60.530(3). Any such suspension will remain in place until Enterprise Services receives notification that Contractor, including any subcontractor, is cooperating with the investigating state agency. In the event Contractor, or subcontractor, is determined to have engaged in discrimination identified at RCW 49.60.530(3), Enterprise Services may terminate this Contract in whole or in part, and Contractor, subcontractor, or both, may be referred for debarment as provided in RCW 39.26.200. Contractor or subcontractor may be given a reasonable time in which to cure this noncompliance, including implementing conditions consistent with any court-ordered injunctive relief or settlement agreement.
 - (d) Remedies for Breach. Notwithstanding any provision to the contrary, in the event of Contract termination or suspension for engaging in discrimination, Contractor, subcontractor, or both, shall be liable for contract damages as authorized by law including, but not limited to, any cost difference between the original Contract and the replacement or cover contract and all administrative costs directly related to the replacement contract, which damages are distinct from any penalties imposed under Chapter 49.60, RCW. Enterprise Services and/or Purchasers shall have the right to deduct from any monies due to Contractor or subcontractor, or that thereafter become due, an amount for damages Contractor or subcontractor will owe Enterprise Services and/or Purchasers for default under this provision.
3. NO CHANGE OTHER THAN AMENDMENT. Except as amended herein, the Contract is unaffected and remains in full force and effect.
4. INTEGRATED AGREEMENT; MODIFICATION. This Amendment constitutes the entire agreement and understanding of the Parties with respect to the subject matter and supersedes all prior negotiations and representations. In the event of any conflict between this Amendment and the

Contract or any earlier amendment, this Amendment shall control and govern. This Amendment may not be modified except in writing signed by the Parties.

5. **AUTHORITY.** Each party to this Amendment, and each individual signing on behalf of each party, hereby represents and warrants to the other that it has full power and authority to enter into this Amendment and that its execution, delivery, and performance of this Amendment has been fully authorized and approved, and that no further approvals or consents are required to bind such party.
6. **ELECTRONIC SIGNATURES.** An electronic signature or electronic record of this Amendment or any other ancillary agreement shall be deemed to have the same legal effect as delivery of an original executed copy of this Amendment or such other ancillary agreement for all purposes.
7. **COUNTERPARTS.** This Amendment may be executed in one or more counterparts, each of which shall be deemed an original, and all of which counterparts together shall constitute the same instrument which may be sufficiently evidenced by one counterpart. Execution of this Amendment at different times and places by the parties shall not affect the validity thereof so long as all the parties hereto execute a counterpart of this Amendment.

EXECUTED AND EFFECTIVE as of the day and date first above written.

**PURE STORAGE, INC.,
A DELAWARE PROFIT CORPORATION**

By: 
0654D9C0191442F...

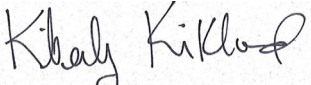
Name: Michael Wiseman

Title: VP, Americas Public Sector Sales

Date: May 3, 2024

**STATE OF WASHINGTON
DEPARTMENT OF ENTERPRISE SERVICES**

By:

Name: 

Title: Kim Kirkland, Procurement
Supervisor

Date: 5/3/2024

State of Washington Contracts & Procurement Division Department of Enterprise Services P.O. Box 41411 Olympia, WA 98504-1411	NASPO PARTICIPATING ADDENDUM AMENDMENT	
	Contract No.:	05820
	Amendment No.:	Second
	Effective Date:	October 1, 2024
PURE STORAGE, INC. 2555 Augustine Dr Santa Clara, CA 95054		

SECOND AMENDMENT

TO

NASPO PARTICIPATING ADDENDUM CONTRACT No. 05820
COMPUTER EQUIPMENT, RELATED PERIPHERALS & SERVICES (NVP)

This Second Amendment (“Amendment”) to Contract No. 05820 is made and entered into by and between the State of Washington acting by and through the Department of Enterprise Services, a Washington State governmental agency (“Enterprise Services”) and PURE STORAGE, INC., a Delaware Profit Corporation (“Contractor”) and is dated as of October 1, 2024.

RECITALS

- A. Enterprise Services and Contractor (collectively the “Parties”) entered into that certain Contract No. 05820 dated effective as of 2/1/2024 (“Contract”).
- B. The Parties previously amended the Contract as follows:
 - (1) Added sections for Trade-Ins and Nondiscrimination.
- C. The Parties now desire to amend the Contract to include a ‘pay equality provision’ as required by the Washington State Legislature. See [LAWS OF 2023, ch. 475](#), § 919(4).
- D. The amendment set forth herein is within the scope of the Contract.

AGREEMENT

NOW THEREFORE, in consideration of the mutual covenants and agreements set forth herein, the Parties hereby agree to amend the Contract as follows:

- 1. PAY EQUALITY. The following provision is added to the end of section 3.5 (Contractor Representations and Warranties) as a new subsection:
 - (j) WASHINGTON STATE PAY EQUALITY FOR ‘SIMILARLY EMPLOYED’ INDIVIDUALS. Contractor represents and warrants that, among Contractor’s employees, ‘similarly employed’ individuals are compensated as equals. For purposes of this provision, employees are similarly employed if the individuals work for the same employer, the performance of the job requires comparable skill, effort, and responsibility, and the jobs are performed under similar working conditions. Job titles alone are not determinative of whether employees are similarly employed. Contractor may allow differentials in compensation for Contractor’s workers based in good faith on any of the following: a seniority system; a merit system; a system that measures earnings by quantity or quality of production; a bona fide job-related factor or factors; or a bona fide regional difference in compensation levels. A bona fide job-related factor or factors may include, but is not limited to, education, training, or experience that is: consistent with business necessity; not based on or

derived from a gender-based differential; and accounts for the entire differential. A bona fide regional difference in compensation level must be consistent with business necessity; not based on or derived from a gender-based differential; and account for the entire differential. Notwithstanding any provision to the contrary, upon breach of warranty and Contractor's failure to provide satisfactory evidence of compliance within thirty (30) days, Enterprise Services may suspend or terminate this Contract and any Purchaser hereunder similarly may suspend or terminate its use of the Contract and/or any agreement entered into pursuant to this Contract.

- 2. NO CHANGE OTHER THAN AMENDMENT. Except as amended herein, the Contract is unaffected and remains in full force and effect.
- 3. INTEGRATED AGREEMENT; MODIFICATION. This Amendment constitutes the entire agreement and understanding of the Parties with respect to the subject matter and supersedes all prior negotiations and representations. In the event of any conflict between this Amendment and the Contract or any earlier amendment, this Amendment shall control and govern. This Amendment may not be modified except in writing signed by the Parties.
- 4. AUTHORITY. Each party to this Amendment, and each individual signing on behalf of each party, hereby represents and warrants to the other that it has full power and authority to enter into this Amendment and that its execution, delivery, and performance of this Amendment has been fully authorized and approved, and that no further approvals or consents are required to bind such party.
- 5. ELECTRONIC SIGNATURES. An electronic signature or electronic record of this Amendment or any other ancillary agreement shall be deemed to have the same legal effect as delivery of an original executed copy of this Amendment or such other ancillary agreement for all purposes.
- 6. COUNTERPARTS. This Amendment may be executed in one or more counterparts, each of which shall be deemed an original, and all of which counterparts together shall constitute the same instrument which may be sufficiently evidenced by one counterpart. Execution of this Amendment at different times and places by the parties shall not affect the validity thereof so long as all the parties hereto execute a counterpart of this Amendment.

EXECUTED AND EFFECTIVE as of the day and date first above written.

PURE STORAGE, INC.,
A DELAWARE PROFIT CORPORATION

STATE OF WASHINGTON
DEPARTMENT OF ENTERPRISE SERVICES

DocuSigned by:
By: Bryan Thomas
E40BC0399B7E4D1...
Name: Bryan Thomas
Title: VP, US Public Sector Sales
24-Sep-2024
Date: _____

By: Kimberly Kirkland
Name: Kimberly Kirkland
Title: IT Procurement Supervisor
Date: 10/28/24

Council Agenda Bill

AB Number

AB25-089

Agenda Bill Information

Title*

Resolution Amending the Financial Management Policy

Action*

Motion

Council Agenda Section

Committee Report

Council Meeting Date*

10/27/2025

Staff Member

Dena Burke

Department*

Legal

Committee

Finance and Administration

Committee Date

10/21/2025

Exhibits

Packet Attachments - if any

Financial Management Policy - Updated 20250930.docx

144.13KB

RESOLUTION finance policy 20251002.docx

23.55KB

Summary

Introduction*

Brief summary.

The Financial Management Policy of the City of Snoqualmie is established by the City Council. The policy is designed to provide guidance to all stakeholders whether they be directly involved in financial processes, internal control oversight, or any financial transaction. The financial management policy is intended to serve as a blueprint to achieve fiscal stability required to accomplish goals and objectives in the city's Strategic Plan, Comprehensive Plan financial elements, and all master plans.

Proposed Motion

Move to approve Resolution ##### Amending the Financial Management Policy

Background/Overview*

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

Under the current practice and Financial Management Policy, all lawsuits, claims, and severance or separation agreements require City Council approval. Occasionally, small claims \$30,000 or less, must be administered and settled, such as separation or severance

agreements or other claims or lawsuits against the City. There can be an advantage to handling small claims or lawsuits efficiently and administratively.

Moreover, the current Financial Management Policy is vague or silent regarding petty cash, surplus of assets, and fund structure. Clarifying procedures for these items ensures smooth and proper financial administration.

Analysis*

The proposed revision to the Financial Management Policy would authorize the City Administrator (as the initial approval authority) and the Mayor (as the final approval authority) to resolve small claims—defined as those totaling \$30,000 or less—such as, lawsuits, separation agreements, and severance agreements, without requiring legislative approval. This amendment would also permit the Mayor to approve a separation or severance agreement up to \$30,000 with up to one year of Continuation of Health Coverage (COBRA). Lawsuits, claims, or separation or severance agreements above \$30,000 would require Council approval.

A streamlined approach enables the City to address minor legal matters promptly and strategically, offering potential advantages in negotiation and settlement processes.

Moreover, the proposed amended Financial Management Policy clarifies and outlines procedures for petty cash and harmonizes the surplusing of assets with RCW 35.94.040. In addition, the proposed amended policy updates purchasing thresholds for both the "Public Works Project Staff Labor" and "Public Works Contract" procurement categories to match the change to RCW 35.23.352 which took effect on June 30, 2024. Finally, the proposed amended policy consolidates the City's funds into one authorizing location, which will help the City's with its future code cleanup.

After this updated policy is adopted, the Snoqualmie Municipal Code must be updated to align with the Financial Management Policy. Staff are working on this code amendment and plan to bring it to a future Finance and Administration Committee and then proceed to bring it before the full City Council.

Budgetary Status*

This action has indirect budgetary implications.

Budget Summary

Approving the proposed revision to the Financial Management Policy, which allows, among other things, small claims totaling less than \$30,000 and COBRA continuation for up to one year without Council approval, could result in additional expenditures depending on management decisions. However, the increase, if any, is difficult to calculate and the impacted funds are not possible to determine.

The maximum paid out at 2025 insurance rates would be \$66,931, comprised of \$30,000 in severance and \$36,931 in COBRA payments. If the City intended to recoup this expenditure by delaying hiring of a position, the average vacancy across the City would be 4.8 months.

Other changes to the Financial Management Policy, such as the "Public Works Contract" procurement category purchasing threshold update or the surplus of assets, likewise could result in additional revenue or expenditures depending on management decisions. However, increases, if any, are difficult to calculate and the impacted funds are not possible to determine.

Fiscal Impact

Amount of Expenditure	Amount Budgeted	Appropriation Requested
-----------------------	-----------------	-------------------------

Fiscal Impact Screenshot

Cost of COBRA		
Severance Agreement	\$	30,000
12 Months of COBRA	\$	36,931
Total	\$	66,931



FINANCIAL MANAGEMENT POLICY

TABLE OF CONTENTS

1. INTRODUCTION AND OBJECTIVES

1.1 Policy Objectives

2. RESERVES AND FUND BALANCE

2.1 Fund Balance Definitions

2.2 Fund Type Definitions

2.3 Reserve Level Target – Governmental Operating (General Fund, Reserve Fund, and Other Managerial Funds)

2.4 Reserve Level Target - Governmental Operating (Special Revenue Funds)

2.5 Reserve Level Target – Governmental Capital (Capital Project Funds)

2.6 Reserve Level Target – Enterprise Funds

2.7 Reserve Level Target – Internal Service Funds

2.8 Replenishment of Reserves

2.9 Excess Fund Balances

3. REVENUES

3.1 Revenue Objectives

3.2 Fee Schedule

3.3 Cash Management

3.4 Revenue Distribution to Funds

3.5 Grants Management

3.6 Donations & Gifts

4. EXPENDITURES & PROCUREMENT

4.1 Expenditure Objectives

4.2 Efficiency

4.3 Purchasing Standards

4.4 Purchasing Authorization & Accountability

4.5 Level of Purchasing & Commitment Authority

4.6 Purchasing Controls & Methods

4.7 Exemptions to Purchasing & Commitment Thresholds

4.8 Personnel Expenditures

5. BUDGET

5.1 Budget Objective

5.2 Budget Principles

5.3 Budget Scope & Basis

5.4 Balanced Budget Requirement

5.5 Internal Cost Allocation

5.6 Budget Amendments

5.7 Service Levels & Funding

5.8 Maintenance & Replacement

5.9 Enterprise Fund Budgets

5.10 Budget Reporting

6. CAPITAL BUDGET

6.1 Objective

6.2 Capital Definitions

6.3 Capital Improvement Plan (CIP)

6.4 CIP Criteria & Ranking

6.5 Project Source & Identification

6.6 CIP Planning Process

6.7 CIP Progress & Reporting

7. DEBT MANAGEMENT

7.1 Debt Purpose

7.2 Debt Practices

7.3 Bond Terms & Methods

7.4 Bond Rating

7.5 Financial Guarantees

8. INVESTMENTS

8.1 Policy & Scope

8.2 Prudence

8.3 Objective

8.4 Delegation of Authority

8.5 Ethics and Conflicts of Interest

8.6 Authorized Financial Dealers & Institutions

8.7 Authorized & Suitable Investments

8.8 Safekeeping & Custody

8.9 Diversification

8.10 Reporting

9. LONG-TERM FINANCIAL PLANNING

9.1 Model Objective

10. AUDITING, ACCOUNTING & INTERNAL CONTROL

10.1 Internal Control

10.2 Accounting Write-offs

10.3 Petty Cash and Bank Account Controls

10.4 Inventory of Small and Attractive Items

10.5 Surplus Assets

11.0 RISK MANAGEMENT

12.0 FUND STRUCTURE

1. INTRODUCTION AND OBJECTIVES

The financial management policy of the City of Snoqualmie is established by the City Council. The policy is designed to provide guidance to all stakeholders whether they be directly involved in financial processes, internal control oversight, or any financial transaction. The financial management policy is intended to serve as a blueprint to achieve fiscal stability required to accomplish goals and objectives in the city's Strategic Plan, Comprehensive Plan financial elements, and all master plans.

1.1 Policy Objectives

The City Council sets forth the authorities, responsibilities, and accountability requirements of those participating in the operations of Snoqualmie City government at all levels of the organization and endeavors to:

- Set forth financial principles
- Reduce financial risks to withstand the ups and downs of local and regional economic environments
- Maintain appropriate financial capacity for present and future levels of service
- Ensure the legal use of financial resources through an effective system of internal controls
- Provide financial transparency to the public.

1.1.1 Financial Procedures

Financial management policy is guideline for financial decision making; whereas financial procedures are separate and cover the detailed steps needed for the administration and management to accomplish business processes. The Finance Director will establish financial procedures to complement policy and align the day-to-day work performed by all city staff.

2. RESERVES AND FUND BALANCE

Reserves provide the City of Snoqualmie with options to respond to unexpected issues and provide a buffer against minor fiscal challenges. It is the intent of the City to provide a stable financial environment for which its residents can depend on a consistent and quality level of service and for planned future expenditures. The Finance Director is responsible for monitoring reserve levels and reporting current and projected reserves during each budget development cycle.

2.1 Fund Balance Definitions

As defined by GASB Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions, the City will reserve funds per the following:

2.1.1 Non-Spendable Fund Balance

Inherently non-spendable portions of net resources that cannot be spent because of their form or portions of net resources that cannot be spent because they must be maintained intact.

2.1.2 Restricted Fund Balance

Externally enforceable limitations, on the use of funds, that are imposed by creditors, grantors, contributors, or laws and regulations of other governments or limitations imposed will be designed as restricted.

2.1.3 Committed Fund Balance

Self-imposed limitations, on the use of funds, that are set in place prior to the end of a period. Limitations imposed by the City Council that require formal action at the same level to remove. Capital Project fund balances typically will consist of funds designated by City Council for future capital improvement projects.

2.1.4 Assigned Fund Balance

Limitations resulting from intended use that is established by the highest level of decision making or intended use established by the City Council for a specific purpose. The resources for these funds may be acquired through the budgeting process or funds that are deposited with the city for specific purposes. Special Revenue fund balances typically consist of funds assigned by other governmental agency for specific use or by the City Council for specific use.

2.1.5 Unassigned Fund Balance

Residual net resources that make up the fund balance in the general fund more than non-spendable, restricted, committed, and assigned fund balance or excess of non-spendable, restricted, and committed fund balance over total fund balance.

2.2 Fund Type Definitions

As defined by the Budgeting, Accounting, and Reporting System (BARS) Manual of the Washington State Auditor's Office.

2.2.1 General Fund

Used to account for and report all financial resources not accounted for and reported in another fund.

2.2.2 Reserve Fund

Used to set aside certain resources within the General Fund in order to provide support to the General Fund during a financially challenging period. In addition, the Reserve Fund helps to provide visibility over the amount set aside.

2.2.3 Other Managerial Funds

Used to set aside certain resources within the General Fund in order to provide a higher degree of control and visibility over those resources.

2.2.4 Special Revenue Funds

Used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specific purposes other than debt service or capital projects.

2.2.5 Capital Project Funds

Used to account for and report financial resources that are restricted, committed, or assigned to expenditure for the acquisition or construction of capital facilities or other capital assets.

2.2.6 Enterprise Funds

Used to report any activity for which a fee is charged to external users for goods or services. Enterprise funds are required for any activity whose principal revenue sources meet any of the following criteria: (1) Debt backed solely by a pledge of the net revenues from fees and charges, (2) legal requirement to recover cost, (3) policy decision to recover cost.

2.2.7 Internal Service Funds

Use to report any activity that provides goods or services to other funds, departments or agencies of the government, or to other governments, on a cost-reimbursement basis.

2.3 Reserve Level Target and Fund Balance – Governmental Operating (General Fund, Reserve Fund, and Other Managerial Funds)

A healthy unassigned fund balance is needed to provide cash flow to pay expenditures when due and allows for cash flow while the city waits to receive its tax collections and shared revenues. The unassigned fund balance is also a security against unforeseen changes or needs, i.e., natural disasters, loss of state shared revenues, etc.

2.3.1 Reserve Fund

The City of Snoqualmie shall establish a separate fund for reserves assigned or committed to the General Fund. Reserves may only be used with approval of the City Council. The fund balance carried annually within the Reserve Fund (i.e., Reserve Level Target) should equal between 15-20% of annual ongoing General Fund expenditures.

2.3.2 Conditions for Using General and Reserve Fund Balances

The City shall endeavor to avoid the appropriation of fund balance for ongoing expenditures. If at any time the utilization of fund balance to pay for ongoing expenditures is necessary to maintain the quality or a defined level of service, an explanation of the circumstances for the utilization of fund balance and demonstration of strategy through the long-term financial model on future fund balance will be deliberated by the City Council.

2.3.3 Other Managerial Funds

The fund balance carried annually within managerial funds may equal between 15-20% of annual operating expenditures.

2.4 Reserve Level Target – Governmental Operating (Special Revenue Funds)

The fund balance that accumulates within a Special Revenue Fund must be used in accordance with the restrictions placed on the revenue and will be monitored continuously to ensure compliance. The fund balance carried annually within special revenue funds, except for the ARPA Covid Local Recovery Fund, may equal between 15-20% of annual operating expenditures.

2.4.1 Drug Enforcement Fund

As defined by Ch. 69.50.505 RCW, SMC 3.30, and an interlocal agreement between the City and County Drug Task Force, law enforcement asset seizure funds shall be used for payment of all expenses of the investigation that led to the seizure, including the proceedings for forfeiture and sale, expenses of seizure, maintenance of custody, advertising, actual costs of prosecuting, city attorney and court costs. Funds should also

be used in accordance with city code for public safety purchases.

2.5 Reserve Level Target – Governmental Capital (Capital Project Funds)

The fund balance carried annually within capital project funds should equal one and a half times (1.5x) total annual debt service.

2.5.1 Real Estate Excise Tax (REET)

The Real Estate Excise Tax (REET) is levied on all sales of real estate, measured by the full selling price, including the amount of any liens, mortgages, and other debts given to secure a purchase. As defined by Ch. 84.46.035 RCW, the City of Snoqualmie is authorized to levy REET and use in accordance with state law. REET revenues shall be allocated towards capital projects as defined in the six-year adopted Capital Improvement Plan (CIP) and should be leveraged towards debt service obligations.

2.6 Reserve Level Target – Enterprise Funds

It is the goal of enterprise funds to cover the cost of operations, capital improvements and maintenance, and debt service while maintaining a financially healthy enterprise over time. The City will establish utility rates and capital connection fees that are structured to meet several financial requirements. The Enterprise fund balance financial indicators are as follows:

2.6.1 Capital Reserves: as defined within the most recent utility rate study.

2.6.2 Operating Reserves: equal to 90 days of operating expenditures for water, wastewater, and stormwater.

2.6.3 Debt Service Reserves: as defined by bond covenants or equal to the amount needed to pay for one and a half times (1.5x) total annual debt service.

2.6.4 Debt Coverage Ratio: net revenues (operating revenues over operating expenditures) equal to one and half times (1.5x) total annual debt service, in support of a strong city bond rating.

2.7 Reserve Level Target – Internal Service Funds

It is the goal of internal service funds to cover the cost of operations, annual maintenance, and the replacement of certain capital assets on a lifecycle such as network servers or vehicles. The fund balance carried annually within an internal service fund should equal between 15-20% of annual operating expenditures, plus an amount that adequately accounts for the City's preferred financial method to replace all capital assets at the end of their lifecycle/useful life.

2.8 Replenishment of Reserves

Should assigned fund balance or reserve targets fall below stated thresholds, **the City will strive toward regaining the minimum threshold** and forecast the timing of the unassigned fund balance improvement within a long-term financial model.

2.9 Excess Fund Balances

Fund balances above the targeted reserve levels should be used for new expenditures, with emphasis on one-time uses that achieve future operating cost reductions, capital asset investments with a long-term benefit or prepaying existing debt. Use of excess fund balance above a reserve level target of 20% or the reserve level target as specified

under sections 2.5 and 2.6 may be determined by the Administration subject to the approval authority of Council as expressed in other sections of this Financial Management Policy.

3. REVENUES

3.1 Revenue Objectives

- The city will maintain a diversified and stable revenue system to shelter it from short-term fluctuations.
- Fees may be set at levels sufficient to cover the entire cost of service delivery. Service delivery costs may be subsidized, as Council deems appropriate.
- All utility enterprise funds shall be self-supporting, generating enough revenue to pay for all operating, debt, and capital costs. Utility rate studies will be conducted periodically and should divide costs equitably among customer classes per benefit and cost of service. If rates are set that subsidize one class of customer at the expense of another, this action should be taken in support of explicit City policy, or a plan should be put into place to bring customer classes back into alignment with their respective cost of service.

3.2 Fee Schedule

Charges and fees, including utility rates, should be reviewed, and updated periodically based on factors such as impact of inflation, other cost increases, adequacy of coverage of costs, and current competitive rates.

3.3 Cash Management

The City shall maintain a cash management program, which includes collection of accounts receivable, disbursement of funds, and prudent investment of available idle cash. Deposits and cash receipting practices must be adhered to, by all Departments and at all City Facilities per Ch.43.09.240 RCW. Only authorized personnel may accept cash receipts from customers. The Finance Director is responsible for the strict enforcement of internal control, deposit of collections and oversight on all changes to revenue items in the financial system.

3.4 Revenue Distribution to Funds

- Sales tax is a major revenue source of the City. Construction sales tax shall be recorded within capital project fund sources. All other sales tax revenue shall be recorded within the General Fund.
- REET tax should be recorded within capital project fund sources, except for the allowance for street maintenance operations determined by the City Council which should be recorded to the general fund.
- Utility taxes are recorded within the General Fund except for the portion apportioned to the non-utility capital fund as per Ordinance 1135.

3.5 Grants Management

Grant funding may significantly leverage City resources to provide services, equipment and capital projects that would otherwise be unaffordable. The city is committed to pursuing grant funding as an appropriate funding source.

3.6 Donations & Gifts

All donations of money or property donated, devised, or bequeathed to the City, as per Ch. 35.21.100 RCW and Ch. 35A.11.040 RCW, shall be presented to the City Council for

approval. The City Council delegates approval and acceptance of donations of up to \$10,000 to the Mayor.

3.6.1 Substantial Gifts

The City of Snoqualmie seeks to recognize donors who, through a distinguished effort or substantial financial gift, wish to support a city facility or structure. For example, structures may include pavilions, shelters, plazas, real estate to be used for parks, trails or open space, interpretive areas, or active recreation; or other large-scale projects as discussed with the Advisory Boards and City Council. The following guideline will be used for recognizing donations for amenities or projects, in addition to defining the period in which the donation or gift will be received by the city. All proposed facility or structure naming is determined by the City Council.

For the purposes of this policy, “Substantial Financial Gift” is determined by the City Council based on estimated cost of:

- New construction, remodeling, or renovation
- Developing a new real property, such as park buildings, structures, or real estate
- Replacement of an existing, unnamed facility or landmark that requires substantial renovation at the time of the gift.

4. EXPENDITURES & PROCUREMENT

4.1 Expenditure Objectives

The City of Snoqualmie endeavors to connect expenditures to a fundamental level of stewardship by committing to a level of expenditures that are sufficient to ensure the on-going health, safety, and welfare of its residents. Operating expenditures, within funds, must be supported by the operating revenues generated by that fund. Expenditures will not expand beyond the City’s ability to pay for them with current revenues.

The objectives of the expenditure guidelines are:

- To obtain supplies, equipment, and services as economically as possible and that are best suited to the specific departmental needs.
- To support Snoqualmie businesses by contracting for goods and services within the community subject to meeting other expenditure guideline objectives as per Ch. 39.04.190 RCW.
- To enhance service methods that increase efficiency and effectiveness of the delivery of city services through technology improvements.
- To improve the speed of delivery to departments by predetermining, through contracts or other appropriate means, the sources of supply before the actual needs.

4.2 Efficiency

To ensure compliance with all applicable policies and regulations of the City, the State, and Federal Government, the City will make efficient use of limited resources and will continually look for and implement cost effective and reliable methods of delivering services. The Administration will develop service delivery changes that are needed to respond to budget shortfalls using system-wide and productivity measures. Opportunities should be found to improve efficiencies by pursuing a range of productivity-enhancing techniques such as:

- Analyzing systems and procedures to remove unnecessary requirements
- Evaluating new technologies and capital investments

- Establishing a systematic, ongoing process for periodic formal reviews of operations
- Maintaining the right balance between centralization and decentralization in managing the City support functions

4.3 Purchasing Standards

All employees of the City shall comply with the City of Snoqualmie Code of Ethics, State Law, and Federal statutory requirements regarding purchase of materials or services. The following practices are specifically forbidden so as not to create a conflict of interest or potential for conflict of interest, including but not limited to:

- Using information available to an employee solely because of their position for personal profit, gain, or advantage. An employee should recuse themselves from the appearance of conflict of interest
- Directly or indirectly furnishing estimating services, or any other services or information not available to all prospective bidders, to any person bidding on, or who may reasonably be expected to bid on, a contract.
- Using their position or status in the city to solicit business of any kind directly or indirectly for private use or to obtain supplies and equipment at special discounts or with special concessions from any vendor who sells or solicits sales to the city.

4.4 Purchasing Authorization & Accountability

The Administration is responsible for Procurement and purchasing and failure to follow guidelines may result in disciplinary action, loss of purchasing privileges and a personal liability for purchases.

4.4.1 Authorized Purchasers

Authorized staff are those City employees who have been expressly authorized in writing by their department director and approved by the Finance Director, to purchase materials, supplies, and equipment (including technology services, systems, or equipment) with the authorized employee's discretion and best judgement, within the Purchasing and Contract Commitment Threshold limitations in section 4.5.2. A manager, department director, Finance Director, City Administrator or Mayor may reduce or revoke these privileges at any time.

4.4.2 Auditing Officer

Pursuant to Ch. 42.24.080 and Ch. 42.24.180 RCW, claims presented for payment to the City must be in writing, itemized and audited by the Auditing Officer. The Finance Director or a Financial Operations Manager are designated as City of Snoqualmie Auditing Officer(s). Department managers will be responsible for ensuring invoices meet this requirement and provide them to the Finance department for internal audit and prompt payment.

4.4.2.1 Claims Reporting

The Finance Director or a Financial Operations Manager shall prepare a Claims Report to the City Council for their approval and shall present the Claims Report for preliminary review by the F&A Committee prior to the next City Council meeting.

4.5 Level of Purchasing and Commitment Authority

Contracting with other public agencies or the private sector for the delivery of goods and services should provide the City with opportunities for cost containment and productivity service enhancement. As such, the City is committed to using outside resources for

delivering municipal services as a key element in our continuing effort to provide effective and efficient programs while minimizing costs.

- All contractual obligations, including zero-dollar contracts, are subject to compliance.
- All purchases shall be made per the Purchasing and Contract Commitment Threshold Table and shall include requirements for acquiring quotes, estimates and competitive bidding.

The Mayor or his or her designee(s) is/are authorized to purchase materials, supplies and equipment and execute minor contracts without individual city council approval of each contract, subject to compliance with the Purchasing and Contract Commitment Threshold Table of this section. The Mayor may bring any contract forward for approval by the city council, notwithstanding the authority delegated to the Mayor by this policy.

RCW provides various competitive processes for obtaining bids and awarding contracts for construction of a “public work”, as provided in RCW Ch. 35A.40.200, Ch. 39.04, and Ch. 35.23.352 and approval authority for certain procurement categories. Thus, the City’s procurement matrix identifies separate procurement categories and the minimum approval authority and competitive process required at each threshold. Competitive negotiations include the process for acquisition of electronic data processing and telecommunications equipment, software, services, or systems as per RCW Ch. 39.04.270.

4.5.1 Minor Contracts

A minor contract may be defined by at least one of the following conditions:

- The term is three years or less, and funds have been appropriated by city council in the biennial budget, and the contract does not require expenditures that exceed available fund balances.
- Contracts with third parties renewing an existing contract for services on the same or substantially similar terms as the existing contract.
- Contracts creating no financial liability on the part of the city that are for the sole purpose of becoming eligible to receive revenues.
- Contracts with other public agencies for the exchange of information, for confidentiality for participation in legal proceedings, or other purposes of a like nature not involving financial obligations; or
- Contracts that are for the sole purpose of housekeeping changes or clarifications to an existing contract where such changes do not alter any material term or condition.

4.5.2 Definitions

- “Purchase cooperative” means an intergovernmental agency created or established via interlocal agreement for the purpose of obtaining competitive bids from vendors/suppliers of municipal supplies, materials and/or equipment, as authorized pursuant to RCW 39.34.030(5).
- “Interlocal agreement” refers to the use of an interlocal agreement with another governmental entity to provide the city the ability to purchase materials, supplies or equipment using the results of the bid process followed by the other governmental entity, as allowed pursuant to RCW 39.34.030(5).
- “Small works roster” refers to the process of inviting quotations from and awarding a contract to a contractor included on a list of public works contractors available to perform public works projects for the city, as allowed pursuant to

RCW 35.23.352 and 39.04.155.

- “Limited small works roster” refers to the process of inviting quotations from and awarding a contract to a contractor included on a subset of contractors listed on the small works roster, as allowed pursuant to RCW 39.04.155(3).
- “Technology systems and services” means electronic data processing and telecommunications equipment, software, services or systems, as those terms are used in RCW 39.04.270 and 36.92.020(5).
- “Vendor roster” refers to the process of inviting quotations from a list of vendors from whom the city may purchase materials, equipment, supplies or services, which list is maintained pursuant to RCW 35.23.352(9) and 39.04.190.
- “Severance Agreement” or “Separation Agreement” refers to a legal contract between the City and an Employee who is departing or has already departed employment with the City.
- “Settlement (Claims/Suits)” refers to a legal agreement between the City and another party to resolve a claim and end litigation or potential litigation without a court decision.

4.5.3 Purchasing and Contract Commitment Threshold Table

To identify the necessary requirements for procurement **or contracting**, staff must first identify the procurement category in the following table:

Purchasing and Contract Commitment Threshold Table

<u>CONTRACT OR</u> PROCUREMENT CATEGORY	DOLLAR LIMIT	PROCEDURAL REQUIREMENT(S)	APPROVAL AUTHORITY	REQUIRED SECONDARY APPROVAL
<i>Materials, Supplies, & Equipment</i>				
Materials, Supplies, & Equipment (Including Capital Equipment)	Under \$2,000	Purchasing Card	Authorized Staff	None ¹
	\$2,000-\$7,500	Purchasing Card	Authorized Staff	Manager
	Over \$7,500-\$15,000	Purchasing Card, Purchase Cooperative, Vendor Roster, OR Formal Competitive Bid	Manager	Department Director
	Over \$15,000 - \$50,000	Purchasing Card, Purchase Cooperative, Interlocal Agreement OR Formal Competitive Bid	Department Director	Mayor or City Administrator
	Over \$50,000	Purchase Cooperative, Interlocal Agreement OR Formal Competitive Bid	Mayor or City Administrator	City Council
<i>Personal Services</i>				
Architectural, Engineering &	Under \$15,000	MRSC Consultant/Vendor Roster OR On-Call Contract	Manager	Department Director

<u>CONTRACT OR PROCUREMENT CATEGORY</u>		DOLLAR LIMIT	PROCEDURAL REQUIREMENT(S)	APPROVAL AUTHORITY	REQUIRED SECONDARY APPROVAL
Landscape Architect Services ("A&E")		\$15,000-\$50,000	MRSC Consultant/Vendor Roster OR On-Call Contract	Department Director	Mayor or City Administrator
		Over \$50,000-\$100,000	MRSC Consultant/Vendor Roster OR On-Call Contract	Mayor or City Administrator	City Council
		Over \$100,000	MRSC Consultant/Vendor Roster, On-Call Contract or Request for Qualifications	Mayor or City Administrator	City Council
General or Purchased Services (Other Than A&E)		Under \$15,000	Purchasing Card OR Vendor Roster	Manager	Department Director
		\$15,000-\$50,000	Purchasing Card, Purchase Cooperative, Vendor Roster, OR None	Department Director	Mayor or City Administrator
		Over \$50,000	Purchase Cooperative, Interlocal Agreement (of any dollar amount), Vendor Roster OR None	Mayor or City Administrator	City Council
Technology Systems & Services					
Technology Systems & Services		Under \$7,500	Purchasing Card	Authorized Staff	Manager
		\$7,500-\$15,000	Purchasing Card, Purchase Cooperative, Consultant/Vendor Roster, OR Competitive Negotiation	Manager	Department Director
		Over \$15,000-\$50,000	Purchasing Card, Purchase Cooperative, Consultant/Vendor Roster, OR Competitive Negotiation	Department Director	Mayor or City Administrator
		Over \$50,000	Purchase Cooperative, Consultant/Vendor Roster, OR Competitive Negotiation	Mayor or City Administrator	City Council
Public Works					
Public Works	Single Craft	Under \$75,500	None	Manager	Department Director
Project Staff Labor	Multi Craft	Under \$150,000	None	Manager	Department Director
Public Works Contract		Under \$7,500	None	Authorized Staff	Manager
		\$7,500-\$50,000	Limited Small Works Roster OR Small Works Roster	Manager	Department Director
		Over \$50,000-\$150,000	Small Works Roster OR Formal Competitive Bid	Department Director	Mayor or City Administrator
		Over \$150,000-\$350,000	Small Works Roster OR Formal Competitive Bid	Mayor or City Administrator	City Council
		Over \$350,000	Formal Competitive Bid	Mayor or City Administrator	City Council
Amendments & Change Orders					
Contract Amendments (Services)		No Value Change	None ²	Manager	Department Director
		Under \$50,000, cumulatively	None ²	Department Director	Mayor or City Administrator

<u>CONTRACT OR PROCUREMENT CATEGORY</u>	DOLLAR LIMIT	PROCEDURAL REQUIREMENT(S)	APPROVAL AUTHORITY	REQUIRED SECONDARY APPROVAL
	Over \$50,000, cumulatively	None ²	Mayor or City Administrator	City Council
Change Orders (Public Works)	No Value Change	None ²	Manager	Department Director
	Under \$50,000, cumulatively	None ²	Department Director	Mayor or City Administrator
	Over \$50,000, cumulatively	None ²	Mayor or City Administrator	City Council
<i>Claims, Suits, and Severance/Separation Agreements</i>				
<u>Settlement (claims/suits)</u>	<u>\$30,000</u>	<u>Legal Negotiation</u>	<u>City Administrator</u>	<u>Mayor</u>
<u>Settlement (claims/suits)</u>	<u>Over \$30,000</u>	<u>Legal Negotiation</u>	<u>Mayor or City Administrator</u>	<u>City Council</u>
<u>Severance or Separation Agreement</u>	<u>\$30,000, plus Continuation of Health Coverage (COBRA) for up to 12 months</u>	<u>Legal Negotiation</u>	<u>City Administrator</u>	<u>Mayor</u>
<u>Severance or Separation Agreements</u>	<u>Over \$30,000, plus Continuation of Health Coverage (COBRA) for up to 12 months</u>	<u>Legal Negotiation</u>	<u>Mayor or City Administrator</u>	<u>City Council</u>

¹While prior approval for materials, supplies, and equipment purchased by authorized staff under \$1,000 is not required by this section, purchasing card program procedures may require Manager and/or Director and/or Finance Director approval.

²While contract amendments and change orders do not require a competitive process, they shall be processed in accordance with the specifications or procedural requirements set forth in the underlying contract. And the proposed scope of any change order or contract amendment must not deviate from the original scope of work in such a manner or degree that they constitute a separate project.

4.6 Purchasing Controls & Methods

Primary responsibility and authority for the expenditure of monies appropriated per the adopted budget will be vested by the Mayor in the City Administrator and Department Directors or authorized designee. In addition to the primary responsibilities, the Finance Director shall exercise a secondary oversight responsibility for all budget expenditures and contractual obligations.

To facilitate a sound and cost-effective purchasing operation, authorized personnel shall follow procurement methods as defined by state law which contain guidelines for procurement, bidding, and awarding contracts.

4.6.1 Commercial Card Program

A purchase order system and/or commercial card programs (purchasing or fleet cards) should be used for purchases for goods and services use. Purchasing cards are used as a form of payment, by authorized purchasers, with the city liability to vendors and not the card program provider.

4.7 Exemptions to Purchasing and Commitment Thresholds

4.7.1 Sole Source

In circumstances where the city is limited to a single source of supply, competitive bidding requirements may be waived by the department director or Finance Director per RCW 39.04.280(1)(a). The city must be able to demonstrate that the purchase is clearly and legitimately limited to a single source such that bidding the purchase would be useless and futile based on drafted specifications. If a sole source exception is used, the City will make reasonable efforts to ensure that it is receiving the lowest price and best terms from the vendor.

4.7.2 Favorable Market Conditions

The Mayor or City Administrator may waive established bidding requirements if an opportunity arises to purchase favorably priced equipment at an auction or supplies or used goods that will be sold before the city can conduct the bid process per RCW 39.04.280(1)(b) and RCW 39.30.045.

4.7.3 Insurance & Bonds

In the insurance and bond procurement process, RCW 39.04.280 allows for the exemption of a competitive bid process.

4.7.4 Emergency Purchases

Emergency purchases as per RCW 39.04.280 are those made by the Mayor or authorized designee, such as a Department Manager, where an immediate purchase is necessary to correct a situation which would adversely affect the life, health, or safety of the residents.

In case of an emergency, a Department Manager may directly purchase any supplies, materials, or services necessary to alleviate the emergency. Every effort shall be made to contact the Mayor and City Administrator whether the emergency occurs during or after normal working hours.

In the event where emergency purchasing is related to natural disaster events, a Declaration of Emergency Resolution shall be considered by the City Council per State Law at the first opportunity available. The Finance Director shall review and approve of account coding for all emergency purchases and maintain a tracking system per FEMA requirements, Emergency Management Plan, BARS and GFOA recommended practices for emergency management recordkeeping.

4.8 Personnel Expenditures

Because personnel costs are the largest expenditure area of the annual budget, compensation guidelines are defined in the Personnel Policy, and Local Bargaining Agreements, which establish salary ranges, performance evaluation requirements and total compensation costs as the basis for all compensation planning and bargaining. Within budget limitations and Council authorized

4.8.1 Travel & Training

The City of Snoqualmie shall reimburse City elected and appointed officials, employees and members of boards and commissions for their reasonable expenses actually incurred in the conduct of their business. Generally, eligible expenditures include travel, meals and lodging incurred by the individual while away from the City and necessitated by City business.

5. BUDGET

5.1 Budget Objective

The formal operating budget development process provides the primary mechanism by which key decisions are made regarding the levels and types of services to be provided, through the city council's appropriation of funds, functional classification, or capital programs or projects given the anticipated level of available resources. The City Council will meet to discuss Council goals and priorities prior to the start of the budget development process. The budget will be developed per Ch. 35A.34 RCW.

5.2 Budget Principles

5.2.1 Link the budget to long-term, strategic financial plans

The City's budget should be developed in accordance with the policies and priorities set forth in the Strategic Plan, long-term financial model, as per section 9.0, Comprehensive Plan, City Council goals, the needs of the community and federal and state laws.

5.2.2 Critically examine past spending patterns

The city seeks to maximize the value the public receives through its spending. Accordingly, management should develop budget tools and methods to measure and maximize value, particularly by critically examining existing spending patterns to make sure they continue to provide value.

5.2.3 Prioritize programs and services

The city should prioritize essential and discretionary programs services based on a results approach relative to the importance in preserving the community's health, safety, and welfare; mandates; risk assessments; long-term costs and evidence of their effectiveness in meeting strategic plan initiatives, comprehensive plan elements, annual goals and required mandates.

5.2.4 Risk management and mitigation of liabilities

The City intends to fund the current portion of liabilities within the budget to maintain trust of creditors and to avoid or mitigate accumulating an unmanageable liability.

5.2.5 Establish preferences for budget balancing strategies

The City's preferred strategy for balancing the budget is to reduce expenditures through improved productivity. Except during dire economic circumstances, service, and program elimination is preferable. The biennial budget should not be balanced at the expense of long-term financial health.

5.3 Budget Scope & Basis

The City will adopt budgets for all funds, functional classifications, and capital programs and projects as established by Council. A budget calendar will be prepared by the Finance Director in coordination with the Mayor and City Administrator and include all required public hearings. Proposed budgets will be viewed and discussed by the City Council and the public at the fund and department summary object code levels per BARS. The final budget is adopted by ordinance of the City Council by December 31 of each biennium. To encourage synchronization between the budget document and financial reporting, the City will establish the budget based on the cash basis of

accounting.

5.4 Balanced Budget Requirement

The objective of the operating budget is to pay for all current expenditures with current revenues. The budgets for all city funds should be structurally balanced throughout the budget development process. Ongoing revenue should equal or exceed ongoing expenditures in both the proposed and adopted budgets. If a structural imbalance occurs, then a plan should be developed and implemented to bring the budget back into structural balance. The City will endeavor to avoid budgetary allocations that balance current expenditures at the expense of meeting future years' expenses. Beginning fund balance sources may be used to fund capital improvement projects or other one-time, non-ongoing expenditures if the fund reserve targets are met.

5.5 Internal Cost Allocation

The Internal Cost Allocation Plan (ICAP) is a method used to determine and assign the cost of indirect services to government users of those services or direct operating funds.

5.5.1 Reference Guides

RCW 43.09.210 states in part, "all service rendered by...from, one department...to another, shall be paid for at its true and full value by the department...receiving the same, and no department...shall benefit in any financial manner whatsoever by an appropriation or fund made for the support of another..."

5.5.2 Definitions

- Indirect Costs are incurred for a common purpose benefitting more than one cost function or organizational unit. They cannot be directly assigned without effort disproportionate to the benefit received.
- Indirect Services are activities that support the departments that provide direct service to the public. Examples include accounting, purchasing, human resources, engineering, and fleet and information technology.
- Direct Services are activities that provide services directly to or for the public and are supported by indirect services. Examples include parks, streets, and utilities (water, sewer, storm water).

5.5.3 Costs to be allocated

Indirect cost allocation methods shall be reasonable, consistent, and equitable to distribute shared costs across funds and departments. Different factors are necessary to equitably allocate the various overhead costs. Costs shall only be allocated to departments that receive indirect support services. The city should be guided by reference authorities when creating the cost allocation plan to ensure that only allocable costs are included.

As part of the biennial budget development process, costs will be allocated based on the projected budget forecast.

5.6 Budget Amendments

All budget amendments, such as shifting budget allocations from one fund or functional classification to another fund, functional classification, or capital program or project, must be approved by the City Council. Budget amendments changing the authorized appropriation level are subject to public hearing requirements in State Law.

5.6.1 Administrative Budget Adjustments

Allocation adjustments within funds or functional classifications do not require city council approval. Department managers may, upon approval by the Mayor and City Administrator, request inter-departmental line-item budget adjustments for operating purposes only, but not between appropriated functions. These administrative budget adjustments, authorized as per Ch. 35A.33.120 RCW, should primarily be for contractual, supplies and materials and other miscellaneous line items within the department.

5.6.2 Personnel Adjustments

Any personnel adjustment that increases the City's ongoing expenditures relative to ongoing revenue, and negatively changes service levels as established by Council, requires legislative approval. Any personnel adjustment that does not lead to an increase in ongoing expenditures relative to ongoing revenue nor changes service levels negatively can be executed by the Administration without legislative approval. Separation agreements and severance agreements as well as minor personnel adjustments associated with those agreements (i.e., COBRA payments) are not considered ongoing and therefore are excluded from this section. Separation agreements or severance agreements may be executed by the Mayor without legislative approval per the Purchasing and Contract Commitment Threshold Table.

5.7 Service Levels & Funding

The City endeavors to maintain its present service levels for priority and essential services subject to available revenues. The objective is to maximize the benefit of available resources. The results or outcomes that matter most to residents should be defined by the City Council. New services or programs will be considered for funding within available resources.

Department managers will be given the opportunity to request personnel, goods, and capital items needed to carry out the department responsibilities. Department requests must include supporting documentation and justification of needs for operating requests. Requests should integrate strategic plan priorities and departmental objectives into the budget.

5.7.1 Social Service Organization Funding Requests

The City receives requests from social services organizations and other entities seeking grants and funding. As part of the budget development cycle, the City Council will consider these requests and include a listing of entities to be included for grant giving.

5.8 Maintenance and Replacement

Maintenance and replacement funding should be prioritized each year to ensure that capital facilities and equipment are sufficiently maintained to avoid service disruptions. Non-current liabilities have important implications for a local government's fiscal health. The City will strive to maintain its capital assets in a manner adequate to protect the City's capital investment and to minimize future liabilities for maintenance and replacement costs.

5.8.1 Capital Asset Management

The City should inventory and assess the condition of its buildings, equipment, and vehicles on a periodic basis. Budget development should include a multi-year projection of facilities, parks, equipment, vehicle replacement requirements and new asset

additions. The budget should provide sufficient funding for adequate maintenance and orderly replacement of capital plant and equipment. Future maintenance needs and repairs should be costed out and included as budgetary decision criteria for the appropriate internal service fund.

5.9 Enterprise Fund Budgets

Enterprise operations are to be self-supporting, including capital improvements and depreciation. Enterprise operations are to be reviewed biannually for self-sufficiency and proper cash-flow needs. Utility Rate studies, which occur periodically, will be included in the budget development process in the year for which new rates are established. Enterprise budgets will incorporate year one and two capital projects and programs as identified within the Capital Improvement Plan (CIP).

5.10 Budget Reporting

The recommended and adopted budget documents will be available at City Hall. The City will maintain an internal control system to support adherence to the budget allocations. The City Council will receive a quarterly Financial Performance Report to include budget versus actual reporting. The financial performance report should be provided within sixty (60) days after the end of each quarter.

6. CAPITAL BUDGET

6.1 Objective

The City of Snoqualmie capital budget, which is a part of the biennial budget, has a major impact on the quality of local government services, the community's economic vitality, environmental stewardship, social equity, and overall quality of life for city residents, businesses, and visitors. The capital budget serves to identify, prioritize, and address community needs through careful long-term planning and balanced public investment in physical infrastructure. Capital budget goals include:

- Support the City's Strategic Plan, other plans and the community vision for growth and levels of service.
- Acknowledge and communicate capital investment priorities as community conditions change.
- Promote appropriate planning efforts to changing demands for a diverse set of infrastructure and capital assets.
- A financial assessment of capital funding resources available to meet future capital project planning needs.
- Maintain a high-quality service infrastructure able of meeting community needs today and, in the future.

6.2 Capital Definitions

6.2.1 Capital Outlay

The City defines a capital outlay as the acquisition or renewal of relatively small or inexpensive physical assets with a useful life greater than one year. Examples include lawn mowers and laptops. Capital outlay expenditures are typically tracked in operating funds or internal service funds.

6.2.2 Capital Program

The City defines a capital program as the continuous acquisition or renewal, over an extended period of time, of similar long-term physical assets with a useful life greater

than one year. Given its continuous and ongoing nature, a capital program retains permanence in the Capital Improvement Plan. Examples include the resurfacing of streets and the replacement of utility mains.

6.2.3 Capital Project

The City defines a capital project as the discrete and one-time acquisition or renewal of a long-term physical asset(s) with a useful life greater than one year. Given its one-time nature, a capital project will exist for a finite period of time in the Capital Improvement Plan. Examples include the acquisition of a fire station or the replacement of a lift station.

6.3 Capital Improvement Plan (CIP)

The Capital Improvement Plan (CIP) is a planning and financial management tool that helps the City identify and prioritize capital investments over a six-year period. Based on staff recommendations, stakeholder and public input, and Council deliberation, the CIP establishes the scope and cost of capital investments, communicates the estimated funding available from various sources, and balances both cost and the resources available in a cohesive and efficient financial plan. This long-term plan will provide guidance for each biennial budget process as well as for Council goal-setting processes.

The CIP is required by the State of Washington Growth Management Act to bring the Comprehensive Plan to life and should be informed by all master and functional plans (Water System Plan, General Sewer Plan, Parks, Recreation, Open Space, and Trails Plan (PROST)). The CIP will help the City to plan capital programs and projects wisely and most efficiently to maximize community impact with long-term sustainability in mind. In addition, as a critical communications tool, the CIP will increase the transparency of the capital decision-making process. Given its explicit and forward-looking nature, the City can avoid long-term adverse financial and operating surprises by creating and adopting a CIP.

The City Council should update the CIP biennially. The off year of the budget cycle allows for public engagement efforts to discuss future, potential projects, and programs with the community. Major changes that are discovered may be amended through the mid-period biennial budget adjustments. The administration should provide periodic project update reporting to the city council and/or council committee where project amendments would be addressed.

As resources are available and projects are financially feasible, the two most current years of the 6- year CIP should be recommended for incorporation into the upcoming biennial budget. Subsequent years of the CIP are for planning purposes and may be altered as they advance toward the budget inclusion year. Capital program or project appropriations are authorized by council at the project level and reviewed through period project updates and reporting identified in this section.

6.4 CIP Criteria & Ranking

All projects submitted to the CIP should be initially ranked. The Administration will assess project rankings plus other factors such as minimizing construction impacts through project sequencing or a need to respond to emergent issues. The City Council, as part of biennial CIP deliberations may modify and/or finalize project rankings. Funding is a critical component of the criteria and ranking schedule. In addition to

ranking, projects need an overall description, justification for the project, and a connection to a master plan or strategic plan.

6.5 Project Source & Use Identification

Capital project and program submissions shall include multi-year funding sources, including grants, applicable impact fees, special funding, and other outside sources. Multi-year project costs shall include acquisition, design, permitting, inspections, mitigation, construction, in-house staff time, inflationary costs and contingency.

6.5.1 Project Sources

Capital funding comes from operating revenues, grants, local improvement districts, impact fees, user fees and the issuance of debt. Washington State law limits the City of Snoqualmie's ability to raise funds for capital improvements such as tax rate limits and amount of debt capacity. Given the extensive number of capital improvement projects and finite funding sources available, the following are some of the capital financing strategies available when preparing or updating the Capital Improvement Plan:

- Seek out private contributions or donations through public/private partnerships.
- Similar departmental capital projects will be combined for efficiencies and cost savings such as street improvements combined with utility improvements to minimize construction impact to the community.
- Mitigation and impact fees should be applied toward projects defined by the contributing source or agreement authorized by the City Council.
- REET funding.
- Local Improvement or Utility Local Improvement District (LID or ULID) assessments
- Enterprise (utility) fund projects must be paid for by user rates and capital connection charges.

6.5.1.1 Funding Source Cash Flow

Funding sources, such as REET or mitigation fees, will be reviewed as part of the biennial CIP development process for sufficient cash flow and long-term impact on funds. The availability and use of special funding sources is subject to State Law and/or reserve targets set by the City Council as per the Reserve section of the Financial Policy.

6.5.2 Capital Cost Thresholds

Capital outlay is distinguished from capital projects and programs and are expenditures between \$5,000 and \$49,999 and/or having less than an estimated five years of useful life.

Capital program or project expenditures over \$50,000 during a six-year period should be included in the CIP. Projects should not be combined to meet the minimum standard unless they are dependent upon each other. Projects should not be separated to forego the maximum standard.

Items that are operating expenditures (such as non-specific capital project related professional services, master plan updates, maintenance agreements, technology items, etc.) should not be considered within the CIP.

6.5.2.1 Impact on Operating Budget

All projects submitted for inclusion in the CIP should be reviewed to assess the long-

term impact on the operating budget in terms of:

- Future year revenue generation
- Additional personnel, equipment and/or vehicle requirements
- Future operating and maintenance expenditures
- Return on investment potential

6.5.2.2 Public Art Funding

Pursuant to SMC 3.80, the City recognizes the importance of public art funding and establishes a funding source for public art works to be installed in certain public facilities and spaces. CIP projects and programs, as per municipal code, will include a line item identifying the art funding cost to be transferred to the special revenue fund.

6.6 CIP Planning Process

The capital budget and CIP development process will begin prior to the biennial budget development process. The Mayor and Administration should present the CIP to the City Council for deliberations and approval to include in the biennial budget. Any substantive change to the CIP after approval must be approved by the City Council. CIP development shall include public engagement efforts to ensure the community has ample time to comment on and contribute to the CIP.

6.7 CIP Progress & Reporting

The City Council will receive a quarterly progress report regarding the CIP to include budget versus actual reporting. The progress report should be provided within sixty (60) days after the end of each quarter.

7. DEBT MANAGEMENT

7.1 Debt Purpose

Debt financing is primarily used for capital project expenditures. Use of long-term debt financing for operations and maintenance costs are forbidden. Debt financing will be considered if the City can repay debt without causing financial distress. It is the City's objective to:

- Identify the timing and amount of debt required as specifically as possible
- Achieve the most favorable interest rates and other related financing costs
- Ensure that future financial flexibility be maintained
- Utilize interfund loans from one fund to another as a first source of debt financing

7.2 Debt Practices

The City Council may authorize the following types of debt financing only for those purposes as provided by Ch. 39 RCW:

- Utilization of the Public Works Loan Fund, per WAC 399.30 for allowable purposes, if available.
- Utilization of interfund loans as per the BARS Manual.
- Issuance of revenue bonds to fund proprietary capital infrastructure projects such as water, sewer, and stormwater.
- Issuance of councilmanic limited tax general obligation bonds for capital projects that generate adequate revenues from user fees to support operations and or debt service requirements.
- Issuance of councilmanic limited tax general obligation bonds for capital projects that are authorized to be supported by the General Fund or capital project funds through the Capital Improvement Plan (CIP) for debt service requirements.

Utility System replacements, due to age or the need to upgrade to meet minimum standards, should be financed by a combination of:

- Using portions of the Utility Enterprise fund balance for capital improvement projects.
- Borrowing and repaying on a schedule that matches the useful life of the capital improvement.

The City of Snoqualmie will never issue debt more than limitations as prescribed in Ch. 39.36.020 RCW based on percentage of its total market value.

7.3 Bond Terms & Methods

Long-term debt should be structured in a manner so that the life of the debt does not exceed the expected useful life of the capital asset being funded by the debt. The city will obtain the most competitive pricing on debt issuances to ensure a favorable value to the community.

7.4 Bond Rating

Strong financial management is a key credit rating factor. For the City of Snoqualmie to respond quickly to economic and financial demands, the City will seek to maintain or continually improve its bond rating to seek the lowest possible interest rate available OR maintain its **AA** Bond Rating.

7.5 Financial Guarantees

Should financial guarantees be utilized to defer public improvements required of development projects or to ensure that disturbed public facilities will be restored, the developer or property owner shall provide an irrevocable letter of credit issued by a banking institution approved by the Finance Director, a bond, an assignment of savings, or a cash deposit. The form of the financial guarantee shall be at the discretion of the Finance Director. The amount of any approved financial guarantee shall be at least 150% of the estimated improvement cost and may be increased to reduce risk to City resources based on the professional judgment of the Finance Director.

8. INVESTMENTS

8.1 Policy & Scope

It is the policy of the City of Snoqualmie to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the City and conforming to State law governing the investment of public funds.

The investment policy applies to all financial assets of the City of Snoqualmie. These funds are accounted for in the City of Snoqualmie's Annual Financial Report and include all operating, special revenue, capital project, enterprise, debt service and trust funds.

8.2 Prudence

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

The standard of prudence to be used by investment officials shall be the "prudent

person” and/or “prudent investor” standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with this policy and with Ch. 35.39 RCW and exercising due diligence, shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

8.3 Objective

The primary objectives of the City of Snoqualmie investment activities shall be:

8.3.1 Liquidity

The City of Snoqualmie investment portfolio will remain sufficiently liquid to enable the city to meet all operating requirements, which might be reasonably anticipated.

8.3.2 Return

The City of Snoqualmie investment portfolio shall be designed with the objective of attaining a benchmark rate of return throughout budgetary and economic cycles, commensurate with the City's investment risk constraints and the cash flow characteristics of the portfolio. Short-term investment returns should attain a return rate of at least equal to the Washington Local Government Investment Pool (LGIP).

8.4 Delegation of Authority

Management responsibility for the investment program is hereby delegated to the Finance Director or a Financial Operations Manager, who shall be responsible for investment transactions up to \$1 million. Transactions over \$1 million shall require the additional approval of the City Administrator or Mayor. A strict system of controls to regulate the activities of subordinate personnel in the absence of the Finance Director must be undertaken.

8.5 Ethics & Conflicts of Interest

Public officials and city employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose to the City Council any material financial interest in financial institutions that conduct business within their jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the City of Snoqualmie.

8.6 Authorized Financial Dealers & Institutions

The Finance Director will maintain a list of financial institutions authorized to provide investment services. In addition, a list will also be maintained of approved security broker/dealers selected by credit worthiness who are authorized to provide investment services in the State of Washington. These may include “primary” dealers or regional dealers that qualify under Securities & Exchange Commission Rule 15C3-1 (Uniform Net Capital Rule). No public deposit shall be made except in a qualified public depository as established by Washington State laws.

All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply the Finance Director, upon request, with annual audited financial statements, proof of National Association of Security Dealers (NASD) certification, and proof of State of Washington registration. Annual completion of Notification to Broker and Certification by Broker will be done.

8.7 Authorized & Suitable Investments

From the governing body perspective, special care must be taken to ensure that the list of instruments includes only those allowed by law and those that local investment managers are trained and competent to handle. Interest-bearing deposits in authorized depositories must be fully insured or collateralized.

The following is a list of investments which the City of Snoqualmie will be authorized to invest in as per Ch. 39.58 and 39.59 RCW:

- **Government Securities:** Instruments such as bonds, notes, bills, mortgages, and other securities which are direct obligations of the federal government or its agencies, with the principal fully guaranteed by the U.S. Government or its agencies.
- **Certificate of Deposit:** A negotiable or nonnegotiable instrument issued by commercial banks, located in the State of Washington, and insured up to the Federal Deposit Insurance Corporation (FDIC), or, if exceeding FDIC coverage, is fully insured or collateralized.
- **Prime Commercial Paper:** An investment used by corporations to finance receivables. A short-term (matures in 270 days or less) unsecured promissory note is issued for a maturity specified by the purchaser. Corporations market their paper through dealers who in turn market the paper to investors.
- **State of Washington Securities and Pools:** Any security which is a general obligation of the State of Washington or any of its municipalities. Statewide investment pools which invest in authorized instruments.
- **Money Markets:** Money market mutual funds which invest in authorized instruments.

8.8 Safekeeping & Custody

When a broker dealer holds, investments purchased by the City of Snoqualmie in safekeeping, the broker-dealer must provide asset protection of at least \$500,000 through the Securities Investor Protector Corporation (SIPC) and at least another \$49.5 million supplemental insurance protection.

8.9 Diversification

The City will endeavor to diversify its investments per type and maturity. The portfolio, as much as possible, will contain both short-term and long-term investments. The City will attempt to match its investments with anticipated cash flow requirements, as per the long-term financial model. Extended maturities may be utilized to take advantage of higher yields and to match investment maturities with debt obligations.

The City will attempt to diversity its investment portfolio per broker-dealer or financial institutions. No more than 65% of the entire investment portfolio shall be held with one broker.

8.10 Reporting

Periodic required investment reports to policymakers and elected officials provide necessary written communication regarding investment performance, risk analysis, adherence to policy provisions, as well as other information. The Finance Director shall provide the City Council quarterly investment reports, which provide a clear picture of the status of the current investment portfolio. This management report should include a summary of securities held at the end of the reporting period by authorized investment category, percentage of portfolio represented by each investment category, percentage

of portfolio represented by each financial institution, and overall portfolio values.

9. LONG-TERM FINANCIAL PLANNING

The City's budget process involves incorporating the strategies, priorities and goals identified by the City Council to provide for the community's highest service delivery needs. Long-term planning begins with determining the City's fiscal capacity based upon long-term financial forecasts of ongoing resources.

9.1 Model Objective

Long-term financial models that address all funds should be utilized by the City Council, Mayor, and Administration in strategizing and aligning financial capacity with the City Council Strategic Plan. Long-term financial models serve as a foundation for conversations regarding allocation of resources and project planning. The forecasting methods utilized should be objective in nature to minimize the risk of being too pessimistic or too optimistic.

The City's long-term financial models should include a governmental operating financial forecast, addressing the General and Reserve funds, a governmental capital financial plan, commonly observed through the six-year CIP, an enterprise (i.e., utilities) financial plan, often presented through the utility rate study and six-year CIP, and an internal cost allocation plan, which addresses the replacement schedule of important assets such as vehicles and software systems.

Models will include an analysis of historical, current, and future year's financial environment, revenue, operating and capital expenditures, and debt positions. The financial model will be updated as needed to provide direction to the budget process and other fiscal decision-making actions of the City Council.

10. AUDITING, ACCOUNTING, & INTERNAL CONTROL

The City of Snoqualmie will establish and maintain a high standard of accounting practices and procedures. Accounting standards will reflect best practices recommended by the Government Finance Officers Association (GFOA) and chart of accounts required by the Washington Office of the State Auditor (SAO) BARS manual.

After each fiscal year, the City will prepare an Annual Financial Report and the Washington SAO will conduct an audit of the City financial transactions, contract management and internal control.

10.1 Internal Control

The City Council, Mayor and Administration are responsible for ensuring and maintaining a system of internal control to safeguard its assets against loss, check the accuracy and reliability of its accounting data, promote operational efficiency, and encourage adherence to prescribed financial procedures.

Council will adopt financial management policy and communicate with the State Auditor's Office as part of the annual financial audit entrance and exit conferences.

The Finance Director shall develop internal control processes to ensure and maintain a strong internal control function. Periodic updates and new recommended practices set

forward by the SAO and GFOA are communicated and addressed with the City Council. Any weakness in internal control and accounting procedures shall be addressed immediately by the Mayor, City Administrator or Finance Director so a timeline to remedy improvement can be established.

10.2 Accounting Write-offs

The Finance Director shall make every effort to collect all receivables owed to the City and will comply with Ch. 4.16 RCW regarding collection actions by local governments. The following is criteria that must be met before a receivable is allowed for write-off:

- Standardized collection procedures have been exhausted.
- A determination has been made that the debt is uncollectible or that further measures to collect the debt are inappropriate and deemed to exceed the cost of collection.
- The characteristics of the debt are such that write-off is appropriate - If funds are uncollectible, the Finance Director should determine for write offs to an individual bad debt expenditure up to \$5,000 up to an aggregate annual amount of \$50,000. City Council approval is required for balances above the annual threshold and must accompany the write off to the bad debt expenditure.
- The reason for the write-off is documented adequately and is made available for audit.

10.3 Petty Cash and Bank Account Controls

The Finance Director shall establish processes for control and handling of petty cash funds, which include investigative buy funds. The Finance Director will oversee and manage all City of Snoqualmie Banking Accounts such as Imprest accounts, Claims accounts, and Payroll accounts. Bank accounts will be reconciled monthly.

10.3.1 Establishing Petty Cash Accounts

At the time of establishing any petty cash account, the Finance Director shall appoint a single custodian for such an account independent of invoice processing, check signing, general accounting, and cash receipt functions, provided that the Finance Director may from time to time change the custodian of the account as directed in writing. On disbursement of petty cash to a designated custodian, the custodian shall render a receipt in writing to the Finance Director.

10.3.2 Petty Cash Limit

No individual petty cash account shall exceed \$250.00, and the aggregate of all petty cash accounts shall not exceed \$1,000.

10.3.3 Petty Cash Reconciliation

All petty cash accounts shall be counted or reconciled to the authorized balance and to the actual balance per bank statement or a count of cash on hand, at least monthly or upon termination of the custodian, by some person other than the custodian.

10.3.4 Petty Cash Replenishment

At least once a month petty cash accounts shall be replenished. Replenishment shall be by warrant or check with the appropriate receipts attached. The receipts should show the date, recipient, purpose, and amount of each cash disbursement. The receipts must be signed by the person receiving the petty cash and shall be perforated or canceled by some appropriate means to prevent reuse.

10.4 Inventory of Small & Attractive Items

Operating departments shall be responsible for conducting regular inventory of their small and attractive items as defined by State Law. and submit a physical inventory to the Finance Director.

10.5 Surplus Assets

All real property (land, buildings, etc.) regardless of value, and personal property (vehicles, equipment, etc.) with an estimated market value equal to or more than \$50,000, acquired for non-utility or utility purposes, and which are no longer required for service, may be surplusized following a public hearing and approval of a City Council resolution. If personal property has an estimated market value less than \$50,000, then the Mayor may administratively surplus without a public hearing and resolution. The surplusizing of any property shall not be less than its fair market value.

11. RISK MANAGEMENT

The City should periodically review its insurance options and coverage for each risk or hazard and medical options to determine whether it is most cost effective to purchase commercial insurance, to fund a self-insurance program or to participate in a “pooled” self-insurance program with other jurisdictions. Such a determination should consider the long-term financial obligations of such a decision as well as the regular fluctuations in commercial insurance markets. Where the City decides to self-insure a risk, the City shall fully fund the expected costs of those risks through actuarial or other professional estimates of those costs.

12. FUND STRUCTURE

The City shall establish the following funds in its financial system as required by law and sound financial administration. The Finance Director is authorized to establish procedures for the proper operation of each fund in accordance with its purpose.

FUND NUMBER	FUND NAME	FUND PURPOSE
001	General Fund	Serves as the main operating fund for the City and includes sources and uses for general governmental activities.
002	Reserve Fund	Maintains and provides money to the General Fund and other funds when necessary in order to respond to unexpected events such as economic instability, public emergencies, or cash flow issues.
012	Arts Activities Fund	Accounts for the acquisition and display of art and the provision of art programs established by the City in consultation with the Arts Commission.
014	North Bend Police Services Fund	Accounts for the provision of police services to the City of North Bend.
017	Exchange Delegates Activities Fund	Accounts for deposits made by the City's sister cities for their use during their time visiting the City.
018	General Deposits Control Fund	Accounts for various types of damage and security deposits that are not related to utility or capital projects,

FUND NUMBER	FUND NAME	FUND PURPOSE
		or for certain other special purposes, until they are either refunded to the payee or retained by the City.
020	School Impact Fee Fund	Receives and remits impact fees collected for the Snoqualmie Valley School District (SVSD).
110	Tourism Promotion Fund	Accounts for the collection and disbursement of lodging tax revenue allocated for tourism promotion efforts by the City's Lodging Tax Advisory Committee (LTAC).
118	Drug Enforcement Fund	Accounts for the collection and disbursement of proceeds from the sale of confiscated and/or forfeited property seized as a result of criminal drug activity for drug enforcement purposes or remittance to the State of Washington.
123	Opioid Settlement Fund	Accounts for the collection and disbursement of legal settlement funds for opioid remediation efforts.
131	Affordable Housing Fund	Accounts for the City's affordable housing efforts including, but not limited to, the acquisition, rehabilitation, or construction of affordable housing, the operation and maintenance of such housing units, or to provide rental assistance and other supportive services to tenants.
144	Home Elevation Fund	Receives and disburses funds from the King County Flood Control District to support the elevation of homes in flood-prone areas.
150	ARPA Covid Local Recovery Fund	Receives and disburses State and Local Fiscal Recovery Funds (SLFRF) from the America Rescue Plan Act (ACA) to support the City broadly during the COVID-19 pandemic.
310	Non-Utility Capital Fund	Accounts for the acquisition, improvement, or replacement of long-term general governmental infrastructure (i.e., parks, transportation, facilities, etc.).
320	Tokul Roundabout Construction Fund	Accounts for the construction of the Tokul Roundabout.
350	ERP Project Fund	Accounts for the replacement and implementation of the Enterprise Resource Planning (ERP) system.
401	Water Operations Fund	Accounts for the provision of drinking and irrigation water services to customers which includes the operation and maintenance of the water collection, treatment, and distribution system.
402	Wastewater Operations Fund	Accounts for the provision of wastewater services to customers which includes the operation and maintenance of the wastewater collection, conveyance, and treatment system.
403	Stormwater Operations Fund	Accounts for the operation and maintenance of storm drainage, catch basin, and water retention facilities and the City's green infrastructure which includes the urban forest.
417	Utility Capital Fund	Accounts for the acquisition, improvement, or replacement of long-term utility infrastructure.
501	Equipment Replacement &	Accounts for the operation, maintenance, acquisition, and disposition of long-term vehicles and equipment.

FUND NUMBER	FUND NAME	FUND PURPOSE
	Repair Fund	
502	Information Technology Fund	Accounts for the provision of information technology services and the maintenance, acquisition, and disposition of long-term hardware and software systems.
510	Facilities Maintenance Fund	Accounts for the operation and maintenance of municipal facilities including, but not limited to, City Hall, Police Station, Fire Station, and the Public Works Shop.
631	Payroll Warrants Clearing Fund	Receives transfers from other funds with an amount of money equal to the various salaries, wages, and other compensations due to City employees in order to pay out those employee-related expenses from one fund.
632	Claims Warrants Clearing Fund	Receives transfers from other funds with an amount of money equal to the various claims against the City (such as invoices for goods and services) in order to pay out those claims from one fund.
633	Treasurers Deposits Control Fund	Accounts for various types of deposits, fees, and taxes collected on behalf of other governments or entities and the remittance of those monies to the responsible government or entity.
634	Medical FSA Spending Trust Fund	Accounts for the withholding from employee pay an amount equal to the amount spent by an employee from their flexible spending account (FSA) and the disbursement of such funds to the vendor managing the FSA.
890	Treasurers Surplus Investment Fund	Accounts for the City's investment of its available cash in interest-bearing accounts or securities.
999	Pooled Cash Fund	Accounts for all of the City's cash in one pooled account and keeps a record of money due to a fund, from another fund, in order to track the amount of cash a fund is responsible for.

FINANCIAL MANAGEMENT POLICY ADOPTION

The City of Snoqualmie Financial Management Policy shall be adopted and amended by action of the City Council. The Snoqualmie City Council shall review the policy periodically and any modifications made thereto must be approved by the City Council.

Policy Adopted on: October 27, 2025

This policy replaces separate, previously adopted policies and/or procedures regarding revenue management, procurement and contract management, fund reserves, purchasing or commercial credit cards, asset management policies or any other policy regarding financial management and financial procedures. Snoqualmie Municipal Code should be repealed or updated accordingly.

RESOLUTION NO. XXXX**A RESOLUTION OF THE CITY OF SNOQUALMIE,
WASHINGTON, AMENDING THE FINANCIAL MANAGEMENT
POLICY**

WHEREAS, on November 22, 2022, the Snoqualmie City Council passed Resolution 1627 adopting the Comprehensive Financial Management Policy dated November 14, 2022; and

WHEREAS, Resolution 1627 updated various City financial management practices and procedures consistent with state law, while recognizing that certain provisions of the Snoqualmie Municipal Code (SMC) would need to be amended for consistency; and

WHEREAS, on June 10, 2024, the City Council adopted Resolution 1690, repealing Resolution 1627 and adopting an amended Financial Management Policy, which, among other things, made revisions to the City's fund accounting policies, including reserve funds, as well as budgeting and capital improvement planning policies; and

WHEREAS, the City Council deems it necessary to amend the Financial Management Policy to establish guidelines necessary to support and sustain high level of municipal services; and

WHEREAS, the City Council deems it necessary to amend the Financial Management Policy to enable the swift, efficient, and strategic resolution of small lawsuits, claims, separation agreements, or severance agreements; and

WHEREAS, the City Council deems it necessary to amend the Financial Management Policy to clarify guidelines regarding petty cash, fund structures, and surplus of assets;

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

SECTION 1. Financial Management Policy Amended. The amendment to the Financial Management Policy dated October 27, 2025 and in the form as set forth in “Exhibit A” hereto, is hereby approved and adopted.

SECTION 2. Prior Policies Repealed. All previously adopted Financial Policies or Financial Management Policies, including those adopted and amended in Resolution 1690 are hereby repealed.

SECTION 3. Ordinance Requested. The Mayor and Administration are requested to prepare and present to the City Council for adoption an ordinance repealing or amending, as applicable, any existing provisions of the Snoqualmie Municipal Code that are in conflict with the Financial Management Policy adopted herein, and in the meantime, refrain from applying or enforcing said conflicting provisions.

SECTION 4. Effective Date. This resolution, and the amended Financial Management Policy attached as “Exhibit A” shall be effective immediately upon the adoption of this Resolution.

SECTION 5. Corrections by the City Clerk. Upon approval of the City Attorney, the City Clerk is authorized to make necessary corrections to this resolution, including the correction of clerical errors; references to other local, state or federal laws, codes, rules, or regulations, or resolution numbering and section/subsection numbering.

PASSED by the City Council of the City of Snoqualmie, Washington, this ____ day of _____ 2025.

Katherine Ross, Mayor

Attest:

Approved as to form:

Deana Dean, City Clerk

Dena Burke, City Attorney

Council Agenda Bill

AB Number

AB25-095

Agenda Bill Information

Title *

Ordinance Amending the Minimum Licensing Threshold for Out-of-City Businesses in SMC 5.04.015(B)

Action *

Motion

Council Agenda Section

Ordinance

Council Meeting Date *

10/27/2025

Staff Member

Drew Bouta

Department *

Finance

Committee

Finance and Administration

Committee Date

10/21/2025

Exhibits

Packet Attachments - if any

AWC Fact Sheet.pdf

115.84KB

Ordinance For AB25-095.docx

26.9KB

Summary

Introduction *

Brief summary.

This ordinance seeks to amend SMC 5.04.015(B), as required in RCW 35.90.080, by increasing the minimum licensing threshold for out-of-city businesses from \$2,000 to \$4,000, under which an out-of-city business would not have to pay a business license fee, and establishing an increase in the threshold every four years based on the change in the June-to-June Consumer Price Index (CPI-U) during that period.

Proposed Motion

Move to approve Ordinance xxxx amending the minimum licensing threshold for out-of-city businesses in SMC 5.04.015(B).

Background/Overview *

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

RCW 35.90.080 (2017, EHB 2005) requires cities that impose a general business license to develop and adopt a single business licensing ordinance, consistent across all cities, with the help of the Association of Washington Cities (AWC). This “model” ordinance, as it is known, is required to contain a minimum licensing threshold (i.e., mandatory provision of state law) under which a business would not have to pay a business licensing fee. In 2018, the model ordinance established a \$2,000 minimum licensing threshold, as measured by the annual value of products, gross proceeds of sales, or gross income, for out-of-city businesses.

Analysis*

In 2024, the general business community requested a review of the model ordinance given the dramatic increase in online sales and deliveries. As a result, the AWC established a working committee to review the proper minimum licensing threshold for out-of-city businesses. The intent of this ordinance is to adopt the model ordinance, as amended by the committee, increasing the minimum licensing threshold for out-of-city businesses to \$4,000 effective January 1, 2026, and establishing an increase every four years based on the change in the June-to-June Consumer Price Index (CPI-U) during that period.

Budgetary Status*

This action has complex budgetary implications.

Budget Summary

Business license revenue will likely decrease due to this change. However, it will be dependent on the action of the businesses earning revenue within the City, but not located in the City, as to whether these anticipated decreases are actually incurred.

Based on the reported annual income for out-of-City businesses, 101 businesses fall between the old \$2,000 threshold and the new \$4,000 threshold. If all of these businesses opt out of obtaining a business license, the City would receive \$3,465 less in business license revenue.

Fiscal Impact

Amount of Expenditure	Amount Budgeted	Appropriation Requested
Fiscal Impact Screenshot		

ORDINANCE NO. XXXX**AN ORDINANCE OF THE CITY OF SNOQUALMIE,
WASHINGTON AMENDING THE MINIMUM LICENSING
THRESHOLD FOR OUT-OF-CITY BUSINESSES IN
SNOQUALMIE MUNICIPAL CODE 5.04.015(B); AND
PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.**

WHEREAS, the City of Snoqualmie is a non-charter optional municipal code city as provided in Title 35A RCW, incorporated under the laws of the state of Washington; and,

WHEREAS, RCW 35.90.080 requires cities that impose a general business license to develop and adopt a single business licensing ordinance, consistent across all cities, with the help of the Association of Washington Cities (AWC); and,

WHEREAS, the single business licensing ordinance, otherwise known as the “model ordinance”, is required to contain a minimum licensing threshold as stated in RCW 35.90.080(2)(b); and,

WHEREAS, the model ordinance originally established a \$2,000 minimum licensing threshold, as measured by the annual value of products, gross proceeds of sales, or gross income, for out-of-city businesses; and,

WHEREAS, Snoqualmie City Council adopted Ordinance No. 1211 on December 10, 2018, which amended Section 5.04.15 and 5.04.030(I) of the Snoqualmie Municipal Code to reflect the provisions of the model ordinance, including the minimum licensing threshold; and,

WHEREAS, in 2024, a committee led by AWC was convened to reconsider the minimum licensing threshold; and,

WHEREAS, the committee recommended and updated the model ordinance increasing the minimum licensing threshold for out-of-city businesses from \$2,000 to \$4,000 and establishing an increase every four years based on the change in the June-to-June Consumer Price Index (CPI-U) during that period; and,

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

Section 1. Section 5.04.015(B) Amended. Section 5.04.015(B) of the Snoqualmie Municipal Code is hereby amended and adopted to read as follows (amendments shown in strikethrough/underline format for ease of reference):

5.04.015(B) Business License

Except as provided otherwise herein, the fee for issuance and renewal of an annual business license shall be based on the number of employees, including the owner, engaging in any business or activity within the city during each taxable year in any business or activity as follows:

Number of Employees	Fee
0-2	\$25.00
3-10	\$50.00
11-25	\$115.00
26-50	\$250.00
51-100	\$500.00
101 or higher	\$500.00

Notwithstanding the fee schedule above, for the purposes of the annual business license required by this chapter, for any person or business whose annual value of products, gross proceeds of sales, or gross income of the business in the city is equal to or less than ~~\$2,000~~ \$4,000 and who does not maintain a place of business within the city, the fee for the annual business license shall be \$0.00. This threshold amount will be adjusted every forty-eight months on January 1, by an amount equal to the increase in the Consumer Price Index ("CPI") for "West Urban, All Urban Consumers" (CPI-U) for each 12-month period ending on June 30 as published by the United States Department of Labor Bureau of Labor Statistics or successor

Ordinance No.
Published: _____

Page 2 of 3

agency. To calculate this adjustment, the current rate will be multiplied by one plus the cumulative four-year (forty-eight month) CPI increase using each 12-month period ending on June 30 of each prior year, and rounded to the nearest \$100. However, if any annual CPI increases are more than five (5) percent, a five (5) percent increase will be used in computing the annual basis and if any of the annual CPI decreased during the forty-eight-month period, a zero (0) percent increase will be used in computing the annual basis.

Section 2. Effective Date. This ordinance shall be effective on January 1, 2026.

Section 3. 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 the correction of clerical errors; references to other local, state or federal laws, codes, rules, or regulations; or ordinance numbering anti section/subsection numbering.

Section 4. Severability. If any one or more section, subsection, or sentence of this ordinance is held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portion of this ordinance and the same shall remain in full force and effect.

PASSED by the City Council of the City of Snoqualmie, Washington, this 10th day of November 2025.

Katherine Ross, Mayor

ATTEST:

APPROVED AS TO FORM:

Deana Dean, City Clerk

Dena Burke, City Attorney



2026 City Business License Model Threshold update

Effective January 1, 2026

What are the main changes to the model threshold?

The main change in the update would make a one-time increase to a higher threshold to \$4000 for out-of-city businesses from the current \$2,000 threshold, effective January 1, 2026.

Other changes include:

- Every four years thereafter, the threshold would have an automatic periodic increase based on cumulative inflation.
- The rates of inflation would be calculated using the Consumer Price Index-U (CPI-U) Western for June of each year compared to the previous year for the previous four years.
- The rate of inflation would be calculated as zero in any year in which inflation was negative and capped at 5% per year or 20% over four years if inflation exceeded those amounts.
- To make the threshold easier to administer, the cumulative inflation amount would be rounded to the nearest \$100.

Could my city still require a no fee registration for out-of-city businesses below the threshold?

Cities retain the local option of requiring a no-fee registration for out-of-city businesses below the threshold.

Was the definition of “engaging in business” changed?

No, the definition of engaging in business has not changed since the 2018 model was adopted.

What are the deadlines for all cities with business licenses to adopt the 2026 model threshold?

Cities with a business license **must** adopt the model by **January 1, 2026**.

However, cities that currently partner with the state’s Business Licensing Service (BLS) for business licensing administration must adopt it by mid-October 2025, because they must **provide BLS 75-day notice** of any changes to their business licenses, including this mandatory change.

What if my city has a higher threshold?

Cities can choose to enact a higher threshold. The \$4,000 city threshold for out-of-city businesses is the minimum level that every city must enact.

What if my city wants to have a threshold that applies to in-city businesses in addition to the out-of-city business threshold?

The \$4,000 threshold level for out-of-city businesses is a mandatory minimum threshold that every city business license city must adopt, but the law does not impact the city’s authority to have exemptions or other thresholds.

Cities can continue to require a license for businesses located in the city without regard to the threshold (unless the city chose to exempt these businesses).

Cities can also choose to enact a separate threshold exemption that applies to in-city businesses.

Who should my city notify when the model is adopted?

BLS partner cities: Send a completed Change Request Form to BLS notifying them of the update
All other cities: Email Sheila Gall, AWC (sheilag@awcnet.org) so we can track updates.

How will businesses find out about the changes?

Consider providing information on changes to your business license by adding information to your license renewal letter, sending a letter to your potentially impacted businesses, updating information on your city’s website or presenting to your local chamber.

Background on the 2018 model threshold

In the 2017 session, EHB 2005 (RCW 35.90) passed requiring three actions by cities with business licenses and local B&O taxes. The law required cities to make changes to business licensing, including requiring cities with business licenses to establish a workgroup to create a model business license threshold by July 2018 for adoption by all business license cities by January 1, 2019.

**2018 model ordinance for local business licenses
– minimum threshold**

The 2018 model included a mandatory definition of “engaging in business” and a \$2000 minimum threshold (or occasional sale) exemption to establish when out-of-town or transient businesses are required to be licensed. All business license cities adopted the model by January 1, 2019 (RCW 35.90.080).

Contact

Sheila Gall

General Counsel

sheilag@awcnet.org

wacities.org



Snoqualmie City Council

2025 Legislative Priorities

COMMUNITY DEVELOPMENT

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

Affordable housing: Expand financing options for affordable housing. Greater flexibility to cities with less than 25,000 in population for affordable housing policies. Dedicate current funding and explore new funding options, such as the real estate excise tax to address needs across the housing continuum including home ownership, senior, workforce, affordable and permanent supportive housing.

PUBLIC SAFETY

Recruitment and Retention: Provide funding tools to assist small municipalities recruit and retain first responders including behavioral health specialists.

Juvenile Access Law: Revise existing legislation to allow police to speak with minors, upon consent by their parent or legal guardian, unless the minor or the parent/legal guardian request an attorney. Parental authority may be withdrawn at any time, but this allows the police to (1) investigate threats quickly and (2) ascertain whether there are mitigating factors such that the arrest of the minor is not necessary or warranted. This is a modification to ESHB 1140.

Community Behavioral Health: Seek increased investment in community behavioral health treatment funding. Both capital start-up and operational expenses, including crisis stabilization, outpatient, forensic behavioral health, and student mental health support. New facilities must take into consideration first and secondary public safety service impacts, offsetting mutual aid costs as appropriate.

PUBLIC WORKS and TRANSPORTATION

I-90 and Highway 18 interchange: Ensure preservation of prior legislative appropriations funding for the Snoqualmie Parkway and SR 18.

Continue to engage the local jurisdictional input through the established advisory committee.

Snoqualmie Parkway jurisdiction transfer: Ensure alignment of utilization of infrastructure with taxing jurisdiction. The parkway is a transportation system connector between Highway 18 and State Route 202. The majority of its utilization is through regional commercial trucks. In order to align usage with revenue source, the parkway should be transferred to state control and maintenance.

FINANCE and ADMINISTRATION

Tax Appropriations: Cities are where most of the state's tax revenue is generated. In fact, cities are where most businesses operate, and where 94% of gross state product is generated. It's a wise investment for the state to continue sharing revenues with cities. Cities need the state to continue this commitment and explore ways to strengthen revenue sharing in ways that benefit both cities and the state, including but not limited to liquor profit sharing and liquor excise tax sharing, municipal criminal justice assistance account, fire insurance premium tax sharing, real estate excise tax (REET), sales tax and property tax.



CITY COUNCIL ROUNDTABLE MEETING, 6:00 PM
CITY COUNCIL REGULAR MEETING, 7:00 PM
Monday, October 27, 2025
Snoqualmie City Hall, 38624 SE River Street & Zoom

MAYOR & COUNCIL MEMBERS

Mayor Katherine Ross

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

This meeting will be conducted in person at Snoqualmie City Hall and remotely using Zoom.

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

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

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

ROUNDTABLE AGENDA, 6 PM

CALL TO ORDER & ROLL CALL

AGENDA APPROVAL

SPECIAL BUSINESS

1. State Auditor's Office Exit Conference for Fiscal Years 2022 and 2023

ADJOURNMENT

REGULAR AGENDA, 7 PM

CALL TO ORDER & ROLL CALL

PLEDGE OF ALLEGIANCE

AGENDA APPROVAL

PUBLIC HEARINGS, PRESENTATIONS, PROCLAMATIONS, AND APPOINTMENTS

Proclamations

2. Proclamation 25-23 Kindness Month
3. Proclamation 25-24 Native American Heritage Month

PUBLIC COMMENTS AND REQUESTS FOR ITEMS NOT ON THE AGENDA

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

CONSENT AGENDA

4. Approve the City Council Meeting Minutes dated October 13, 2025.
5. Approve the Claims Report dated October 27, 2025.

ORDINANCES

6. **AB25-074:** Compost Use and Procurement Ordinance
Proposed Action: Move to approve Ordinance 1307 amending Snoqualmie Municipal Code Title 8 related to compost procurement.
7. **AB25-095:** Ordinance Amending the Minimum Licensing Threshold for Out-of-City Businesses in SMC 5.04.015(B)
Proposed Action: First Reading of Ordinance xxxx.

COMMITTEE REPORTS

Public Safety Committee:

8. **AB25-091:** Traffic and Criminal Software Agreement
Proposed Action:
9. E-Motorcycle Ordinance Discussion

Community Development Committee:

Parks & Public Works Committee:

10. **AB25-099:** Agreement for Consultant Services with Herrera for Community Based Social Marketing Campaign - National Pollutant Discharge Elimination System (NPDES)
Proposed Action:

Finance & Administration Committee:

11. **AB25-093:** Resolution Adopting Snoqualmie Valley School District Capital Facilities Plan 2025-2030
Proposed Action:
12. **AB25-094:** AHBL, Inc. Contract Amendment
Proposed Action:
13. **AB25-090:** Server Upgrades
Proposed Action:
14. **AB25-097:** Server Storage Upgrade
Proposed Action:

15. **AB25-089:** Resolution Amending the Financial Management Policy

Proposed Action:

Committee of the Whole:

16. **2026 Legislative Priorities Discussion**

REPORTS

17. Mayor's Report

18. Commission/Committee Liaison Reports

ADJOURNMENT

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