



CITY COUNCIL REGULAR MEETING

Monday, January 13, 2025, at 7:00 PM

Snoqualmie City Hall, 38624 SE River Street & Zoom

MAYOR & COUNCIL MEMBERS

Mayor Katherine Ross

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

This meeting will be conducted in person 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.
Press *9 to raise your hand to speak. Raising your hand signals the meeting moderator that you have a comment.
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CALL TO ORDER & ROLL CALL

PLEDGE OF ALLEGIANCE

AGENDA APPROVAL

PUBLIC HEARINGS, PRESENTATIONS, PROCLAMATIONS, AND APPOINTMENTS

Public Hearings

- [1.](#) **AB25-003:** 2025-2030 Utility Rate Adjustment.

Proposed Action: Public Hearing.

Appointments

2. Ceremonial Oath of Office: Police Officer Wyatt Schannauer
3. Introduction of Police Chaplain Pat Hammon
- [4.](#) **AB25-007:** 2025 Mayor Pro Tem Election

Proposed Action: Move to nominate Councilmember ___ to serve as Mayor Pro Tem.

- [5.](#) **AB25-008:** Council Liaison and Regional Appointments

Proposed Action: Move to approve Mayor Pro Tem's recommendations for appointments to council liaisons and regional boards and committees.

Proclamations

- [6.](#) National Mentoring 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@snoqualmieva.gov. All written comments must be received by 3:00 p.m. on the day of the scheduled meeting.)

CONSENT AGENDA

- [7.](#) Approve the City Council Meeting Minutes dated December 9, 2024 and December 19, 2024.
- [8.](#) Approve the Claims Report dated December 9, 2024.
- [9.](#) **AB24-120:** Interlocal Agreement Renewal with King County for Jail Services.
- [10.](#) **AB25-004:** Interlocal Agreement for Fire Garage Consortium.

ORDINANCES

- [11.](#) **AB24-096:** Transportation Impact Fee Program.

Proposed Action: Third Reading of Ordinance 1301. Move to approve Ordinance 1301 amending the Snoqualmie Municipal Code to add Title 20.09 Transportation Impact Fees and associated Rate Study.

- [12.](#) **AB25-003:** 2025-2030 Utility Rate Adjustment.

Proposed Action: First Reading of Ordinance 1303 and Discussion.

COMMITTEE REPORTS

Public Safety Committee:

- [13.](#) **AB25-005:** Snoqualmie Fire Department 2025-2030 Strategic Plan.

Proposed Action: Move to approve Resolution 1704 adopting the City of Snoqualmie Fire Department 2025-2030 Strategic Plan.

- [14.](#) **AB25-002:** Amendment to the 2019 North Bend Interlocal Agreement for Police Services.

Proposed Action: Discussion.

Community Development Committee:

Parks & Public Works Committee:

Finance & Administration Committee:

- [15.](#) **AB25-006:** Council 2025 Meeting Calendar.

Proposed Action: Move to cancel the August 25th and December 22nd City Council meetings and August 18th and 19th and December 15th and 16th Council Committee meetings.

Committee of the Whole:

REPORTS

16. Mayor's Report
17. Commission/Committee Liaison Reports
- [18.](#) Department Reports for December 2024.

EXECUTIVE SESSION

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

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.



**BUSINESS OF THE CITY COUNCIL
CITY OF SNOQUALMIE**

**AB25-003
January 13, 2025
Public Hearing**

Item 1.

AGENDA BILL INFORMATION

TITLE:	AB25-003: 2025-2030 Utility Rate Adjustment	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input checked="" type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
	PROPOSED ACTION: Adopt Ordinance 1303 amending Utility Rates for 2025	

REVIEW:	Department Director	Jeff Hamlin	12/23/2024
	Finance	Drew Bouta	12/20/2024
	Legal	Dena Burke	12/17/2024
	City Administrator	Mike Chambless	12/23/2024

DEPARTMENT:	Parks & Public Works		
STAFF:	Dylan Gamble, CIP Manager		
COMMITTEE:	Parks & Public Works	COMMITTEE DATE: January 7, 2025	
EXHIBITS:	1. Draft Ordinance 1303		

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

SUMMARY

INTRODUCTION

Ordinance 1303 will amend the Utility Rates for the years of 2025-2030. The recommended rate changes are designed to match rate revenue requirements. The recommended rate changes are based on a 2025-2030 Utility Rate Study conducted by FCS Group.

LEGISLATIVE HISTORY

In June of 2020, City of Snoqualmie Council approved an agreement with Financial Consulting Solutions (FCS) Group to conduct a Utility Rate Study and General Facilities Charges Update for the City’s combined utility. Since the adoption of Ordinance 1248, the product of the 2021 Rate study effort, the City has maintained the Utility Rates increases with minor adjustments in the year 2021 (to reduce rates to 0%) and in 2024 (with increases associated with the 2024 fiscal Health Review).

A Fiscal Health Review of the utility rates was conducted in 2023 to study the recent impact that high levels of inflation have had on the revenue requirements of the combined utility. The study indicated that the City

would need to increase rates to account for significant inflation. City Council implemented a single year rate adjustment (for the year 2024 only) through Ordinance 1284, adopted on December 11th, 2023.

BACKGROUND

FCS Group, in collaboration with the Administration, has worked to define the overall revenue needs of the combined utility, evaluate the cost to provide service to each customer class, and developed rates reflecting the fiscal sustainability and equity goals of Council. A periodic review of the of rates is planned for every four years to maintain the fiscal stability of the combined utility.

NEXT STEPS

Following any decision made as part of the 2025-2030 Utility Rate Study, staff will bring associated General Facility Charges (GFC) ordinance and charges. Updating of the GFC charges will complete the review of the utility rates maintained by the City’s Utilities.

PROPOSED ACTION

January 13, 2025: Public Hearing and First Reading of Ordinance 1303.

January 27, 2025: Second Reading of Ordinance 1303. MOVE to approve Ordinance 1303 amending City of Snoqualmie Utility Rates for the years of 2025-2030.

ORDINANCE NO. 1303

AN ORDINANCE OF THE CITY OF SNOQUALMIE, WASHINGTON, ESTABLISHING RATES FOR THE CITY'S COMBINED UTILITY FOR THE YEARS 2025-2030 AMENDING SNOQUALMIE MUNICIPAL CODE SECTIONS 13.08.010, 13.08.090, 13.10.050, AND 13.12.010; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, the City of Snoqualmie operates a combined water, wastewater, and stormwater utility pursuant to RCW 35A.80.010 and Chapters 35.67 and 35.92 RCW; and

WHEREAS, water, sewer, and storm water services provided by the combined utility of the City of Snoqualmie are critical to the health and welfare of the citizens of the City; and

WHEREAS, the City produces Class A reclaimed water as a by-product of its wastewater treatment process and delivers it to a reservoir (Eagle Lake) for use by the City’s bulk rate customers; and

WHEREAS, pursuant to the Growth Management Act (GMA), Ch. 36.70A RCW, the City has adopted a GMA Comprehensive Plan, entitled Snoqualmie 2032, which describes the City that residents wish to leave to future generations, expresses goals and policies to guide that vision, provides a generalized land use plan for the City and its urban growth area, provides for the existing population as well as the population and employment growth anticipated to occur through the year 2032, establishes the foundation for implementing programs and regulations, and provides a guide for City budgeting; and

WHEREAS, as required by law, Snoqualmie 2032 also includes a Capital Facilities and Utilities Elements, which includes the following: (a) identifies the general location, proposed location, and capacity of the City’s existing and proposed water, sewer and stormwater utility facilities; (b) sets forth a forecast of the future needs for such capital facilities; (c) shows the proposed locations and capacities of expanded or new capital facilities; and, (d) provides at least a

six-year plan that will finance such capital facilities within projected funding capacities; and

WHEREAS, in addition to the utility planning set forth in Snoqualmie 2032, the City is updating its General Sewer Plan, Water System Plan, and Stormwater Management Plan, which itemize and describe those capital improvements to the City’s sewer, water, and stormwater infrastructure that are necessary to maintain the City’s combined utility system and provide sufficient capacity to serve the population and employment growth anticipated in the City’s GMA Comprehensive Plan; and

WHEREAS, the City’s 2023-2028 Capital Improvement Plan (“CIP”) constitutes the six-year plan called for by the GMA’s Capital Facilities Element requirements; and

WHEREAS, the City is authorized by RCW 35A.80.010, RCW 35.67.020 and RCW 35.92.020 to fix, alter, regulate, maintain, and control the rates and charges for services and facilities provided by its utilities; and

WHEREAS, the City monitors revenues and expenditures periodically to ensure that revenues exceed expenditures, and to determine whether additional adjustments to utility rates are required in order to ensure that revenues will continue to exceed expenditures; and

WHEREAS, rate and charge adjustments are necessary from time to time to ensure that sufficient revenue exists to properly maintain the City's combined utility and provide adequate services to customers of the combined utility; and

WHEREAS, a 2025-2030 Utility Rate Study was conducted by Financial Consulting Solutions (FCS) Group that developed proposed rates for each utility for the period from 2025 through 2030; and

WHEREAS, the 2025-2030 Utility Rate Study concluded that water, sewer and stormwater rate and charge increases in the amounts set forth herein are required in order to pay

the ongoing costs of operating and maintaining the City’s combined utility and to pay the capital costs of those necessary improvements to the City’s water, sewer and stormwater infrastructure set forth in the City’s adopted 2023-2028 CIP; and

WHEREAS, a duly noticed public hearing was held on January 13, 2025, regarding the rates and charges established herein;

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

Section 1. Section 13.08.010 Amended. Section 13.08.010 of the Snoqualmie Municipal Code is hereby amended and adopted to read as follows (amendments shown in strikethrough/underline format for ease of reference):

13.08.010 Residential Rates and charges.

The following monthly sewer rates and charges are hereby imposed on residential and multifamily customers:

A. Residential: This customer class includes each separately metered single-family residence, trailer or mobile home in a trailer court or mobile home park, and each separately metered townhome or duplex residential unit.

Residential Rate	2021	2022	2023	2024	2025	2026
	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>
	\$78.99	\$80.57	\$82.16	\$84.62	\$85.37	\$86.99
	<u>\$100.27</u>	<u>\$106.29</u>	<u>\$108.95</u>	<u>\$111.67</u>	<u>\$114.46</u>	<u>\$117.32</u>

B. Multifamily: This customer class includes apartment, condominium, multiplex, and duplex structures that are served by a single, master water meter rather than individual residential unit meters.

Multifamily Rate	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>
	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>
	\$62.87 <u>\$67.61</u>	\$62.13 <u>\$68.96</u>	\$61.35 <u>\$68.96</u>	\$63.19 <u>\$68.96</u>	\$59.67 <u>\$68.96</u>	\$58.76 <u>\$68.96</u>

C. Rates for residential sewer service outside the corporate limits shall be 1.5 times the rates within the City limits.

1. Residential: Outside City Limits

<u>Residential Rate</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>
	<u>\$ 150.41</u>	<u>\$ 159.44</u>	<u>\$ 163.43</u>	<u>\$ 167.51</u>	<u>\$ 171.69</u>	<u>\$ 175.98</u>

2. Multifamily: Outside City Limits

<u>Multifamily Rates</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>
	<u>\$ 101.42</u>	<u>\$ 103.44</u>	<u>\$ 103.44</u>	<u>\$ 103.44</u>	<u>\$ 103.44</u>	<u>\$ 103.44</u>

D. A “low-income residential customer” means an individual:

1. Who owns or rents and resides in the residence where the discounted rate(s) are being requested;
2. Whose residence has a separate water meter;
3. Whose total household annual income meets the U.S. Department of Housing and Urban Development, Income Limits for Very Low Income in King County, Washington.
Household annual income shall include income of a spouse or any co-resident(s), where “annual income” is defined as Adjusted Gross Income as indicated in the most recent Federal Income Tax return. In the absence of a Federal Income Tax return, the Finance Director may consider other documentation of household annual income; and
4. Who is not nor is any other adult member of the household claimed as a dependent on another federal income tax return; and

5. Who is named customer on the City's utility bill or can prove that he or she is the named tenant in a lease or rental agreement for that residence.
- E. The Finance Director shall create an application form and a renewal form for residential customers requesting the low-income residential customer discount.
1. Applications shall be available at City Hall or mailed to any City customer upon request.
 2. The low-income residential customer seeking the low-income discount must complete an application renewal form annually in order to continue receiving the low-income residential customer discount.
 3. A notice of renewal of application will be mailed annually by the City to low-income residential customers then receiving the discount. The completed renewal application form and required attachments must be returned to the City within 30 days or the discount will no longer apply.
 4. Discounts will commence on the next subsequent billing date following application.
 5. A low-income residential customer who applied for and received the discount in the prior year, but who has failed to submit the renewal form within the required 30 days and whose low-income customer discount was discontinued as a result, may request a one-time only retroactive application of the low-income discount for not more than 2 billing cycles or two months.
 6. A low-income residential customer is not eligible for the low-income discount if his or her annual water consumption is in excess of 100 cubic feet (ccf) per year on a calendar year basis. An applicant may appeal the criteria to the Finance Director and must provide a convincing justification for the excess usage.
- F. The sewer bill for a low-income residential customer whose application is determined by the Finance Director to meet the criteria of subsections D and E above will be discounted by 30

percent.

Section 2. Section 13.08.090 Amended. Section 13.08.090 of the Snoqualmie Municipal Code is hereby amended and adopted to read as follows:

13.08.090 Commercial Base and Volume Rate Structure

A. The following monthly sewer rates and charges are hereby imposed on the commercial and industrial customer classifications. This customer class includes without limitation hotels, restaurants, schools, hospitals, churches, lodges, intermittently used buildings, government uses, potable irrigation, and commercial or industrial uses. This customer class includes all business/industrial types identified in section **13.08.080** as well as emerging business or industrial types of the City may classify in the future to protect the sewerage system and prevent cost of service inequities.

Commercial Rate	<u>2021</u> <u>2025</u>	<u>2022</u> <u>2026</u>	<u>2023</u> <u>2027</u>	<u>2024</u> <u>2028</u>	<u>2025</u> <u>2029</u>	<u>2026</u> <u>2030</u>
Base monthly unit charge, for water consumption up to 600 cubic feet						
Low Commercial	\$97.92 <u>\$126.89</u>	\$99.88 <u>\$135.16</u>	\$101.85 <u>\$138.54</u>	\$104.91 <u>\$142.00</u>	\$105.83 <u>\$145.55</u>	\$107.84 <u>\$149.19</u>
High Commercial	\$121.72 <u>\$171.06</u>	\$126.19 <u>\$189.43</u>	\$130.78 <u>\$202.02</u>	\$134.70 <u>\$215.13</u>	\$140.31 <u>\$228.77</u>	\$145.20 <u>\$242.97</u>
Volume charge, for each additional 100 cubic feet or portion thereof (above 600 cubic feet)						
Low Commercial	\$7.09 <u>\$9.18</u>	\$7.23 <u>\$9.78</u>	\$7.37 <u>\$10.02</u>	\$7.59 <u>\$10.27</u>	\$7.65 <u>\$10.53</u>	\$7.80 <u>\$10.79</u>
High Commercial	\$9.64 <u>\$13.54</u>	\$9.99 <u>\$14.99</u>	\$10.35 <u>\$15.99</u>	\$10.66 <u>\$17.03</u>	\$11.11 <u>\$18.11</u>	\$11.50 <u>\$19.23</u>

B. For commercial customers, the base monthly unit charge will be added to an estimated volumetric charge for the water used at the premises, based upon the average usage for the corresponding month of the preceding year, averaged over a three-month period including the preceding and following month. In the event there is no prior history for the preceding year,

the charge shall be based upon the average water usage for the month for all customers of the municipal water supply system in the same service class.

Section 3. Section 13.12.010 Amended. Section 13.12.010 of the Snoqualmie Municipal Code is hereby amended and adopted to read as follows:

13.12.10 Rates and charges.

The following rates and charges for all water are hereby imposed:

- A. Each ratepayer shall pay for water service based on the applicable meter size. Rates for water service shall consist of a monthly base service charge based on rate classification, plus a volume charge also based on rate class.
- B. Residential: This customer class includes each separately metered single-family residence, trailer or mobile home in a trailer court or mobile home park, and each separately metered residential unit in a townhome or duplex.
 - 1. The base (minimum) service, according to meter size and location within ~~or without~~ the corporate limits of the city, for all residential water classifications, other than Class A reclaimed water, shall be as follows:

Base charge (Meter Size)	2021 2025	2022 2026	2023 2027	2024 2028	2025 2029	2026 2030
3/4"	\$34.36 <u>\$41.42</u>	\$35.63 <u>\$43.80</u>	\$36.95 <u>\$46.32</u>	\$39.17 <u>\$48.98</u>	\$39.74 <u>\$51.43</u>	\$41.21 <u>\$54.00</u>
1"	\$43.14 <u>\$52.01</u>	\$44.74 <u>\$55.00</u>	\$46.40 <u>\$58.16</u>	\$49.18 <u>\$61.50</u>	\$49.90 <u>\$64.58</u>	\$51.75 <u>\$67.81</u>
1-1/2"	\$71.50 <u>\$86.19</u>	\$74.15 <u>\$91.15</u>	\$76.89 <u>\$96.39</u>	\$81.50 <u>\$101.93</u>	\$82.68 <u>\$107.03</u>	\$85.74 <u>\$112.38</u>
2"	\$119.30 <u>\$143.81</u>	\$123.71 <u>\$152.08</u>	\$128.29 <u>\$160.82</u>	\$135.99 <u>\$170.07</u>	\$137.96 <u>\$178.57</u>	\$143.06 <u>\$187.50</u>
3"	\$179.13	\$185.76	\$192.63	\$204.19	\$207.15	\$214.81

Base charge (Meter Size)	2021 2025	2022 2026	2023 2027	2024 2028	2025 2029	2026 2030
	<u>\$215.93</u>	<u>\$228.35</u>	<u>\$241.48</u>	<u>\$255.37</u>	<u>\$268.14</u>	<u>\$281.55</u>
4"	<u>\$238.81</u> <u>\$287.87</u>	<u>\$247.65</u> <u>\$304.42</u>	<u>\$256.81</u> <u>\$321.92</u>	<u>\$272.22</u> <u>\$340.43</u>	<u>\$276.16</u> <u>\$357.45</u>	<u>\$286.38</u> <u>\$375.32</u>
6"	<u>\$357.98</u> <u>\$431.53</u>	<u>\$371.23</u> <u>\$456.34</u>	<u>\$384.97</u> <u>\$482.58</u>	<u>\$408.07</u> <u>\$510.33</u>	<u>\$413.98</u> <u>\$535.85</u>	<u>\$429.30</u> <u>\$562.64</u>
8"	<u>\$477.35</u> <u>\$575.42</u>	<u>\$495.01</u> <u>\$608.51</u>	<u>\$513.33</u> <u>\$643.50</u>	<u>\$544.13</u> <u>\$680.50</u>	<u>\$552.02</u> <u>\$714.53</u>	<u>\$572.44</u> <u>\$750.26</u>

2. The following residential volume consumption rates are imposed for each 100 cubic feet (CCF) of usage for all water other than Class A reclaimed water according to location within ~~or outside~~ the corporate limits of the city:

Consumption Rate (per 100 cubic feet)	2021 2025	2022 2026	2023 2027	2024 2028	2025 2029	2026 2030
0-300 cf	<u>\$2.26</u> <u>\$2.73</u>	<u>\$2.34</u> <u>\$2.89</u>	<u>\$2.43</u> <u>\$3.06</u>	<u>\$2.58</u> <u>\$3.24</u>	<u>\$2.61</u> <u>\$3.40</u>	<u>\$2.71</u> <u>\$3.57</u>
301-800 cf	<u>\$3.80</u> <u>\$4.59</u>	<u>\$3.94</u> <u>\$4.85</u>	<u>\$4.09</u> <u>\$5.13</u>	<u>\$4.34</u> <u>\$5.42</u>	<u>\$4.40</u> <u>\$5.69</u>	<u>\$4.56</u> <u>\$5.97</u>
Over 801 cf	<u>\$4.75</u> <u>\$5.73</u>	<u>\$4.93</u> <u>\$6.06</u>	<u>\$5.11</u> <u>\$6.41</u>	<u>\$5.42</u> <u>\$6.78</u>	<u>\$5.50</u> <u>\$7.12</u>	<u>\$5.70</u> <u>\$7.48</u>

3. Rates for outside City residential customers shall be 1.5 times the inside the City rates for the base charge and the consumption rates.
- a. Base (minimum) service, according to meter size and location outside the corporate limits of the city, for all residential water classifications, other than Class A reclaimed water, shall be as follows:

Base Charge (Meter Size)	2025	2026	2027	2028	2029	2030
3/4"	<u>\$ 62.13</u>	<u>\$ 65.70</u>	<u>\$ 69.48</u>	<u>\$ 73.47</u>	<u>\$ 77.15</u>	<u>\$ 81.00</u>

1"	\$ 78.02	\$ 82.50	\$ 87.24	\$ 92.25	\$ 96.87	\$ 101.72
1.5"	\$ 129.29	\$ 136.73	\$ 144.59	\$ 152.90	\$ 160.55	\$ 168.57
2"	\$ 215.72	\$ 228.12	\$ 241.23	\$ 255.11	\$ 267.86	\$ 281.25
3"	\$ 323.90	\$ 342.53	\$ 362.22	\$ 383.06	\$ 402.21	\$ 422.33
4"	\$ 431.81	\$ 456.63	\$ 482.88	\$ 510.65	\$ 536.18	\$ 562.98
6"	\$ 647.30	\$ 684.51	\$ 723.87	\$ 765.50	\$ 803.78	\$ 843.96
8"	\$ 863.13	\$ 912.77	\$ 965.25	\$ 1,020.75	\$ 1,071.80	\$ 1,125.39

b. The following residential volume consumption rates are imposed for each 100 cubic feet (CCF) of usage for all water other than Class A reclaimed water according to location outside the corporate limits of the city:

<u>Consumption Rate (per 100 cubic feet)</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>
0-300 cf	\$ 4.10	\$ 4.34	\$ 4.59	\$ 4.86	\$ 5.10	\$ 5.36
301-800 cf	\$ 6.89	\$ 7.28	\$ 7.70	\$ 8.13	\$ 8.54	\$ 8.96
Over 801 cf	\$ 8.60	\$ 9.09	\$ 9.62	\$ 10.17	\$ 10.68	\$ 11.22

3. Multifamily: This customer class includes apartment, condominium, multiplex, and duplex structures that are served by a single, master water meter rather than individual unit meters.

a. The base (minimum) service for each multifamily unit connected to the single master water meter other than Class A reclaimed water shall be as follows:

<u>Base Charge</u>	<u>2021</u> <u>2025</u>	<u>2022</u> <u>2026</u>	<u>2023</u> <u>2027</u>	<u>2024</u> <u>2028</u>	<u>2025</u> <u>2029</u>	<u>2026</u> <u>2030</u>
Per unit	\$30.16 \$31.19	\$29.80 \$31.19	\$29.42 \$31.19	\$31.19 \$31.19	\$28.62 \$31.19	\$28.18 \$31.19

b. The following multifamily volume consumption rates are imposed for each 100 cubic feet (CCF) of usage for all water other than Class A reclaimed water according to location within or outside the corporate limits of the city:

Volume Rate	<u>2021</u> <u>2025</u>	<u>2022</u> <u>2026</u>	<u>2023</u> <u>2027</u>	<u>2024</u> <u>2028</u>	<u>2025</u> <u>2029</u>	<u>2026</u> <u>2030</u>
Per 100 cf	\$2.70 <u>\$2.80</u>	\$2.67 <u>\$2.80</u>	\$2.64 <u>\$2.80</u>	\$2.80 <u>\$2.80</u>	\$2.56 <u>\$2.80</u>	\$2.52 <u>\$2.80</u>

~~e. Rates for outside City multifamily customers shall be 1.5 times the inside the City rates for the base charge and the consumption rates.~~

c. Outside City multifamily customers shall be 1.5 times the inside the City rates for the base charge and the consumption rates for each multifamily unit connected to the single master water meter other than Class A reclaimed water. Base (minimum) service shall be as follows:

<u>Base Charge</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>
Per Unit	<u>\$46.79</u>	<u>\$46.79</u>	<u>\$46.79</u>	<u>\$46.79</u>	<u>\$46.79</u>	<u>\$46.79</u>

d. Outside City multifamily customers shall be 1.5 times the inside the City the consumption rates for each multifamily unit connected to the single master water meter other than Class A reclaimed water. The following multifamily volume consumption rates are imposed for each 100 cubic feet (CCF) of usage for all water outside the corporate limits of the city:

<u>Volume Rate</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>
Per 100 cf	<u>\$4.20</u>	<u>\$4.20</u>	<u>\$4.20</u>	<u>\$4.20</u>	<u>\$4.20</u>	<u>\$4.20</u>

4. Commercial: This customer class includes without limitation hotels, schools, hospitals, churches, lodges, intermittently used buildings, government uses, and commercial or industrial uses.

a. The base (minimum) service, according to meter size and location within ~~or outside~~ the corporate limits of the City, for all commercial water classifications, other than Class A reclaimed water shall be as follows:

Meter Size	<u>2021</u> <u>2025</u>	<u>2022</u> <u>2026</u>	<u>2023</u> <u>2027</u>	<u>2024</u> <u>2028</u>	<u>2025</u> <u>2029</u>	<u>2026</u> <u>2030</u>
3/4"	\$41.56 \$51.93	\$43.66 \$55.39	\$45.80 \$58.93	\$48.55 \$62.55	\$50.16 \$65.65	\$52.38 \$68.78
1"	\$52.17 \$65.18	\$54.81 \$69.53	\$57.49 \$73.98	\$60.94 \$78.52	\$62.96 \$82.41	\$65.74 \$86.34
1-1/2"	\$86.46 \$108.02	\$90.84 \$115.22	\$95.28 \$122.59	\$101.00 \$130.12	\$104.35 \$136.57	\$108.96 \$143.08
2"	\$144.25 \$180.23	\$151.56 \$192.25	\$158.97 \$204.55	\$168.51 \$217.11	\$174.10 \$227.88	\$181.80 \$238.74
3"	\$216.59 \$270.09	\$227.55 \$288.63	\$238.68 \$307.10	\$253.00 \$325.96	\$261.40 \$342.13	\$272.96 \$358.43
4"	\$288.76 \$360.76	\$303.38 \$384.81	\$318.22 \$409.43	\$337.31 \$434.57	\$348.51 \$456.12	\$363.92 \$477.86
6"	\$432.86 \$540.78	\$454.76 \$576.84	\$477.01 \$613.75	\$505.63 \$651.44	\$522.42 \$683.75	\$545.52 \$716.34
8"	\$577.18 \$721.09	\$606.40 \$769.17	\$636.06 \$818.38	\$674.22 \$868.64	\$696.60 \$911.72	\$727.41 \$955.17

b. The following commercial volume rates are imposed for each 100 cubic feet of usage for all water other than Class A reclaimed water according to location within ~~or without~~ the corporate limits of the city:

Volume charge	<u>2021</u> <u>2025</u>	<u>2022</u> <u>2026</u>	<u>2023</u> <u>2027</u>	<u>2024</u> <u>2028</u>	<u>2025</u> <u>2029</u>	<u>2026</u> <u>2030</u>
Per 100 cf	\$3.49 \$4.36	\$3.67 \$4.65	\$3.85 \$4.95	\$4.08 \$5.25	\$4.21 \$5.51	\$4.40 \$5.77

c. Rates for outside City commercial customers shall be 1.5 times the inside the City rates for the base charge and the consumption rates. Base (minimum) service, according to meter size and location outside the corporate limits of the city, for all residential water classifications, other than Class A reclaimed water, shall be as follows:

<u>Meter Size</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>
<u>3/4"</u>	<u>\$ 77.90</u>	<u>\$ 83.09</u>	<u>\$ 88.40</u>	<u>\$ 93.83</u>	<u>\$ 98.48</u>	<u>\$ 103.17</u>
<u>1"</u>	<u>\$ 97.77</u>	<u>\$ 104.30</u>	<u>\$ 110.97</u>	<u>\$ 117.78</u>	<u>\$ 123.62</u>	<u>\$ 129.51</u>
<u>1.5"</u>	<u>\$ 162.03</u>	<u>\$ 172.83</u>	<u>\$ 183.89</u>	<u>\$ 195.18</u>	<u>\$ 204.86</u>	<u>\$ 214.62</u>
<u>2"</u>	<u>\$ 270.35</u>	<u>\$ 288.38</u>	<u>\$ 306.83</u>	<u>\$ 325.67</u>	<u>\$ 341.82</u>	<u>\$ 358.11</u>
<u>3"</u>	<u>\$ 405.89</u>	<u>\$ 432.95</u>	<u>\$ 460.65</u>	<u>\$ 488.94</u>	<u>\$ 513.20</u>	<u>\$ 537.65</u>
<u>4"</u>	<u>\$ 541.14</u>	<u>\$ 577.22</u>	<u>\$ 614.15</u>	<u>\$ 651.86</u>	<u>\$ 684.18</u>	<u>\$ 716.79</u>
<u>6"</u>	<u>\$ 811.17</u>	<u>\$ 865.26</u>	<u>\$ 920.63</u>	<u>\$ 977.16</u>	<u>\$ 1,025.63</u>	<u>\$ 1,074.51</u>
<u>8"</u>	<u>\$ 1,081.64</u>	<u>\$ 1,153.76</u>	<u>\$ 1,227.57</u>	<u>\$ 1,302.96</u>	<u>\$ 1,367.58</u>	<u>\$ 1,432.76</u>

d. Rates for outside City commercial customers shall be 1.5 times the inside the City rates for the base charge and the consumption rates. Base (minimum) service, according to meter size and location outside the corporate limits of the city, for all residential water classifications, other than Class A reclaimed water, shall be as follows:

<u>Volume Rate</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>
<u>Per 100 cf</u>	<u>\$6.54</u>	<u>\$6.98</u>	<u>\$7.43</u>	<u>\$7.88</u>	<u>\$8.27</u>	<u>\$8.66</u>

E. Potable Irrigation: This customer class includes without limitation all customers listed under subsections B, C, and D of this section that receive irrigation water from the city’s potable water distribution system.

1. The base (minimum) service, according to meter size and location ~~within or~~
~~outside~~ the corporate limits of the city, for all potable irrigation water
classifications other than Class A reclaimed water shall be as follows:

Meter Size	<u>2021</u> <u>2025</u>	<u>2022</u> <u>2026</u>	<u>2023</u> <u>2027</u>	<u>2024</u> <u>2028</u>	<u>2025</u> <u>2029</u>	<u>2026</u> <u>2030</u>
3/4"	\$41.56 \$56.53	\$43.66 \$61.90	\$45.80 \$67.78	\$48.55 \$74.22	\$50.16 \$80.53	\$52.38 \$87.38
1"	\$52.17 \$70.97	\$54.81 \$77.71	\$57.49 \$85.09	\$60.94 \$93.17	\$62.96 \$101.09	\$65.74 \$109.68
1-1/2"	\$86.46 \$117.60	\$90.84 \$128.77	\$95.28 \$141.00	\$101.00 \$154.40	\$104.35 \$167.52	\$108.96 \$181.76
2"	\$144.25 \$196.23	\$151.56 \$214.87	\$158.97 \$235.28	\$168.51 \$257.63	\$174.10 \$279.53	\$181.80 \$303.29
3"	\$216.59 \$294.62	\$227.55 \$322.61	\$238.68 \$353.26	\$253.00 \$386.82	\$261.40 \$419.70	\$272.96 \$455.37
4"	\$288.76 \$392.81	\$303.38 \$430.13	\$318.22 \$470.99	\$337.31 \$515.73	\$348.51 \$559.57	\$363.92 \$607.13
6"	\$432.86 \$588.81	\$454.76 \$644.75	\$477.01 \$706.00	\$505.63 \$773.07	\$522.42 \$838.78	\$545.52 \$910.08
8"	\$577.18 \$785.16	\$606.40 \$859.75	\$636.06 \$941.43	\$674.22 \$1030.87	\$696.60 \$1118.49	\$727.41 \$1213.56

2. The following commercial volume rates are imposed for each 100 cubic feet of
usage for all water other than Class A reclaimed water according to location within
~~or without~~ the corporate limits of the city:

Volume charge	<u>2021</u> <u>2025</u>	<u>2022</u> <u>2026</u>	<u>2023</u> <u>2027</u>	<u>2024</u> <u>2028</u>	<u>2025</u> <u>2029</u>	<u>2026</u> <u>2030</u>

Per 100 cf	\$3.49	\$3.67	\$3.85	\$4.08	\$4.21	\$4.40
	\$4.74	\$5.19	\$5.68	\$6.22	\$6.75	\$7.32

3. Rates for outside City commercial customers shall be 1.5 times the inside the City rates for the base charge ~~and the consumption rates~~. Base (minimum) service, according to meter size and location outside the corporate limits of the city, for all residential water classifications, other than Class A reclaimed water, shall be as follows:

<u>Meter Size</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>
3/4"	\$ 84.80	\$ 92.85	\$ 101.67	\$ 111.33	\$ 120.80	\$ 131.07
1"	\$ 106.46	\$ 116.57	\$ 127.64	\$ 139.76	\$ 151.64	\$ 164.52
1.5"	\$ 176.40	\$ 193.16	\$ 211.50	\$ 231.60	\$ 251.28	\$ 272.64
2"	\$ 294.35	\$ 322.31	\$ 352.92	\$ 386.45	\$ 419.30	\$ 454.94
3"	\$ 441.93	\$ 483.92	\$ 529.89	\$ 580.23	\$ 629.55	\$ 683.06
4"	\$ 589.22	\$ 645.20	\$ 706.49	\$ 773.60	\$ 839.36	\$ 910.70
6"	\$ 883.22	\$ 967.13	\$ 1,059.00	\$ 1,159.61	\$ 1,258.17	\$ 1,365.12
8"	\$ 1,177.74	\$ 1,289.63	\$ 1,412.15	\$ 1,546.31	\$ 1,677.74	\$ 1,820.34

4. Rates for outside City commercial customers shall be 1.5 times the inside the City rates for the base charge and the consumption rates. Base (minimum) service, according to meter size and location outside the corporate limits of the city, for all residential water classifications, other than Class A reclaimed water, shall be as follows:

<u>Volume Rate</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>
Per 100 cf	\$7.11	\$7.79	\$8.52	\$9.33	\$10.13	\$10.98

F. Whenever two or more rate classifications are serviced by one meter, the highest of the utility rates is imposed on the customer.

G. In computing the applicable water consumption charge for all customer classes, once the threshold is exceeded for each block, the next block's rate shall be used.

H. In the event a customer is not connected to a meter service, or a meter has broken, become out of order or failed to accurately meter actual water usage, the customer shall be charged the base or minimum charge, together with an estimated charge for the water used at the premises, based upon the average usage for the corresponding month of the preceding year, averaged over a three-month period including the preceding and following month. In the event there is no prior history for the preceding year, the charge shall be based upon the average water usage for the month for all customers of the municipal water supply system in the same service class.

I. A "low-income residential customer" means an individual:

1. Who owns or rents and resides in the residence where the discounted rate(s) are being requested;
2. Whose residence has a separate water meter;
3. Whose total household annual income meets the U.S. Department of Housing and Urban Development income limits for very low income in King County, Washington. Total household annual income shall include that of a spouse or any co-resident(s), where "annual income" is defined as adjusted gross income as indicated in the most recent federal income tax return. In the absence of a federal income tax return, the finance director may consider other documentation of household annual income;
4. Who is not nor is any other adult member of the household claimed as a dependent on another federal income tax return; and
5. Who is named customer on the city's utility bill or can prove that he or she is the named tenant in a lease or rental agreement for that residence.

J. The finance director shall create an application form and a renewal form for customers requesting a low-income residential customer discount provided by subsection K of this section.

1. Applications shall be available at City Hall or mailed to any city customer upon request.

2. The low-income residential customer seeking the discount must complete an application renewal form annually.

3. A notice of renewal of application will be mailed annually by the city to low-income residential customers then receiving the low-income discount. The completed renewal application form and required attachments must be returned to the city within 30 days or the discount will no longer apply.

4. Discounts will commence on the next subsequent billing date following application.

5. A low-income residential customer who applied for and received the discount in the prior year, and whose low-income residential customer discount was discontinued as a result of the customer's failure to submit the renewal form within the required 30 days may request a one-time-only retroactive application of the low-income discount for not more than two billing cycles or two months.

6. A low-income residential customer is not eligible for the discount if his or her annual water consumption is in excess of 100 cf (hundred cubic feet) per year on a calendar year basis. Applicant may appeal the criteria to the finance director and must provide a convincing justification for the excess usage.

K. The water bill (including base and volume charges) of a customer whose application is determined by the finance director to meet the criteria of subsections I and J of this section will be discounted by 30 percent.

L. The rate for retail customers of the municipal irrigation system for Class A reclaimed water shall be the base rate plus the volume rate specified below.

1. The base rate shall be based upon allocation of the existing total base among the current 755

Class A reclaimed water zones in the city’s computer-controlled irrigation system as follows:

Customer	Zones	2021 2025	2022 2026	2023 2027	2024 2028	2025 2029	2026 2030
Per Zone Cost		\$8.01	\$8.24	\$8.49	\$8.74	\$9.00	\$9.27
City of Snoqualmie	358	\$2,864.00 \$3815.99	\$2,950.00 \$4102.81	\$3,039.00 \$4246.41	\$3,129.00 \$4395.03	\$3,222.00 \$4548.86	\$3,319.00 \$4708.07
Residential Owners Association	239	\$1,912.00 \$2547.65	\$1,969.00 \$2739.14	\$2,029.00 \$2835.01	\$2,089.00 \$2934.24	\$2,151.00 \$3036.94	\$2,216.00 \$3143.23
Business Park Owners Association	122	\$976.00 \$1300.05	\$1,005.00 \$1397.77	\$1,036.00 \$1446.69	\$1,066.00 \$1497.32	\$1,098.00 \$1549.73	\$1,131.00 \$1603.97
Snoqualmie Ridge Joint Committee	16	\$128.00 \$170.74	\$132.00 \$183.57	\$136.00 \$189.99	\$140.00 \$196.64	\$144.00 \$203.52	\$148.00 \$210.64
Venture Corporation	16	\$128.00 \$170.74	\$132.00 \$183.57	\$136.00 \$189.99	\$140.00 \$196.64	\$144.00 \$203.52	\$148.00 \$210.64
Bandera Murray/Franklin	4	\$32.00 \$42.68	\$33.00 \$45.89	\$34.00 \$47.50	\$35.00 \$49.16	\$36.00 \$50.88	\$37.00 \$52.66
TOTAL	755.00	\$6,040.00	\$6,221.00	\$6,410.00	\$6,599.00	\$6,795.00	\$6,999.00

2. There shall be added to the base rate a volume rate per 100 cubic feet as follows:

Rate	2021 2025	2022 2026	2023 2027	2024 2028	2025 2029	2026 2030
Per 100 cubic feet	\$3.03 \$4.04	\$3.12 \$4.34	\$3.21 \$4.49	\$3.31 \$4.65	\$3.41 \$4.81	\$3.51 \$4.98

M. Rates for bulk customers shall be based upon the volume of water delivered to the customer’s reservoir.

1. In the case of the Eagle Lake Reservoir at the Snoqualmie Ridge Golf Course, which also serves as the reservoir for reclaimed and/or raw water for the municipal distribution system for retail customers, the rate shall be based upon the difference between the amount of water delivered to the reservoir and the amount of water supplied from the municipal pump station at Eagle Lake to retail customers.

2. The rate for bulk customers shall be a volume rate as follows:

Rate	2021 2025	2022 2026	2023 2027	2024 2028	2025 2029	2026 2030
Per 100 cubic feet	\$0.89 \$1.20	\$0.92 \$1.29	\$0.95 \$1.34	\$0.98 \$1.39	\$1.01 \$1.44	\$1.04 \$1.49

Section 4. Section 13.10.050 Amended. Section 13.10.050 of the

Snoqualmie Municipal Code is hereby amended and adopted to read as follows:

13.10.050 Rates and charges.

The following monthly stormwater rates and charges are hereby imposed:

A. Except as provided in subsection B of this section, the following monthly storm water rates per equivalent service unit (ESU) are hereby imposed for all developed properties within the corporate limits of the city:

Rate	2021 2025	2022 2026	2023 2027	2024 2028	2025 2029	2026 2030
Per ESU	\$24.12 \$30.71	\$25.35 \$33.01	\$26.64 \$35.49	\$28.57 \$38.15	\$29.43 \$41.01	\$30.93 \$44.09

Section 4. Severability. If any section or provision of this Ordinance is later determined to be void, preempted, or otherwise invalid or unenforceable in its entirety or with

respect to any person or class of persons, such determination shall not affect the validity or enforceability of the other provisions of this Ordinance, which shall remain in full force and effect to the maximum extent permitted under law.

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

Section 6. Corrections by the City Clerk or Code Reviser. Upon approval of the City Attorney, the City Clerk and Code Reviser are authorized to make necessary corrections to this ordinance, including the correction of clerical errors; references to other local, state, or federal laws, codes, rules, or regulations, or ordinance numbering and section/subsection numbering.

PASSED by the City Council of the City of Snoqualmie, Washington this 27th day of January 2025.

Katherine Ross, Mayor

ATTEST:

APPROVED AS TO FORM:

Deana Dean, City Clerk

Dena Burke, City Attorney



**BUSINESS OF THE CITY COUNCIL
CITY OF SNOQUALMIE**

**AB25-007
January 13, 2025
Appointment**

AGENDA BILL INFORMATION

TITLE:	AB25-007: 2025 Mayor Pro Tem Election	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
RECOMMENDED ACTION:	Nominate a Councilmember to serve as Mayor Pro Tem.	

DEPARTMENT:	City Council	
STAFF:	Deana Dean, City Clerk	
COMMITTEE:	n/a	Meeting Date: n/a
EXHIBITS:	1. City Council Rules of Procedure – Rule 4	

SUMMARY

At the first meeting of a new council, or periodically, the members, thereof, by majority vote, shall designate one of their number as mayor pro tempore for such period as the council may specify, to serve in the absence or temporary disability of the mayor.

HISTORY

2012	Unknown	2017	Bob Jeans	2022	James Mayhew
2013	Kathi Prewitt	2018	Bryan Holloway	2023	Bryan Holloway
2014	Kathi Prewitt	2019	Bryan Holloway	2024	Bryan Holloway
2015	Kathi Prewitt	2020	James Mayhew		
2016	Bob Jeans	2021	James Mayhew		

The Councilmember nominated to serve as Mayor Pro Tem will appoint the 2025 City Council Liaisons to Commissions and Advisory Committees, and appoint a Chair and Councilmembers to each Council Committee.

RECOMMENDED ACTION

MOVE to nominate Councilmember _____ to serve as Mayor Pro Tem.

RULE 4 MAYOR PRO TEM

4.1 APPOINTMENT.

Pursuant to RCW 35A.12.065, biennially at the first meeting of a new council, or periodically, the members, thereof, by majority vote, shall designate one of their number as mayor pro tempore for such period as the council may specify, to serve in the absence or temporary disability of the mayor; or, in lieu thereof, the council may, as the need may arise, appoint any qualified person to serve as mayor pro tempore in the absence or temporary disability of the mayor. The mayor pro tem shall have such powers and authority, in the absence or temporary disability of the mayor, as specified in this Rule.

4.2 AUTHORITY

The mayor pro tem shall have authority to preside over meetings of council, sign warrants and written contacts, and perform other administrative duties of the mayor, but only for such period of time as the mayor is absent or temporarily disabled, as defined herein, and only to the extent necessary for the efficient conduct of the business of the city. The mayor pro tem shall have the authority to act as the mayor in the mayor's absence only when the mayor is away and cannot perform duties that cannot await his or her return or that cannot be performed by telephone or other type of communications link. The authority of the mayor pro tem to act under authority of this Rule shall end upon the mayor's return or the removal of any temporary disability. The mayor pro tem shall not delegate authority the authority herein granted to another city official.

The mayor pro tem shall not in any case have the authority to appoint or remove city officers and employees, to adopt or repeal administrative procedures, or to reorganize the administration of the city.

4.3 ABSENCE OR TEMPORARY DISABILITY OF THE MAYOR DEFINED.

For purposes of this Rule, the "absence or temporary disability of the mayor" shall mean that due to absence or illness, the mayor is unable to perform the regular duties of his office. In application of the foregoing definition, the following shall apply:

4.3.1 The mayor shall not be deemed temporarily disabled if due to illness he or she is unable to perform some of the duties, such as attending a council meeting, if he or she is able to perform other duties of the office on an ongoing basis.

4.3.2 During such times as city offices are closed, the mayor pro tem shall have authority to act in the mayor's absence only with respect such emergencies as may requires the mayor's presence.

4.4 MAYOR'S SALARY FOR THE MAYOR PRO TEM DURING EXTENDED ABSENCE OR DISABILITY OF MAYOR.

The mayor pro tem shall not receive the mayor's salary during the extended absence or disability of the mayor, provided, the council may by ordinance provide for such compensation for the mayor pro tem.



BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB25-008
January 13, 2025
Appointment

AGENDA BILL INFORMATION

TITLE:	AB25-008: Council Liaison and Regional Appointments	<input type="checkbox"/> Discussion Only
RECOMMENDED ACTION:	Move to approve Mayor Pro Tem’s recommendations for appointments to council liaison and regional boards and committees.	<input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

DEPARTMENT:	City Council (Mayor Pro Tem)	
STAFF:	Deana Dean, City Clerk	
COMMITTEE:	n/a	Meeting Date: n/a
EXHIBITS:	1. 2024 Council Committee, Liaison, & Regional Appointments	

SUMMARY

Pursuant to City Council Rules of Procedure, Rule 6, the Mayor Pro Tem, subject to approval of a majority of the Council, shall appoint a chair and two additional members for each council committee, and one council liaison to commissions, advisory committees, and regional committees.

NEXT STEPS

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

RECOMMENDED ACTIONS

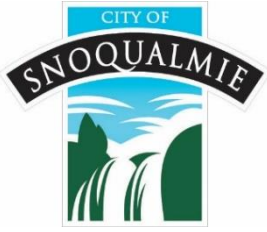
Move to approve Mayor Pro Tem’s recommendations for appointments to council liaisons and regional boards and committees.

2024 COUNCIL COMMITTEE, LIAISON, & REGIONAL APPOINTMENTS

2024 Mayor Pro Tem Bryan Holloway

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

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



Proclamation

WHEREAS, January 2025 will mark the 23rd anniversary of National Mentoring Month, an annual campaign to focus attention on the need for mentors, as well as how each of us can work together to increase the number of mentors to help ensure positive outcomes for our young people, and

WHEREAS, the City of Snoqualmie honors volunteer mentors who support young people by showing up for them every day and demonstrating their commitment to helping them thrive; and

WHEREAS, mentoring programs like **Youth Success Mentoring - a program of Empower Youth Network** makes our communities and our state stronger by driving impactful relationships that increase social capital for young people and provide invaluable support networks; and

WHEREAS, since the COVID-19 pandemic, mentoring programs have stepped up to fill gaps for young people and families, connecting them with resources and ensuring that mentoring relationships continue; and

WHEREAS, mentoring plays a pivotal role in career exploration and supports workplace skills by helping young people set career goals, equipping mentors with the skills needed to support the professional growth of young people, and drives positive outcomes for young people and businesses; and

WHEREAS, quality mentoring promotes healthy relationships and communication, positive self-esteem, emotional well-being, and growth of a young person and their relationships with other adults; and

WHEREAS, students who meet regularly with their mentors are more than 52 percent less likely than their peers to skip a day of school and youth who face an opportunity gap but have a mentor are 55 percent more likely to enroll in college than those who did not have a mentor; and

WHEREAS, youth who meet regularly with their mentors are 46 percent less likely than their peers to start using drugs and 27 percent less likely to start drinking; and

WHEREAS, National Mentoring Month is the time of year to celebrate, elevate, and encourage mentoring across our state and recruit caring adult mentors in the City of Snoqualmie.

NOW, THEREFORE, I, Katherine Ross, Mayor of the City of Snoqualmie, and Snoqualmie City Council, do hereby proclamation January 2025, as National Mentoring Month in the City of Snoqualmie.

APPROVED, this 13th day of January 2025.

Katherine Ross, Mayor

Proclamation No. 25-01





CITY COUNCIL REGULAR MEETING MINUTES

December 9, 2024

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

City Council: Councilmembers Ethan Benson, Rob Wotton, Bryan Holloway, Catherine Cotton, Cara Christensen, and Jo Johnson.

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

Excuse CM Washington from this evening's meeting.

PASSED: 6-0 (Benson, Wotton, Holloway, Cotton, Christensen, Johnson)

Mayor Katherine Ross was also present.

City Staff Present: David Linehan, Interim City Attorney; Dena Burke, City Attorney; Mike Chambless, City Administrator; Jeff Hamlin, Parks & Public Works Director; Deana Dean, City Clerk; Danna McCall (remote), Communications Coordinator; Drew Bouta, Finance Director; Janna Walker, Budget Manager; Fletcher Lacroix, IT Director; Emily Arteché, Community Development Director; Mike Bailey, Fire Chief; Brian Lynch, Police Chief; Gary Horejsi, Police Captain; Mona Davis, Senior Planner; Don Harris, Fleet and Facilities Superintendent; Dylan Gamble, CIP Manager; Nicole Wiebe, Community Liaison; Phil Bennett, Deputy Parks & Public Works Director; and Andrew Jongekryg, IT Support.

PLEDGE OF ALLEGIANCE – The pledge of allegiance was led by CM Wotton.

AGENDA APPROVAL

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

Approve the agenda.

PASSED: 6-0 (Benson, Wotton, Holloway, Cotton, Christensen, Johnson)

PUBLIC HEARINGS, PRESENTATIONS, PROCLAMATIONS, AND APPOINTMENTS

Public Hearings

1. **AB24-096:** Transportation Impact Fee Program.
Mayor Ross opened the public hearing at 7:03 pm. No one wishing to speak, Mayor Ross closed the public hearing at 7:04 pm.
2. **AB24-098:** Ordinance adopting the City of Snoqualmie Comprehensive Plan 2044 Periodic Update.
Mayor Ross opened the public hearing at 7:04 pm. No one wishing to speak, Mayor Ross closed the public hearing at 7:05 pm.

Appointments

3. **AB24-127:** Appointment and Re-Appointments to Commissions and Advisory Committees. Introduction by Mayor Ross.

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

Confirm the Mayor's recommendation to appoint Nick Postiglione to the Economic Development Commission, re-appoint Nichole Pas to the Economic Development Commission, re-appoint Laurie Hay, Richard Anderson, and Kelly Coughlin to the Lodging Tax Advisory Committee, and re-appoint Luke Marusiak to the Planning Commission.

PASSED: 6-0 (Benson, Wotton, Holloway, Cotton, Christensen, Johnson)

Nick Postiglione thanked Council and noted he is looking forward to serving.

Presentations

4. 2024 Commission Accomplishments. Presentation led by Community Liaison Nicole Wiebe who spoke on behalf of the Arts Commission, Parks and Events Commission Chair Emily Anderson, Community Development Director Emily Arteche who spoke on behalf of the Planning Commission, and Economic Development Commission Chair Kristina Hudson. Councilmember comments followed.

PUBLIC COMMENTS AND REQUESTS FOR ITEMS NOT ON THE AGENDA – There were no public comments.

CONSENT AGENDA

5. Approve the City Council Meeting Minutes dated November 25, 2024.
6. **AB24-126:** Amendment to Landscape Maintenance Agreements for Snoqualmie Parkway and Other ROW's, Mini-Parks, and Facilities.
7. **AB24-115:** Surplus of Vehicles and Equipment Replacements for the 2025-26 Biennium.
8. **AB24-128:** Ratification of Proclamation of Emergency 24-23.

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

Approve the consent agenda.

PASSED: 6-0 (Benson, Wotton, Holloway, Cotton, Christensen, Johnson)

ORDINANCES

9. **AB24-096:** Transportation Impact Fee Program. Introduction read into the record by CM Holloway. Presentation by Chris Breiland of Fehr & Peers. Councilmember questions followed.

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

Approve Ordinance 1301 amending the Snoqualmie Municipal Code to add Title 20.09 Transportation Impact Fees and associated Rate Study.

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

Send this item back to committee.

PASSED: 6-0 (Benson, Wotton, Holloway, Cotton, Christensen, Johnson)

10. **AB24-098:** Ordinance adopting the City of Snoqualmie Comprehensive Plan 2044 Periodic Update. Introduction read into the record by CM Holloway. Councilmember comments followed.

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

Adopt the City of Snoqualmie Comprehensive Plan 2044 Periodic Update, Ordinance 1302.

PASSED: 6-0 (Benson, Wotton, Holloway, Cotton, Christensen, Johnson)

11. **AB24-107:** 2023-2024 Biennial Budget Amendment. Introduction read into the record by CM Holloway. Additional information provided by Budget Manager Janna Walker.

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

Approve Ordinance 1300 amending the 2023-2024 Biennial Budget.

PASSED: 6-0 (Benson, Wotton, Holloway, Cotton, Christensen, Johnson)

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

Amendment to the amendment of the \$71,000.

PASSED: 6-0 (Benson, Wotton, Holloway, Cotton, Christensen, Johnson)

COMMITTEE REPORTS

Public Safety Committee: There was no report.

Community Development Committee: There was no report.

Parks & Public Works Committee:

12. **Utility Rate Study.** Introduction by CIP Manager Dylan Gamble. Presentation provided by Sergey Tarasov (remote) of FCS Group. Topics covered included background, overview of rate setting process, revenue requirement summary, cost of service summary, overview of rate design, rate design goals, rate design summary, water rate design considerations, water rate design – residential & multi-family, water rate design – commercial, water rate design – irrigation, sewer rate design considerations, sewer rate design, stormwater rate design, rate design impacts, combined rate survey, and next steps. Councilmember comments and questions followed.

Finance & Administration Committee:

13. **AB24-114:** Purchase of vehicles and equipment replacements for the 2025-26 Biennium. Introduction read into the record by CM Holloway. Additional information provided by Fleet and Facilities Superintendent Don Harris.

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

Approve the purchase of twenty-three (23) vehicles and equipment replacements for the 2025-26 biennium.

PASSED: 6-0 (Benson, Wotton, Holloway, Cotton, Christensen, Johnson)

Committee of the Whole: There was no report.

REPORTS

- 14. Mayor’s Report:
 - Special thanks were given to the Parks & Public Works staff and Community Liaison Nicole Wiebe for the fantastic winter lights festival this past weekend.
 - Tonight is the last Council meeting of the year. Thank you to Council for their hard work.

- 15. Commission/Committee Liaison Reports:
 - CM Cotton provided an update on the Sound Cities Association Public Health meeting.
 - CM Wotton provided an update on Housing Chat and affordable housing.
 - CM Johnson provided an update on the Planning Commission’s critical areas buffer zone update.

- 16. Department Reports for November 2024. City Administrator Mike Chambless provided a summary of the department reports.

EXECUTIVE SESSION

- 17. Executive Session pursuant to RCW 42.30.110(1)(i) To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.
- At 8:42 pm, Council went into Executive Session which was expected to last until 9:30 pm. No action was anticipated following the Executive Session and recording of the meeting ceased.
- At 9:30 pm, Executive Session was extended to 9:40 pm.
- At 9:40 pm, Executive Session was extended to 9:50 pm.
- The regular meeting reconvened at 9:50 pm.

ADJOURNMENT

It was moved by CM Holloway, seconded by CM Johnson to adjourn the meeting which passed unanimously.

The meeting was adjourned at 9:52 pm.

CITY OF SNOQUALMIE

Katherine Ross, Mayor

Attest:

Deana Dean, City Clerk



CITY COUNCIL SPECIAL MEETING MINUTES

December 19, 2024

CALL TO ORDER & ROLL CALL: Mayor Ross called the Special Meeting to order at 5:00 pm.

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

It was moved by CM Cotton; seconded by CM Benson to:
Excuse Councilmembers Holloway, Wotton, and Johnson.
 PASSED: 4-0 (Benson, Washington, Cotton, Christensen)

Mayor Katherine Ross was also present.

City Staff Present: Kim Pratt (remote), Interim City Attorney; Mike Chambless, City Administrator; Deana Dean (remote), City Clerk; Drew Bouta, Finance Director; Janna Walker, Budget Manager; Brian Lynch, Police Chief; Gary Horejsi, Police Captain; Fletcher Lacroix, IT Director; and Andrew Jongekryg, IT Support.

AGENDA APPROVAL

It was moved by CM Washington; seconded by CM Cotton to:
Approve the agenda as amended with public comment from the City of North Bend.
 PASSED: 4-0 (Benson, Washington, Cotton, Christensen)

Public comments were made by City of North Bend's Interim City Administrator Bob Larson who stated their city is committed to continued negotiations and good will regarding the police services contract with the City of Snoqualmie. He noted they will be meeting with their Council on January 7, 2025, to further discuss the contract and receive parameters from them. They want to remain committed to wanting to continue services with the City of Snoqualmie. City of North Bend's Mayor Mary Miller noted their city has high hopes of working better with the City of Snoqualmie, it is very important to come to an agreement for their community, they have no qualms about how great the police force is, and they have enjoyed working together.

EXECUTIVE SESSION

1. Executive Session pursuant to RCW 42.30.110(1)(i) To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.

Councilmember Wotton appeared remotely at 5:07 pm.

At 5:07 pm, Council went into Executive Session which was expected to last until 6:00 pm. No action was anticipated following the Executive Session and recording of the meeting ceased.

Councilmember Wotton appeared remotely in the Executive Session at 5:13 pm.

Councilmember Johnson appeared at 5:30 pm.

At 6:00 pm, Executive Session was extended to 6:30 pm.

ADJOURNMENT

At 6:30 pm, it was moved by CM Johnson, seconded by CM Cotton to adjourn the meeting which passed unanimously.

CITY OF SNOQUALMIE

Katherine Ross, Mayor

Attest:

Deana Dean, City Clerk

DRAFT



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: December 9, 2024

Subject: CLAIMS REPORT
Approval of payments for the period: November 14, 2024, through November 22, 2024

BACKGROUND

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

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

ANALYSIS

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

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

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

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

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

CLAIMS							
Batch ID	Date	Warrants			ACH		CLAIMS TOTAL
		From #	Thru #	Amount	Qty	Amount	
126	11/14/2024	83293	83324	\$ 261,067.15			261,067.15
127	11/22/2024	62754	62765	\$ 4,164.19			4,164.19
128	11/22/2024	83325	83378	\$ 439,647.54			439,647.54
<i>Grand Total</i>							704,878.88

MISCELLANEOUS DISBURSEMENTS				
Date	Description	ACH Amount	Wire Amount	MISC TOTAL
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<i>Grand Total</i>				-

PAYROLL (including Payroll Benefits)							
Batch ID	Date	Warrants			ACH		PAYROLL TOTAL
		From #	Thru #	Amount	Qty	Amount	
							-
							-
							-
							-
<i>Grand Total</i>							-

Total 704,878.88

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

Dec 2, 2024

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 \$261,067.15

For claims warrants numbered 83293 through 83324 & dated 11/14/2024

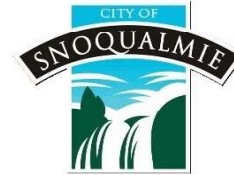
												#126		
VENDOR NAME	ACCOUNT	ACCOUNT DESC	YEAR	PERIOD	TYPE	STATUS	AMOUNT	CHECK NO	INVOICE #	FULL DESC	INVOICE DATE	CHECK DATE		
A & H Embroidery	FIRS2220 523100	Clothing Allowance	2024	11	INV	Paid	26.11	83293	18912	Embroidery for FF shirts	10/16/2024	11/14/2024		
Alpine Coachworks	50154868 548000	Repair & Maintenance Services	2024	11	INV	Paid	349.56	83294	12346	Door hinge repair/worn out pins/replaced w/ new	10/30/2024	11/14/2024		
American Micro Ind	51051821 531300	Repair & Maintenance Supplies	2024	11	INV	Paid	3,259.45	83295	Estimate #48652	Quiet barrier soundproofing mat & supplies-CA off.	11/14/2024	11/14/2024		
AMZONCAP	EMG52560 531911	SECAT Van M&O Supplies	2024	11	INV	Paid	282.88	83296	1XRG-XW73-YT63	labels, sponges, trash bags, tape, light bulb	10/24/2024	11/14/2024		
AMZONCAP	FIRS2210 531000	Office Supplies	2024	11	INV	Paid	122.00	83296	1RIG-J7HP-L7Y6	Printer cartridges for Fire Station	10/29/2024	11/14/2024		
AMZONCAP	HUM51810 531000	Office Supplies	2024	11	INV	Paid	17.02	83296	1PRR-FRLF-R69P	Post it notes for general use	10/17/2024	11/14/2024		
Chinook Lumber	40153481 531300	Repair & Maintenance Supplies	2024	11	INV	Paid	5.89	83297	2071346	concrete anchor	11/1/2024	11/14/2024		
CINTAS	NON51810 531080	First Aid Cabinet Supplies	2024	11	INV	Paid	1,363.77	83298	5235966502	First Aid Cabinets, City Hall, PD, PW	10/22/2024	11/14/2024		
City Wide	51240010 548200	Custodial & Cleaning Services	2024	11	INV	Paid	4,948.09	83299	STI015000145	Custodial Services for Oct.	10/26/2024	11/14/2024		
CORPPAY	00280090 531900	Miscellaneous Supplies	2024	11	INV	Paid	869.79	83300	10/24 NW	City Credit Card N. Wiebe	10/23/2024	11/14/2024		
CORPPAY	COM55720 531820	Info Tech Components	2024	11	INV	Paid	310.74	83300	10/24 DM	City Credit Card D. McCall	10/23/2024	11/14/2024		
CORPPAY	COM55720 543000	Training & Travel	2024	11	INV	Paid	40.00	83300	10/24 DM	City Credit Card D. McCall	10/23/2024	11/14/2024		
CORPPAY	COM55720 549200	Dues-Subscriptions-Memberships	2024	11	INV	Paid	91.63	83300	10/24 DM	City Credit Card D. McCall	10/23/2024	11/14/2024		
CORPPAY	EMG52560 535900	Small Tools & Equipment	2024	11	INV	Paid	50.07	83300	10/24 CB	City Credit Card C. Brown	10/23/2024	11/14/2024		
CORPPAY	EVE57120 531900	Miscellaneous Supplies	2024	11	INV	Paid	3.00	83300	10/24 NW	City Credit Card N. Wiebe	10/23/2024	11/14/2024		
CORPPAY	EVE57120 543000	Training & Travel	2024	11	INV	Paid	40.00	83300	10/24 NW	City Credit Card N. Wiebe	10/23/2024	11/14/2024		
CORPPAY	FINS1423 543000	Training & Travel	2024	11	INV	Paid	350.00	83300	10/24 Fin	City Credit Card Finance Dept.	10/23/2024	11/14/2024		
CORPPAY	FIRS2210 531000	Office Supplies	2024	11	INV	Paid	35.38	83300	10/24 JR	City Credit Card J. Rellamas	10/23/2024	11/14/2024		
CORPPAY	FIRS2210 531000	Office Supplies	2024	11	INV	Paid	50.18	83300	10/24 MB	City Credit Card M. Bailey	10/23/2024	11/14/2024		
CORPPAY	FIRS2210 542300	Postage & Freight	2024	11	INV	Paid	9.85	83300	10/24 MB	City Credit Card M. Bailey	10/23/2024	11/14/2024		
CORPPAY	FIRS2210 549100	City-Sponsored Expenses	2024	11	INV	Paid	253.43	83300	10/24 CB	City Credit Card C. Brown	10/23/2024	11/14/2024		
CORPPAY	FIRS2210 549100	City-Sponsored Expenses	2024	11	INV	Paid	370.12	83300	10/24 MB	City Credit Card M. Bailey	10/23/2024	11/14/2024		
CORPPAY	FIRS2220 531050	Uniforms	2024	11	INV	Paid	439.25	83300	10/24 CB	City Credit Card C. Brown	10/23/2024	11/14/2024		
CORPPAY	FIRS2220 531050	Uniforms	2024	11	INV	Paid	32.73	83300	10/24 JR	City Credit Card J. Rellamas	10/23/2024	11/14/2024		
CORPPAY	FIRS2220 531051	Personal Protective Equipment	2024	11	INV	Paid	103.50	83300	10/24 CB	City Credit Card C. Brown	10/23/2024	11/14/2024		
CORPPAY	FIRS2245 543000	Training & Travel	2024	11	INV	Paid	720.00	83300	10/24 CB	City Credit Card C. Brown	10/23/2024	11/14/2024		
CORPPAY	FIRS2245 543000	Training & Travel	2024	11	INV	Paid	720.00	83300	10/24 MB	City Credit Card M. Bailey	10/23/2024	11/14/2024		
CORPPAY	FIRS2250 535900	Small Tools & Equipment	2024	11	INV	Paid	73.29	83300	10/24 MB	City Credit Card M. Bailey	10/23/2024	11/14/2024		
CORPPAY	HUM51810 543000	Training & Travel	2024	11	INV	Paid	334.20	83300	10/24 KJ	City Credit Card K. Johnson	10/23/2024	11/14/2024		
CORPPAY	PKF57680 531000	Office Supplies	2024	11	INV	Paid	35.00	83300	10/24 JQ	City Credit Card J. Quade	10/23/2024	11/14/2024		
CORPPAY	POL52110 541000	Professional Svcs - General	2024	11	INV	Paid	308.25	83300	10/24 GH	City Credit Card G. Horejsi	10/23/2024	11/14/2024		
CORPPAY	POL52110 542300	Postage & Freight	2024	11	INV	Paid	13.37	83300	10/24 ML	City Credit Card M. Liebetrau	10/23/2024	11/14/2024		
CORPPAY	POL52110 549200	Dues-Subscriptions-Memberships	2024	11	INV	Paid	300.00	83300	10/24 BL	City Credit Card B. Lynch	10/23/2024	11/14/2024		
CORPPAY	POL52122 531000	Office Supplies	2024	11	INV	Paid	314.07	83300	10/24 ML	City Credit Card M. Liebetrau	10/23/2024	11/14/2024		
CORPPAY	POL52122 531050	Uniforms & Protective Gear	2024	11	INV	Paid	119.55	83300	10/24 M. Black	City Credit Card M. Black	10/23/2024	11/14/2024		
CORPPAY	POL52122 531910	Operating Supplies	2024	11	INV	Paid	406.64	83300	10/24 ML	City Credit Card M. Liebetrau	10/23/2024	11/14/2024		
CORPPAY	POL52122 541000	Professional Svcs - General	2024	11	INV	Paid	4.74	83300	10/24 ML	City Credit Card M. Liebetrau	10/23/2024	11/14/2024		
CORPPAY	POL52131 543000	Training & Travel	2024	11	INV	Paid	150.00	83300	10/24 M. Black	City Credit Card M. Black	10/23/2024	11/14/2024		
CORPPAY	POL52140 543000	Training & Travel	2024	11	INV	Paid	130.33	83300	10/24 BL	City Credit Card B. Lynch	10/23/2024	11/14/2024		
CORPPAY	POL52140 543000	Training & Travel	2024	11	INV	Paid	795.00	83300	10/24 GH	City Credit Card G. Horejsi	10/23/2024	11/14/2024		
CORPPAY	POL52140 543000	Training & Travel	2024	11	INV	Paid	1,249.86	83300	10/24 M. Black	City Credit Card M. Black	10/23/2024	11/14/2024		
CORPPAY	POL52150 531300	Repair & Maintenance Supplies	2024	11	INV	Paid	58.54	83300	10/24 ML	City Credit Card M. Liebetrau	10/23/2024	11/14/2024		
CORPPAY	POL52150 531310	Gun Range Supplies	2024	11	INV	Paid	651.02	83300	10/24 ML	City Credit Card M. Liebetrau	10/23/2024	11/14/2024		
CORPPAY	POL52150 535400	Police Firearms & Weapons	2024	11	INV	Paid	810.25	83300	10/24 GH	City Credit Card G. Horejsi	10/23/2024	11/14/2024		
CORPPAY	POL52150 535400	Police Firearms & Weapons	2024	11	INV	Paid	80.74	83300	10/24 M. Black	City Credit Card M. Black	10/23/2024	11/14/2024		
CORPPAY	POL52150 535400	Police Firearms & Weapons	2024	11	INV	Paid	525.88	83300	10/24 ML	City Credit Card M. Liebetrau	10/23/2024	11/14/2024		
CORPPAY	STR54230 531000	Office Supplies	2024	11	INV	Paid	35.00	83300	10/24 JQ	City Credit Card J. Quade	10/23/2024	11/14/2024		
CORPPAY	01257321 531910	Operating Supplies	2024	11	INV	Paid	317.70	83300	10/24 NW	City Credit Card N. Wiebe	10/23/2024	11/14/2024		
CORPPAY	01452122 531050	Uniforms & Protective Gear	2024	11	INV	Paid	119.54	83300	10/24 M. Black	City Credit Card M. Black	10/23/2024	11/14/2024		
CORPPAY	40153410 543000	Training & Travel	2024	11	INV	Paid	225.00	83300	10/24 JQ	City Credit Card J. Quade	10/23/2024	11/14/2024		
CORPPAY	40153481 531000	Office Supplies	2024	11	INV	Paid	44.31	83300	10/24 JQ	City Credit Card J. Quade	10/23/2024	11/14/2024		
CORPPAY	40253580 531000	Office Supplies	2024	11	INV	Paid	35.00	83300	10/24 JQ	City Credit Card J. Quade	10/23/2024	11/14/2024		
CORPPAY	40353110 531000	Office Supplies	2024	11	INV	Paid	44.00	83300	10/24 JQ	City Credit Card J. Quade	10/23/2024	11/14/2024		
CORPPAY	40353190 531000	Office Supplies	2024	11	INV	Paid	44.00	83300	10/24 JQ	City Credit Card J. Quade	10/23/2024	11/14/2024		

NB AUTOF	50154868 531301	Repair Parts	2024	11	INV	Paid	231.43	83354 044536	Repair parts	10/2/2024	11/22/2024
NB AUTOF	50154868 531301	Repair Parts	2024	11	INV	Paid	165.84	83354 044725	Repair parts	10/3/2024	11/22/2024
NB AUTOF	50154868 531301	Repair Parts	2024	11	INV	Paid	47.00	83354 044784	Repair parts	10/4/2024	11/22/2024
NB AUTOF	50154868 531301	Repair Parts	2024	11	INV	Paid	200.85	83354 044812	Repair parts	10/4/2024	11/22/2024
NB AUTOF	50154868 531301	Repair Parts	2024	11	INV	Paid	91.56	83354 045114	Repair parts	10/7/2024	11/22/2024
NB AUTOF	50154868 531301	Repair Parts	2024	11	INV	Paid	80.59	83354 045236	Repair parts	10/8/2024	11/22/2024
NB AUTOF	50154868 531301	Repair Parts	2024	11	INV	Paid	100.37	83354 045358	Repair parts	10/9/2024	11/22/2024
NB AUTOF	50154868 531301	Repair Parts	2024	11	INV	Paid	986.38	83354 045359	Repair parts	10/9/2024	11/22/2024
NB AUTOF	50154868 531301	Repair Parts	2024	11	INV	Paid	70.90	83354 045361	Repair parts	10/9/2024	11/22/2024
NB AUTOF	50154868 531301	Repair Parts	2024	11	INV	Paid	316.38	83354 045362	Repair parts	10/9/2024	11/22/2024
NB AUTOF	50154868 531301	Repair Parts	2024	11	INV	Paid	477.73	83354 045377	Repair parts	10/9/2024	11/22/2024
NB AUTOF	50154868 531301	Repair Parts	2024	11	INV	Paid	31.97	83354 045506	Repair parts	10/10/2024	11/22/2024
NB AUTOF	50154868 531301	Repair Parts	2024	11	INV	Paid	46.26	83354 046002	Repair parts	10/15/2024	11/22/2024
NB AUTOF	50154868 531301	Repair Parts	2024	11	INV	Paid	596.02	83354 046325	Repair parts	10/18/2024	11/22/2024
NB AUTOF	50154868 531301	Repair Parts	2024	11	INV	Paid	217.11	83354 046605	Repair parts	10/21/2024	11/22/2024
NB AUTOF	50154868 531301	Repair Parts	2024	11	INV	Paid	150.36	83354 046777	Repair parts	10/23/2024	11/22/2024
NB AUTOF	50154868 531301	Repair Parts	2024	11	INV	Paid	198.21	83354 046877	Repair parts	10/23/2024	11/22/2024
NB AUTOF	50154868 531301	Repair Parts	2024	11	INV	Paid	105.41	83354 046896	Repair parts	10/24/2024	11/22/2024
NB AUTOF	50154868 531301	Repair Parts	2024	11	INV	Paid	372.22	83354 047054	Repair parts	10/25/2024	11/22/2024
NLS	40353130 548000	Repair & Maintenance Services	2024	11	INV	Paid	11,984.64	83355 C050462477	For Ospey Pond-Vegetation maintenance	10/17/2024	11/22/2024
NLS	40353130 548000	Repair & Maintenance Services	2024	11	INV	Paid	5,427.73	83355 C050470572	For Swenson E3 Pond- Vegetation maintenance	10/13/2024	11/22/2024
NLS	40353130 548000	Repair & Maintenance Services	2024	11	INV	Paid	10,773.63	83355 C050470963	For Kinsey Pond- Vegetation maintenance	10/31/2024	11/22/2024
OGDENMW	LEGS1541 541102	Downtown Phase 2A Legal Fees	2024	11	INV	Paid	2,263.08	83356 898144	C.A. Carey Appeal	10/30/2024	11/22/2024
OTAK	31175050 541064	Kimball Ck Bridges- Const Mgmt	2024	11	INV	Paid	26,479.31	83357 000102400272	Construction phase Services October 4, 2024	10/29/2024	11/22/2024
PLATT	40253555 531300	Repair & Maintenance Supplies	2024	11	INV	Paid	41.13	83358 4E46801	For solids building repair	6/30/2023	11/22/2024
PRE-EMPL	HUMS1810 541420	HR-Related Services	2024	11	INV	Paid	74.50	83359 382120	Background checks for 3 new hires & 2 candidates	10/31/2024	11/22/2024
PRIDELEE	40153481 548000	Repair & Maintenance Services	2024	11	INV	Paid	36,376.33	83360 435804	1040 ps bus for repair of electrical panel	10/31/2024	11/22/2024
PSE	PKF57680 547100	Electricity	2024	11	INV	Paid	199.40	83361 002042 11/24	Electricity	11/7/2024	11/22/2024
PSE	STR54263 547100	Electricity	2024	11	INV	Paid	177.29	83361 001499 10/24 #3	Electricity	10/28/2024	11/22/2024
PSE	STR54263 547100	Electricity	2024	11	INV	Paid	49.02	83361 001499 11/24	Electricity	11/4/2024	11/22/2024
PSE	STR54263 547100	Electricity	2024	11	INV	Paid	25.45	83361 431306 10/24 #2	Electricity	10/31/2024	11/22/2024
PSE	STR54263 547100	Electricity	2024	11	INV	Paid	12.02	83361 456550 11/24	Electricity	11/4/2024	11/22/2024
PSE	STR54263 547100	Electricity	2024	11	INV	Paid	18.66	83361 577403 11/24	Electricity	11/4/2024	11/22/2024
PSE	STR54263 547100	Electricity	2024	11	INV	Paid	17.94	83361 577445 11/24	Electricity	11/4/2024	11/22/2024
PSE	STR54263 547100	Electricity	2024	11	INV	Paid	152.87	83361 617464 11/24	Electricity	11/4/2024	11/22/2024
PSE	STR54263 547100	Electricity	2024	11	INV	Paid	1,552.97	83361 639966 11/24	Electricity	11/4/2024	11/22/2024
PSE	STR54263 547100	Electricity	2024	11	INV	Paid	35.53	83361 742043 11/24	Electricity	11/4/2024	11/22/2024
PSE	STR54263 547100	Electricity	2024	11	INV	Paid	62.39	83361 780111 11/24	Electricity	11/4/2024	11/22/2024
PSE	STR54263 547100	Electricity	2024	11	INV	Paid	12.19	83361 780137 11/24	Electricity	11/4/2024	11/22/2024
PSE	STR54263 547100	Electricity	2024	11	INV	Paid	25.29	83361 943807 10/24	Electricity	10/15/2024	11/22/2024
PSE	40153481 547100	Electricity	2024	11	INV	Paid	9,003.89	83361 004220 10/24	Electricity	10/28/2024	11/22/2024
PSE	40153481 547100	Electricity	2024	11	INV	Paid	30.25	83361 037989 11/24	Electricity	11/5/2024	11/22/2024
PSE	40153482 547100	Electricity	2024	11	INV	Paid	5,348.74	83361 004220 10/24	Electricity	10/28/2024	11/22/2024
PSE	40153935 547100	Electricity	2024	11	INV	Paid	503.99	83361 002042 11/24	Electricity	11/7/2024	11/22/2024
PSE	40153935 547100	Electricity	2024	11	INV	Paid	12.02	83361 103385 11/24	Electricity	11/4/2024	11/22/2024
PSE	40153935 547100	Electricity	2024	11	INV	Paid	2,564.04	83361 436232 11/24	Electricity	11/4/2024	11/22/2024
PSE	40153935 547100	Electricity	2024	11	INV	Paid	12.88	83361 794782 11/24	Electricity	11/4/2024	11/22/2024
PSE	40253565 547100	Electricity	2024	11	INV	Paid	5,567.76	83361 010656 10/24	Electricity	10/7/2024	11/22/2024
PSE	40253565 547100	Electricity	2024	11	INV	Paid	94.36	83361 241392 11/24	Electricity	11/4/2024	11/22/2024
PSE	40253565 547100	Electricity	2024	11	INV	Paid	161.04	83361 241418 11/24	Electricity	11/4/2024	11/22/2024
PSE	40253580 547100	Electricity	2024	11	INV	Paid	1,873.31	83361 010474 11/24	Electricity	11/7/2024	11/22/2024
PSE	40253580 547100	Electricity	2024	11	INV	Paid	19,836.36	83361 010656 10/24	Electricity	10/7/2024	11/22/2024
PSE	51051821 547100	Electricity	2024	11	INV	Paid	137.72	83361 005615 11/24	Electricity	11/7/2024	11/22/2024
PSE	51051821 547100	Electricity	2024	11	INV	Paid	344.37	83361 010474 11/24	Electricity	11/7/2024	11/22/2024
PSE	51051821 547100	Electricity	2024	11	INV	Paid	442.98	83361 133972 11/24	Electricity	11/4/2024	11/22/2024
PSE	51051821 547100	Electricity	2024	11	INV	Paid	90.64	83361 198066 11/24	Electricity	11/4/2024	11/22/2024
PSE	51051821 547100	Electricity	2024	11	INV	Paid	29.23	83361 198082 11/24	Electricity	11/4/2024	11/22/2024
PSE	51051821 547100	Electricity	2024	11	INV	Paid	11.56	83361 400820 11/24	Electricity	11/4/2024	11/22/2024
PSE	51051821 547100	Electricity	2024	11	INV	Paid	154.33	83361 549936 11/24	Electricity	11/4/2024	11/22/2024

PSE	51051821 547100	Electricity	2024	11	INV	Paid	1,781.82	83361 885592 11/24	Electricity	11/6/2024	11/22/2024
PSTEST	POL52110 541000	Professional Svcs - General	2024	11	INV	Paid	14,346.41	83362 PST124-340	Background investigations	10/24/2024	11/22/2024
RC Cost Group	31137020 541000	Community Ctr - Prof'l Svcs	2024	11	INV	Paid	23,370.00	83363 20241098	Community Center Design/Build 3rd Party Cost Est.	5/28/2024	11/22/2024
RHZ	41759436 541040	WRF Improve Const Mgmt	2024	11	INV	Paid	5,886.21	83364 98072	WRF Phase 3 SCADA programming Sept 2024	10/15/2024	11/22/2024
ROBERT HALF	FINS1423 541190	Temporary Agency Personnel	2024	11	INV	Paid	2,688.00	83365 64233063	S. Wong payroll Specialist support	10/28/2024	11/22/2024
ROBERT HALF	HUM51810 541190	Temporary Agency Personnel	2024	11	INV	Paid	2,339.28	83365 64220339	HR support C. Marvin- Personnel Policies Hndbk	10/22/2024	11/22/2024
ROBERT HALF	HUM51810 541190	Temporary Agency Personnel	2024	11	INV	Paid	1,662.12	83365 64234681	HR Support- C. Marvin Personnel Policies Hndbk	10/28/2024	11/22/2024
ROBERT HALF	HUM51810 541190	Temporary Agency Personnel	2024	11	INV	Paid	492.48	83365 64281645	HR Support C Marvin- Personnel Policies Handbook	11/6/2024	11/22/2024
ROBERT HALF	PLN55860 541190	Temporary Agency Personnel	2024	11	INV	Paid	1,015.51	83365 64179606	CD Support - A. Jain	10/14/2024	11/22/2024
ROBERT HALF	PLN55860 541190	Temporary Agency Personnel	2024	11	INV	Paid	1,015.00	83365 64206084	CD Support - A. Jain	10/21/2024	11/22/2024
RS Americas	40153481 531820	Info Tech Components	2024	11	INV	Paid	1,474.26	83366 9020044194	antenna, power supply	10/31/2024	11/22/2024
SAFEBUILT	00150020 541000	Professional Svcs - General	2024	11	INV	Paid	196.00	83367 963457	Inspection services for 10/2024	10/31/2024	11/22/2024
Samantha Brumfield	HUM51810 549100	City-Sponsored Expenses	2024	11	INV	Paid	10.50	83368 RE S Brumfld 10/24#2	Reimburse S. Brumfield cider for Apple Cider Soc	10/30/2024	11/22/2024
Saybr Contractors	40153935 541000	Professional Svcs - General	2024	11	INV	Paid	47,275.29	83369 30139	For repair of Douglas Irrigation main break	10/22/2024	11/22/2024
Signs of Seattle	FIRS2220 541000	Professional Svcs - General	2024	11	INV	Paid	423.74	83370 10537	Custom SFD Vinyl decals	10/18/2024	11/22/2024
SNAP-ON TOOLS	50154868 531330	Miscellaneous Shop Supplies	2024	11	INV	Paid	227.44	83371 ARV/62889818	TPMS handheld machine update	10/22/2024	11/22/2024
SNAP-ON TOOLS	50154868 531330	Miscellaneous Shop Supplies	2024	11	INV	Paid	958.33	83371 ARV/62892225	Solus scan tool update	10/22/2024	11/22/2024
SNAP-ON TOOLS	50154868 531330	Miscellaneous Shop Supplies	2024	11	INV	Paid	426.37	83371 ARV/62894500	Replacement 1/2" drive ratchets	10/22/2024	11/22/2024
SPOK	40153935 542000	Telephone Service	2024	11	INV	Paid	30.24	83372 H0303878V	Monthly pager service	10/15/2024	11/22/2024
Sunbelt Rentals	STR54230 531300	Repair & Maintenance Supplies	2024	11	INV	Paid	523.72	83373 160211435-0001	Compacting roller- parking lot repair	10/14/2024	11/22/2024
Sunbelt Rentals	STR54230 545200	Rent - Furniture & Equipment	2024	11	INV	Paid	2,872.67	83373 160796481-0001	Skidsteer- Alley repair	10/30/2024	11/22/2024
TSI CARN	STCS9564 563000	General Streets Signage	2024	11	INV	Paid	7,892.03	83374 19810	Wayfinding signs	10/14/2024	11/22/2024
URBANF	40353190 531300	Repair & Maintenance Supplies	2024	11	INV	Paid	369.92	83375 10461	Street trees for replacement at 7226 Hoff Ave. SE	10/17/2024	11/22/2024
USAB	40153482 531500	Water Treatment Chemicals	2024	11	INV	Paid	324.89	83376 INV00511038	Calibration kit for colorimeter	10/11/2024	11/22/2024
Water Mgmt Group	40153935 541000	Professional Svcs - General	2024	11	INV	Paid	4,004.98	83377 21840	November 2024 Maxicom monitoring services	10/24/2024	11/22/2024
WLACE	PKF57680 531300	Repair & Maintenance Supplies	2024	11	INV	Paid	292.33	83378 15313416	Restroom space heaters	10/22/2024	11/22/2024
WLACE	STR54230 531300	Repair & Maintenance Supplies	2024	11	INV	Paid	95.31	83378 15313359	Fence repair supplies	10/15/2024	11/22/2024
WLACE	51051821 531300	Repair & Maintenance Supplies	2024	11	INV	Paid	88.09	83378 15313464	refer install/water tap	10/28/2024	11/22/2024
WLACE	51051821 531300	Repair & Maintenance Supplies	2024	11	INV	Paid	15.26	83378 15313468	refer install/water tap	10/28/2024	11/22/2024

Accounts Payable

Blanket Voucher Approval Document



User: THolden
 Printed: 11/22/2024 - 5:29PM
 Warrant Request Date: 11/22/2024
 DAC Fund:

Batch: 00004.11.2024 - UB Refunds Nov

City of Snoqualmie

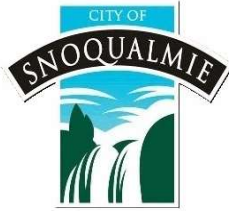
Claims presented to the City to be paid in the amount of \$ 4,164.19
 for claims warrants numbered 62754 through 62765 & dated 11/22/2024.

Line	Claimant	Voucher No.	Amount
1	Davies,Richard	000062757	236.37
2	Santo,Lori	000062765	250.95
3	Bechtol,Daniel	000062754	670.46
4	Sackett,David	000062764	259.65
5	Robb,Debra	000062763	65.55
6	Hollan,Jeff	000062759	261.94
7	Davidson,James	000062756	630.74
8	Klettke,Andrew and Allison	000062760	300.00
9	McIntyre,Ian	000062761	239.18
10	Boast,Kyle	000062755	331.42
11	Harding,Kari	000062758	580.00
12	Moo,Mary and Cooper	000062762	337.93
Page Total:			\$4,164.19
Grand Total:			\$4,164.19

Accounts Payable

Check Detail

User: THolden
Printed: 11/27/2024 - 9:04AM



Check Number	Check Date	Amount
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UB*03250 - Bechtol, Daniel Line Item Account

62754	11/22/2024	
	Inv	
	<u>Line Item Date</u>	<u>Line Item Description</u>
	11/19/2024	Refund Check
		<u>Line Item Account</u>
		401-00-000-213-10-00-000
		670.46
	Inv Total	670.46
62754 Total:		670.46

UB*03250 - Bechtol, Daniel Total:

670.46

UB*03257 - Boast, Kyle Line Item Account

62755	11/22/2024	
	Inv	
	<u>Line Item Date</u>	<u>Line Item Description</u>
	11/19/2024	Refund Check
	11/19/2024	Refund Check
	11/19/2024	Refund Check
	11/19/2024	Refund Check
	11/19/2024	Refund Check
	11/19/2024	Refund Check
		<u>Line Item Account</u>
		402-00-000-213-10-00-000
		8.19
		001-00-000-213-10-00-000
		0.25
		403-00-000-213-10-00-000
		2.77
		001-00-000-213-10-00-000
		0.34
		401-00-000-213-10-00-000
		319.12
		001-00-000-213-10-00-000
		0.75
	Inv Total	331.42
62755 Total:		331.42

UB*03257 - Boast, Kyle Total:

331.42

UB*03254 - Davidson, James Line Item Account

62756	11/22/2024	
	Inv	
	<u>Line Item Date</u>	<u>Line Item Description</u>
	11/19/2024	Refund Check
		<u>Line Item Account</u>
		401-00-000-213-10-00-000
		630.74
	Inv Total	630.74
62756 Total:		630.74

UB*03254 - Davidson, James Total:

630.74

UB*03248 - Davies, Richard Line Item Account

62757 11/22/2024

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/19/2024	Refund Check	401-00-000-213-10-00-000	236.37

Inv Total 236.37

62757 Total: 236.37

UB*03248 - Davies, Richard Total:

236.37

UB*03258 - Harding, Kari Line Item Account

62758 11/22/2024

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/19/2024	Refund Check	401-00-000-213-10-00-000	580.00

Inv Total 580.00

62758 Total: 580.00

UB*03258 - Harding, Kari Total:

580.00

UB*03253 - Hollan, Jeff Line Item Account

62759 11/22/2024

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/19/2024	Refund Check	401-00-000-213-10-00-000	261.94

Inv Total 261.94

62759 Total: 261.94

UB*03253 - Hollan, Jeff Total:

261.94

UB*03255 - Klettke, Andrew and Allison Line Item Account

62760 11/22/2024

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/19/2024	Refund Check	401-00-000-213-10-00-000	300.00

Inv Total 300.00

62760 Total: 300.00

UB*03255 - Klettke, Andrew and Allison Total: 300.00

UB*03256 - McIntyre, Ian Line Item Account

62761 11/22/2024

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/19/2024	Refund Check	401-00-000-213-10-00-000	239.18

Inv Total 239.18

62761 Total: 239.18

UB*03256 - McIntyre, Ian Total: 239.18

UB*03259 - Moo, Mary and Cooper Line Item Account

62762 11/22/2024

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/19/2024	Refund Check	401-00-000-213-10-00-000	337.93

Inv Total 337.93

62762 Total: 337.93

UB*03259 - Moo, Mary and Cooper Total: 337.93

UB*03252 - Robb, Debra Line Item Account

62763 11/22/2024

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/19/2024	Refund Check	401-00-000-213-10-00-000	65.55

Inv Total 65.55

62763 Total: 65.55

UB*03252 - Robb, Debra Total: 65.55

UB*03251 - Sackett, David Line Item Account

62764 11/22/2024

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/19/2024	Refund Check	401-00-000-213-10-00-000	259.65

Inv Total	259.65
<hr/>	
62764 Total:	259.65
<hr/>	
UB*03251 - Sackett, David Total:	259.65
UB*03249 - Santo, Lori Line Item Account	
62765 11/22/2024	
Inv	
<u>Line Item Date</u>	<u>Line Item Description</u>
11/19/2024	Refund Check
	<u>Line Item Account</u>
	401-00-000-213-10-00-000
	250.95
Inv Total	250.95
<hr/>	
62765 Total:	250.95
<hr/>	
UB*03249 - Santo, Lori Total:	250.95
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Total:	4,164.19
<hr/> <hr/>	






Claims Approval Report

Final Audit Report

2024-12-02

Created:	2024-11-27
By:	Tania Holden (THolden@snoqualmiewa.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAGug4STdGI_gwk3_WwMzbnbAbglvJP8xZ

"Claims Approval Report" History

-  Document created by Tania Holden (THolden@snoqualmiewa.gov)
2024-11-27 - 8:05:01 PM GMT
-  Document emailed to Drew Bouta (dbouta@snoqualmiewa.gov) for signature
2024-11-27 - 8:05:35 PM GMT
-  Email viewed by Drew Bouta (dbouta@snoqualmiewa.gov)
2024-12-02 - 4:46:31 PM GMT
-  Document e-signed by Drew Bouta (dbouta@snoqualmiewa.gov)
Signature Date: 2024-12-02 - 4:46:38 PM GMT - Time Source: server
-  Agreement completed.
2024-12-02 - 4:46:38 PM GMT



**BUSINESS OF THE CITY COUNCIL
CITY OF SNOQUALMIE**

**AB24-120
January 13, 2025
Committee Report**

Item 9.

AGENDA BILL INFORMATION

TITLE:	AB24-120: Interlocal Agreement Renewal with King County Jail.	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
PROPOSED ACTION:	Move to approve the Interlocal Agreement (ILA) renewal with King County for jail services.	

REVIEW:	Department Director	Brian Lynch	10/25/2022
	Finance	Janna Walker	10/30/2024
	Legal	David Linehan	10/28/2024
	City Administrator	Mike Chambless	10/30/2024

DEPARTMENT:	Police		
STAFF:	Chief Brian Lynch		
COMMITTEE:	Public Safety	COMMITTEE DATE: January 6, 2025	
EXHIBITS:	1. Proposed ILA renewal document +with King County Jail 2. Rate Letter		

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

SUMMARY

INTRODUCTION

The Snoqualmie Police Department has used the King County Jail in Seattle as a “last resort” misdemeanor booking facility for decades. The KC Jail ILA is one of four current City inmate housing contracts (the others being with the City of Issaquah for housing at the Issaquah Jail and with SCORE Jail in SeaTac, as well as long term male inmate housing with the City of Sunnyside).

In September, King County provided notice to the city that new rate increases will go into effect in 2025. A new ILA will need to be executed prior to the start of the year (see attached) due to the new rates and the term of the King County Jail ILA. The new proposed ILA reflects the following new fee schedule effective January 1, 2025:

2025 Rates:

- Booking fee: \$293.28 (2024 rate = \$277.99)
- Daily Maintenance: \$273.39 (2024 rate = \$259.14)

Daily rate surcharges:

- Acute Psych \$478.34 (2024 rate = \$450.98)
- Medical (Acute Beds) \$447.43 (2024 rate = \$418.16)

King County Jail is the City’s third alternative for housing inmates, with the Issaquah Jail is the City’s primary alternative, followed by SCORE. Due to cost efficiency, the King County Jail is the City’s last alternative.

Below is a breakdown of the City’s current contracts for jail services as a comparison.

Jail Provider	Booking Fee	Daily Fee	Mental Health
City of Issaquah	No Fee	\$147.00	No
King County	\$277.99	\$259.14	Yes
SCORE	\$80.00	\$213.17	Yes

LEGISLATIVE HISTORY

This item was originally discussed at the November 4, 2024, Public Safety Committee meeting.

BACKGROUND

There has been a consistent increase of prices at King County Jail since 2022. This increase is in-line with those prior years. The increase for booking fees, daily maintenance, and acute psych is 5.5%, with the infirmary (medical housing) fee increasing by 7%.

ANALYSIS

BUDGET IMPACTS

Administration recommends approving the King County Jail ILA. King County Jail services were budgeted for within the 2025-2026 Biennial Budget as part of the Snoqualmie Police Department budget (#001), shown below. On average, the city spends less than \$20,000 annually for expenditures related to this ILA.

Snoqualmie Police Department (#001)

	2025-26 Biennial Budget	
Beginning Budget	\$	10,024,361
Expenditures	\$	-
Outstanding Contract Value (Previously Approved)	\$	-
Estimated Labor Encumbered (City Employees)	\$	(5,829,742)
Current Available Budget	\$	4,194,619
Value of the ILA		Variable
Available Budget after AB24-120	\$	4,194,619

PROPOSED ACTION

Move to approve the Interlocal Agreement (ILA) renewal with King County for jail services.

Attachment A

Interlocal Agreement Between King County and The City of Snoqualmie for Jail Services

THIS AGREEMENT is effective as of January 1, 2025 ("Effective Date"). The Parties to this Agreement are King County, a Washington municipal corporation and legal subdivision of the State of Washington (the "County") and The City of Snoqualmie, a Washington municipal corporation (the "City").

WHEREAS, this Agreement is made in accordance with the Interlocal Cooperation Act (RCW Chapter 39.34) and the City and County Jails Act (RCW Chapter 70.48);

NOW THEREFORE, in consideration of the promises, payments, covenants and agreements contained in this Agreement, the parties agree as follows:

1. Definitions: Unless the context clearly shows another usage is intended, the following terms shall have these meanings in this Agreement:
 - 1.1 "Agreement" means this Interlocal Agreement by and between King County and the City for Jail Services and any amendments to this Agreement.
 - 1.2 "Booking" means registering, screening and examining persons for confinement in the Jail or assignment to a King County Community Corrections Division (CCD) program; inventorying and safekeeping personal property of such persons; maintaining all computerized records of arrest; performing warrant checks; Jail Health Services (JHS) health screening; and all other activities associated with processing a person for confinement in Jail or assignment to a CCD program.
 - 1.3 "Booking Fee" means the fee incurred for booking City Jail Residents, as further described in Section 4 and Exhibit III, Section 2.
 - 1.4 "Business Day" means Monday through Friday, 8:00 a.m. until 5:00 p.m., except holidays and County-designated furlough days.
 - 1.5 "City Detainee" means a person booked into or housed in a Secure Detention facility such as the Jail but also including any other Secure Detention facility not operated by or on behalf of the County, which individual would, if housed in the Jail, qualify as a City Jail Resident.
 - 1.6 "City Jail Resident" means a person booked into or housed in the Jail when a City charge is the principal basis for booking or confining that person.
 - A. A City charge is the principal basis for booking or confining a person where one or more of the following applies, whether pre-trial or post-trial. (See Exhibit I for further billable charge rules.):

- 1.6.1 The person is booked or confined by reason of committing or allegedly committing a misdemeanor or gross misdemeanor offense within the City’s jurisdiction, and:
- 1.6.1.1 The case is referred to the City, through its City Attorney or contracted attorney, for a filing decision; or
 - 1.6.1.2 The case is referred to the City, through its City Attorney or contracted attorney, who then refers the case to the County Prosecutor for a filing decision per section 1.6.2; or
 - 1.6.1.3 The case is filed by the City, through its City Attorney or contracted attorney, whether filed under state law or city ordinance.
- 1.6.2 The person is booked or confined by reason of committing or allegedly committing a misdemeanor or gross misdemeanor offense, whether filed under state law or city ordinance, within the City’s jurisdiction and the case is referred by the City, through its City attorney or contracted attorney, to the County prosecutor and filed by the County prosecutor as a misdemeanor in district court due to a conflict or other reason but excluding a case filed in a regionally-funded mental health court as described in Section 1.6.10.
- 1.6.3 The person is booked or confined by reason of a Court warrant issued either by the City's Municipal Court or other court when acting as the City's Municipal Court;
- 1.6.4 The person is booked or confined by reason of a Court order issued either by the City’s Municipal Court or other court when acting as the City's Municipal Court; or,
- 1.6.5 The person is booked or confined by reason of subsections 1.6.1 through 1.6.4 above in combination with charges, investigation of charges, and/or warrants of other governments, and the booking or confinement by reason of subsections 1.6.1 through 1.6.4 above is determined to be the most serious charge in accordance with Exhibit I.
- 1.6.6 The person has been booked or confined for reasons other than subsections 1.6.1 through 1.6.5 and would be released or transferred but for the City having requested that the County continue to confine the person.
- B. A City charge is not the principal basis for confining a person where:
- 1.6.7 The person is booked or confined exclusively or in combination with other charges by reason of a felony charge or felony investigation.
 - 1.6.8 The person is confined exclusively or in combination with other charges by reason of a felony charge or felony investigation that has been reduced to a State misdemeanor or gross misdemeanor.
 - 1.6.9 The City has requested the transfer of the person to another jail facility not operated by King County and the County denies the request, unless one or more of the transfer exception criteria listed in Attachment I-2 are met, in which case the person remains a City Jail Resident. The billing status of the person will change to no longer be the City’s responsibility effective the calendar day following the day that the County denies the transfer request. If the County thereafter determines that it no longer needs to detain the person and the person would as a result become a City Jail Resident, then the County will provide notice to the City that it will become billable for the Jail Resident. For details on notice and billing, see Attachment I-2.

- 1.6.10 The person is booked or confined by reason of committing a misdemeanor or gross misdemeanor offense, whether filed under state law or city ordinance, within the City's jurisdiction and the case is referred by the City attorney or contracted attorney to the County prosecutor and filed by the County prosecutor as a misdemeanor in the mental health court (or successor) for so long as the operations of such court are substantially funded by special regional funds (for example, Mental Illness and Drug Dependency sales tax levy) or other regional funding as the County may determine. The County shall provide the City thirty (30) days Notification before changing the status of a regionally-funded mental health court to local funding status. The City is not billed for cases filed by the County prosecutor into mental health court prior to changing to local funding status.
- 1.7 "Community Corrections Programs" means programs designed as alternatives to, or as rehabilitation or treatment in lieu of, Secure Detention, operated by or on behalf of the King County Department of Adult and Juvenile Detention (DAJD) Community Corrections Division, or its successor. Upon the date of the execution of this Agreement, Community Corrections Programs include Electronic Home Detention and Community Center for Alternative Programs (CCAP).
- 1.8 "Continuity of Care Records" means a Jail Resident's diagnosis, list of current medications, treatments, PPD (tuberculosis screening test) results and scheduled appointments or follow-ups.
- 1.9 "Contract Cities" mean cities that are signatory to an agreement in substantially similar form to this Agreement. Contract Cities do not include cities who are a party to the 2012-2030 Agreement.
- 1.10 "Contract Cities Jail Residents" means all Contract Cities' City Jail Residents.
- 1.11 "County Jail Resident" means any Jail Resident that is not a City Jail Resident.
- 1.12 "DAJD" means the King County Department of Adult and Juvenile Detention or its successor agency.
- 1.13 "Fees and Charges" are the Fees and Charges imposed as described in Section 4 and Exhibit III.
- 1.14 "Force Majeure" means war, civil unrest, and any natural event outside of the party's reasonable control, including pandemic, fire, storm, flood, earthquake, or other act of nature.
- 1.15 "Jail Resident" means a person booked into or housed in the Jail.
- 1.16 The first "Jail Resident Day" means confinement for more than six (6) hours measured from the time such Jail Resident is first presented to and accepted by the Jail for housing in the Jail until the person is released, provided that an arrival on or after six (6) o'clock p.m. and continuing into the succeeding day shall be considered one day. The second and each subsequent Jail Resident Day means confinement for any portion of a calendar day after the first Jail Resident Day. For persons confined to the Jail for the purpose of mandatory Driving Under the Influence (DUI) sentences, "Jail Resident Day" means confinement in accordance with Exhibit II.

- 1.17 “Jail” means a place owned or operated by or under contract to the County primarily designed, staffed, and used for the housing, in full confinement, of adults charged or convicted of a criminal offense; for the punishment, correction, and rehabilitation of offenders charged or convicted of a criminal offense; for confinement during a criminal investigation or for civil detention to enforce a court order, all where such place is structured and operated to ensure such individuals remain on the premises 24-hours a day (excluding time for court appearances, court approved off-premises trips, or medical treatment). Jail Residents housed in the Jail are considered to be in Secure Detention as defined in Section 1.26. Upon the date of the execution of the Agreement, Jail includes the King County Correctional Facility and the detention facility at the Maleng Regional Justice Center.
- 1.18 “Maintenance Charge” is the daily housing charge incurred for City Jail Residents housed in Jail as further described in Section 4 and Exhibit III, Section 1.
- 1.19 “Medical Jail Resident” means a Jail Resident clinically determined by the Seattle-King County Department of Public Health, or its successor charged with the same duties, as needing the level of services provided in the Jail’s infirmary. If a Jail Resident is moved to the general population, then the Jail Resident is no longer considered a Medical Jail Resident.
- 1.20 “Notification” means provision of written alert, confirmation of information or request meeting the requirements of Section 11.11. In contrast, a “notice” means providing alert or confirmation of information or request in writing to the individuals identified in Section 11.11, or their designee (as may be specified through a formal Notification) through means less formal than required by Section 11.11, including but not limited to electronic mail or facsimile.
- 1.21 "Official Daily Population Count" is an official count of Jail Residents in the custody of the Jail made at a point in time in a 24-hour period for, among other purposes, security and population management. It is not used for billing purposes.
- 1.22 “Offsite Medical Care Charges” means those pass-through charges for treatment of a City Jail Resident where that Jail Resident is clinically determined by the Seattle-King County Department of Public Health, or its successor charged with the same duties, as needing services provided from offsite medical institutions, as further defined in Exhibit III Section 4. A Jail Resident may receive Offsite Medical Care that triggers an Offsite Medical Care Charge without being otherwise classified as a Medical Jail Resident or Psychiatric Jail Resident (e.g., some Jail Residents held in the general population receive offsite medical care that will result in Offsite Medical Care Charges being incurred).
- 1.23 “Psychiatric Jail Resident” means either an Acute Psychiatric Jail Resident or a Non-Acute Psychiatric Jail Resident, as defined below.
- 1.23.1 A “Non-Acute Psychiatric Jail Resident” is a Jail Resident clinically determined by the Seattle-King County Department of Public Health, or its successor charged with the same duties, as needing Psychiatric Care Services (as further described in Exhibit III and Attachment III-1) and housed outside the Jail’s acute psychiatric housing units.

- 1.23.2 An “Acute Psychiatric Jail Resident” is a Jail Resident clinically determined by the Seattle-King County Department of Public Health, or its successor charged with the same duties, as needing the level of services provided in the Jail’s acute psychiatric housing units (as further described in Exhibit III and Attachment III-1). If a Jail Resident is moved to housing outside the Jail’s acute psychiatric housing units, then the Jail Resident is no longer considered an Acute Psychiatric Jail Resident.
- 1.24 “Parties” mean the City and County, as parties to this Agreement.
- 1.25 “Secure Bed Cap for Contract Cities” means the maximum total number of beds in Secure Detention in the Jail available on a daily basis to house Contract Cities Jail Residents in the aggregate. The Secure Bed Cap for Contract Cities is based on the Official Daily Population Count and is established in Section 6.
- 1.26 “Secure Detention” refers to a facility structured and operated for the full confinement of City Detainees to ensure such individuals remain on the premises 24-hours a day (excluding time for court appearances, court approved off-premises trips, or medical treatment), such as the Jail but also including other similar facilities that the City may elect to house City Detainees. Secure Detention excludes City Jail Residents enrolled in Community Corrections Programs.
- 1.27 “Surcharge” means any of the following special charges, defined in Exhibit III, Section 3 and further described in Attachment III-1: Infirmity Care Surcharge; Psychiatric Care Surcharge; Acute Psychiatric Care Surcharge; and 1:1 Guarding Surcharge.
- 1.28 “2012-2030 Agreement” means the agreement executed by the County and the City of Seattle effective on January 1, 2012 together with any other interlocal agreement in substantially the same form of said agreement executed by the County and another city.
- 1.29 “Base Year” refers to the year in which the base fees, charges and surcharges are set.
2. Term. This Agreement shall commence on the Effective Date and shall extend through December 31, 2029. This Agreement shall supersede all previous contracts and agreements among the Parties relating to the Jail and any other jail services, except that any obligations contained in these previous contracts or agreements which expressly survived termination or expiration of these previous contracts or agreements shall remain in effect.
3. Jail and Health Services. The County shall accept City Jail Residents for confinement in the Jail, except as provided in Sections 5.4, and 6 of this Agreement. Additionally, the County is not obligated to accept a City Jail Resident for confinement in the Jail if the County has booking restrictions in place on the charge for which the City Jail Resident is proposed to be held. The County shall also furnish the City with Jail facilities; booking; transportation among facilities, as determined necessary in the County’s sole discretion, including the various Jail facilities, Harborview Medical Center and Western State Hospital; custodial services; and personnel for the confinement of City Jail Residents at least equal to those the County provides for confinement of County Jail Residents. However, the County reserves the right to operate specific programs and/or facilities exclusively for County Jail Residents or persons sentenced or assigned to Community Corrections Programs. The County shall furnish to City Jail Residents in Secure Detention all medical, dental, and other health care services required to be provided pursuant to federal or state law. Also, the County shall make every reasonable effort to release a City Jail Resident as expeditiously as possible after the County has received notice of a court order to

release. Nothing in this section shall be deemed to limit the County's right to refuse to accept City Detainees for confinement in Jail when they are deemed by the County to be in need of urgent medical or psychological care, nor to return custody of such Jail Residents back to the City if the City Detainee is admitted to the hospital or psychiatric facility.

4. City Compensation. The City will pay the County a Booking Fee, Maintenance Charge, Surcharges, and Offsite Medical Charges as follows (together with such other charges as may be applicable in accordance with this Agreement):

4.1 Booking Fee. The Booking Fee shall be assessed for the booking of City Jail Residents by or on behalf of the City into the Jail as further described in Exhibit III, Section 2. The Booking Fee will be inflated annually effective January 1, 2026 and each January 1 thereafter through the term of the agreement.

4.2 Maintenance Charge. The Maintenance Charge shall be assessed for a City Jail Resident for each Jail Resident Day as provided in Exhibit III, Subsection 1. The Maintenance Charge will be inflated effective January 1, 2026 and each January 1 thereafter through the term of the agreement.

4.2.1 The County will provide notice to the City after booking a City Jail Resident in order to give notice that the City Jail Resident has been booked and to provide the opportunity for release to the City if the City so desires. Such action will take place as soon as reasonably possible but no later than the next business day after booking. A City Jail Resident released within six hours of booking will result in no Maintenance Charges.

4.2.2 The County will provide notice to the City of the billing status of its Jail Residents for the prior calendar day in cases where confinement is the result of multiple warrants or sentences from two or more jurisdictions. As of the date of this Agreement, this notice is provided to the City once each business day when applicable. The intent of this program is to allow the City to take custody of a City Jail Resident if they so desire after the other jurisdictional warrants are resolved and thereby prevent unnecessary Maintenance Charges.

4.2.3 The Parties may amend the notice requirements of Sections 4.2.1 and 4.2.2 by administrative agreement signed by both the Chief Executive Officer of the City and the King County Executive.

4.3 Access to and Charges for City Jail Resident Use of Community Corrections Programs. The Parties agree to discuss in good faith the ability for the City to access Community Corrections Programs, and to negotiate charges for such access. Any agreement between the Parties with respect to access and charges for Community Corrections Programs shall be enacted through an amendment to this Agreement.

4.4 Surcharges and Offsite Medical Charges. In addition to the Booking Fee, Maintenance Charge, and any other charges agreed to per Section 4.3, the City will be charged for Offsite Medical Charges and Surcharges as detailed in Exhibit III, Section 3 and 4.

Proposed Notice of Certain Surcharges. The County intends to provide or make available to the City timely notice of occurrences when a City Jail Resident is admitted to Harborview Medical Center or other offsite medical institution or is receiving infirmary care or psychiatric care that will subject a City to Surcharges. Notice provided or made available will be based on information known to DAJD at the time (since billing status of a Jail

Resident may be changed retroactively based on new information or other factors). The County intends to provide or make available this notice within two (2) business days following the day in which the chargeable event occurs and will make good faith efforts to provide notice sooner if practicable. The County will make good faith efforts to try to institute a means to provide notice to the City within twenty-four (24) hours of the admittance of a City Jail Resident to Harborview Medical Center or other offsite medical institution. The County's failure to provide or make available notice or develop quicker means to provide notice to the City as detailed above shall not excuse the City from financial responsibility for related Offsite Medical Charges or Surcharges and shall not be a basis for imposing financial responsibility for related Offsite Medical Charges or Surcharges on the County.

5. Billing and Billing Dispute Resolution Procedures.

5.1 The County shall transmit billings to the City monthly. Within forty-five (45) days after receipt, the City shall pay the full amount billed or withhold a portion thereof and provide the County written notice meeting the requirements of Section 5.2.1, specifying the total amount withheld and the grounds for withholding such amount, together with payment of the remainder of the amount billed (if any amount remains). Notwithstanding the foregoing, the County shall bill the City for Offsite Medical Charges as such charges are periodically received by the County from third party medical institutions or other offsite medical providers. Offsite Medical Charges shall be due within such time and subject to such withholding and dispute resolution procedures as otherwise provided in this Section 5.

5.2 Withholding of any amount billed or alleging a violation related to billing provisions of this Agreement shall constitute a dispute, which shall be resolved as follows:

5.2.1 The County shall respond in writing to billing disputes within sixty (60) days of receipt of such disputes by the DAJD billing offices. To ensure the soonest start to the sixty (60)-day timeline, the City should electronically mail scanned billing disputes directly to the DAJD billing office, or by fax, or U.S. mail rather than to any other County office or officer. The DAJD billing office contact information as of the date of this Amendment is:

KC DAJD
DBISINFO.DAJD@kingcounty.gov
Attn: Finance – Jail Resident Billing
500 Fifth Avenue
Seattle, WA 98104

5.2.2 In the event the parties are unable to resolve the dispute, either Party may pursue the dispute resolution mechanisms outlined in Section 9.

5.3 Any amount withheld from a billing, which is determined to be owed to the County pursuant to the dispute resolution procedure described herein, shall be paid by the City within thirty (30) days of the date of the resolution.

5.4 If the City fails to pay a billing within forty-five (45) days of receipt, the County will provide the City with a notice of its failure to pay and the City shall have ten (10) days from receipt of such notice to cure nonpayment. Any undisputed billing amount not paid by the City within sixty (60) days of receipt of the billing, and any amounts found to be owing to the County as a result of the billing dispute resolution procedure that are not paid

within thirty (30) days of resolution, shall be conclusively established as a lawful debt owed to the County by the City, shall be binding on the Parties, and shall not be subject to legal question either directly or collaterally. In the event the City fails to cure its nonpayment, the City shall be deemed to have voluntarily waived its right to house City Jail Residents in the Jail and, at the County's request, will remove City Jail Residents already housed in the Jail within thirty (30) days. Thereafter, the County, at its sole discretion, may accept no further City Jail Residents until all outstanding bills are paid. This provision shall not limit the City's ability to challenge or dispute any billings that have been paid by the City.

- 5.5 The County may charge an interest rate equal to the interest rate on the monthly County investment earnings on any undisputed billing amount not paid by the City within forty-five (45) days of receipt of the billing, and any amounts found to be owing to the County as a result of the billing dispute resolution procedure. Interest on amounts owed begin accruing on the forty-sixth (46) day after payment was due.
- 5.6 Each Party may examine the other's financial records to verify charges. If an examination reveals an improper charge, the next billing statement will be adjusted appropriately. Disputes on matters related to this Agreement which are revealed by an audit shall be resolved pursuant to Section 5.2.

6. Jail Capacity.

- 6.1 The Contract Cities may house Contract Cities Jail Residents in the Jail at an aggregate number, calculated based on the Jail's Official Daily Population Count, equal to or less than the Secure Bed Cap for Contract Cities established in Sections 6.1.1.
- 6.1.1 The Secure Bed Cap for Contract Cities in the aggregate is fifty (50) beds. These fifty (50) beds shall be available on a first-come, first-served basis measured at the time of the Jail's Official Daily Population Count.
- 6.2 In the event the number of Contract Cities Jail Residents exceeds the Secure Bed Cap for Contract Cities described in Section 6.1, the County will notify the Contract Cities by phone or electronic mail. The County may then decide to continue to house Contract Cities Jail Residents in excess of the Secure Bed Cap for Contract Cities. Alternatively, the County may refuse to accept bookings from the City until such time as the aggregate number of Contract Cities Jail Residents is reduced below the Secure Bed Cap for Contract Cities. If the aggregate number of Contract Cities Jail Residents is reduced below the Secure Bed Cap for Contract Cities through removal of Contract Cities Jail Residents from the Jail, then the County will be obligated to accept new City bookings. The notice required by the first sentence of this Section 6.2, will be made to the person designated in Section 11.11 of this Agreement, and will inform the City whether the County intends to continue to house Contract Cities Jail Residents in excess of the Secure Bed Cap for Contract Cities described in Section 6.1, or whether the County will refuse to accept bookings from the City until such time as the aggregate number of Contract Cities Jail Residents is reduced below the Secure Bed Cap for Contract Cities described in Section 6.1.
- 6.3 At the end of the last day of this Agreement, the Contract City agrees to reduce the number of Contract City Jail Residents in the Jail to zero (0), with the exception that Jail Residents whose status has changed to Contract City Jail Resident, will not be included in the

calculation of the number of Contract City Jail Residents, if such individuals are removed from the Jail within seventy-two (72) hours of such change in status.

For the purpose of determining the number of Contract Cities Jail Residents only, and not for billing purposes, Jail Residents held on multiple warrants or sentences by the County which include one or more city warrants or sentences in addition to a County and/or state warrant or sentence, and Contract Cities Jail Residents that have been booked into the Jail and the Contract City has not been notified of such booking shall not be considered a Contract Cities Jail Resident. Also, Contract Cities Jail Residents housed in the Jail will not be considered Contract Cities Jail Residents for the purpose of determining the number of City Jail Residents.

- 6.4 The Jail’s capacity limit for Medical Jail Residents is thirty (30). The Jail’s capacity limit for Psychiatric Jail Residents is one-hundred-fifty-one (151). For the purpose of this Section the Medical and Psychiatric Jail Resident population will be determined following the definitions in Sections 1.21 and 1.25 at the time of the Jail’s Official Daily Population Count.
- 6.5 When the Jail has reached its capacity limit for either Medical or Psychiatric Jail Residents as set forth in Section 6.4, the County will provide notice to the City by phone or electronic mail. Such notification will be made to the person designated in Section 11.11 of this Agreement. At the time this notification is made the County may request that the City take custody of a sufficient number of its Medical or Psychiatric Jail Residents to reduce the number of Medical or Psychiatric Jail Residents to the capacity limits detailed in Section 6.4, or the County may inform the City that the County is willing to continue to house these Jail Residents.
- 6.6 County requests under Section 6.5 will be made as follows. The billable city (under this Agreement or other jail service agreements between the County and cities that have identical provisions as this Section) with the Jail Resident most recently admitted as Medical or Psychiatric Jail Resident will be asked to take custody of that Jail Resident. This process will be repeated until such time as the Medical and Psychiatric populations are reduced below capacity limits, or the Jail is willing to house these Jail Residents.
- 6.7 If the County, pursuant to Sections 6.5 and 6.6, requests that the City take custody of Medical or Psychiatric Jail Residents, the City shall comply with the County’s request. The City shall take custody of its¹ Medical or Psychiatric Jail Residents by picking them up no later than twenty-four (24) hours after the County’s request. If the City has not picked-up the Medical or Psychiatric Jail Resident within twenty-four (24) hours of the County’s request, the County shall deliver the Medical or Psychiatric Jail Resident to the City’s designated drop-off location or backup location. In either case, the City’s designee

¹ Within eight (8)-hours of the County’s request notification, the City may provide the County with the names of other Medical Jail Residents to substitute for the Medical Jail Residents identified by the County for pick-up. In the event the City identifies substitute Medical Jail Residents that are City Jail Residents, the provisions of Section 6 will continue to apply. In the event the City identifies substitute Medical Jail Residents that are the responsibility of a different city (Substitute City) that is party to this Agreement or a jail services agreement with the King County containing these same provisions, and the Substitute City agrees to remove its Medical Jail Residents, then the Substitute City will be responsible for picking-up the substitute Medical Jail Residents within 24-hours of the County’s initial request notification for pick-up. In the event the Substitute City fails to pick-up its Medical Jail Residents within 24-hours of the County’s initial request notification to the City, the County may deliver the Medical Jail Residents named in the original request notification to the City’s designated drop-off location or backup location. The procedures outlined in this footnote will also apply to Psychiatric Jail Residents.

must accept the Medical or Psychiatric Jail Resident from the County and must be available to do so seven (7) days a week, twenty-four (24) hours a day. In all cases, the County shall provide the receiving entity with Continuity of Care Records, in a sealed envelope, at the time custody is transferred. The City will ensure that the City and the receiving entity comply with all applicable confidentiality laws and rules. Similarly, the City will ensure that Continuity of Care Records are provided to the County at the time custody of a City Jail Resident receiving the level of care consistent with a Medical or Psychiatric Jail Resident is transferred to the County.

- 6.8 If the County, in its sole discretion, decides to transport Medical or Psychiatric Jail Residents to the City's designated drop-off location or backup location within King County, Washington, the County will do so without charge. Should the County agree to a drop-off location or backup location outside of King County, Washington, the City will pay all transportation costs for Medical or Psychiatric Jail Residents taken to the designated drop off location or backup location. In no case will the County be obligated to transport a Medical or Psychiatric Jail Resident out-of-state.

7. Jail Planning.

- 7.1 Jail Planning. The County and the City recognize the value of sharing information about their respective Jail Resident populations and anticipated use of Secure Detention and alternative means of detention. The Parties agree to make good-faith efforts to share this information regularly. Furthermore, should the County begin planning for potential changes in jail space or models, the County will make good-faith efforts to provide notice to the City that such planning is underway, so that the City has an opportunity to participate in planning efforts.

8. Indemnification.

- 8.1 The County shall indemnify and hold harmless the City and its officers, agents, and employees, or any of them, from any, and all claims, actions, suits, liability, loss, costs, expenses, and damages of any nature whatsoever, by reason of or arising out of any negligent action or omission of the County, its officers, agents, and employees, or any of them. In the event that any suit based upon such a claim, action, loss, or damage is brought against the City, the County shall defend the same at its sole cost and expense; provided, that, the City retains the right to participate in said suit if any principle of governmental or public law is involved; and if final judgment be rendered against the City and its officers, agents, and employees, or any of them, or jointly against the City and the County and their respective officers, agents, and employees, or any of them, the County shall satisfy the same.
- 8.2 The City shall indemnify and hold harmless the County and its officers, agents, and employees, or any of them, from any, and all claims, actions, suits, liability, loss, costs, expenses, and damages of any nature whatsoever, by reason of or arising out of any negligent act or omission of the City, its officers, agents, and employees, or any of them. In the event that any suit based upon such a claim, action, loss, or damage is brought against the County, the City shall defend the same at its sole cost and expense; provided that the County retains the right to participate in said suit if any principle of governmental or public laws is involved; and if final judgment be rendered against the County, and its officers, agents, and employees, or any of them, or jointly against the County and the City and their respective officers, agents, and employees, or any of them, the City shall satisfy the same.
- 8.3 In executing this agreement, the County does not assume liability or responsibility for or

in any way release the City from any liability or responsibility, which arises in whole or in part from the existence or effect of City ordinances, rules, or regulations. If any cause, claim, suit, action or administrative proceeding is commenced in which the enforceability and/or validity of any such City ordinance, rule or regulation is at issue, the City shall defend the same at its sole expense and if judgment is entered or damages are awarded against the City, the County, or both, the City shall satisfy the same, including all chargeable costs and attorney's fees.

8.4 The terms of this Section 8 "Indemnification" shall survive the termination or expiration of this Agreement.

9. Dispute Resolution. In the event the Parties are unable to resolve a dispute, then either Party may pursue the dispute resolution provisions of this Section 9.

9.1 Either Party may give Notification to the other in writing of a dispute involving the interpretation or execution of the Agreement. Within thirty (30) days of this Notification, the King County Executive and the Chief Executive Officer of the City, or their designees, shall meet to resolve the dispute. If the dispute is not resolved, then at the request of either Party it shall be referred to non-binding mediation. The mediator will be selected in the following manner: The City shall propose a mediator and the County shall propose a mediator; in the event the mediators are not the same person, the two proposed mediators shall select a third mediator who shall mediate the dispute. Alternately, the Parties may agree to select a mediator through a mediation service mutually acceptable to both Parties. The Parties shall share equally in the costs charged by the mediator or mediation service.

9.2 Each party reserves the right to litigate any disputed issue in court, *de novo*.

10. Termination. Either Party may initiate a process to terminate this Agreement as follows:

10.1 Ten (10)-Day Notification of Intent to Terminate. Any Party wishing to terminate this Agreement shall issue a written Notification of intent to terminate, not less than ten (10) days prior to issuing a ninety (90) day termination Notification under Section 10.2 of this Agreement. Upon receipt of the written Notification of intent to terminate, the parties will meet to confer on whether there are steps that the non-terminating party can take, in order to, avoid a ninety (90) day termination Notification notice under Section 10.2 of this Agreement.

10.2 Ninety (90)-Day Termination Notification. After the ten (10) day period has run under Section 10.1 of this Agreement, the party desiring to terminate this Agreement may provide the other party ninety (90) days written termination Notification, as provided in RCW 70.48.090.

11. General Provisions.

11.1 Other Facilities. This Agreement reserves in each party the power to establish a temporary holding facility during a pandemic, riot, civil disobedience or natural disaster, to establish group homes or other care or rehabilitation facilities in furtherance of a social service program, to temporarily transfer Jail Residents to alternative detention facilities in order to respond to Jail overcrowding, a public health directive, or to comply with a final order of a federal court or a state court of record for the care and treatment of Jail Residents.

- 11.2 Grants. Both Parties shall cooperate and assist each other toward procuring grants or financial assistance from the United States, the State of Washington, and private benefactors for the Jail, the care and rehabilitation of Jail Residents, and the reduction of costs of operating and maintaining Jail facilities.
- 11.3 Law Enforcement Intake Portal. The County offers the use of a web-based Subject Intake Portal via its LEA Jail Management System Portal. The tool allows law enforcement officers to log onto the system and enter all arrest, case/charge, victim, probable cause, and drug crime certificate information. This method is the County’s preferred method of intake and booking. LEO User Access to the JMS Portal is managed by the LEA who must designate one, or more, Group Administrator(s) who will be responsible for creating, managing, and deleting its users via the County’s Login.KC system.
- 11.4 Severability. If any provision of this Agreement shall be held invalid, the remainder of this Agreement shall not be affected thereby.
- 11.5 Remedies. No waiver of any right under this Agreement shall be effective unless made in writing by the authorized representative of the party to be bound thereby. Failure to insist upon full performance on any one or several occasions does not constitute consent to or waiver of any later non-performance nor does payment of a billing or continued performance after Notification of a deficiency in performance constitute an acquiescence thereto. The Parties are entitled to all remedies in law or equity.
- 11.6 Exhibits. This Agreement consists of several pages plus the following attached exhibits, which are incorporated herein by reference as fully set forth:

Exhibit I	Method of Determining Billable Charge and Agency
Exhibit II	Exception to Billing Procedure
Exhibit III	Calculation of Fees, Charges and Surcharges
- 11.7 Not Binding on Future Agreements. This Agreement does not bind the Parties as to the terms, fees, or rate formulas to be included in any future jail services agreements.
- 11.8 Entire Agreement. This Agreement, including all exhibits and attachments hereto, represents the entire understanding of the Parties and supersedes any oral representations that are inconsistent with or modify its terms and conditions.
- 11.9 Modifications. The provisions of this Agreement may only be modified and amended with the mutual written consent of the King County Executive and the Chief Executive Officer of the City and the approval of their respective legislative bodies, excepting that, certain modifications to the notice requirements in Sections 4.2.1 and 4.2.2 as reflected in 4.2.3, and Attachment I-2 may be approved administratively by signature of both the Chief Executive Officer of the City and King County Executive as specified herein.
- 11.10 Force Majeure. In the event either party’s performance of any of the provisions of this Agreement become impossible due to Force Majeure, that party will be excused from performing such obligations until such time as the Force Majeure event has ended and all facilities and operations have been repaired and/or restored.

- 11.11 Notifications. Except as otherwise provided in this Agreement, any Notification required to be provided under the terms of this Agreement, shall be delivered by certified mail, return receipt requested or by personal service to the following person:

For the City of Snoqualmie:

Chief of Police
34825 SE Douglas Street
Snoqualmie, WA 98065

Or his/her successor, as may be designated by written Notification from the City to the County.

For the County:

Chief of Administration
Dept. of Adult and Juvenile Detention
500 Fifth Avenue
Seattle, WA 98104

Or their successor, as may be designated by written Notification from the County to the City.

- 11.12 Council Approval. The Parties' obligations under this Agreement are subject to official City and County Council approval.
- 11.13 Filing. As provided by RCW 39.34.040, this Agreement shall be filed with the King County Department of Records and Elections.
- 11.14 Assignment/Subcontracting. The City may not assign or subcontract any portion of this Agreement or transfer or assign any claim arising pursuant to this Agreement.
- 11.15 No-Third Party Beneficiaries. There are no third-party beneficiaries to this Agreement. No person or entity other than a party to this Agreement shall have any rights hereunder or any authority to enforce its provisions, and any such rights or enforcement must be consistent with and subject to the terms of this Agreement.
- 11.16 Execution in Counterparts. This Agreement and any amendments thereto, shall be executed on behalf of each party by its duly authorized representative and pursuant to an appropriate motion, resolution, or ordinance. The Agreement may be executed in any number of counterparts, each of which shall be an original, but those counterparts will constitute one and the same instrument.

King County:

The City of Snoqualmie:

Allen Nance
Director, Department of Adult and
Juvenile Detention

Katherine Ross
Mayor

Date

Date

Approved as to Form by:

Approved as to Form:

King County Prosecutor's Office

Dena Burke
City Attorney

Date

**EXHIBIT I
Method of Determining Billable Charge and Agency**

Process Overview

The application of all billing rules in conjunction with Section 1.6 of this Agreement comprises the method for determining the principal basis for booking or confining a person. The County’s billing system examines all open and active charges and holds for each calendar day and applies the billing priority rules and tie breaker rules as set forth below. Then the billable agency is determined from the billable charge(s) or hold(s) and the application of exception rules, for example, the special DUI sentencing rule or the special six-hour rule.

Billing Priority Rules

The Billing Priority Group is determined in the following order:

1. Local felony charge(s)	A local felony charge is filed by the King County Prosecuting Attorney into a King County court.
2. Investigation holds from King County agencies or pursuant to a contract	An investigation hold is one that has been referred to the King County Prosecutor and includes King County investigation holds.
3. Department of Corrections (DOC) charge(s) pursuant to contract with DOC	Felony and misdemeanor charges adjudicated by DOC hearing examiner. Cases heard by a local court are considered local misdemeanors even if DOC is the originating agency.
4. Local misdemeanor charge(s) and city court appearance orders	Includes King County misdemeanors.
5. Other holds (contract and non- contract)	

Tie Breaker Rules

Tie breaker rules are applied in the following order to the Local Misdemeanor Priority Group (Number 4 above) when there are charges with multiple billable agencies. The first rule that applies determines the billable charge(s). The billable agency for the selected charge(s) is the billable agency.

1. Longest or only sentenced charge rule	This rule selects the charge(s) with an active sentenced charge or, if there is more than one active sentenced charge, the rule selects the charge with the longest imposed sentence length.
2. Earliest sentence rule	This rule selects the charge(s) with the earliest sentence start date.
3. Lowest sentence charge number rule	This rule selects the sentenced charge(s) with the lowest charge number as given in the DAJD booking system.
4. Arresting agency rule	This rule selects the charge(s) or hold(s) with a charge billable agency that matches the arresting agency for the booking.
5. Accumulated bail rule	This rule selects the agency with the highest total bail summed for all of the charge(s) and hold(s) for which the agency is the billable agency.
6. Lowest charge number rule	This rule selects the charge or hold with the lowest charge number as given in the DAJD booking system.

Attachment I-1: City and County Jail Charges Clarification

This document contains several examples consistent with Section 1.6 of this Agreement.

#	Situation	Jail Costs associated with these cases are:
1	Jail Resident booked by a city on a felony investigation, whose case is filed by the Prosecutor initially as a felony in Superior Court but subsequently amended to a misdemeanor charge (for evidentiary reasons, or entry into mental health court, or for other reasons)	County responsibility
2	Jail Resident booked by a city on a felony investigation and whose case is initially filed by the Prosecutor as a felony in District Court as part of a plea bargain effort (so called “expedited cases”)	County responsibility (including the expedited cases to be filed under the new Prosecutor Filing Standards).
3	Jail Resident booked by a city on a felony investigation, whose case is initially filed by the County Prosecutor as a misdemeanor in district court (i.e., mental health, domestic violence <u>or</u> in regular district court)	County responsibility
4	Jail Resident booked by a city on a felony investigation. The County prosecutor declines to file the case and refers it to a city prosecutor or law enforcement for any further action.	County responsibility prior to release of felony investigation by the County prosecutor; City responsibility from and after release of felony investigation
5	Misdemeanor or felony cases originated by state agencies (i.e., WSP)	County responsibility
6	Jail Residents booked by a city on a juvenile charge who are held in adult detention or become adults during the pendency of their charge or sentence.	County responsibility

Attachment I-2**Jail Resident Transfers: Transfer Request Exemption Criteria, Notice and Billing
(Relating to Section 1.6.9)**

- A. In the event of one or more of the following transfer exception criteria are met, a transfer may be denied by the County, in which case the person for whom the City has sought a transfer remains a City Jail Resident:
- (1) Jail Resident has medical/health conditions/treatments preventing transfer.
 - (2) Transfer location refuses Jail Resident.
 - (3) Jail Resident refuses to be transported and poses a security risk.
 - (4) Jail Resident misses transport due to being at court or other location.
 - (5) City refuses to sign transfer paperwork requiring the City to arrange transportation for Jail Resident back to King County, if needed, when City sentence ends.
- B. If the County has refused a transfer request and thereafter determines that it no longer needs to detain the person and the person would as a result become a City Jail Resident, then the County will provide notice to the City that it will become billable for the Jail Resident. The City will not incur a Maintenance Charge on the day of notice. If the City transfers the Jail Resident during the six calendar days immediately following the day of notice, it will not incur a Maintenance Charge for the first calendar day following notice but will incur a Maintenance Charge for each subsequent calendar day until the Jail Resident is transferred. If the City does not transfer the Jail Resident from the Jail during this six-day period, the City is billable beginning the calendar day following the day of notice from the County.
- C. The terms of this Attachment I-2 may be amended by administrative agreement evidenced by execution in writing by the Chief Executive Officer of the City and King County Executive.

EXHIBIT II
Exception to Billing Procedure

For persons serving the one- and two-day commitments pursuant to the mandatory DUI sentence grid who report directly from the community to the Jail for incarceration, Jail Resident Day shall not be defined according to Section 1.16 of the Agreement. Instead, Jail Resident Day shall be defined as a twenty-four-hour period beginning at the time of booking. Any portion of a twenty-four-hour period shall be counted as a full Jail Resident Day. The number of days billed for each sentence shall not exceed the sentence lengths specified on the court commitment.

Two examples are provided for illustration:

Two-day sentence served on consecutive days:

John Doe	Booked 7/1/23 0700	Released 7/3/23 0700
	Number of Jail Resident days = 2	

Two-day sentence served on non-consecutive days:

John Doe	Booked 7/1/23 0700	Temporary Release 7/2/23 0700
	Return to Jail 7/8/23 0700 Number of Jail Resident days = 2	Released 7/9/23 0700

The Department of Adult and Juvenile Detention will apply this definition of Jail Resident Day to the City's direct DUI one and two-day Jail Residents by adjusting the City's monthly bill before it is sent to the City. If the changes are not made for some reason, the City will notify the Department of Adult and Juvenile Detention, which will make the necessary adjustments.

EXHIBIT III
Calculation of Fees, Charges and Surcharges

Starting on the Effective Date of this Agreement, the City shall pay the fees, charges, and surcharges with such annual adjustments for inflation as described below. Starting on the Effective Date of this Agreement, the City shall also pay offsite medical care charges as detailed below

2025 is the Base Year for fees, charges, and surcharges and is the basis from which the fees, charges, and surcharges are to be annually adjusted by applying the inflators set forth in Subsection 5.a. of this Exhibit III.

1. MAINTENANCE CHARGE AND CAPITAL EXPENDITURE CHARGE

The Maintenance Charge shall be calculated as described below.

- a. The **Maintenance Charge** starting **January 1, 2025**, and for the remainder of the calendar year 2025, **excluding** any adjustments for Capital Expenditure Charges, will be **\$273.39**. When combined with the Capital Expenditure Charges, the Maintenance Charge for calendar year 2025 is **\$278.60**. The Maintenance Charge shall be inflated in 2026 as described in Section 5, and annually thereafter throughout the term of the agreement. The City will not be charged a Maintenance Charge for a City Jail Resident where the Jail Resident has been offsite (e.g. housed outside of the Jail) for all twenty-four (24) hours of a Surcharge Day and subject to 1:1 Guarding Surcharge for the entirety of such twenty-four (24)-hour period.
- b. In addition to the annual adjustment to the Maintenance Charge described above, King County will increase the Maintenance Charge to capture the cost of **Capital Expenditures**. Capital Expenditures are defined as the cost of repairing and renovating current jail capacity and facilities and support and administrative facilities that benefit Jail operations. Additional Capital Expenditures will be included in the Maintenance Charge if such expenditures benefit City Jail Residents. Any Capital Expenditure that solely benefits County Jail Residents will not be charged to the City. Capital Expenditures do not include Jail Bed Expansion Projects. Capital Expenditures do not include Major Maintenance.
 - i. Capital Expenditures will be calculated in proportion to the square footage that benefits adult detention. Cities will be billed their proportionate share based on the total number of Jail Resident Days (as defined in Section 1.16). By August 15 of 2025, and each August 15 through 2028, DAJD will estimate the total number of Jail Resident Days for the following year and will provide notice to the City of the Capital Expenditure Charge to be included in the Maintenance Charge for the following year.
 - ii. Upon request of the City, the County shall provide its six (6)-year CIP and its six (6)-year major maintenance plan to the City. The County will provide a detailed line-item budget of each Capital Expenditure. If the City disputes that the Capital Expenditure benefits City Jail Residents or otherwise disputes the inclusion of the Capital Expenditure or any portion of the Capital Expenditures' budget in the maintenance fee, the matter will be resolved under the dispute resolution processes described herein. Capital Expenditures will not be charged to the City to the extent such Capital Expenditures are covered by federal grants, state grants, insurance proceeds, capital maintenance reserves or voter approved capital funding for jail related improvements.
 - iii. Capital Expenditures, if debt financed, shall begin being charged when debt service payments begin for the permanent financing of the Capital Expenditure and shall

continue until the end of the debt amortization unless the debt amortization is less than fifteen (15) years, in which case the charges to the City will be amortized over fifteen (15) years. If the Capital Expenditure is not debt financed, Capital Expenditure charges shall be based on actual expenditures. The County will make available documentation evidencing such expenditures.

- iv. Beginning January 1, 2025, and continuing through calendar year 2025, the Capital Expenditure Charge for ISP for the City is \$5.21 and the Capital Expenditure Charge for the CSSP is \$0, for a combined total Capital Expenditure Charge of \$5.21 to be added to the Maintenance Charge set forth in subparagraphs a and b above.

2. BOOKING FEE

- a. The booking fee shall be based on whether or not the City is using the County's Personal Recognizance (PR) screeners for individuals it brings to a County jail facility to be booked. The two booking fees starting January 1, 2025, and for the remainder of the calendar year 2025 will be initially set as follows:
 - i. The **Base Booking Fee** shall be **\$199.81**. This is the booking fee payable by Contract Cities that are **not** using the County's PR screeners. This Booking Fee shall include **40.86%** of the total Budgeted Jail Costs associated with booking (including Jail Health Intake Services); this percentage of booking costs to be included in the Booking Fee shall remain fixed through the term of this Agreement.
 - ii. The **Standard Booking Fee** shall be **\$293.28**. This is the booking fee payable by Contract Cities using the County's PR screeners. This booking fee is composed of the Base Booking Fee plus the fee associated with the County's PR screeners.
- b. If the City has a court order on file as of the Effective Date, confirming that the City and not the County will have authorization to provide PR screening for City Jail Residents, then the City will be qualified for the Base Booking Fee as of the Effective Date. To qualify for the Base Booking Fee in subsequent years, the City must either provide a court order no later than July 1 of the prior year, confirming that the City and not the County will have authorization to provide PR screening for City Jail Residents, or a previously issued court order must remain in effect. If an authorizing court order is revoked or expires and is not renewed, the City will no longer qualify for the Base Booking Fee.

The Booking Fee shall be inflated in 2026 and annually thereafter as described in Section 5 below.

3. SURCHARGES

In addition to payment of the Maintenance Charge and the Booking Fees, the City shall pay Surcharges associated with services provided to City Jail Residents as described below. The types of services provided to a Jail Resident associated with each Surcharge, and a general description of each Surcharge, is set forth in Attachment III-1.

The initial Surcharge amounts described in paragraphs (a) – (d) below shall apply from January 1, 2025, through December 31, 2025, and shall be inflated for 2026 as described in Section 5 below, and annually each year thereafter.

- a. **Infirmiry Care.** For Medical Jail Residents, the City shall pay an Infirmiry Care Surcharge of **\$447.43** for each Surcharge Day.

- b. **Psychiatric Care.** For Non-Acute Psychiatric Jail Residents, the City shall pay a Psychiatric Care Surcharge of **\$137.17** for each Surcharge Day.
- c. **Acute Psychiatric Housing.** For Acute Psychiatric Jail Residents, the City shall pay an Acute Psychiatric Care Surcharge of **\$340.53** for each Surcharge Day.
 - i. The **Acute Psychiatric Surcharge** for each Surcharge Day shall be **\$340.53**
 - ii. The **Psychiatric Care Surcharge** for each Surcharge Day of **\$137.17** is added to the Acute Psychiatric Housing surcharge for a total Acute Psychiatric Care Surcharge of **\$477.70**.
- d. **1:1 Guarding Surcharge.** The 1:1 Guarding Surcharge is the charge imposed when the County dedicates an individual officer to guard a City Jail Resident. The Surcharge shall be **\$97.61** per guard *for each hour* or portion thereof, and as further described in Attachment III-1.
- e. A **Surcharge Day** is defined as a 24-hour period from midnight to midnight, or any portion thereof, in which a Jail Resident receives any of the services within the Surcharges listed in subparagraphs (a) – (c) above; *provided that* with respect to the Infirmary Care Surcharge, Psychiatric Care Surcharge and Acute Psychiatric Surcharge, a maximum of one (1) charge may be imposed within the twenty-four (24)-hour period for a single Jail Resident, and the charge imposed shall be the highest applicable charge. For example, if a Jail Resident is placed in Acute Psychiatric Care, released to the general population, and then again placed in Acute Psychiatric Care all within the same twenty-four (24)-hour period (midnight to midnight), a single Acute Psychiatric Care Surcharge will be imposed. Similarly, if a Jail Resident is placed in Acute Psychiatric Care and then in Non-Acute Psychiatric Care within the twenty-four (24)-hour midnight to midnight period, then a single Acute Psychiatric Care charge will be imposed.

4. OFFSITE MEDICAL CARE CHARGES

In addition to the Maintenance Charge, the Booking Fee, and the Surcharges detailed above, the City shall be responsible for payment of all Offsite Medical Care Charges incurred by a City Jail Resident.

5. INFLATORS AND RE-SETS OF FEES CHARGES, AND SURCHARGES

- a. Inflators. Beginning January 1, 2026, and effective every January 1 through the term of the agreement, all fees, charges, and surcharges, excluding: (1) Offsite Medical Care Charges and, (2) the Capital Expenditure Charge components of the Maintenance Charge, shall be inflated by the percentage rates described below.

Non-Medical Charges: The following fees and charges are subject to an annual inflator of the Seattle-Tacoma-Bremerton CPI-W (covering the twelve (12)-month period ending in June) plus 1.5% but shall in no event be lower than 1.5%:

- i. Maintenance Charge
- ii. Booking Fee
- iii. Acute Psychiatric Housing Surcharge
- iv. 1:1 Guarding

Medical Charges: The following fees and charges are subject to an annual inflator of the Seattle-Tacoma-Bremerton CPI-W (covering the twelve (12)-month period ending in June) plus three (3) percent, but shall in no event be lower than three (3) percent:

- i. Infirmiry Care Surcharge
 - ii. Psychiatric Care Surcharge
- b. Final Fee, Charge and Surcharge Notice for Following Calendar Year. No later than August 15, the County will provide notice to the City of the final fees, charges and surcharges listed in this Subsection 5.a. reflecting the application of the June-June CPI index in the manner prescribed in Subsection 5.a above.
- c. Inflation Re-sets. Notwithstanding the terms of Subsections 5.a and 5.b to the contrary, in the event the Seattle-Tacoma-Bremerton CPI-W (June-June) exceeds eight (8) percent then, as part of the August 15, final fee and charge notice, the County will include information demonstrating whether, based on factors affecting the DAJD Budgeted Jail Costs including but not limited to personnel costs, food, utilities and pharmaceuticals, the County’s reasonably expected inflation experience for the DAJD Budgeted Jail Costs in the next calendar year (the “Expected Inflation Rate”) is *less than or greater than* said CPI-W (June-June) rate. If the Expected Inflation Rate is lower than the CPI-W (June-June) rate, the County will apply the lower of the two rates to the fees and charges listed in this Subsection 5.c for the following calendar year.

**Attachment III-1
Summary Description of Medical Cost Model Surcharges and Pass-Through Charges**

	Surcharge	Description
1.	1:1 Guarding	Cost to guard a Jail Resident in a 1:1 situation. Most common occurrence is at hospital or at off-site medical appointments. If more than one guard is required, then the rate would be the multiple of guards.
2.	Acute Psychiatric Care (two components) – billed by location	
	a. Psychiatric Care Surcharge	Costs for Jail Health Services (JHS) treatment team for services listed below for Psychiatric Care.
	b. Acute Psychiatric Housing Surcharge	Costs for additional officer staffing for: 15-minute checks, assistance with feeding, emergency responses, escorts, and other necessary services to provide for a Jail Resident who poses a potential danger to him or herself.
3.	Psychiatric Care (one component)	
	a. Psychiatric Care Surcharge	Costs for JHS Psychiatric treatment team for services listed below for Psychiatric Care.
4.	Infirmary Care	Costs for JHS Infirmary care, services listed on reverse.

	Pass-Through Charge	Description
5.	Off-Site Medical Charges	Costs for Jail Residents to receive services from outside medical providers (services not available from JHS). Examples include: <ul style="list-style-type: none"> ❖ Hospital care ❖ Dialysis ❖ Cancer treatment (chemotherapy, radiation) ❖ Specialized transport to medical appointments (wheelchair bound Jail Residents)

JHS Psychiatric Care

Services Provided:	Criteria:
<ul style="list-style-type: none"> ❖ Psychiatric Treatment & Management ❖ Psychiatric Treatment Team Monitoring ❖ Medication Administration ❖ Mental Health Crisis Counseling ❖ Psychiatric Therapy Groups 	<i>Jail Residents with severe or unstable mental health conditions are placed in psychiatric housing units and receive a level of monitoring and care based on the acuity of their mental illness. Jail Residents in psychiatric housing are evaluated upon admission and then re-evaluated on a regular basis by a multi-disciplinary treatment team.</i>

JHS Infirmiry Care

Services Provided:	Criteria:
<ul style="list-style-type: none"> ❖ 24-hour Skilled Nursing Care ❖ Daily Provider Rounds ❖ Treatment and Management of Complex Disease States ❖ Medication Administration ❖ Activities of Daily Living Assistance ❖ Alcohol Detoxification 	<p><i>Jail Residents who meet diagnostic criteria that require 24-hour skilled nursing care are housed in the KCCF Infirmiry. Examples include but are not limited to:</i></p> <ul style="list-style-type: none"> ❖ <i>Patients requiring medical detoxification/withdrawal management;</i> ❖ <i>Individuals with non-stable medical conditions such as: need for kidney dialysis, wired jaws, newly started on blood thinning medication;</i> ❖ <i>Individuals who are mobility impaired and/or not independent in activities of daily living;</i> ❖ <i>Individuals requiring IV therapy or with central lines in place;</i> ❖ <i>Individuals who are acutely ill, post-surgical, who require convalescent care, and those with conditions requiring extensive treatment and frequent monitoring; and</i> ❖ <i>Individuals with severe respiratory problems requiring nebulizer treatments, oxygen and close observation.</i> <p><i>Jail Residents are formally admitted to infirmiry care following assessment by a physician or nurse practitioner and then monitored daily by provider and nursing staff. Discharge from the infirmiry occurs either at the time of release from jail or as the patient’s condition improves and can be safely managed in general population housing. Some individuals remain in infirmiry care for the duration of their incarceration.</i></p>



King County

Department of Adult and Juvenile Detention

Directors Office
500 Fifth Avenue
Seattle, WA 98104

September 30, 2024

On December 31, the term of the Interlocal Agreement for Jail Services between King County and your city will end. Our Department of Adult and Juvenile Detention (DAJD) has created a new Jail Services Agreement (JSA) template, which the County Executive has approved and transmitted for approval by the King County Council.

The proposed new JSA is substantially similar to the agreement that expires this year. DAJD is proposing a five-year term. While the King County Council has final authority on the proposed template, we have collaborated with Council staff on preliminary reviews and are not anticipating significant changes to the draft version attached to this letter. DAJD will reach out to you directly for signature on a new JSA once approved.

Should the proposed JSA be approved by Council, DAJD will apply the same annual inflator used in the current contract to create the 2025 rates. **The following are the proposed rates effective January 1, 2025, through December 31, 2025.**

Other Cities	2024 Base Rate ¹	Annual Increase ²	Est. CPI W ²	Base Rate Before Debt Svc.	ISP ³	2025 Final Rate
Daily Maintenance	\$259.14	1.50%	4.00%	\$273.39	\$5.21	\$278.60
Booking - Standard	\$277.99	1.50%	4.00%	\$293.28	\$-	\$293.28
Booking - Reduced	\$189.39	1.50%	4.00%	\$199.81	\$-	\$199.81
Psych Unit (Acute + Psych Other)	\$450.98	1.50%	4.00%	\$478.34	\$-	\$478.34
Acute Psych Housing	\$322.78	1.50%	4.00%	\$340.53	\$-	\$340.53
Psych Other⁴	\$128.20	3.00%	4.00%	\$137.81	\$-	\$137.81
Infirmary	\$418.16	3.00%	4.00%	\$447.43	\$-	\$447.43
1 on 1 Guarding Hrly	\$92.52	1.50%	4.00%	\$97.60	\$-	\$97.60

¹Prior years base rate, before the inclusion of the Courthouse Seismic Stabilization Project (CSSP) and Integrated Security Project (ISP) fees.

²Exhibit III Section 5 Inflatons and Re-Sets of Fees and Charges.

³Exhibit III Section 1, Maintenance Charge and Capital Expenditure Charge.

⁴Acute Psychiatric Care (Psych Unit) is comprised of the Acute Psychiatric Housing Surcharge and the Psych Other Surcharge.

The Exhibit III Calculation of Fees, Charges and Surcharges, in the JSA specifies the fees, charges and surcharges as well as the Offsite Medical Charges, that the City shall pay. In 2025, the debt service for the Integrated Security Project (ISP) is \$5.21.

Please call me at 206-263-2769 if you have any questions.

Sincerely,

Diana Joy

Diana Joy
Chief of Administration
King County Department of Adult and Juvenile Detention

Attachment: Proposed 2025 Jail Services Agreement

cc: Tami Schackman, DAJD Chief Financial Officer
Ladna Farah, DAJD Budget and Finance Manager
Kayleen Keating, DAJD Fiscal Specialist



**BUSINESS OF THE CITY COUNCIL
CITY OF SNOQUALMIE**

**AB25-004
January 13, 2025
Committee Report**

AGENDA BILL INFORMATION

TITLE:	AB25-004: Interlocal Agreement for Fire Garage Consortium	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
PROPOSED ACTION:	Move to approve the Interlocal Agreement for the Fire Garage Consortium and authorize the Mayor to sign	

REVIEW:	Department Director	Mike Bailey	12/16/2024
	Finance	Janna Walker	12/18/2024
	Legal	Dena Burke	12/18/2024
	City Administrator	Mike Chambless	Click or tap to enter a date.

DEPARTMENT:	Fire		
STAFF:	Mike Bailey, Fire Chief		
COMMITTEE:	Public Safety	COMMITTEE DATE: January 6, 2025	
EXHIBITS:	1. Current Fire Garage Consortium ILA (redlined) 2. Fire Garage Consortium ILA (clean copy)		

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

SUMMARY

INTRODUCTION

The Snoqualmie Fire Department participates in the Fire Garage Consortium. The Consortium is governed by an Interlocal Agreement (ILA) signed by all participating agencies. The ILA has been updated and revised in 2024, and all participating members are asked to approve the new ILA in order to continue as a member of the Consortium.

LEGISLATIVE HISTORY

Previous ILA was signed by Snoqualmie in January 2020.

BACKGROUND

The Fire Garage is a consortium of partner agencies that are guided by an administrative board made up of the fire chiefs who participate in the program. Puget Sound Regional Fire Authority is the lead agency for the consortium, and employees assigned to the fire garage are Puget Sound Regional Fire Authority employees. The Fire Garage has serviced the fire engines and aid cars for the Snoqualmie Fire Department since 2020. The Fire Garage provides mobile as well as in shop service for the department vehicles by mechanics who are

emergency vehicle technicians (a special certification for the mechanics who work on emergency vehicles). The Fire Garage is a division of Puget Sound Fire Authority, which is accredited by the Commission on Fire Accreditation International, ensuring they meet the same standards as our fire department.

The administrative board of the Fire Garage is recommending administrative changes and updates to the current ILA. The changes serve to clarify the roles and responsibilities of the board and the Fire Garage Chief as well as the operation of the Fire Garage. The recommended changes are provided in exhibit 1 in red line form for clarity. The Snoqualmie Fire Chief is a member of the administrative board and supports and recommends the identified updates.

ANALYSIS

The Fire Garage has provided excellent service the fire department since they joined in 2020. The mechanics are well trained to provide emergency vehicle repair and service, and the administrative board has provided adequate oversight and direction for the garage. As part of an accredited agency, the Fire Garage has shown that they are committed to excellence and improvement and are dedicated to metric and data driven evaluation and growth.

At this time there is no other local alternative to the Fire Garage Consortium that makes sense financially or practically for the fire department.

The recommendation is to sign the updated ILA and to continue as a member of the Fire Garage Consortium.

BUDGET IMPACTS

Administration recommends approving the ILA with the Fire Garage Consortium. The ILA revisions do not appear to change the parameters and methodology for determining the amount the City expects to pay. These expenditures are budgeted for and paid within the Equipment Repair & Replacement Fund (#501).

NEXT STEPS

Approve AB25-134 Fire Garage Consortium ILA and forward to the Fire Garage for implementation.

PROPOSED ACTION

Move to approve the Interlocal Agreement for the Fire Garage Consortium and authorize the Mayor to sign.

**Draft Fire Garage Consortium
(Interlocal Agreement)**

This agreement is made and entered into by and between the undersigned municipal corporations, collectively referred to as “Agency” or “Agencies.”

RECITALS

- 1. This agreement is entered into in conformity with chapter 39.34 RCW, the Interlocal Cooperation Act.
- 2. The Agencies currently each maintain and operate their own fire departments to provide emergency responder services, including fire protection, fire suppression, emergency medical services and non-emergent medical care in their respective areas.
- 3. It is recognized that the Agencies have staffs that are performing similar tasks on a daily basis and that have varied talents, skills, and expertise; and by allowing the staffs to coordinate and collaborate, the skills and abilities of the individuals could be used in a manner that increases the efficiency of each Agency’s vehicle maintenance needs.
- 4. The Agencies desire to coordinate and centralize the common vehicle maintenance needs of the Agencies to reduce duplication of effort and expenses where feasible, to increase efficiencies and to gain the benefit of economies of scale for all participating Agencies.

AGREEMENT

NOW, THEREFORE, in consideration of the mutual promises and benefits contained herein, it is agreed between the Agencies as follows:

- 1. **Purpose and Scope of Agreement.** The purpose and scope of this Agreement is to formally continue, an administrative entity under the provisions of RCW 39.34.030(3) to be known as the Fire Garage Consortium “Fire Garage” to implement a cooperative vehicle maintenance division that serves each Agency according to its needs. Each Agency shall retain full authority for and jurisdiction over fire protection, prevention and suppression, emergency medical services, boundaries, elections, and budgets and all other matters not specifically addressed in this Agreement.
- 2. **DEFINITIONS.**
 - 2.1. “Apparatus” shall include aeriels, pumpers, tenders, aid cars, and support units, or any other fire safety or emergency equipment designated by the parties.
 - 2.2. "Preventative Maintenance and Repair" means those items of work specified by the Apparatus manufacturer as maintenance, preventative maintenance, or scheduled replacement or repairs at the frequencies specified by the manufacturer and as indicated in the scope of work established in **Exhibit B** “Scope of Work.”

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3. Governing Structure of the Fire Garage

3.1. Administrative Board.

- (a) The Administrative Board shall be composed of the Fire Chief of each Agency to this Agreement. The Administrative Board shall be responsible for:
- (i) Overseeing administration of the fiscal arrangements as set forth in this Agreement;
 - (ii) Review and provide guidance on policies, organizational goals and strategic planning for the Fire Garage, including the admission/withdrawal of member agencies.
 - (iii) Review the performance of the Fire Garage Chief and provide feedback to the PSRFA Fire Chief on an annual basis.
 - (iv) Communicating with the governing bodies of the Agencies to this Agreement.
- (b) The Administrative Board shall meet a minimum of once a year. Members of the Administrative Board shall elect by majority vote, after nominations at the first board meeting, a Chair to serve as presiding officer of the Administrative Board. The Chair shall serve a two-year term. The Chair shall serve as presiding officer at board meetings, and work with the Fire Garage Chief to schedule the meetings of the Administrative Board and to prepare the agenda for board meetings. In the event a Chair is unable or unwilling to complete his or her term, nominations shall be accepted by the Administrative Board for a replacement Chair, who shall be elected by majority vote of the board and who shall complete the term of the resigning Chair. Each Chief shall have an equal vote on matters that come before the Administrative Board. Any decisions of the Administrative Board that involve the expenditure or obligation of an Agency's funds shall constitute a recommendation to the governing bodies of the Agencies and shall not be effective until the governing bodies of each Agency have approved such recommendation.
- (c) Exclusion of Hiring and Firing Powers
- (i) While the Administrative Board retains oversight responsibilities, it shall not have the authority to directly hire, terminate, or discipline any employees of the Fire Garage, including but not limited to the Fire Garage Chief.
 - (ii) The Administrative Board may, in the course of its oversight duties, make recommendations to the PSRFA Fire Chief regarding personnel matters, including hiring, firing, or restructuring. Such recommendations are advisory only and not binding upon the PSRFA Fire Chief.
- (d) In the event of a disagreement between the Administrative Board and the PSRFA Fire Chief regarding personnel decisions or other matters, the Board may request a formal review process in a form as agreed upon by both parties.

Deleted: <#>Directing, guiding and overseeing the actions of the Fire Garage Chief.¶

Deleted: work with the Fire Garage Chief to schedule the meetings of the Administrative Board, to

Deleted: to gather information

3.2. Joint Decision Making

- (a) Joint decision-making shall be exercised through the Administrative Board and shall apply only to those areas specifically identified by this Agreement. The Administrative Board shall make joint decisions using the following procedure. Joint decisions shall only be made at a meeting of the Administrative Board attended by a quorum of Agency representatives. A majority of the currently appointed Agency representatives shall constitute a quorum. Joint decisions shall be made by a majority vote. A Chief unable to attend a meeting may vote by proxy by either sending a designated representative or by notifying the Administrative Board of the Chief's vote via email or fax prior to the meeting or by providing a written proxy to another Chief attending the meeting.

Deleted: <#>This Agreement does not alter the current command structure or organizational responsibilities of any Agency. However, this Agreement will allow for joint decision-making by the Administrative Board to

Deleted: <#>modify command structures

Deleted: <#>or

Deleted: <#> organization

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Deleted: <#> responsibilities relating to

Deleted: <#> address each Agency's vehicle maintenance needs within the Fire Garage. ¶

3.3. Fire Garage Chief

- (a) The Fire Garage Chief shall be a Puget Sound Fire Deputy Chief, and be responsible for the following:
 - (i) Recommending annual goals and objectives to the Administrative Board;
 - (ii) Recommend staffing requirements, job descriptions, and organizational structure of the fire garage
 - (iii) Assist Agencies in developing an annual Preventative Maintenance and Repair and Fire Garage staffing budgets.
 - (iv) Develop, recommend and assist with the procurement of Apparatus as needed to meet the needs of individual Agencies.
 - (v) Performing such other tasks as directed by the Administrative Board.

Deleted: an employee of an Agency and shall be appointed by the Administrative Board for a term established by the Administrative Board. The Fire Garage Chief shall be responsible for:

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- 4. **Fire Garage Employees.** The Administrative Board, by majority vote, shall approve, the total number of employees necessary for the operation of the Fire Garage based on the recommendations of the Fire Garage Chief. The Administrative Board may approve filling needed positions by contracting with Agencies for the use of Agency personnel under the terms established in **Exhibit A**.

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- 5. **Central Garage Facilities.** Puget Sound Regional Fire Authority currently owns a repair facility in a centralized location that the Agencies may use for the Preventative Maintenance and Repair services provided by the Fire Garage. Additional sites may also be used and will be identified in **Exhibit C** as modified from time to time by the Administrative Board.

6. FIRE GARAGE RESPONSIBILITIES.

- 6.1. The Fire Garage shall be responsible for performing Preventative Maintenance and Repair of Apparatus covered under the terms of this Agreement. On request of an Agency, and provided the Fire Garage has qualified personnel available, the Fire Garage may pick up or deliver Apparatus from or to the requesting agency. Pickup and delivery services shall be billed to the Agency as an Extra Charge at the Fire Garage personnel's regular rates for the time incurred.

- 6.2. If an Agency does not make the Apparatus available at the frequency required by the equipment manufacturer, the Fire Garage is not responsible or liable for any adverse condition related to Preventative Maintenance or Repair.
- 6.3. If the parties agree that it is warranted, the Fire Garage staff may place Apparatus out of service for safety reasons and is authorized to keep the Apparatus out of service until safety repairs are properly completed.
- 6.4. Routine maintenance and repair work will be scheduled during the Fire Garage normal work period, which is 6:30 a.m. to 4:00 p.m., Monday through Friday except for holidays.
- 6.5. With authorization by the Agency, the Fire Garage may provide emergency services, and services, maintenance, repairs and modifications beyond Preventative Maintenance and Repair, if the Fire Garage determines that it has adequate time and resources.

7. **AGENCY RESPONSIBILITIES.**

- 7.1. The Agency is responsible to ensure that its Apparatus meet safety requirements based on manufacturer’s recommendations, and all applicable local, state, and federal laws, rules, and regulations.
- 7.2. The Agency may ~~coordinate with the fire garage to,~~ perform minor maintenance and upkeep on its Apparatus.
- 7.3. The Agency is responsible for delivering its Apparatus to the appropriate Fire Garage work site.
- 7.4. The Agency will not permit work on its Apparatus by other maintenance personnel that are not authorized to perform the work by the manufacturer and Fire Garage maintenance staff.
- 7.5. The Agency is responsible for all outside services not covered by this Agreement, including, without limitation, towing, flat tire repairs, purchase and installation of tires, emission testing and adjustments, and any other outside service not covered by the Fire Garage.
- 7.6. The Agency is responsible for paying the Fire Garage for all services rendered under this Agreement pursuant to the terms of this Agreement.
- 7.7. Agency’s to this Agreement may contract with other municipal entities that are not parties to this Agreement with approval of the Fire Garage Chief.

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8. **Fiscal Arrangements**

- 8.1. **Fire Garage Budget Process.** On or before August 15 of each year, the Administrative Board shall review and establish the hourly rate to be charged Agencies and third parties for the Fire Garage Preventative Maintenance and Repair services in the following calendar year. The hourly rate shall be based on the Total Cost of Compensation of all Employees assigned to the Fire Garage including the Fire Garage Chief plus Administrative and Facility Costs as defined below.

- (a) **Administrative Costs.** Administrative Costs shall be determined by the Administrative Board but may include costs for IT services, finance services, legal services, human resource services and other administrative services necessary to operate the Fire Garage Consortium:
- (b) **Facility Costs.** Facility Costs shall be determined by the Administrative Board but may include costs of maintaining and operating the Central Garage facility and other sites identified in **Exhibit C** including but not limited to fair market value rent, utilities, tools and equipment necessary to provide the Fire Garage services.

8.2. Agency Financial Responsibility.

- (a) **Fiscal Agent.** ~~Puget Sound Fire shall serve as the~~ Fiscal Agent, ~~and shall~~ be responsible for administering the financial operations of the Fire Garage including but not limited to bill paying, receipt and investment of funds, purchasing decisions, etc.
- (b) **CHARGES FOR PREVENTATIVE MAINTENANCE AND REPAIR.** The Agency will pay the Fire Garage the established hourly rate multiplied by the projected labor hours, plus all applicable Washington State Tax. The annual base charge shall be adjusted January 1 of each year by 100% of the Seattle/Tacoma/Bellevue CPI-W percentage increase for the period of June to June. The ~~2025~~ charge will be paid in twelve monthly installments beginning January 1, ~~2025~~. Future annual charges will be paid in twelve equal monthly payments. In addition, the Agency will reimburse the Fire Garage the entire cost of all parts, fluids, and materials used to perform maintenance and repairs on the Apparatus plus all applicable taxes. No surcharges will be added to the parts, fluids, and materials costs. If approved by the Administrative Board, Agencies may also pay on an actual time basis under which the Agency will be billed on a monthly basis at the established hourly rate plus any other charges or costs incurred.
- (c) **EMERGENCY AND EXTRA CHARGES.** Labor for any repairs that are performed at any time other than during the Fire Garage normal work period, as defined in Paragraph 5, shall be billed at the hourly rate plus one-half. The Agency will designate a person to authorize the order of such work. The Agency may designate other persons from time to time if it delivers prior written notice of that designation to the Fire Garage. The Fire Garage will provide a statement of the hours worked and parts used for the apparatus requiring service. Emergency call-out will be charged at the mechanic's overtime rate, for a minimum of 4 hours, portal to portal.
- (d) **Unbudgeted Costs.** In the event the Administrative Board determines during the course of the year that additional expenditures or contributions from one or more participating Agencies are necessary, the Administrative Board shall make a recommendation/request to the appropriate Agency.

Deleted: The Fiscal Agent shall be an Agency under this Agreement as designated by the Administrative Board. The

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Deleted: <#>Remote Site Credit. An Agency may receive a credit towards their hourly rate if a qualified Remote Site is established to conduct vehicle maintenance. Qualifications are listed in Exhibit C. Agencies with current remote sites are grandfathered as qualified.¶

- 8.3. No Jointly Owned Property.** This Agreement is not intended to and shall not create jointly owned property or inventory. In the event an Agency withdraws from this Agreement, the Agency will remain the owner of its own inventory and property.

9. Insurance

- 9.1.** The Agencies shall each provide and maintain suitable commercial general liability and auto liability insurance policies to protect it from casualty losses by reason of the activities contemplated by this Agreement. The limits of liability for each coverage shall be at least \$2,000,000 each occurrence. Each Agency shall provide the Group with a Certificate of Liability Insurance or Evidence of Coverage, which the Fire Garage shall maintain on file, provided that any Agency that is self-insured will provide a letter of self-insurance as evidence of coverage.
- 9.2.** Any Agency that is operating a repair facility on its premises shall also be required to maintain a Garagekeepers Legal Liability policy with limits not less than \$1,000,000 or, in the alternative, acceptable proof from its insurer confirmation that the Agency is fully covered for any damage to apparatus being serviced, maintained and repaired in that Agency's repair facility.

10. Indemnification

- 10.1.** Each Agency shall be responsible for the wrongful or negligent actions of its Employees while participating in this Agreement as their respective liability shall appear under the laws of the State of Washington and/or Federal Law and this Agreement is not intended to diminish or expand such liability.
- 10.2.** To that end, each Agency promises to indemnify, defend and hold harmless all the other Agencies from any loss, claim or liability arising from or out of the negligent or otherwise tortious actions or omissions of its Employees, officers and officials. Such liability shall be apportioned among the Agencies or other at fault persons or entities in accordance with the laws of the State of Washington. Each agency shall be solely responsible for its own attorney fees and any litigation related costs.
- 10.3.** Nothing herein shall be interpreted to:
- (a)** Waive any defense arising out of RCW Title 51, provided; however, each Agency agrees that its obligations under this provision extend to any claim, demand, and/or cause of action brought by or on behalf of any of its Employees or agents. The foregoing indemnity is specifically and expressly intended to constitute a waiver of each Agency's immunity under Washington's Industrial Insurance Act, RCW Title 51, with respect to the other Agencies only, and only to the extent necessary to provide each Agency with a full and complete indemnity of claims made by the other Agency's Employees. The Agencies acknowledge that these provisions were specifically negotiated and agreed upon by them.
 - (b)** Limit the ability of a participant to exercise any right, defense, or remedy which an Agency may have with respect to third party Agencies or the officer(s) whose action or omission give rise to loss, claim or liability, including but not limited to an assertion that the employee was acting beyond the scope of his or her employment.

- (c) Cover or require indemnification or payment of any judgment against any individual or Agency for intentionally wrongful conduct outside the scope of employment of any individual or for any judgment for punitive damages against any individual or Agency. Payment of punitive damage awards, fines or sanctions shall be the sole responsibility of the individual against whom said judgment, fine or sanction is rendered and/or his or her employer, should that employer elect to make said payment voluntarily. This agreement does not require indemnification of any punitive damage awards or for any order imposing fines or sanctions.

11. Dispute Resolution.

- 11.1. Prior to any other action, the Administrative Board shall meet and attempt to negotiate a resolution to any dispute arising under this agreement.
- 11.2. If the parties are unable to resolve the dispute through negotiation, any party may demand mediation through a process to be mutually agreed to in good faith between the parties within 30 days. The parties shall share equally the costs of mediation and shall be responsible for their own costs in preparation and participation in the mediation, including expert witness fees and reasonable attorney’s fees.
- 11.3. If a mediation process cannot be agreed upon or if the mediation fails to resolve the dispute, then within 30 calendar days any party may submit the matter to binding arbitration according to the procedures of the Superior Court Rules for Mandatory Arbitration, including the Local Mandatory Arbitration Rules of the King County Superior Court, King County, Washington, as amended, unless the parties agree in writing to an alternative dispute resolution process. The arbitration shall be before a disinterested arbitrator with both parties sharing equally in the cost of the arbitrator. The location of the arbitration shall be mutually agreed or established by the assigned Arbitrator, and the laws of Washington will govern its proceedings. Each party shall be responsible for its own costs in preparing for and participating in the arbitration, including expert witness fees and reasonable attorney’s fees.
- 11.4. Unless otherwise agreed in writing, this dispute resolution process shall be the sole, exclusive and final remedy to or for any party for any dispute regarding this Agreement, and its interpretation, application or breach, regardless of whether the dispute is based in contract, tort, any violation of federal law, state statute or local ordinance or for any breach of administrative rule or regulation and regardless of the amount or type of relief demanded.

12. Term/Termination of Agreement

- 12.1. This agreement shall be effective on January 1, 2025, and shall continue for a term of two (2) years. The Administrative Board may, extend the term of this Agreement for an additional three (3) years on or before June 1, 2026, without further approval of the legislative bodies of the Agencies. Additional renewals shall require reauthorization by the legislative bodies of the Agencies.
- 12.2. In the event any Agency shall desire to withdraw or renegotiate any of the provisions of this agreement, such Agency shall give written notice to the other agencies no later than January 1 of the year prior to the year of the termination . A written notice to renegotiate shall specify

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the provision to be negotiated, the requested change and the reasons therefore and shall not be considered a notice of termination. In the event an Agency withdraws under this paragraph the remaining Agencies shall continue the Agreement.

- 12.3.** If an Agency consolidates with another municipal or local government entity through merger, annexation, or through the creation of a Regional Fire Protection Authority, the consolidated entity shall become an Agency to this Agreement and a successor in interest to the Agency's interest on the effective date of the consolidation without any action by the remaining Agencies, unless otherwise required.

13. Additional Agencies.

- 13.1.** Additional Agencies may join the Fire Garage when approved by a majority vote of the Administrative Board and upon approval and execution of this Interlocal Agreement.

14. Miscellaneous

- 14.1. Limited Warranty.** The Fire Garage will repair or replace any new parts (except parts not covered by a manufacturer warranty such as electrical parts) or redo any labor which fails in normal service due to defects in parts or labor if notified within 90 days. This warranty does not cover loss of time, use, inconvenience, normal wear, abuse, used parts or other matters not specified and the Fire Garage shall not be liable for any consequential, incidental or commercial damages related to the Preventative Maintenance and Repair work in excess of the costs of the specific repairs. The Fire Garage disclaims any implied warranty of merchantability and fitness for a particular purpose and neither assumes nor authorizes any other person to assume for it any liability in connection with the Preventative Maintenance and Repair work. No warranty, whether expressed or implied, extends beyond 90 days.

- 14.2. Audit.** The Fire Garage shall permit any Agency, from time to time as they deem necessary (including after the expiration or termination of this Agreement), to inspect and audit at all reasonable times at the Fire Garage's offices, all of the pertinent books and records to verify the accuracy of records pertaining to the work contemplated by this Agreement. The Fire Garage shall permit the Agency to copy any of these books and records upon the Agency's request, subject to payment of the Fire Garage's reasonable costs incurred in making those copies.

- 14.3. No Waiver.** No waiver of full performance by either party shall be construed, or operate, as a waiver of any subsequent default or breach of any of the terms, covenants, or conditions of this Agreement.

- 14.4. Notices.** All communications regarding this Agreement shall be sent to the parties at the addresses listed on the signature page of the Agreement, unless notified to the contrary. Any written notice hereunder shall become effective upon personal service or three (3) business days after the date of mailing by registered or certified mail via the United States Postal Service, and shall be deemed sufficiently given if sent to the addressee at the address stated in this Agreement or such other address as may be hereafter specified in writing.

- 14.5. Entire Agreement.** The written provisions and terms of this Agreement, together with any Exhibits attached hereto, shall supersede all prior verbal statements of any officer or other representative of the Fire Garage or of the Agency, and such statements shall not be effective or be construed as entering into or forming a part of or altering in any manner this Agreement. The entire agreement between the parties with respect to the subject matter hereunder is contained in this Agreement and any Exhibits attached hereto. All of the above documents are hereby made a part of this Agreement and form the Agreement document as fully as if the same were set forth herein. Should any language in any of the Exhibits to this Agreement conflict with any language contained in this Agreement, the terms of this Agreement shall prevail.
- 14.6. Amendments.** This Agreement represents the entire agreement of the Agencies regarding the subjects addressed herein. Amendments to this Agreement may be proposed by the Administrative Board or by any Agency to the Agreement. To become binding, Amendments must be made in writing and must be recommended for approval by the Administrative Board and approved by the unanimous consent of the Agencies to the Agreement. In the event that changes in federal or state law or changes in the boundaries of any or all Agencies significantly affect the performance of any Agency, the Agencies agree to enter into good faith negotiations so that continuation of the operations of the Fire Garage are not impaired.
- 14.7. Benefits.** This Agreement is entered into for the benefit of the Agencies to this agreement only and shall confer no benefits, direct or implied, on any third persons.
- 14.8. Severability.** If any provision of this agreement or its application is held invalid, the remainder of this Agreement shall not be affected.
- 15. Execution.** This Agreement may be executed in any number of counterparts, each of which shall constitute an original, and all of which will together constitute this one Agreement.

IN WITNESS WHEREOF, the Agencies by the signatures of their authorized representatives have executed this Agreement effective upon the date of signatures.

SIGNATURE PAGES FOLLOW

**PUGET SOUND REGIONAL FIRE
AUTHORITY**

**RENTON REGIONAL FIRE
AUTHORITY**

By: _____

By: _____

DATE: _____

DATE: _____

NOTICES TO BE SENT TO:

Fire Chief
24611 116th Ave. S.E.
Kent, WA 98030

NOTICES TO BE SENT TO:

**KING COUNTY FIRE PROTECTION
DISTRICT NO. 2**

**VALLEY REGIONAL FIRE
AUTHORITY**

By: _____

By: _____

DATE: _____

DATE: _____

NOTICES TO BE SENT TO:

NOTICES TO BE SENT TO:

**KING COUNTY FIRE PROTECTION
DISTRICT NO. 20**

ENUMCLAW FIRE

By: _____

By: _____

DATE: _____

DATE: _____

NOTICES TO BE SENT TO:

NOTICES TO BE SENT TO:

By: _____

By: _____

DATE: _____

DATE: _____

NOTICES TO BE SENT TO:

NOTICES TO BE SENT TO:

MOUNTAIN VIEW FIRE AND RESCUE

City of Snoqualmie

By: _____

By: _____

DATE: _____

DATE: _____

NOTICES TO BE SENT TO:

NOTICES TO BE SENT TO:

Deleted: RIVERSIDE FIRE & RESCUE ¶
Deleted: PORT OF SEATTLE ¶

Deleted: SNOQUALMIE PASS FIRE & RESCUE

EXHIBIT A
Fire Garage EMPLOYEES

1. **Employees.** Each Agency that provides Employees to the Fire Garage, agrees that such Employees shall be provided consistent with the following terms and provisions.
 - 1.1. The Agency shall remain as the employer of each Agency employee assigned as Employees and shall be responsible for establishing and paying its Employees compensation and benefits.
 - 1.2. It is understood by the Agencies that the services provided by Fire Garage Employees pursuant to this Agreement will mutually benefit each Agency in proportion to the benefits received by that Agency.
 - 1.3. The responsibility for hiring, evaluating, firing and disciplining Assigned Employees shall remain with the employing Agency. An employing Agency may seek input from the Administrative Board in hiring, evaluating, firing or disciplining Employees, but such guidance shall be optional and nonbinding on the Agency seeking guidance.

EXHIBIT B SCOPE OF WORK

This document outlines the services the Fire Garage provides:

- Engine: Will perform service, diagnostics, and repair accessible components that do not require the engine being taken apart. If there are major engine repairs, we will send to an outside repair shop. Engines will not be removed from Apparatus.
- Cooling System: Will service the cooling system and repair as needed. Should a radiator need to be repaired, we will remove and send to an outside vendor.
- Transmissions: Will service, which includes changing filters and fluids. If the transmission is in need of repair, will perform basic diagnostics, and repair if repair work is not major and no removal of the transmission is necessary. If a major repair is needed, an outside vendor will be utilized.
- Transfer case: Will service and perform repairs if needed.
- Pump: Will service and perform maintenance, including annual pump testing, valve rebuilds, control repairs, replacing gauges, rebuilding, fixing and/or replacing primers, and repacking pumps. We will also perform in-frame pump rebuilds.
- Rear Differential: Will service, repair, or replace as necessary.
- Suspension: – Will inspect and repair as necessary.
- Brakes: Will inspect and repair as necessary.
- Electrical: Will service, diagnose, and repair, i.e. chassis, emergency lighting, etc. Internal repairs will not be made to radios.
- Air/Hydraulic Systems: Will service, diagnose, and repair.
- Aerial: UL inspection will take place annually, and repairs will be performed if any deficiencies are found, in order to remain in compliance with the manufacturers' specifications.
- Stationary generators mounted on Apparatus: Will service, diagnose, and repair.
- Wheels and tires: Identification will be made if new tires are needed. Tire replacement is done by outside vendor.
- Body – Will inspect the body and make minor repairs that are accessible. We cannot perform body repair or painting. Any bodywork will be taken to an outside vendor. We also will not replace any windows that are glued in place.
- Trim and Finish: Will replace parts that do not require painting.

- Water Tank: Will repair and replace, if necessary.
- Outfitting of Apparatus: Will perform radio installations and/or small equipment installations, acceptance testing, i.e. electrical load, pump, and road testing.

In addition to the above areas of maintenance, annual weighing will be performed every year to ensure compliance with Washington State Law. If not in compliance, a recommendation will be made of the actions available to bring the Apparatus into compliance.

All of the Apparatus checklists utilized are tailored to a specific Apparatus. Attached are sample copies of checklists we currently use for a Quantum Pumper, Aerial, and Aid Car

**EXHIBIT C
REMOTE SITE REQUIREMENTS**

1. Current remote sites that are actively being used as of January 1, 2019 are grandfathered into the requirements.

Remote sites should meet the below requirements.

- 24 hour mechanic access
- Shop phone with direct number
- Secure parts storage
- Sufficient height to lift vehicle with cab raised
- Parking for private vehicle and waiting apparatus.
- Parts delivery access
- Uniform delivery access
- Office/Desk workspace
- Kitchen facility
- Dedicated/Secure shop space
- Concrete with slope and structure to support vehicle lifting operations
- Vehicle lifts
- Oil and lubricant delivery
- Oil and coolant disposal
- Funding for tools required by the Agency specific equipment

Deleted: to apply for a remote site credit.¶

Fire Garage Consortium (Interlocal Agreement)

This agreement is made and entered into by and between the undersigned municipal corporations, collectively referred to as “Agency” or “Agencies.”

RECITALS

1. This agreement is entered into in conformity with chapter 39.34 RCW, the Interlocal Cooperation Act.
2. The Agencies currently each maintain and operate their own fire departments to provide emergency responder services, including fire protection, fire suppression, emergency medical services and non-emergent medical care in their respective areas.
3. It is recognized that the Agencies have staffs that are performing similar tasks on a daily basis and that have varied talents, skills, and expertise; and by allowing the staffs to coordinate and collaborate, the skills and abilities of the individuals could be used in a manner that increases the efficiency of each Agency’s vehicle maintenance needs.
4. The Agencies desire to coordinate and centralize the common vehicle maintenance needs of the Agencies to reduce duplication of effort and expenses where feasible, to increase efficiencies and to gain the benefit of economies of scale for all participating Agencies.

AGREEMENT

NOW, THEREFORE, in consideration of the mutual promises and benefits contained herein, it is agreed between the Agencies as follows:

1. **Purpose and Scope of Agreement.** The purpose and scope of this Agreement is to formally continue an administrative entity under the provisions of RCW 39.34.030(3) to be known as the Fire Garage Consortium “Fire Garage” to implement a cooperative vehicle maintenance division that serves each Agency according to its needs. Each Agency shall retain full authority for and jurisdiction over fire protection, prevention and suppression, emergency medical services, boundaries, elections, and budgets and all other matters not specifically addressed in this Agreement.
2. **DEFINITIONS.**
 - 2.1. “Apparatus” shall include aerials, pumpers, tenders, aid cars, and support units, or any other fire safety or emergency equipment designated by the parties.
 - 2.2. "Preventative Maintenance and Repair" means those items of work specified by the Apparatus manufacturer as maintenance, preventative maintenance, or scheduled replacement or repairs at the frequencies specified by the manufacturer and as indicated in the scope of work established in **Exhibit B** “Scope of Work.”

3. Governing Structure of the Fire Garage

3.1. Administrative Board.

- (a) The Administrative Board shall be composed of the Fire Chief of each Agency to this Agreement. The Administrative Board shall be responsible for:
 - (i) Overseeing administration of the fiscal arrangements as set forth in this Agreement.
 - (ii) Review and provide guidance on policies, organizational goals and strategic planning for the Fire Garage, including the admission/withdrawal of member agencies.
 - (iii) Review the performance of the Fire Garage Chief and provide feedback to the Puget Sound Fire Fire Chief on an annual basis.
 - (iv) Communicating with the governing bodies of the Agencies to this Agreement.
- (b) The Administrative Board shall meet a minimum of once a year. Members of the Administrative Board shall elect by majority vote, after nominations at the first board meeting, a Chair to serve as presiding officer of the Administrative Board. The Chair shall serve a two-year term. The Chair shall serve as presiding officer at board meetings, and work with the Fire Garage Chief to schedule the meetings of the Administrative Board and to prepare the agenda for board meetings. In the event a Chair is unable or unwilling to complete his or her term, nominations shall be accepted by the Administrative Board for a replacement Chair, who shall be elected by majority vote of the board and who shall complete the term of the resigning Chair. Each Chief shall have an equal vote on matters that come before the Administrative Board. Any decisions of the Administrative Board that involve the expenditure or obligation of an Agency's funds shall constitute a recommendation to the governing bodies of the Agencies and shall not be effective until the governing bodies of each Agency have approved such recommendation.
- (c) Exclusion of Hiring and Firing Powers
 - (i) While the Administrative Board retains oversight responsibilities, it shall not have the authority to directly hire, terminate, or discipline any employees of the Fire Garage, including but not limited to the Fire Garage Chief.
 - (ii) The Administrative Board may, in the course of its oversight duties, make recommendations to the Puget Sound Fire Fire Chief regarding personnel matters, including hiring, firing, or restructuring. Such recommendations are advisory only and not binding upon the Puget Sound Fire Fire Chief.
- (d) In the event of a disagreement between the Administrative Board and the Puget Sound Fire Fire Chief regarding personnel decisions or other matters, the Board may request a formal review process in a form as agreed upon by both parties.

3.2. Joint Decision Making

- (a) Joint decision-making shall be exercised through the Administrative Board and shall apply only to those areas specifically identified by this Agreement. The Administrative Board shall make joint decisions using the following procedure. Joint decisions shall only be made at a meeting of the Administrative Board attended by a quorum of Agency representatives. A majority of the currently appointed Agency representatives shall constitute a quorum. Joint decisions shall be made by a majority vote. A Chief unable to attend a meeting may vote by proxy by either sending a designated representative or by notifying the Administrative Board of the Chief's vote via email or fax prior to the meeting or by providing a written proxy to another Chief attending the meeting.

3.3. Fire Garage Chief

- (a) The Fire Garage Chief shall be a Puget Sound Fire Deputy Chief, and be responsible for the following:
 - (i) Recommending annual goals and objectives to the Administrative Board.
 - (ii) Recommend staffing requirements, job descriptions, and organizational structure of the fire garage.
 - (iii) Assist Agencies in developing an annual Preventative Maintenance and Repair and Fire Garage staffing budgets.
 - (iv) Develop, recommend and assist with the procurement of Apparatus as needed to meet the needs of individual Agencies.
 - (v) Performing such other tasks as directed by the Administrative Board.

4. **Fire Garage Employees.** The Administrative Board, by majority vote, shall approve the total number of employees necessary for the operation of the Fire Garage based on the recommendations of the Fire Garage Chief. The Administrative Board may approve filling needed positions by contracting with Agencies for the use of Agency personnel under the terms established in **Exhibit A**.

5. **Central Garage Facilities.** Puget Sound Regional Fire Authority currently owns a repair facility in a centralized location that the Agencies may use for the Preventative Maintenance and Repair services provided by the Fire Garage. Additional sites may also be used and will be identified in **Exhibit C** as modified from time to time by the Administrative Board.

6. FIRE GARAGE RESPONSIBILITIES.

6.1. The Fire Garage shall be responsible for performing Preventative Maintenance and Repair of Apparatus covered under the terms of this Agreement. On request of an Agency, and provided the Fire Garage has qualified personnel available, the Fire Garage may pick up or deliver Apparatus from or to the requesting agency. Pickup and delivery services shall be billed to the Agency as an Extra Charge at the Fire Garage personnel's regular rates for the time incurred.

- 6.2. If an Agency does not make the Apparatus available at the frequency required by the equipment manufacturer, the Fire Garage is not responsible or liable for any adverse condition related to Preventative Maintenance or Repair.
- 6.3. If the parties agree that it is warranted, the Fire Garage staff may place Apparatus out of service for safety reasons and is authorized to keep the Apparatus out of service until safety repairs are properly completed.
- 6.4. Routine maintenance and repair work will be scheduled during the Fire Garage normal work period, which is 6:30 a.m. to 4:00 p.m., Monday through Friday except for holidays.
- 6.5. With authorization by the Agency, the Fire Garage may provide emergency services, and services, maintenance, repairs and modifications beyond Preventative Maintenance and Repair, if the Fire Garage determines that it has adequate time and resources.

7. AGENCY RESPONSIBILITIES.

- 7.1. The Agency is responsible to ensure that its Apparatus meet safety requirements based on manufacturer's recommendations, and all applicable local, state, and federal laws, rules, and regulations.
- 7.2. The Agency may coordinate with the fire garage to perform minor maintenance and upkeep on its Apparatus
- 7.3. The Agency is responsible for delivering its Apparatus to the appropriate Fire Garage work site.
- 7.4. The Agency will not permit work on its Apparatus by other maintenance personnel that are not authorized to perform the work by the manufacturer and Fire Garage maintenance staff.
- 7.5. The Agency is responsible for all outside services not covered by this Agreement, including, without limitation, towing, flat tire repairs, purchase and installation of tires, emission testing and adjustments, and any other outside service not covered by the Fire Garage.
- 7.6. The Agency is responsible for paying the Fire Garage for all services rendered under this Agreement pursuant to the terms of this Agreement.
- 7.7. Agencies to this Agreement may contract with other municipal entities that are not parties to this Agreement with approval of the Fire Garage Chief.

8. Fiscal Arrangements

- 8.1. **Fire Garage Budget Process.** On or before August 15 of each year, the Administrative Board shall review and establish the hourly rate to be charged Agencies and third parties for the Fire Garage Preventative Maintenance and Repair services in the following calendar year. The hourly rate shall be based on the Total Cost of Compensation of all Employees assigned to the Fire Garage including the Fire Garage Chief plus Administrative and Facility Costs as defined below.

- (a) **Administrative Costs.** Administrative Costs shall be determined by the Administrative Board but may include costs for IT services, finance services, legal services, human resource services and other administrative services necessary to operate the Fire Garage Consortium:
- (b) **Facility Costs.** Facility Costs shall be determined by the Administrative Board but may include costs of maintaining and operating the Central Garage facility and other sites identified in **Exhibit C** including but not limited to fair market value rent, utilities, tools and equipment necessary to provide the Fire Garage services.

8.2. Agency Financial Responsibility.

- (a) **Fiscal Agent.** Puget Sound Fire shall serve as the Fiscal Agent, and shall be responsible for administering the financial operations of the Fire Garage including but not limited to bill paying, receipt and investment of funds, purchasing decisions, etc.
- (b) **CHARGES FOR PREVENTATIVE MAINTENANCE AND REPAIR.** The Agency will pay the Fire Garage the established hourly rate multiplied by the projected labor hours, plus all applicable Washington State Tax. The annual base charge shall be adjusted January 1 of each year by 100% of the Seattle/Tacoma/Bellevue CPI-W percentage increase for the period of June to June. The 2025 charge will be paid in twelve monthly installments beginning January 1, 2025. Future annual charges will be paid in twelve equal monthly payments. In addition, the Agency will reimburse the Fire Garage the entire cost of all parts, fluids, and materials used to perform maintenance and repairs on the Apparatus plus all applicable taxes. No surcharges will be added to the parts, fluids, and materials costs. If approved by the Administrative Board, Agencies may also pay on an actual time basis under which the Agency will be billed on a monthly basis at the established hourly rate plus any other charges or costs incurred.
- (c) **EMERGENCY AND EXTRA CHARGES.** Labor for any repairs that are performed at any time other than during the Fire Garage normal work period, as defined in Paragraph 5, shall be billed at the hourly rate plus one-half. The Agency will designate a person to authorize the order of such work. The Agency may designate other persons from time to time if it delivers prior written notice of that designation to the Fire Garage. The Fire Garage will provide a statement of the hours worked and parts used for the apparatus requiring service. Emergency call-out will be charged at the mechanic's overtime rate, for a minimum of 4 hours, portal to portal.
- (d) **Unbudgeted Costs.** In the event the Administrative Board determines during the course of the year that additional expenditures or contributions from one or more participating Agencies are necessary, the Administrative Board shall make a recommendation/request to the appropriate Agency.

8.3. No Jointly Owned Property. This Agreement is not intended to and shall not create jointly owned property or inventory. In the event an Agency withdraws from this Agreement, the Agency will remain the owner of its own inventory and property.

9. Insurance

- 9.1.** The Agencies shall each provide and maintain suitable commercial general liability and auto liability insurance policies to protect it from casualty losses by reason of the activities contemplated by this Agreement. The limits of liability for each coverage shall be at least \$2,000,000 each occurrence. Each Agency shall provide the Group with a Certificate of Liability Insurance or Evidence of Coverage, which the Fire Garage shall maintain on file, provided that any Agency that is self-insured will provide a letter of self-insurance as evidence of coverage.
- 9.2.** Any Agency that is operating a repair facility on its premises shall also be required to maintain a Garagekeepers Legal Liability policy with limits not less than \$1,000,000 or, in the alternative, acceptable proof from its insurer confirmation that the Agency is fully covered for any damage to apparatus being serviced, maintained and repaired in that Agency's repair facility.

10. Indemnification

- 10.1.** Each Agency shall be responsible for the wrongful or negligent actions of its Employees while participating in this Agreement as their respective liability shall appear under the laws of the State of Washington and/or Federal Law and this Agreement is not intended to diminish or expand such liability.
- 10.2.** To that end, each Agency promises to indemnify, defend and hold harmless all the other Agencies from any loss, claim or liability arising from or out of the negligent or otherwise tortious actions or omissions of its Employees, officers and officials. Such liability shall be apportioned among the Agencies or other at fault persons or entities in accordance with the laws of the State of Washington. Each agency shall be solely responsible for its own attorney fees and any litigation related costs.
- 10.3.** Nothing herein shall be interpreted to:
- (a)** Waive any defense arising out of RCW Title 51, provided; however, each Agency agrees that its obligations under this provision extend to any claim, demand, and/or cause of action brought by or on behalf of any of its Employees or agents. The foregoing indemnity is specifically and expressly intended to constitute a waiver of each Agency's immunity under Washington's Industrial Insurance Act, RCW Title 51, with respect to the other Agencies only, and only to the extent necessary to provide each Agency with a full and complete indemnity of claims made by the other Agency's Employees. The Agencies acknowledge that these provisions were specifically negotiated and agreed upon by them.
 - (b)** Limit the ability of a participant to exercise any right, defense, or remedy which an Agency may have with respect to third party Agencies or the officer(s) whose action or omission give rise to loss, claim or liability, including but not limited to an assertion that the employee was acting beyond the scope of his or her employment.

- (c) Cover or require indemnification or payment of any judgment against any individual or Agency for intentionally wrongful conduct outside the scope of employment of any individual or for any judgment for punitive damages against any individual or Agency. Payment of punitive damage awards, fines or sanctions shall be the sole responsibility of the individual against whom said judgment, fine or sanction is rendered and/or his or her employer, should that employer elect to make said payment voluntarily. This agreement does not require indemnification of any punitive damage awards or for any order imposing fines or sanctions.

11. Dispute Resolution.

- 11.1.** Prior to any other action, the Administrative Board shall meet and attempt to negotiate a resolution to any dispute arising under this agreement.
- 11.2.** If the parties are unable to resolve the dispute through negotiation, any party may demand mediation through a process to be mutually agreed to in good faith between the parties within 30 days. The parties shall share equally the costs of mediation and shall be responsible for their own costs in preparation and participation in the mediation, including expert witness fees and reasonable attorney's fees.
- 11.3.** If a mediation process cannot be agreed upon or if the mediation fails to resolve the dispute, then within 30 calendar days any party may submit the matter to binding arbitration according to the procedures of the Superior Court Rules for Mandatory Arbitration, including the Local Mandatory Arbitration Rules of the King County Superior Court, King County, Washington, as amended, unless the parties agree in writing to an alternative dispute resolution process. The arbitration shall be before a disinterested arbitrator with both parties sharing equally in the cost of the arbitrator. The location of the arbitration shall be mutually agreed or established by the assigned Arbitrator, and the laws of Washington will govern its proceedings. Each party shall be responsible for its own costs in preparing for and participating in the arbitration, including expert witness fees and reasonable attorney's fees.
- 11.4.** Unless otherwise agreed in writing, this dispute resolution process shall be the sole, exclusive and final remedy to or for any party for any dispute regarding this Agreement, and its interpretation, application or breach, regardless of whether the dispute is based in contract, tort, any violation of federal law, state statute or local ordinance or for any breach of administrative rule or regulation and regardless of the amount or type of relief demanded.

12. Term/Termination of Agreement

- 12.1.** This agreement shall be effective on January 1, 2025, and shall continue for a term of two (2) years. The Administrative Board may, extend the term of this Agreement for an additional three (3) years on or before June 1, 2026, without further approval of the legislative bodies of the Agencies. Additional renewals shall require reauthorization by the legislative bodies of the Agencies.
- 12.2.** In the event any Agency shall desire to withdraw or renegotiate any of the provisions of this agreement, such Agency shall give written notice to the other agencies no later than January 1 of the year prior to the year of the termination . A written notice to renegotiate shall specify

the provision to be negotiated, the requested change and the reasons therefore and shall not be considered a notice of termination. In the event an Agency withdraws under this paragraph the remaining Agencies shall continue the Agreement.

- 12.3.** If an Agency consolidates with another municipal or local government entity through merger, annexation, or through the creation of a Regional Fire Protection Authority, the consolidated entity shall become an Agency to this Agreement and a successor in interest to the Agency's interest on the effective date of the consolidation without any action by the remaining Agencies, unless otherwise required.

13. Additional Agencies.

- 13.1.** Additional Agencies may join the Fire Garage when approved by a majority vote of the Administrative Board and upon approval and execution of this Interlocal Agreement.

14. Miscellaneous

- 14.1. Limited Warranty.** The Fire Garage will repair or replace any new parts (except parts not covered by a manufacturer warranty such as electrical parts) or redo any labor which fails in normal service due to defects in parts or labor if notified within 90 days. This warranty does not cover loss of time, use, inconvenience, normal wear, abuse, used parts or other matters not specified and the Fire Garage shall not be liable for any consequential, incidental or commercial damages related to the Preventative Maintenance and Repair work in excess of the costs of the specific repairs. The Fire Garage disclaims any implied warranty of merchantability and fitness for a particular purpose and neither assumes nor authorizes any other person to assume for it any liability in connection with the Preventative Maintenance and Repair work. No warranty, whether expressed or implied, extends beyond 90 days.
- 14.2. Audit.** The Fire Garage shall permit any Agency, from time to time as they deem necessary (including after the expiration or termination of this Agreement), to inspect and audit at all reasonable times at the Fire Garage's offices, all of the pertinent books and records to verify the accuracy of records pertaining to the work contemplated by this Agreement. The Fire Garage shall permit the Agency to copy any of these books and records upon the Agency's request, subject to payment of the Fire Garage's reasonable costs incurred in making those copies.
- 14.3. No Waiver.** No waiver of full performance by either party shall be construed, or operate, as a waiver of any subsequent default or breach of any of the terms, covenants, or conditions of this Agreement.
- 14.4. Notices.** All communications regarding this Agreement shall be sent to the parties at the addresses listed on the signature page of the Agreement, unless notified to the contrary. Any written notice hereunder shall become effective upon personal service or three (3) business days after the date of mailing by registered or certified mail via the United States Postal Service and shall be deemed sufficiently given if sent to the addressee at the address stated in this Agreement or such other address as may be hereafter specified in writing.

- 14.5. Entire Agreement.** The written provisions and terms of this Agreement, together with any Exhibits attached hereto, shall supersede all prior verbal statements of any officer or other representative of the Fire Garage or of the Agency, and such statements shall not be effective or be construed as entering into or forming a part of or altering in any manner this Agreement. The entire agreement between the parties with respect to the subject matter hereunder is contained in this Agreement and any Exhibits attached hereto. All of the above documents are hereby made a part of this Agreement and form the Agreement document as fully as if the same were set forth herein. Should any language in any of the Exhibits to this Agreement conflict with any language contained in this Agreement, the terms of this Agreement shall prevail.
- 14.6. Amendments.** This Agreement represents the entire agreement of the Agencies regarding the subjects addressed herein. Amendments to this Agreement may be proposed by the Administrative Board or by any Agency to the Agreement. To become binding, Amendments must be made in writing and must be recommended for approval by the Administrative Board and approved by the unanimous consent of the Agencies to the Agreement. In the event that changes in federal or state law or changes in the boundaries of any or all Agencies significantly affect the performance of any Agency, the Agencies agree to enter into good faith negotiations so that continuation of the operations of the Fire Garage are not impaired.
- 14.7. Benefits.** This Agreement is entered into for the benefit of the Agencies to this agreement only and shall confer no benefits, direct or implied, on any third persons.
- 14.8. Severability.** If any provision of this agreement or its application is held invalid, the remainder of this Agreement shall not be affected.
- 15. Execution.** This Agreement may be executed in any number of counterparts, each of which shall constitute an original, and all of which will together constitute this one Agreement.

IN WITNESS WHEREOF, the Agencies by the signatures of their authorized representatives have executed this Agreement effective upon the date of signatures.

SIGNATURE PAGES FOLLOW

**PUGET SOUND REGIONAL FIRE
AUTHORITY**

**RENTON REGIONAL FIRE
AUTHORITY**

By: _____

By: _____

DATE: _____

DATE: _____

NOTICES TO BE SENT TO:

Fire Chief
20811 84th Ave S, Suite 106
Kent, WA 98032

NOTICES TO BE SENT TO:

**KING COUNTY FIRE PROTECTION
DISTRICT NO. 2**

**VALLEY REGIONAL FIRE
AUTHORITY**

By: _____

By: _____

DATE: _____

DATE: _____

NOTICES TO BE SENT TO:

NOTICES TO BE SENT TO:

**KING COUNTY FIRE PROTECTION
DISTRICT NO. 20**

ENUMCLAW FIRE

By: _____

By: _____

DATE: _____

DATE: _____

NOTICES TO BE SENT TO:

NOTICES TO BE SENT TO:

MOUNTAIN VIEW FIRE AND RESCUE

**CITY OF SNOQUALMIE FIRE
DEPARTMENT**

By: _____

By: _____

DATE: _____

DATE: _____

NOTICES TO BE SENT TO:

NOTICES TO BE SENT TO:

EXHIBIT A
Fire Garage EMPLOYEES

- 1. Employees.** Each Agency that provides Employees to the Fire Garage, agrees that such Employees shall be provided consistent with the following terms and provisions.
 - 1.1.** The Agency shall remain as the employer of each Agency employee assigned as Employees and shall be responsible for establishing and paying its Employees compensation and benefits.
 - 1.2.** It is understood by the Agencies that the services provided by Fire Garage Employees pursuant to this Agreement will mutually benefit each Agency in proportion to the benefits received by that Agency.
 - 1.3.** The responsibility for hiring, evaluating, firing and disciplining Assigned Employees shall remain with the employing Agency. An employing Agency may seek input from the Administrative Board in hiring, evaluating, firing or disciplining Employees, but such guidance shall be optional and nonbinding on the Agency seeking guidance.

EXHIBIT B SCOPE OF WORK

This document outlines the services the Fire Garage provides:

- Engine: Will perform service, diagnostics, and repair accessible components that do not require the engine being taken apart. If there are major engine repairs, we will send to an outside repair shop. Engines will not be removed from Apparatus.
- Cooling System: Will service the cooling system and repair as needed. Should a radiator need to be repaired, we will remove and send to an outside vendor.
- Transmissions: Will service, which includes changing filters and fluids. If the transmission is in need of repair, will perform basic diagnostics, and repair if repair work is not major and no removal of the transmission is necessary. If a major repair is needed, an outside vendor will be utilized.
- Transfer case: Will service and perform repairs if needed.
- Pump: Will service and perform maintenance, including annual pump testing, valve rebuilds, control repairs, replacing gauges, rebuilding, fixing and/or replacing primers, and repacking pumps. We will also perform in-frame pump rebuilds.
- Rear Differential: Will service, repair, or replace as necessary.
- Suspension: – Will inspect and repair as necessary.
- Brakes: Will inspect and repair as necessary.
- Electrical: Will service, diagnose, and repair, i.e. chassis, emergency lighting, etc. Internal repairs will not be made to radios.
- Air/Hydraulic Systems: Will service, diagnose, and repair.
- Aerial: UL inspection will take place annually, and repairs will be performed if any deficiencies are found, in order to remain in compliance with the manufacturers' specifications.
- Stationary generators mounted on Apparatus: Will service, diagnose, and repair.
- Wheels and tires: Identification will be made if new tires are needed. Tire replacement is done by outside vendor.
- Body – Will inspect the body and make minor repairs that are accessible. We cannot perform body repair or painting. Any bodywork will be taken to an outside vendor. We also will not replace any windows that are glued in place.
- Trim and Finish: Will replace parts that do not require painting.

- Water Tank: Will repair and replace, if necessary.
- Outfitting of Apparatus: Will perform radio installations and/or small equipment installations, acceptance testing, i.e. electrical load, pump, and road testing.

In addition to the above areas of maintenance, annual weighing will be performed every year to ensure compliance with Washington State Law. If not in compliance, a recommendation will be made of the actions available to bring the Apparatus into compliance.

All of the Apparatus checklists utilized are tailored to a specific Apparatus. Attached are sample copies of checklists we currently use for a Quantum Pumper, Aerial, and Aid Car

**EXHIBIT C
REMOTE SITE REQUIREMENTS**

1. **Current remote sites that are actively being used as of January 1, 2019 are grandfathered into the requirements.**

Remote sites should meet the below requirements.

- **24-hour mechanic access**
- **Shop phone with direct number**
- **Secure parts storage**
- **Sufficient height to lift vehicle with cab raised**
- **Parking for private vehicle and waiting apparatus.**
- **Parts delivery access**
- **Uniform delivery access**
- **Office/Desk workspace**
- **Kitchen facility**
- **Dedicated/Secure shop space**
- **Concrete with slope and structure to support vehicle lifting operations**
- **Vehicle lifts**
- **Oil and lubricant delivery**
- **Oil and coolant disposal**
- **Funding for tools required by the Agency specific equipment**



**BUSINESS OF THE CITY COUNCIL
CITY OF SNOQUALMIE**

**AB24-096
January 13, 2025
Ordinance**

Item 11.

AGENDA BILL INFORMATION

TITLE:	AB24-096: Transportation Impact Fee Program	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input checked="" type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
	PROPOSED ACTION: Move to approve Ordinance 1301 amending the Snoqualmie Municipal Code to add Title 20.09 Transportation Impact Fees and associated Rate Study.	

REVIEW:	Department Director	Emily Arteche	9/25/2024
	Finance	n/a	Click or tap to enter a date.
	Legal	David Linehan	11/14/2024
	City Administrator	Choose an item.	11/21/2024

DEPARTMENT:	Community Development		
STAFF:	Emily Arteche		
COMMITTEE:	Community Development	COMMITTEE DATE: November 18, 2024	
EXHIBITS:	1. AB24-096x1 Traffic Impact Fees Ordinance and Title 20.09 Draft Code Amendments 2. AB24-096x2 2024 Rate Study		

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

SUMMARY

INTRODUCTION

SMC Title 20.09, Transportation Impact Fees, will allow the City to capture a fair and proportionate share of the costs of new transportation facilities needed to serve new growth and development within the City of Snoqualmie.

LEGISLATIVE HISTORY

None.

BACKGROUND

In 1994 Washington State’s Growth Management Act, or GMA, authorized counties, cities, and towns planning under the GMA to impose impact fees pursuant to RCW 82.02.050 to help pay for certain types of public facilities including public streets and roads. Since that time many cities in Western Washington have adopted

transportation impact fee programs. Snoqualmie has adopted a school impact fee program but has not yet adopted a transportation impact fee program.

ANALYSIS

Transportation impact fees are defined fees required of all developers to pay for “system improvements” to the transportation network. Growth in residents and workers from new development is expected to increase travel demand on public facilities, and the purpose of the impact fee is to fund improvements and expansion to the City’s transportation infrastructure to manage this additional demand.

The City retained Fehr & Peers to conduct a rate study to determine an appropriate transportation impact fee to charge applicants for new development in the City. The Snoqualmie Traffic Impact Fee Rate Study, dated December 30, 2024 (“2024 Rate Study”) is attached as Exhibit 2. To calculate the impact fee rate for Snoqualmie, a project list was developed using the 2025-2030 Six-Year Transportation Improvement Program, Snoqualmie Riverwalk Master Plan, Snoqualmie Mills EIS, and the list of transportation mitigation projects identified in the Snoqualmie Comprehensive Plan Update 2044. After determining the eligible contribution of each project to the impact fee calculation, this total was divided by the expected growth in PM peak hour person trips over the next 20 years.

Due to the multimodal nature of much of the city’s transportation network, which includes trails, sidewalks and bicycle facilities, and the potential increase in demand that new development will incur on these, multimodal projects were included in the impact fee calculation, and growth in “person trips” were determined, instead of growth in “vehicle trips,” as is common in other jurisdictions. This multimodal impact fee structure was designed to determine the fair share of multimodal transportation improvement costs that may be charged to new development.

The final transportation impact fee rate calculated for Snoqualmie is \$5,733.29 per person trip, based on the methodology explained in the 2024 Rate Study (see attachment). The 16 eligible projects are summarized in the Rate Study, along with a rate table that compares the anticipated cost of various development projects to those incurred in other jurisdictions.

Exemptions are included in proposed SMC 20.09.080 A-I, including the constructing, reconstructing or remodeling of any assisted senior living where medical services are provided on site. The City Council can agree to include this development as an exemption from transportation impact fees for assisted living, the City will have to backfill 100% the impact fee on such projects with general City funds (i.e., the City would have to use other public funds to pay the exempted fee amount into the transportation impact fee fund).

This requirement comes from RCW 82.02.060(2). Senior assisted living doesn’t fall into the other carve-outs for “early learning facilities” or “low-income housing” in 82.02.060(4).

BUDGET IMPACTS

City sponsored projects will need to comply with the Transportation Impact Fee provided they generate additional trips.

NEXT STEPS

Propose a “motion to substitute” for the Transportation Impact Fee Program, AB24-096x1 draft code amendments as there were minor non-substantive updates to the draft ordinance made by both CD and Finance Departments since the last committee meeting.

A first reading of the ordinance to adopt SMC Chapter 20.09 Transportation Impact Fees and the associated Rate Study occurred on November 25, 2024, followed by a Public Hearing and second reading on December 9, 2024.

PROPOSED ACTION

Third Reading and Proposed Adoption – January 13, 2025.

Move to approve Ordinance 1301 amending the Snoqualmie Municipal Code to add Title 20.09 Transportation Impact Fees and associated Rate Study.

ORDINANCE NO. 1301

AN ORDINANCE OF THE CITY OF SNOQUALMIE, WASHINGTON, AMENDING TITLE 20 OF THE SNOQUALMIE MUNICIPAL CODE TO ESTABLISH A NEW CHAPTER 20.09 ENTITLED “TRANSPORTATION IMPACT FEES”; ADOPTING A RATE STUDY; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City has authority to adopt impact fees to address the impact on transportation facilities caused by new development, pursuant to Ch. 82.02 RCW; and

WHEREAS, Growth in residents and workers from new development is expected to increase travel demand on public facilities, and the City Council desires to ensure that transportation facilities necessary to support development will be adequate to serve the development at the time the development is available for occupancy and use, or within the period provided by law, without decreasing the current service levels below established minimum standards for the City; and

WHEREAS, the City Council approved the development of a transportation impact fee program, including preparation of a rate study, at its regular scheduled City Council meeting on April 22, 2024; and

WHEREAS, the City retained Fehr & Peers to prepare a rate study analyzing the anticipated costs of transportation system improvements, using the 2025-2030 Six-Year Transportation Improvement Program, Snoqualmie Riverwalk Master Plan, Snoqualmie Mills EIS, and the list of mitigation projects identified in the Snoqualmie Comprehensive Plan Update 2044; and

WHEREAS, the Snoqualmie Impact Fee Rate Study conducted by Fehr & Peers and dated November 13, 2024 (“2024 Rate Study”) analyzed the anticipated costs of the transportation system improvements included on the project list, including multimodal transportation improvements; established a methodology for determining the portion of each project that is eligible to be collected through assessment of impact fees; and calculated the fee to be imposed per PM peak-hour person-trip; and

WHEREAS, the Rate Study includes an Impact Fee Rate Schedule (Table 6), which translates the recommended impact fee rate into a cost per unit of development for a variety of land uses included in the *ITE Trip Generation Manual*, which will assist project applicants in estimating their impact fee (although the City reserves the right to request a detailed trip generation analysis for any development proposal); and

WHEREAS, the City Council concludes that it is in the best interest of the City to approve the methodology by which transportation impact fees were calculated in the 2024 Rate Study and implement a traffic impact fee program to collect such fees; and

WHEREAS, the City Council held a public meeting on November 25, 2024, and a Public Hearing on this Ordinance was held during its regular City Council meeting on December 9, 2024;

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

Section 1. New Municipal Code Chapter. Title 20 of the Snoqualmie Municipal Code is amended to add a new Chapter 20.09, entitled “Transportation Impact Fees,” containing the provisions shown in Exhibit A attached hereto.

Section 2. Adoption of Rate Study. The City Council hereby adopts the Snoqualmie Transportation Impact Fee Rate Study, dated November 13, 2024, prepared by Fehr and Peers and attached hereto as Exhibit B.

Section 3. Severability. Should any section, paragraph, sentence, clause, or phrase of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this Ordinance be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

Section 4. Effective Date. This Ordinance shall be published in the official newspaper of the City and shall take effect and be in full force five days after publication.

Section 5. Corrections by the City Clerk or Code Reviser. Upon approval of the City Attorney, the City Clerk and Code Reviser are authorized to make necessary corrections to this ordinance, including the correction of clerical errors; references to other local, state, or federal laws, codes, rules, or regulations, or ordinance numbering and section/subsection numbering.

PASSED by the City Council of the City of Snoqualmie, Washington this 13th day of January 2025.

Katherine Ross, Mayor

ATTEST:

APPROVED AS TO FORM:

Deana Dean, City Clerk

Dena Burke, City Attorney

EXHIBIT A

Chapter 20.09 TRANSPORTATION IMPACT FEES

20.09.010	Authority and Purpose.
20.09.020	Definitions.
20.09.030	Review and Update of Impact Fees
20.09.040	Applicability.
20.09.050	Service Area.
20.09.060	Assessment of Transportation Impact Fees.
20.09.070	Collection of Transportation Impact Fees.
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20.09.090	Determination of Transportation Impact Fees, Reductions.
20.09.090	Credits, Adjustments and Independent Calculations, and Appeals.
20.09.100	Transportation Impact Fee Accounts and Refunds.
20.09.110	Use of Funds.
20.09.120	Existing Authority Unimpaired.

20.09.010 Authority and Purpose.

A. This Chapter is enacted pursuant to the Growth Management Act as codified in chapter 36.70A RCW and the provisions of RCW 82.02.050 through 82.02.100.

B. The purposes of this Chapter are to:

1. Develop a program consistent with the City's Comprehensive Plan for joint public and private financing of transportation facilities as such facilities are necessitated in whole or in part by development within the City;

2. Ensure that those transportation facilities necessary to support development shall be adequate to serve the development at the time the development is available for occupancy and use, or within the period established by law, without decreasing current service levels below established minimum standards for the City;

3. Create a mechanism to charge and collect Transportation Impact Fees to ensure that all new development bears its proportionate share of the capital costs of transportation facilities reasonably related to new development;

4. Establish standards and procedures so that new development pays a proportionate share of costs for new facilities and services and does not pay arbitrary or duplicative fees for the same impact; and

5. Increase transparency and reduce uncertainty related to the cost to build necessary new transportation capacity for Developers and reduce the administrative burden on the City to identify and collect necessary funding to support new transportation capacity related to development.

C. The City conducted studies documenting the procedures for measuring the impact of new growth and development on public transportation facilities, included a rate study and associated impact fee study. Based on the foregoing, the City prepared a formula and method of calculating Transportation Impact Fees to serve new development that provides a balance between Transportation Impact Fees and other sources of public funds.

D. The provisions of this Chapter shall be liberally construed to effectively carry out its purposes in the interest of the public health, safety, and welfare.

20.09.020 Definitions.

For purposes of this Chapter, the following terms have the indicated meanings:

A. “Applicant” means a person, firm, company, partnership, or corporation, and all successors in interest thereto, proposing a development in the city.

B. "Capital Facilities and Utilities Element" means the capital facilities and utilities plan element of the City of Snoqualmie’s Comprehensive Plan currently in effect or as subsequently amended.

C. “City” means the City of Snoqualmie.

D. “Commercial” means any activity carried out for the purpose of financial gain for an individual or organization, whether profit or nonprofit.

E. “Developer” means a person or persons or entity or entities that owns, or holds purchase options or other control over, property on which development is proposed.

F. “Development” means any:

1. construction or expansion of a building, structure, or use;
2. change in use of a building or structure; or
3. change in the use of land

that creates additional demand for transportation facilities.

G. “Dwelling Unit” means a dwelling unit as defined in Section 18.100.270 of the Snoqualmie Municipal Code currently in effect or as subsequently amended.

H. “Encumber” means to transfer impact fee dollars from the Transportation Impact Fee Fund to a fund for a particular system improvement that is fully funded in the current biennium’s budget or for which a construction contract or contracts have been let.

I. “Peak Hour” means the consecutive 60-minute period during which the highest level of demand on a typical day during the week occurs. This is typically the PM peak hour, but the Transportation Impact Fee may be based on a different peak hour, at the discretion of the Director.

K. “Project Improvements” means site improvements and facilities that are planned and designed to provide service for a particular development project and that are necessary for the use and convenience of the occupants or users of the project, and are not System Improvements.

L. “System Improvements” means traffic capacity-adding transportation facilities that are included in the City’s Six-year Transportation Improvement Plan, other plans/studies prepared by the City, or facilities/programs/projects identified in the Transportation Impact Fee Rate Study and are designed to provide service to the community at large, in contrast to Project Improvements or existing transportation facility preservation projects, such as repaving projects.

M. “Transportation Impact Fee” means a payment of money imposed upon development as a condition of development approval and/or building permit approval to mitigate all or any portion of the transportation impact from the development on transportation facilities included in the Transportation Impact Fee Rate Study’s project list. "Transportation Impact Fee" does not include a reasonable permit or application fee, administrative fees for collecting and handling impact fees, the cost of reviewing independent fee calculations, the administrative fee required for an appeal, or the proportionate share of costs to implement transportation capacity projects that are not on the Transportation Impact Fee Rate Study’s project list.

N. “Transportation Impact Fee Fund” means the fund established for the transportation facilities for which Transportation Impact Fees are collected, which is currently the Non-Utility Capital Fund.

O. "Transportation Impact Fee Schedule" means the table of Transportation Impact Fees adopted by the City Council establishing the standard amounts that applicants pay for various types of projects as a condition of development within the City.

P. “Transportation Impact Fee Rate Study” means the rate study conducted to determine the Transportation Impact Fees to include in the Transportation Impact Fee Schedule, and includes any subsequent updates thereto.

20.09.030 Review and Update of Impact Fees.

A. The Transportation Impact Fee Schedule may be reviewed and amended by resolution of the City Council from time to time, as the City Council deems appropriate.

B. The Transportation Impact Fee Schedule shall be automatically updated for inflation annually using the following procedures:

1. The City shall use construction cost inflation data sources such as the Construction Cost Index for Seattle (June-June) published by the Engineering News Record, or similar, at the City’s discretion, to calculate annual inflation adjustments in the Transportation Impact Fee Schedule.

2. The indexed Transportation Impact Fee Schedule shall be effective January 1 of each year.

D. The Transportation Impact Fee Schedule shall not be adjusted for inflation if the index is unchanged.

20.09.040 Applicability.

A. A Transportation Impact Fee is hereby imposed on every development activity in the City based upon the rates established in the Transportation Impact Fee Rate Study and the Transportation Impact Fee Schedule. The Transportation Impact Fee Schedule shall establish such rates based upon the land use as defined within the *ITE Trip Generation Manual (11th Edition)*. The Transportation Impact Fee Rate Study identifies an impact fee per person-trip that is the basis for all the rates in the Transportation Impact Fee Schedule. A land use not included in the Transportation Impact Fee Schedule is not exempt from paying fees and will pay the rate based on person-trips generated as approved by the City.

B. Any Transportation Impact Fee imposed shall be reasonably related to the impact caused by the development and shall not exceed a proportionate share of the costs of System Improvements that are reasonably related to the development.

C. Transportation Impact Fees shall be based on the City Comprehensive Plan, Capital Facilities Element, the project list in the Transportation Impact Fee Rate Study, the City's Six-year Transportation Improvement Plan, and other relevant plans and studies prepared by the City.

D. The City shall also impose an application fee to cover the City's reasonable costs to administer the Transportation Impact Fee program. The administrative fee shall be paid by the Applicant to the City at the time of building permit application. The administrative fee shall be deposited into the General Fund. Administrative fees shall be used to defray the cost incurred by the City in the administration and update of the Transportation Impact Fee program, including, but not limited to, review of independent fee calculations and the value of credits. The administrative fee is not creditable or refundable and is not subject to deferral.

20.09.050 Service Area.

There shall be one service area which shall be consistent with the corporate limits of the City.

20.09.060 Assessment of Transportation Impact Fees.

A. The City shall assess Transportation Impact Fees from any Applicant seeking a building permit or certificate of occupancy from the City, using the Transportation Impact Fee Schedule in effect at the time of building permit or certificate of occupancy issuance, unless payment is deferred pursuant to Chapter 20.15 of this Title, in which case the Transportation Impact Fees shall be assessed

based on the Transportation Impact Fee Schedule in effect at the time of the deferral application.

B. Unless the proposed development is exempt or subject to adjustments, credits, or an independent fee calculation accepted by the City, the City shall not issue building permit(s) unless and until the Transportation Impact Fees have been paid.

20.09.070 Collection of Transportation Impact Fees.

A. Except as provided in subsection (B) of this section, the Transportation Impact Fees imposed under this Chapter are due and payable at the time of issuance of a permit issuance or, if a change of use, then at the time of issuance of a certificate of occupancy

B. Transportation Impact Fees may be deferred subject to the provisions of Chapter 20.15 SMC as currently enacted or subsequently amended.

20.09.080 Exemptions.

The following development activities do not create any additional transportation impacts or have been determined by the City Council to be exempt from paying Transportation Impact Fees pursuant to this ordinance:

A. Existing Dwelling Unit. Any alteration, expansion, reconstruction, remodeling, replacement, or demolition/removal of an existing Dwelling Unit that does not result in the generation of any new Peak Hour trips.

B. Existing Nonresidential Building. Any alteration, expansion, reconstruction, remodeling, replacement, or demolition/removal of an existing nonresidential building that does not result in the generation of any new Peak Hour trips.

C. Condominium projects in which existing Dwelling Units are converted into condominium ownership and that do not result in the generation of any new Peak Hour trips.

D. Any development activity that is exempt from the payment of a Transportation Impact Fee pursuant to RCW 82.02.100, due to mitigation required by the State Environmental Policy Act (“SEPA”). The Applicant is required to demonstrate to the satisfaction of the City that SEPA mitigations are duplicative of Transportation Impact Fees.

E. Any development activity for which transportation impacts have been mitigated pursuant to a condition of development approval or development agreement to pay fees, dedicate land, or construct or improve facilities, unless the condition of the development approval or a development agreement provides otherwise, provided that the condition of the development approval or development agreement predates the effective date of this Chapter.

F. Any development activity for which transportation impacts have been mitigated pursuant to a voluntary agreement entered into with the City pursuant to RCW 82.02.020 to pay fees, dedicate land, or construct or improve transportation facilities, unless the terms of the voluntary agreement provide otherwise, provided that the agreement predates the effective date of this Chapter.

G. A Developer who is constructing, reconstructing, or remodeling any form of Low-Income Housing within a Target Residential Area utilizing a multi-family tax exemption.

H. A Developer who is constructing, reconstructing, or remodeling any form of assisted senior living where medical and services are provided onsite.

I. A Developer who is constructing, reconstructing, or remodeling any form of Early Learning Facility consistent with the requirements of RCW 82.02.060(4)(b).

20.09.090 Determination of Transportation Impact Fees, Reductions, Credits or Adjustments and Appeals.

A. Determination of Transportation Impact Fees. The City shall determine the amount of a Developer’s Transportation Impact Fees according to the Transportation Impact Fee Schedule.

B. Reductions. The Transportation Impact Fee amount established by the Transportation Impact Fee Schedule shall be reduced by the amount of any payment (other than application fees or application review costs) previously made for the development activity in question, either as a condition of development approval (such as, but not limited to, a SEPA condition) or pursuant to a voluntary agreement. The reduction shall only apply to any payment toward a system improvement identified in the Transportation Impact Fee Rate Study.

C. Credits or Adjustment.

1. Whenever a Developer is subject to a development condition that the Developer actually construct a System Improvement acceptable to the City or improve an existing System Improvement, the Developer shall be entitled to a credit for the actual cost of constructing or improving such System Improvement(s) against the Transportation Impact Fee that would be chargeable under the Transportation Impact Fee schedule, unless an applicable development agreement between the City and the Developer provides otherwise. The cost of construction of such System Improvement(s) shall be estimated for purposes of calculating an estimated credit, but must be documented, and the documentation confirmed after the construction is completed to assure that an accurate credit amount is provided. If construction costs are less than the calculated fee amount, the difference remaining shall be chargeable as a Transportation Impact Fee.

2. Whenever a Developer is subject to a development condition that the Developer dedicate land to the City to mitigate its transportation impacts, the Developer shall be entitled to a credit against the Transportation Impact Fee chargeable under the Transportation Impact Fee Schedule, unless an applicable development agreement between the City and the Developer provides otherwise. The value of a credit for dedication of land shall be established on a case-by-case basis by an appraiser selected by or acceptable to the City. The appraiser must be licensed in good standing by the state of Washington for the category of the property appraised. The appraisal and review shall be at the expense of the Applicant. The appraisal shall be in accordance with the most recent version of the Uniform Standards of Professional Appraisal Practice, as published by The Appraisal Foundation, and shall be subject to review and acceptance by the City. If the amount of a credit is less than the calculated fee amount, the difference remaining shall be chargeable as a Transportation Impact Fee.
3. No credit shall be given for Project Improvements or for land or right-of-way devoted to Project Improvements. In certain cases, a System Improvement may function as a Project Improvement. Where a System Improvement functions as a Project Improvement, the Applicant shall only receive a credit for the amount of the improvement that functions as a System Improvement. An example of a Project Improvement that may be integral to a System Improvement would be the sidewalk/landscape buffer that fronts an Applicant's development.
4. An Applicant must request a credit pursuant to this section prior to payment of the Transportation Impact Fees and the issuance of the first permit associated with the development. Any claim not timely made shall be waived.
5. Applicants may take credit for existing development when expanding, redeveloping, or changing the use at an existing developed site. In these cases the Transportation Impact Fee shall be calculated on the net-new Peak Hour trip generation resulting from the increased developed area or increased intensity of use associated with the new development. No credit shall be due for developments that result in a net-negative Peak Hour trip generation when no Transportation Impact Fees would otherwise be due.
6. Credits for existing development only pertain to active land uses within the development in the prior three years. Higher trip generating uses that may have occurred more than three years prior to the Applicant's building permit application are not considered for credit. This applies to properties that have been vacant for three or more years, in which no existing use credit will be considered.
6. Pursuant to RCW 82.02.060(5), an Applicant may request an adjustment to its calculated Transportation Impact Fees on the basis that the Applicant's specific case presents unusual circumstances and that imposition of the

Transportation Impact Fees as calculated based on the Transportation Impact Fee Schedule results in unfairness or disproportionate payment in relation to the impacts caused by the proposed development. In this case, the Applicant must, at its own expense, prepare and submit an Independent Rate Study to the City for review and approval.

D. Appeals.

1. Any credits or adjustments decision of the City with regard to Transportation Impact Fee amounts may be appealable by the applicant to the City's hearing examiner.
2. An appeal must be filed within ten (10) days of the credits or adjustments decision being appealed. A nonrefundable fee consistent with SMC 2.14.100.D shall be paid at the time the notice of appeal is submitted.

20.09.100 Transportation Impact Fee Accounts and Refunds.

A. Transportation Impact Fee receipts shall be earmarked specifically and retained in the Transportation Impact Fee Fund. All Transportation Impact Fees and any investment income generated by such fees shall remain in that fund until spent, Encumbered, or refunded pursuant to the provisions of this Chapter.

B. The current owner of property for which Transportation Impact Fees have been paid may receive a refund of such fees if the Transportation Impact Fees have not been expended or Encumbered within 10 years of their receipt by the City. In determining whether fees have been expended or Encumbered, fees shall be considered expended or Encumbered on a first-in, first-out basis. Fees collected by the City can be expended or Encumbered on any eligible Transportation Impact Fee program system improvement, regardless of its location within the City. Notwithstanding the above, this refund mechanism only applies to Transportation Impact Fees and shall not apply to funds expended for mitigation projects or funds collected pursuant to a mitigation and/or development agreement.

C. The City shall provide for the refund of fees according to the requirements of this section and RCW 82.02.080.

1. The City shall notify potential claimants of the refund availability by first-class mail deposited with the United States Postal Service addressed to the owner of the property as shown in the county tax records.
2. A request for a refund must be submitted to the City's Finance Director in writing within one year of the date the right to claim the refund arises or the date that notice is given, whichever date is later.

D. Any Transportation Impact Fees that are not expended or Encumbered within 10 years of their receipt by the City, and for which no application for a refund has been made within this one-year period, shall be retained by the City and expended consistent with the provisions of this chapter.

E. Refunds of Transportation Impact Fees shall include any interest earned on the fees pursuant to RCW 82.02.080.

F. Should the City seek to terminate all Transportation Impact Fee requirements, all unexpended or unencumbered funds, including interest earned, shall be refunded to the current owner of the property for which an impact fee was paid. Upon the finding that all fee requirements are to be terminated, the City shall place notice of such termination and the availability of refunds in a newspaper of general circulation at least two times and shall notify all potential claimants by first-class mail addressed to the owner of the property as shown in the county tax records.

G. All funds available for refund shall be retained for a period of one year. At the end of one year, any remaining funds shall be retained by the City, but must be expended for the original purposes, consistent with the provisions of this Chapter. The notice requirement set forth above shall not apply if there are no unexpended or unencumbered balances within the account or accounts being terminated.

H. An Applicant may request and shall receive a refund on paid Transportation Impact Fees, including interest earned on the Transportation Impact Fees, when:

1. The Applicant does not proceed to finalize the development activity as required by statute or City code or the International Building Code; and
2. The City has not expended or Encumbered the Transportation Impact Fees prior to the application for a refund. In the event that the City has expended or Encumbered the fees in good faith, no refund shall be forthcoming. However, if within a period of three years, the same or subsequent owner of the property proceeds with the same or substantially similar development activity, the owner shall be eligible for a credit against any then-existing Transportation Impact Fee requirement. The owner must petition the City in writing and provide receipts of Transportation Impact Fees paid by the owner for a development of the same or substantially similar nature on the same property or some portion thereof. The City shall determine whether to grant a credit and such determinations may be appealed by following the procedures set forth in this Chapter.

20.09.110 Use of Funds.

A. Transportation Impact Fees shall:

1. Be used for System Improvements that will reasonably benefit new development; and
2. Not be imposed to make up for deficiencies in the facilities serving existing development; and
3. Not be used for maintenance or operations.

B. Transportation Impact Fees will be spent for System Improvements listed in the City's Capital Facilities Element, the project list in the Transportation Impact Fee Rate Study, the City's Six-year Transportation Improvement Plan, and other relevant plans and studies prepared by the City. Expenditures may include but are not limited to: facility planning, land acquisition, site improvements, necessary off-site improvements, construction, engineering, permitting, financing, grant match funds and administrative expenses, mitigation costs, capital equipment pertaining to public facilities, and any other capital cost related to a particular System Improvement.

C. Transportation Impact Fees may also be used to recoup costs previously incurred by the City to finance System Improvements identified per subsection (B) of this section and directly benefiting new growth and development.

D. In the event that bonds or similar debt instruments are or have been issued for the construction of a public facility or System Improvement for which Transportation Impact Fees may be expended, Transportation Impact Fees may be used to pay debt service on such bonds or similar debt instruments to the extent that the facilities or improvements provided are consistent with the requirements of this chapter and are used to serve new development.

20.09.120 Existing Authority Unimpaired.

Nothing in this Chapter is designed to supersede or replace the provisions Chapter 12.24 Transportation Concurrency. Further, nothing in this Chapter shall preclude the City from requiring an applicant to mitigate adverse environmental impacts of a specific development pursuant to the State Environmental Policy Act, Chapter 43.21C RCW, based on the environmental documents accompanying the underlying development approval process, and/or Chapter 58.17 RCW governing plats and subdivisions; provided, that the exercise of the City's existing authority is consistent with the provisions of Chapters 43.21C and 82.02 RCW.

Snoqualmie Impact Fee Rate Study

Prepared for:
City of Snoqualmie

December 30, 2024

SE24-0948.00

FEHR  PEERS

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Introduction

Impact fees require all developers to pay for “transportation system improvements” to the transportation network. Growth in residents and workers from new development is expected to increase travel demand on public facilities, and the purpose of the impact fee is to fund improvements and expansion of the City’s transportation infrastructure to manage this additional demand.

To calculate this impact fee rate for Snoqualmie, a project list was developed using the 2025-2030 Six-Year Transportation Improvement Program, Snoqualmie Riverwalk Master Plan, Snoqualmie Mill EIS, and the list of mitigation projects identified in the Snoqualmie Comprehensive Plan Update 2044. After determining the eligible contribution of each project to the impact fee calculation, this total was divided by the expected growth in PM peak hour person trips over the next 20 years.

Due to the multimodal nature of much of the City’s transportation network, which includes trails, sidewalks, and bicycle facilities, and the potential increase in demand that new development will incur on these, multimodal projects were included in the impact fee calculation, and growth in “person trips” were determined, instead of growth in “vehicle trips,” as is common in other jurisdictions.

The final impact fee rate calculated for Snoqualmie is \$5,733.29 per PM peak hour person trip (2024 dollars), based on the methodology explained in the following chapters.

The remaining sections of the report describe the impact fee program methodology, the analyses performed, and the resulting recommendations. The overall methodology calculate the transportation impact fees will remain the same into the future, however, the City of Snoqualmie may periodically update the project list to address new developments, changing priorities, or new projects that might be sponsored by partner transportation agencies. If the City updates the project list in the future, the cost per trip and impact fee schedule could also change. The City will maintain the currently applicable transportation impact fee project list, cost per trip, and impact fee schedule, which can be reviewed on request to City staff.

Methodology

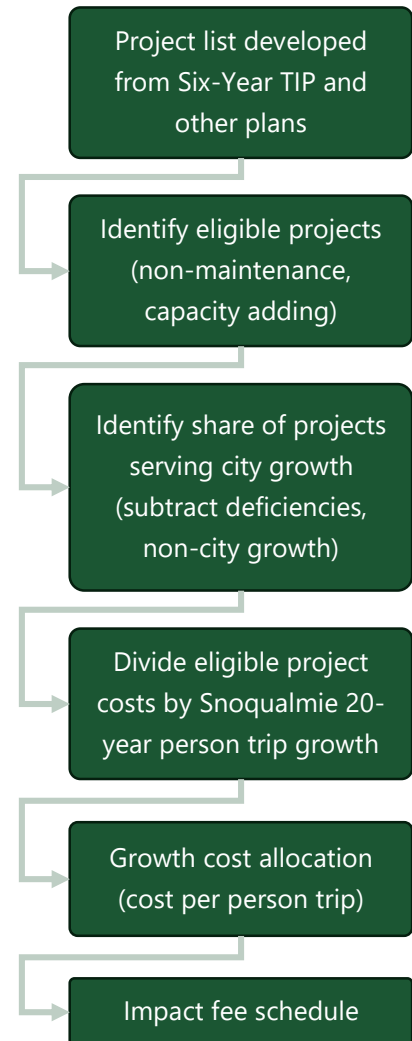
The multimodal impact fee structure for Snoqualmie was designed to determine the fair share of multimodal transportation improvement costs that may be charged to new development. Growth in residents and workers from new development will increase travel demand on public facilities. Therefore, the nexus between new development and the need for capital improvements is based on maintaining the City's existing level of investment in the transportation infrastructure as the City grows. This existing level of investment, or *existing transportation system value*, represents new development's maximum potential contribution to expanded or new facilities needed to accommodate growth. Because the City is shifting away from a vehicle-trip based impact fee program to a multimodal program, the travel demand associated with the existing infrastructure and new growth is measured in person trips. Therefore, by this methodology, new development cannot be charged more than the existing level of investment per person trip.

The following key points summarize the standard impact fee structure (see *Figure 1*.)

- The initial project list was developed from the City of Snoqualmie 2025-2030 Six-Year Transportation Improvement Program. Additional projects were added from the Snoqualmie Riverwalk Master Plan, the Snoqualmie Mills EIS and the list of mitigation projects identified in the Snoqualmie Comprehensive Plan Update 2044.
- These projects were evaluated for impact fee eligibility; impact fees can only fund new capacity projects. Non-capacity investments, primarily maintenance projects, have been eliminated.
- Of the remaining eligible projects, the portion of those projects addressing existing deficiencies or carrying non-city growth were subtracted from eligible costs.
- The remaining list of eligible project costs were divided by Snoqualmie's expected growth in PM peak hour person trips over the next 15 years.

After determination of the allowable cost per PM peak hour person trip, a land use-based fee schedule was developed for the entire City. Person trip rates for multiple land use categories were estimated using vehicle trip generation rates from the Institute of Transportation Engineers (ITE) and the ratio of person trips to vehicle trips from household travel surveys conducted in Western Washington.

Figure 1: Impact Fee Structure



Impact Fee Project List

Washington State law specifies that transportation impact fees are to be spent on “transportation system improvements.” Transportation system improvements can include physical or operational changes to existing transportation facilities, as well as new transportation connections built to benefit projected needs. Projects included in the calculation of the impact fee rate must add new multimodal capacity (new streets, additional lanes, sidewalks, bike lanes, low-stress bike routes, multipurpose trails, signalization, roundabouts, etc.). The primary limitation on multimodal impact fees is that they cannot be used to fund local access projects, private roads and trails, or purely recreational trails that do not connect to the larger transportation network.

Fehr & Peers worked with the City to develop the transportation impact fee (TIF) project list by compiling all projects included in the 2025-2030 Six-Year Transportation Improvement Program, Snoqualmie Riverwalk Master Plan, Snoqualmie Mill EIS, and the list of mitigation projects identified in the Snoqualmie Comprehensive Plan Update 2044 and removing those that were not eligible for TIF funding. Removed projects did not add multimodal capacity, addressed only maintenance, or addressed existing deficiencies. As a result, the TIF project list includes a network of biking, walking, and driving projects on the City’s roadway system. The resulting project list is shown in *Table 1*.

The project list is aligned to support the growth identified in the Comprehensive Plan and has a total cost of \$98 million if all projects were to be implemented. In the following chapters, we describe the proportion of project costs allocated to the impact fee program. The cost allocation considers the ability of the City to raise outside funding (e.g., grants) and technical limitations on how much of cost can be included in the TIF (e.g., excluding growth that is not outside of the City, excluding a portion of implementation that benefits current residents rather than growth, etc.).

It is important to keep in mind that the project list presented in Table 1 is based extensively on Snoqualmie’s Transportation Improvement Program and the City’s Comprehensive Plan. Both of these plans are subject to periodic changes and revisions. Therefore, the transportation impact fee project list is also subject to change in the future, which would affect the total project costs, and thus the final impact fees charged to developers.

Table 1: Impact Fee Eligible Project List

ID	Projects	Project Source	Assumed Total Cost
1	Americans with Disabilities Act (ADA) Program	TIP	\$1,000,000
2	Town Center Improvement Project – Phase 3	TIP	\$12,000,000
3	384th Sidewalk Improvements	TIP	\$500,000
4	Newton Street connection	TIP	\$462,600
5	King Street Rail Crossing Improvements	TIP	\$650,000
6	Snoqualmie Parkway Rail Crossing Improvements	TIP	\$1,000,000
7	Town Center Improvement Project – Phase 4	TIP	\$2,500,000
8	Town Center South Parking	TIP	\$250,000
9	Town Center North Improvement Project	TIP	\$50,000
10	Complete Streets Improvements	TIP	\$1,500,000
11	SR 202 Snoqualmie River Bridge*	TIP	\$40,000,000
12	Comprehensive Plan Intersection Traffic Mitigation**	Comprehensive Plan	\$30,000,000
13	Snoqualmie Riverwalk	Riverwalk Master Plan	\$1,064,000
14	Snoqualmie Mill: Pedestrian Trails	Snoqualmie Mill EIS	\$600,000
15	Snoqualmie Mill: Mill Pond Road/Mill Street Roundabout	Snoqualmie Mill EIS	\$5,000,000
16	Snoqualmie Mill: Mill Street	Snoqualmie Mill EIS	\$1,500,000
Total			\$98,076,600

Note:

* This is a WSDOT project that would not proceed without substantial funding from WSDOT. The Transportation Impact Fee program assumes \$500,000 in impact fees to facilitate the design and implementation of enhanced multimodal facilities on any new bridge that WSDOT would construct.

** Assumes that up to \$10 million in transportation impact fee funding goes to support implementation of any of the following intersections that were identified in the 2044 Comprehensive Plan update as potentially needing improvements to facilitate future growth:

- Snoqualmie Parkway/Fisher Avenue
- Snoqualmie Parkway/ SE 99th Street
- SR 202/Tokul Road
- SR 202/Snoqualmie Parkway
- SR 202/SE Fir Street
- SR 202/SE River Street
- SR 202/SE Newton Street
- SR 202/SE Beta Street

Person Trip Growth

Determining the existing travel demand, as well as growth in travel demand caused by new development, is a key requirement for a TIF program. Trip generation rates by land use category are a reasonable measure of travel demand, or the desire for mobility by residents and workers to access homes, jobs, shopping, recreation, and other activities. For this study, trip generation represents the movement by one person on a typical weekday from one activity to another, regardless of travel mode (driving, riding transit, biking, or walking.)

Fehr & Peers developed a method to calculate growth in PM peak hour person trips using data from the Puget Sound Regional Council (PSRC) household travel survey, trip rates from the Institute of Transportation Engineers (ITE), and land use data from the Puget Sound Regional Council and the 2018-2022 American Community Survey (ACS.)

In order to calculate PM peak hour person trips, a trip was defined as travel between an origin and a destination. Each trip has two “trip ends”—one at the origin of the trip and one at the destination. Traditional data collection methods like ITE trip generation rates document the number of trip ends at a given type of land use—for example, the number of vehicles entering and exiting a business during the PM peak hour.

Traditionally, TIF programs are built around vehicle trip generation and support the expansion of vehicle capacity. However, Washington State explicitly allows TIF programs to fund multimodal transportation projects (e.g., roads, bike lanes, sidewalks, multipurpose trails, etc.). With an emphasis on multimodal transportation projects, this TIF is based on “person” trip ends rather than “vehicle” trip ends. A person trip end is any trip made from or to a land use, regardless of the mode of travel taken. This is an important step since there can be a clear nexus established for assessing an impact fee on person trips for any type of transportation capacity expansion. As an example, it could be challenging to assess a vehicle-based impact fee while building sidewalk or bikeway improvements that do not add to vehicle capacity.

The calculation of person trips required several steps, summarized below:

1. Calculate growth assumed in the Comprehensive Plan update and translate the growth into a format that can be used for impact fees.
2. Estimate the trip ends associated with the land use growth using a format that can be applied at an individual project level. For this TIF program, we are using standard ITE vehicle trip generation rates since most new development projects in the City of Snoqualmie are required to prepare a traffic impact analysis and the ITE is nearly always used to estimate growth in trips. Using the ITE vehicle trip generation rate for the peak hour, vehicle trips are translated into person trips using data from the PSRC household travel survey.
3. Total forecast person trip growth is then calculated for the entire City. Impact fees are usually calculated based on peak hour trip growth, since that is the time period when the transportation

capacity is most utilized. For the purposes of estimating an impact fee rate, the PM peak hour is used, although the TIF can be applied to any peak hour, at the discretion of the Planning Director.

These three steps are summarized in the tables below.

Table 2 shows the growth forecast in the City of Snoqualmie assumed in the Comprehensive Plan update. Growth is allocated into generalized land uses based on the existing mix of single-family to multi-family homes, commercial, retail, government, and industrial land uses in the City. The allocation in the generalized land use categories was also informed by the land use allocation in the PSRC regional travel model. It is important to note that land use growth does not represent buildout of all land in the City, but rather forecasts how much growth will occur based on regional projections from PSRC and the State of Washington.

Table 2: Estimating Growth in Land Use

Land Use Category	2023 Snoqualmie Totals	2044 Snoqualmie Totals		Total New Growth in DU/KSF
Single Family	4,161 DU	4,704 DU	2044 Total minus 2023 Total	543
Multi-Family	399 DU	451 DU		52
Retail	357 KSF	600 KSF		243
Office	732 KSF	1,232 KSF		500
Government	362 KSF	580 KSF		218
Education	236 KSF	486 KSF		250
Industrial	499 KSF	879 KSF		380

DU = dwelling unit; KSF = thousand square feet.
Source: Fehr & Peers, 2024.

Table 3 summarizes how traditional ITE trip generation rates are converted into person trip rates using a factor of observed person trip rates and vehicle trip rates from the PSRC Household Travel Survey. It is worth noting that we apply ITE vehicle trip generation rates rather than using the person trip generation rates directly from the PSRC regional travel demand model because the ITE rates reflect how individual-project level rates are calculated. In other words, when a developer is applying for a permit, they do not submit a traffic study based on a travel model run, they submit a traffic study based off ITE rates. By using the same calculations used at the project-level, the overall number of estimated person trips will be consistent, and the overall impact fee rate will be more accurate.

Table 3: Translating ITE Vehicle Trip Generation Rates into Person Trip Generation Rates

Land Use	ITE Vehicle Trip Rate ¹		Vehicle-to-Person Trip Ratio ²		Person Trip Rate
Single Family	0.94		1.45		1.36
Multi-Family	0.45		1.45		0.65
Retail	3.4	x	1.25	=	4.25
Office	1.72		1.22		2.10
Government	1.71		1.25		2.14
Education	0.16		1.25		0.19
Industrial	0.34		1.08		0.37

1. DU = dwelling unit; KSF = thousand square feet.
2. Vehicle-to-person trip generation rate factors from the PSRC household travel survey.
Source: Fehr & Peers, 2024.

Table 4 applies the person trip generation rates derived in Table 3 to the land use growth from above. Pass-by trip adjustments (these are common adjustments to project-level trip generation applied in individual traffic studies) are applied to account for “net new” trip generation. Again, this is an important step since pass-by trips are not eligible to be included in an impact fee program. The net result is a forecast growth in PM peak hour person trips based on Comprehensive Plan land use growth rates.

Table 4: Growth in PM Peak Hour Person Trips (2023-2044)

Land Use Category	Growth in DU or KSF		Pass-by-Adjustment		Person Trip Rate		Growth in Person Trips
Single Family	543 DU		--		1.36		740
Multi-Family	52 DU		--		0.65		34
Retail	243 KSF	x	0.6	x	4.25	=	621
Office	500 KSF		0.9		2.10		944
Government	218 KSF		0.9		2.14		419
Education	250 KSF		0.9		0.19		44
Industrial	380 KSF		--		0.37		139
Total Growth in Person Trips							2,941

Source: Fehr & Peers, 2024.

These total PM peak hour person trip estimates will be used in the calculation of transportation impact fees rate.

Calculating Eligible Costs

The Washington State Growth Management Act states that impact fees cannot be used to fund the entirety of the project list. This is based, in part, on practical matters: impact fees cannot be so high as to eliminate the potential for a person to develop their land. However, there are also technical issues that preclude impact fees from being a sole funding source for new capital projects. Namely, Snoqualmie cannot assess an impact fee on growth occurring outside of the City and development within the City cannot be responsible to pay for external growth. Additionally, Snoqualmie cannot have developers pay for “existing deficiencies” of the transportation system within the City. Snoqualmie must find other funds to build projects to bring the existing transportation system up to standard.

Therefore, the total cost of projects shown in *Table 1* are adjusted to account for assumed external funding, the share of growth that occurs outside of Snoqualmie, and the share of project costs needed to address existing deficiencies. These are explained below.

External Funding

Snoqualmie has received outside funding commitments for several near-term projects, largely in the form of grants. When known, these grants are specifically taken into account. However, as a strong steward of municipal finances, Snoqualmie generally does not undertake large capital projects without external funding. Therefore, for longer-range projects with no grant funding yet secured, the impact fee program assumes that a proportion of the overall project cost is assumed to come from external sources. These range from a high proportion for projects such as the SR 202 bridge replacement, which is largely the responsibility of WSDOT, to a lower proportion of smaller transportation facilities entirely owned and operated by the City of Snoqualmie.

Growth Outside Snoqualmie

As noted, development inside the City of Snoqualmie cannot pay for the impacts of growth occurring outside of the City. This is important considering that facilities like SR 202 and Snoqualmie Parkway are important regional roads and carry substantial amounts of non-local travel.

To account for growth occurring outside of the City, we used the PSRC travel model to specifically calculate the share of 2044 traffic on area roadways that have vehicle capacity improvement projects included in the project list. This share of future traffic not associated with the City of Snoqualmie was used to reduce the total costs of vehicle capacity projects included in the TIF program.

For pedestrian and bicycle projects, we are not able to use the regional travel model to determine the share of non-city travel that would occur on sidewalks, trails, and other active transportation improvements in 2044. However, given that walking and bicycling trips are considerably shorter in

distance than vehicle trips, and the relative isolation of Snoqualmie, we assumed 10% of all walk/bike person trip growth is attributable to new growth outside of the City.

Existing Deficiencies

For vehicle capacity projects, existing deficiencies are determined based on whether a roadway or intersection fails to meet the City’s adopted level of service standard under existing conditions. Per the analysis performed for the Comprehensive Plan, all intersections in the City of Snoqualmie meet the level of service standard and therefore there are no existing deficiencies related to vehicle capacity that must be addressed. In other words, the City of Snoqualmie has expanded roadways and intersections concurrent with growth which has ensured that today’s roadway system can accommodate the level of traffic present during peak hours. In fact, the only notable traffic congestion in Snoqualmie is related to congestion that spills back from the SR 18/I-90 interchange.

While Snoqualmie has built out the roadway network, there are large portions of the City that do not have sidewalks or comfortable bicycling facilities. Evaluating existing deficiencies for active mode infrastructure is typically done by comparing the proportion of existing roadways that have standard active mode infrastructure (e.g., sidewalks, bike paths, bike lanes, etc.). Through development agreements, nearly all of Snoqualmie Ridge has robust active mode infrastructure, but the same is not true for the historic parts of the City.

Snoqualmie does not have a detailed inventory of all active mode infrastructure, but we conservatively estimated that half of the roadways in Snoqualmie lack adequate pedestrian/bicycle infrastructure. Therefore, for active mode projects, we apply a 50% deficiency to any project cost that expands the capacity for walking and bicycling. The simplest way to think about the active mode existing deficiency is to say that new development is being asked to pay for 50% of future pedestrian and bicycle infrastructure, which is an equal share to how much prior growth has built to this point. The City of Snoqualmie will have to identify funding to pay for its share of existing deficiencies.

Cost Allocation Results

The steps in *Figure 2* and *Table 5* summarize how the total project costs are distilled down to the eligible costs that can be included in the multimodal TIF. As shown, the final cost to provide adequate future transportation infrastructure that will support new growth is \$5,733.29 per peak hour trip. Note that while the program was calculated based on PM peak hour trip generation, this is a proxy to measure the overall impact on the transportation caused by new development. It is the intent of the TIF program that the peak hour trip generation (AM, midday, PM) be considered when calculating an appropriate impact fee.

Figure 2: Determination of Eligible Impact Fee Costs From Project List

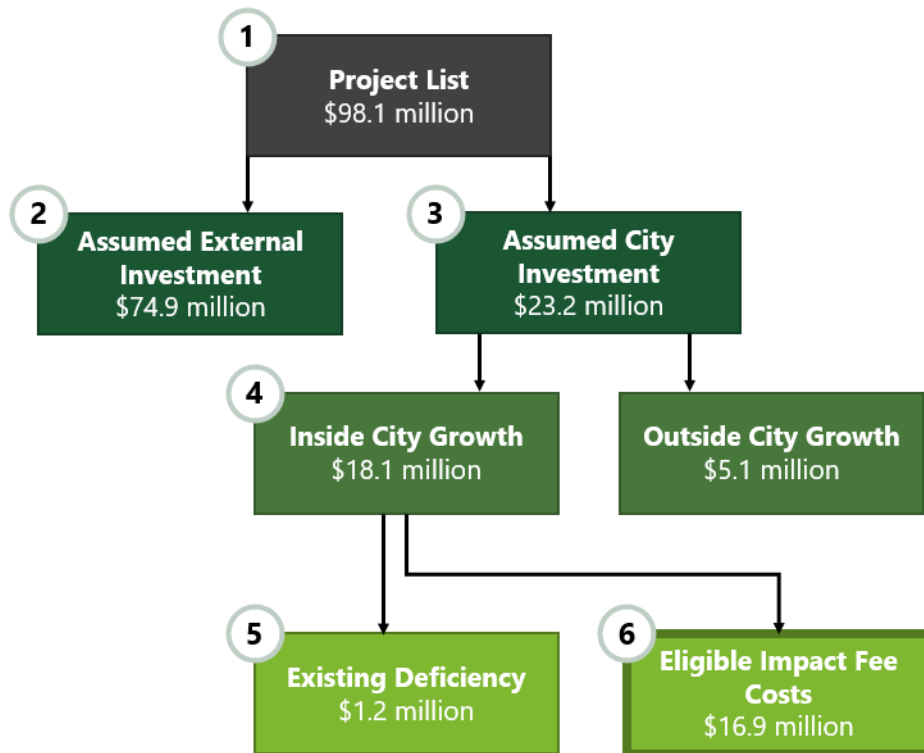


Table 5: Calculation of the Fee Per Trip

No	Calculation Step	Value
1	Eligible Project List Costs	\$98,076,600
2	Subtract Estimated External Funding	- \$74,892,500
3	Assumed City Investment	= \$23,184,100.00
4	Growth Attributable to Snoqualmie	× 51%-100% (range, based on project type and location) = \$18,080,474
5	Account for Existing Deficiencies	× 0%-50% (range, based on project)
6	Resulting Impact Fee Costs	= \$16,859,174
7	Divide by Growth in PM Peak Hour Person Trip Ends	÷ 2,941
8	Cost per Peak Hour Person Trip End	\$5,733.29

Source: Fehr & Peers, 2024.

Impact Fee Schedule

Table 5 highlights the most important calculation of the TIF, which is the cost per peak hour trip. Using this rate and the peak hour trip generation of any development project, the appropriate impact fee can be calculated. However, to assist project applicants in estimating their impact fees, we have developed a rate table that translated the impact fee rate into a cost per unit of development for a variety of land uses included in the *ITE Trip Generation Manual*. Table 6 shows the various components of the fee schedule (vehicle trip generation rates, pass-by rates, and person trip rates.)

The impact fee schedule can be used to calculate impact fees for simple land use projects, but the City of Snoqualmie reserves the right to request a detailed trip generation analysis for any development proposal. Applicants also have the right to submit an independent impact fee assessment for review by the City. As noted, some land uses (e.g., coffee shop, bakeries) may need to assess their impact fee on the AM or other peak hour, as directed by the City of Snoqualmie.

Table 6: City of Snoqualmie Impact Fee Rate Schedule

ITE Land Use Category	ITE Code	Units	Vehicle PM Peak Trips/Unit ¹	Pass-by % ²	Vehicle-to-Person Trip Ratio ³	PM Peak Person Trip Rate	Impact Fee Per Development Unit	
Single Family – Detached	210	per DU	0.94	0%	1.45	1.36	\$7,814.47	
Middle Housing ⁴	215, 220	per DU	0.47	0%		0.78	\$3,907.24	
Retirement Community	251	per DU	0.30	0%		0.44	\$2,493.98	
Congregate Care/Asst Living	253	per DU	0.18	0%		0.26	\$1,496.39	
Elementary School	520	students	0.16	20%	1.26	0.16	\$924.66	
Middle/JR High School	522	students	0.15	20%		0.15	\$866.87	
High School	525	students	0.14	20%		0.14	\$809.08	
Day Care Center	565	per KSF	11.12	90%		1.40	\$8,033.03	
Church	560	per KSF	0.49	0%		0.62	\$3,539.73	
Nursing Home	620	per Bed	0.14	0%	1.08	0.18	\$1,011.35	
Light Industrial/Manufacturing	110, 140	per KSF	0.695	0%		0.75	\$4,303.41	
Industrial Park	130	per KSF	0.34	0%		0.37	\$2,105.26	
Mini-Warehouse/Storage	151	per KSF	0.15	0%		0.16	\$928.79	
Warehousing	150	per KSF	0.18	0%	1.26	0.19	\$1,114.55	
Hospital	610	per KSF	0.86	0%		1.08	\$6,212.59	
Medical/Dental Office	720	per KSF	3.93	0%		1.22	4.79	\$27,488.82
General Office (200k-300k)	710	per KSF	1.44	0%			1.76	\$10,072.24
General Office (300k)	710	per KSF	1.22	0%	1.49		\$8,533.43	
Single Tenant Office	715	per KSF	1.76	0%	2.15		\$12,310.52	

ITE Land Use Category	ITE Code	Units	Vehicle PM Peak Trips/Unit ¹	Pass-by % ²	Vehicle-to-Person Trip Ratio ³	PM Peak Person Trip Rate	Impact Fee Per Development Unit
Health Fitness Club	492	per KSF	3.45	25%	1.25	3.23	\$18,543.60
Recreational Community Center	495	per KSF	2.5	25%		2.34	\$13,437.39
Gasoline/Service Station	944	per VSP	13.91	62%	1.25	6.61	\$37,881.27
Gas Station w/Convenience Market	945	per VSP	18.42	62%		8.75	\$50,163.41
Self-Serve Car Wash	947	per stall	5.54	35%		4.50	\$25,806.96
Auto Sales (New/Used)	840, 841	per KSF	3.09	20%		3.09	\$17,687.19
Automobile Parts Sales	843	per KSF	4.9	43%		3.49	\$20,016.34
Auto Service Center	943	per KSF	2.06	30%		1.80	\$10,334.25
Variety Store	814	per KSF	6.7	50%		4.19	\$24,008.15
Freestanding Discount Store	815	per KSF	4.86	27%		4.43	\$25,425.70
Supermarket	850	per KSF	8.95	38%	6.94	\$39,767.52	
Shopping Center (>150k)	820	per KSF	3.4	29%	3.02	\$17,300.20	
Shopping Plaza (40 – 150k)	821	per KSF	9.03	40%	6.77	\$38,828.70	
Strip Retail Plaza (<40k)	822	per KSF	6.59	34%	5.44	\$31,170.46	
Hardware/Paint Store	816	per KSF	2.98	60%	1.49	\$8,542.60	
Convenience Market	851	per KSF	49.11	61%	23.94	\$137,261.37	
Pharmacy/Drug Store w/o Drive-Thru	880	per KSF	8.51	53%	1.25	5.00	\$28,664.29
Pharmacy/Drug Store w/Drive-Thru	881	per KSF	10.25	49%		6.53	\$37,463.46
Furniture Store	890	per KSF	0.52	40%		0.39	\$2,235.98
Drive-In Bank	912	per KSF	21.01	35%		17.07	\$97,870.82
Walk-In Bank	911	per KSF	12.13	47%	8.04	\$46,073.42	
Fine Dining Restaurant	931	per KSF	7.8	44%	5.46	\$31,303.75	
High Turnover Restaurant	932	per KSF	9.05	43%	6.45	\$36,968.96	
Fast Food w/o Drive-Thru	933	per KSF	33.21	49%	21.17	\$121,381.60	
Fast Food w/Drive-Thru	934	per KSF	33.03	55%	18.58	\$106,520.92	
Hotel	310	per room	0.59	0%	1.45	0.86	\$4,904.83
Motel	320	per room	0.36	0%		0.52	\$2,992.78

1. Source: ITE Trip Generation Manual, 11th Edition. Vehicle trip rates for weekday, peak hour of adjacent street traffic (4-6pm).
 2. A pass-by trip is any trip that may go to a land use but is part of a larger overall "trip tour." The defining feature of the pass-by trip is that it is an interim stop that did not initiate the overall need to travel.
 3. Vehicle-to-person trip generation rate factors were developed from the 2017-2019 Puget Sound Regional Council Household Travel Survey.
 4. Consistent with HB 1337, ADUs cannot have an impact fee of more than 50% of the fee for single family housing. To encourage middle housing, all forms of non-single family housing not otherwise listed in this table are eligible for this reduced impact fee rate.
 Sources: ITE Trip Generation Handbook, 11th Edition; Fehr & Peers, 2024.



**BUSINESS OF THE CITY COUNCIL
CITY OF SNOQUALMIE**

**AB25-003
January 13, 2025
Public Hearing**

AGENDA BILL INFORMATION

TITLE:	AB25-003: 2025-2030 Utility Rate Adjustment	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input checked="" type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
	PROPOSED ACTION:	

REVIEW:	Department Director	Jeff Hamlin	12/23/2024
	Finance	Drew Bouta	12/20/2024
	Legal	Dena Burke	12/17/2024
	City Administrator	Mike Chambless	12/23/2024

DEPARTMENT:	Parks & Public Works		
STAFF:	Dylan Gamble, CIP Manager		
COMMITTEE:	Parks & Public Works	COMMITTEE DATE: January 7, 2025	
EXHIBITS:	1. Draft Ordinance 1303		

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

SUMMARY

INTRODUCTION

Ordinance 1303 will amend the Utility Rates for the years of 2025-2030. The recommended rate changes are designed to match rate revenue requirements. The recommended rate changes are based on a 2025-2030 Utility Rate Study conducted by FCS Group.

LEGISLATIVE HISTORY

In June of 2020, City of Snoqualmie Council approved an agreement with Financial Consulting Solutions (FCS) Group to conduct a Utility Rate Study and General Facilities Charges Update for the City’s combined utility. Since the adoption of Ordinance 1248, the product of the 2021 Rate study effort, the City has maintained the Utility Rates increases with minor adjustments in the year 2021 (to reduce rates to 0%) and in 2024 (with increases associated with the 2024 fiscal Health Review).

A Fiscal Health Review of the utility rates was conducted in 2023 to study the recent impact that high levels of inflation have had on the revenue requirements of the combined utility. The study indicated that the City

would need to increase rates to account for significant inflation. City Council implemented a single year rate adjustment (for the year 2024 only) through Ordinance 1284, adopted on December 11th, 2023.

BACKGROUND

FCS Group, in collaboration with the Administration, has worked to define the overall revenue needs of the combined utility, evaluate the cost to provide service to each customer class, and developed rates reflecting the fiscal sustainability and equity goals of Council. A periodic review of the of rates is planned for every four years to maintain the fiscal stability of the combined utility.

NEXT STEPS

Following any decision made as part of the 2025-2030 Utility Rate Study, staff will bring associated General Facility Charges (GFC) ordinance and charges. Updating of the GFC charges will complete the review of the utility rates maintained by the City's Utilities.

PROPOSED ACTION

January 13, 2025: Public Hearing and First Reading of Ordinance 1303.

January 27, 2025: Second Reading of Ordinance 1303. MOVE to approve Ordinance 1303 amending City of Snoqualmie Utility Rates for the years of 2025-2030.

ORDINANCE NO. 1303

AN ORDINANCE OF THE CITY OF SNOQUALMIE, WASHINGTON, ESTABLISHING RATES FOR THE CITY'S COMBINED UTILITY FOR THE YEARS 2025-2030 AMENDING SNOQUALMIE MUNICIPAL CODE SECTIONS 13.08.010, 13.08.090, 13.10.050, AND 13.12.010; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, the City of Snoqualmie operates a combined water, wastewater, and stormwater utility pursuant to RCW 35A.80.010 and Chapters 35.67 and 35.92 RCW; and

WHEREAS, water, sewer, and storm water services provided by the combined utility of the City of Snoqualmie are critical to the health and welfare of the citizens of the City; and

WHEREAS, the City produces Class A reclaimed water as a by-product of its wastewater treatment process and delivers it to a reservoir (Eagle Lake) for use by the City’s bulk rate customers; and

WHEREAS, pursuant to the Growth Management Act (GMA), Ch. 36.70A RCW, the City has adopted a GMA Comprehensive Plan, entitled Snoqualmie 2032, which describes the City that residents wish to leave to future generations, expresses goals and policies to guide that vision, provides a generalized land use plan for the City and its urban growth area, provides for the existing population as well as the population and employment growth anticipated to occur through the year 2032, establishes the foundation for implementing programs and regulations, and provides a guide for City budgeting; and

WHEREAS, as required by law, Snoqualmie 2032 also includes a Capital Facilities and Utilities Elements, which includes the following: (a) identifies the general location, proposed location, and capacity of the City’s existing and proposed water, sewer and stormwater utility facilities; (b) sets forth a forecast of the future needs for such capital facilities; (c) shows the proposed locations and capacities of expanded or new capital facilities; and, (d) provides at least a

six-year plan that will finance such capital facilities within projected funding capacities; and

WHEREAS, in addition to the utility planning set forth in Snoqualmie 2032, the City is updating its General Sewer Plan, Water System Plan, and Stormwater Management Plan, which itemize and describe those capital improvements to the City’s sewer, water, and stormwater infrastructure that are necessary to maintain the City’s combined utility system and provide sufficient capacity to serve the population and employment growth anticipated in the City’s GMA Comprehensive Plan; and

WHEREAS, the City’s 2023-2028 Capital Improvement Plan (“CIP”) constitutes the six-year plan called for by the GMA’s Capital Facilities Element requirements; and

WHEREAS, the City is authorized by RCW 35A.80.010, RCW 35.67.020 and RCW 35.92.020 to fix, alter, regulate, maintain, and control the rates and charges for services and facilities provided by its utilities; and

WHEREAS, the City monitors revenues and expenditures periodically to ensure that revenues exceed expenditures, and to determine whether additional adjustments to utility rates are required in order to ensure that revenues will continue to exceed expenditures; and

WHEREAS, rate and charge adjustments are necessary from time to time to ensure that sufficient revenue exists to properly maintain the City's combined utility and provide adequate services to customers of the combined utility; and

WHEREAS, a 2025-2030 Utility Rate Study was conducted by Financial Consulting Solutions (FCS) Group that developed proposed rates for each utility for the period from 2025 through 2030; and

WHEREAS, the 2025-2030 Utility Rate Study concluded that water, sewer and stormwater rate and charge increases in the amounts set forth herein are required in order to pay

the ongoing costs of operating and maintaining the City’s combined utility and to pay the capital costs of those necessary improvements to the City’s water, sewer and stormwater infrastructure set forth in the City’s adopted 2023-2028 CIP; and

WHEREAS, a duly noticed public hearing was held on January 13, 2025, regarding the rates and charges established herein;

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

Section 1. Section 13.08.010 Amended. Section 13.08.010 of the Snoqualmie Municipal Code is hereby amended and adopted to read as follows (amendments shown in strikethrough/underline format for ease of reference):

13.08.010 Residential Rates and charges.

The following monthly sewer rates and charges are hereby imposed on residential and multifamily customers:

A. Residential: This customer class includes each separately metered single-family residence, trailer or mobile home in a trailer court or mobile home park, and each separately metered townhome or duplex residential unit.

Residential Rate	2021	2022	2023	2024	2025	2026
	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>
	\$78.99	\$80.57	\$82.16	\$84.62	\$85.37	\$86.99
	<u>\$100.27</u>	<u>\$106.29</u>	<u>\$108.95</u>	<u>\$111.67</u>	<u>\$114.46</u>	<u>\$117.32</u>

B. Multifamily: This customer class includes apartment, condominium, multiplex, and duplex structures that are served by a single, master water meter rather than individual residential unit meters.

Multifamily Rate	2021	2022	2023	2024	2025	2026
	2025	2026	2027	2028	2029	2030
	\$62.87 <u>\$67.61</u>	\$62.13 <u>\$68.96</u>	\$61.35 <u>\$68.96</u>	\$63.19 <u>\$68.96</u>	\$59.67 <u>\$68.96</u>	\$58.76 <u>\$68.96</u>

C. Rates for residential sewer service outside the corporate limits shall be 1.5 times the rates within the City limits.

1. Residential: Outside City Limits

Residential Rate	2025	2026	2027	2028	2029	2030
	<u>\$ 150.41</u>	<u>\$ 159.44</u>	<u>\$ 163.43</u>	<u>\$ 167.51</u>	<u>\$ 171.69</u>	<u>\$ 175.98</u>

2. Multifamily: Outside City Limits

Multifamily Rates	2025	2026	2027	2028	2029	2030
	<u>\$ 101.42</u>	<u>\$ 103.44</u>	<u>\$ 103.44</u>	<u>\$ 103.44</u>	<u>\$ 103.44</u>	<u>\$ 103.44</u>

D. A “low-income residential customer” means an individual:

1. Who owns or rents and resides in the residence where the discounted rate(s) are being requested;
2. Whose residence has a separate water meter;
3. Whose total household annual income meets the U.S. Department of Housing and Urban Development, Income Limits for Very Low Income in King County, Washington.
Household annual income shall include income of a spouse or any co-resident(s), where “annual income” is defined as Adjusted Gross Income as indicated in the most recent Federal Income Tax return. In the absence of a Federal Income Tax return, the Finance Director may consider other documentation of household annual income; and
4. Who is not nor is any other adult member of the household claimed as a dependent on another federal income tax return; and

5. Who is named customer on the City's utility bill or can prove that he or she is the named tenant in a lease or rental agreement for that residence.
- E. The Finance Director shall create an application form and a renewal form for residential customers requesting the low-income residential customer discount.
1. Applications shall be available at City Hall or mailed to any City customer upon request.
 2. The low-income residential customer seeking the low-income discount must complete an application renewal form annually in order to continue receiving the low-income residential customer discount.
 3. A notice of renewal of application will be mailed annually by the City to low-income residential customers then receiving the discount. The completed renewal application form and required attachments must be returned to the City within 30 days or the discount will no longer apply.
 4. Discounts will commence on the next subsequent billing date following application.
 5. A low-income residential customer who applied for and received the discount in the prior year, but who has failed to submit the renewal form within the required 30 days and whose low-income customer discount was discontinued as a result, may request a one-time only retroactive application of the low-income discount for not more than 2 billing cycles or two months.
 6. A low-income residential customer is not eligible for the low-income discount if his or her annual water consumption is in excess of 100 cubic feet (ccf) per year on a calendar year basis. An applicant may appeal the criteria to the Finance Director and must provide a convincing justification for the excess usage.
- F. The sewer bill for a low-income residential customer whose application is determined by the Finance Director to meet the criteria of subsections D and E above will be discounted by 30

percent.

Section 2. Section 13.08.090 Amended. Section 13.08.090 of the Snoqualmie Municipal Code is hereby amended and adopted to read as follows:

13.08.090 Commercial Base and Volume Rate Structure

A. The following monthly sewer rates and charges are hereby imposed on the commercial and industrial customer classifications. This customer class includes without limitation hotels, restaurants, schools, hospitals, churches, lodges, intermittently used buildings, government uses, potable irrigation, and commercial or industrial uses. This customer class includes all business/industrial types identified in section **13.08.080** as well as emerging business or industrial types of the City may classify in the future to protect the sewerage system and prevent cost of service inequities.

Commercial Rate	<u>2021</u> <u>2025</u>	<u>2022</u> <u>2026</u>	<u>2023</u> <u>2027</u>	<u>2024</u> <u>2028</u>	<u>2025</u> <u>2029</u>	<u>2026</u> <u>2030</u>
Base monthly unit charge, for water consumption up to 600 cubic feet						
Low Commercial	\$97.92 <u>\$126.89</u>	\$99.88 <u>\$135.16</u>	\$101.85 <u>\$138.54</u>	\$104.91 <u>\$142.00</u>	\$105.83 <u>\$145.55</u>	\$107.84 <u>\$149.19</u>
High Commercial	\$121.72 <u>\$171.06</u>	\$126.19 <u>\$189.43</u>	\$130.78 <u>\$202.02</u>	\$134.70 <u>\$215.13</u>	\$140.31 <u>\$228.77</u>	\$145.20 <u>\$242.97</u>
Volume charge, for each additional 100 cubic feet or portion thereof (above 600 cubic feet)						
Low Commercial	\$7.09 <u>\$9.18</u>	\$7.23 <u>\$9.78</u>	\$7.37 <u>\$10.02</u>	\$7.59 <u>\$10.27</u>	\$7.65 <u>\$10.53</u>	\$7.80 <u>\$10.79</u>
High Commercial	\$9.64 <u>\$13.54</u>	\$9.99 <u>\$14.99</u>	\$10.35 <u>\$15.99</u>	\$10.66 <u>\$17.03</u>	\$11.11 <u>\$18.11</u>	\$11.50 <u>\$19.23</u>

B. For commercial customers, the base monthly unit charge will be added to an estimated volumetric charge for the water used at the premises, based upon the average usage for the corresponding month of the preceding year, averaged over a three-month period including the preceding and following month. In the event there is no prior history for the preceding year,

the charge shall be based upon the average water usage for the month for all customers of the municipal water supply system in the same service class.

Section 3. Section 13.12.010 Amended. Section 13.12.010 of the Snoqualmie Municipal Code is hereby amended and adopted to read as follows:

13.12.10 Rates and charges.

The following rates and charges for all water are hereby imposed:

- A. Each ratepayer shall pay for water service based on the applicable meter size. Rates for water service shall consist of a monthly base service charge based on rate classification, plus a volume charge also based on rate class.
- B. Residential: This customer class includes each separately metered single-family residence, trailer or mobile home in a trailer court or mobile home park, and each separately metered residential unit in a townhome or duplex.
 - 1. The base (minimum) service, according to meter size and location within ~~or without~~ the corporate limits of the city, for all residential water classifications, other than Class A reclaimed water, shall be as follows:

Base charge (Meter Size)	2021 2025	2022 2026	2023 2027	2024 2028	2025 2029	2026 2030
3/4"	\$34.36 <u>\$41.42</u>	\$35.63 <u>\$43.80</u>	\$36.95 <u>\$46.32</u>	\$39.17 <u>\$48.98</u>	\$39.74 <u>\$51.43</u>	\$41.21 <u>\$54.00</u>
1"	\$43.14 <u>\$52.01</u>	\$44.74 <u>\$55.00</u>	\$46.40 <u>\$58.16</u>	\$49.18 <u>\$61.50</u>	\$49.90 <u>\$64.58</u>	\$51.75 <u>\$67.81</u>
1-1/2"	\$71.50 <u>\$86.19</u>	\$74.15 <u>\$91.15</u>	\$76.89 <u>\$96.39</u>	\$81.50 <u>\$101.93</u>	\$82.68 <u>\$107.03</u>	\$85.74 <u>\$112.38</u>
2"	\$119.30 <u>\$143.81</u>	\$123.71 <u>\$152.08</u>	\$128.29 <u>\$160.82</u>	\$135.99 <u>\$170.07</u>	\$137.96 <u>\$178.57</u>	\$143.06 <u>\$187.50</u>
3"	\$179.13	\$185.76	\$192.63	\$204.19	\$207.15	\$214.81

Base charge (Meter Size)	2021 2025	2022 2026	2023 2027	2024 2028	2025 2029	2026 2030
	<u>\$215.93</u>	<u>\$228.35</u>	<u>\$241.48</u>	<u>\$255.37</u>	<u>\$268.14</u>	<u>\$281.55</u>
4"	<u>\$238.81</u> <u>\$287.87</u>	<u>\$247.65</u> <u>\$304.42</u>	<u>\$256.81</u> <u>\$321.92</u>	<u>\$272.22</u> <u>\$340.43</u>	<u>\$276.16</u> <u>\$357.45</u>	<u>\$286.38</u> <u>\$375.32</u>
6"	<u>\$357.98</u> <u>\$431.53</u>	<u>\$371.23</u> <u>\$456.34</u>	<u>\$384.97</u> <u>\$482.58</u>	<u>\$408.07</u> <u>\$510.33</u>	<u>\$413.98</u> <u>\$535.85</u>	<u>\$429.30</u> <u>\$562.64</u>
8"	<u>\$477.35</u> <u>\$575.42</u>	<u>\$495.01</u> <u>\$608.51</u>	<u>\$513.33</u> <u>\$643.50</u>	<u>\$544.13</u> <u>\$680.50</u>	<u>\$552.02</u> <u>\$714.53</u>	<u>\$572.44</u> <u>\$750.26</u>

2. The following residential volume consumption rates are imposed for each 100 cubic feet (CCF) of usage for all water other than Class A reclaimed water according to location within ~~or outside~~ the corporate limits of the city:

Consumption Rate (per 100 cubic feet)	2021 2025	2022 2026	2023 2027	2024 2028	2025 2029	2026 2030
0-300 cf	<u>\$2.26</u> <u>\$2.73</u>	<u>\$2.34</u> <u>\$2.89</u>	<u>\$2.43</u> <u>\$3.06</u>	<u>\$2.58</u> <u>\$3.24</u>	<u>\$2.61</u> <u>\$3.40</u>	<u>\$2.71</u> <u>\$3.57</u>
301-800 cf	<u>\$3.80</u> <u>\$4.59</u>	<u>\$3.94</u> <u>\$4.85</u>	<u>\$4.09</u> <u>\$5.13</u>	<u>\$4.34</u> <u>\$5.42</u>	<u>\$4.40</u> <u>\$5.69</u>	<u>\$4.56</u> <u>\$5.97</u>
Over 801 cf	<u>\$4.75</u> <u>\$5.73</u>	<u>\$4.93</u> <u>\$6.06</u>	<u>\$5.11</u> <u>\$6.41</u>	<u>\$5.42</u> <u>\$6.78</u>	<u>\$5.50</u> <u>\$7.12</u>	<u>\$5.70</u> <u>\$7.48</u>

3. Rates for outside City residential customers shall be 1.5 times the inside the City rates for the base charge and the consumption rates.
- a. Base (minimum) service, according to meter size and location outside the corporate limits of the city, for all residential water classifications, other than Class A reclaimed water, shall be as follows:

Base Charge (Meter Size)	2025	2026	2027	2028	2029	2030
3/4"	<u>\$ 62.13</u>	<u>\$ 65.70</u>	<u>\$ 69.48</u>	<u>\$ 73.47</u>	<u>\$ 77.15</u>	<u>\$ 81.00</u>

1"	\$ 78.02	\$ 82.50	\$ 87.24	\$ 92.25	\$ 96.87	\$ 101.72
1.5"	\$ 129.29	\$ 136.73	\$ 144.59	\$ 152.90	\$ 160.55	\$ 168.57
2"	\$ 215.72	\$ 228.12	\$ 241.23	\$ 255.11	\$ 267.86	\$ 281.25
3"	\$ 323.90	\$ 342.53	\$ 362.22	\$ 383.06	\$ 402.21	\$ 422.33
4"	\$ 431.81	\$ 456.63	\$ 482.88	\$ 510.65	\$ 536.18	\$ 562.98
6"	\$ 647.30	\$ 684.51	\$ 723.87	\$ 765.50	\$ 803.78	\$ 843.96
8"	\$ 863.13	\$ 912.77	\$ 965.25	\$ 1,020.75	\$ 1,071.80	\$ 1,125.39

b. The following residential volume consumption rates are imposed for each 100 cubic feet (CCF) of usage for all water other than Class A reclaimed water according to location outside the corporate limits of the city:

<u>Consumption Rate (per 100 cubic feet)</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>
0-300 cf	\$ 4.10	\$ 4.34	\$ 4.59	\$ 4.86	\$ 5.10	\$ 5.36
301-800 cf	\$ 6.89	\$ 7.28	\$ 7.70	\$ 8.13	\$ 8.54	\$ 8.96
Over 801 cf	\$ 8.60	\$ 9.09	\$ 9.62	\$ 10.17	\$ 10.68	\$ 11.22

3. Multifamily: This customer class includes apartment, condominium, multiplex, and duplex structures that are served by a single, master water meter rather than individual unit meters.

a. The base (minimum) service for each multifamily unit connected to the single master water meter other than Class A reclaimed water shall be as follows:

<u>Base Charge</u>	<u>2021</u> <u>2025</u>	<u>2022</u> <u>2026</u>	<u>2023</u> <u>2027</u>	<u>2024</u> <u>2028</u>	<u>2025</u> <u>2029</u>	<u>2026</u> <u>2030</u>
Per unit	\$30.16 <u>\$31.19</u>	\$29.80 <u>\$31.19</u>	\$29.42 <u>\$31.19</u>	\$31.19 <u>\$31.19</u>	\$28.62 <u>\$31.19</u>	\$28.18 <u>\$31.19</u>

b. The following multifamily volume consumption rates are imposed for each 100 cubic feet (CCF) of usage for all water other than Class A reclaimed water according to location within or outside the corporate limits of the city:

Volume Rate	<u>2021</u> <u>2025</u>	<u>2022</u> <u>2026</u>	<u>2023</u> <u>2027</u>	<u>2024</u> <u>2028</u>	<u>2025</u> <u>2029</u>	<u>2026</u> <u>2030</u>
Per 100 cf	\$2.70 <u>\$2.80</u>	\$2.67 <u>\$2.80</u>	\$2.64 <u>\$2.80</u>	\$2.80 <u>\$2.80</u>	\$2.56 <u>\$2.80</u>	\$2.52 <u>\$2.80</u>

~~e. Rates for outside City multifamily customers shall be 1.5 times the inside the City rates for the base charge and the consumption rates.~~

c. Outside City multifamily customers shall be 1.5 times the inside the City rates for the base charge and the consumption rates for each multifamily unit connected to the single master water meter other than Class A reclaimed water. Base (minimum) service shall be as follows:

<u>Base Charge</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>
Per Unit	<u>\$46.79</u>	<u>\$46.79</u>	<u>\$46.79</u>	<u>\$46.79</u>	<u>\$46.79</u>	<u>\$46.79</u>

d. Outside City multifamily customers shall be 1.5 times the inside the City the consumption rates for each multifamily unit connected to the single master water meter other than Class A reclaimed water. The following multifamily volume consumption rates are imposed for each 100 cubic feet (CCF) of usage for all water outside the corporate limits of the city:

<u>Volume Rate</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>
<u>Per 100 cf</u>	<u>\$4.20</u>	<u>\$4.20</u>	<u>\$4.20</u>	<u>\$4.20</u>	<u>\$4.20</u>	<u>\$4.20</u>

4. Commercial: This customer class includes without limitation hotels, schools, hospitals, churches, lodges, intermittently used buildings, government uses, and commercial or industrial uses.

a. The base (minimum) service, according to meter size and location within ~~or outside~~ the corporate limits of the City, for all commercial water classifications, other than Class A reclaimed water shall be as follows:

Meter Size	<u>2021</u> <u>2025</u>	<u>2022</u> <u>2026</u>	<u>2023</u> <u>2027</u>	<u>2024</u> <u>2028</u>	<u>2025</u> <u>2029</u>	<u>2026</u> <u>2030</u>
3/4"	\$41.56 \$51.93	\$43.66 \$55.39	\$45.80 \$58.93	\$48.55 \$62.55	\$50.16 \$65.65	\$52.38 \$68.78
1"	\$52.17 \$65.18	\$54.81 \$69.53	\$57.49 \$73.98	\$60.94 \$78.52	\$62.96 \$82.41	\$65.74 \$86.34
1-1/2"	\$86.46 \$108.02	\$90.84 \$115.22	\$95.28 \$122.59	\$101.00 \$130.12	\$104.35 \$136.57	\$108.96 \$143.08
2"	\$144.25 \$180.23	\$151.56 \$192.25	\$158.97 \$204.55	\$168.51 \$217.11	\$174.10 \$227.88	\$181.80 \$238.74
3"	\$216.59 \$270.09	\$227.55 \$288.63	\$238.68 \$307.10	\$253.00 \$325.96	\$261.40 \$342.13	\$272.96 \$358.43
4"	\$288.76 \$360.76	\$303.38 \$384.81	\$318.22 \$409.43	\$337.31 \$434.57	\$348.51 \$456.12	\$363.92 \$477.86
6"	\$432.86 \$540.78	\$454.76 \$576.84	\$477.01 \$613.75	\$505.63 \$651.44	\$522.42 \$683.75	\$545.52 \$716.34
8"	\$577.18 \$721.09	\$606.40 \$769.17	\$636.06 \$818.38	\$674.22 \$868.64	\$696.60 \$911.72	\$727.41 \$955.17

b. The following commercial volume rates are imposed for each 100 cubic feet of usage for all water other than Class A reclaimed water according to location within ~~or without~~ the corporate limits of the city:

Volume charge	<u>2021</u> <u>2025</u>	<u>2022</u> <u>2026</u>	<u>2023</u> <u>2027</u>	<u>2024</u> <u>2028</u>	<u>2025</u> <u>2029</u>	<u>2026</u> <u>2030</u>
Per 100 cf	\$3.49 \$4.36	\$3.67 \$4.65	\$3.85 \$4.95	\$4.08 \$5.25	\$4.21 \$5.51	\$4.40 \$5.77

c. Rates for outside City commercial customers shall be 1.5 times the inside the City rates for the base charge and the consumption rates. Base (minimum) service, according to meter size and location outside the corporate limits of the city, for all residential water classifications, other than Class A reclaimed water, shall be as follows:

<u>Meter Size</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>
<u>3/4"</u>	<u>\$ 77.90</u>	<u>\$ 83.09</u>	<u>\$ 88.40</u>	<u>\$ 93.83</u>	<u>\$ 98.48</u>	<u>\$ 103.17</u>
<u>1"</u>	<u>\$ 97.77</u>	<u>\$ 104.30</u>	<u>\$ 110.97</u>	<u>\$ 117.78</u>	<u>\$ 123.62</u>	<u>\$ 129.51</u>
<u>1.5"</u>	<u>\$ 162.03</u>	<u>\$ 172.83</u>	<u>\$ 183.89</u>	<u>\$ 195.18</u>	<u>\$ 204.86</u>	<u>\$ 214.62</u>
<u>2"</u>	<u>\$ 270.35</u>	<u>\$ 288.38</u>	<u>\$ 306.83</u>	<u>\$ 325.67</u>	<u>\$ 341.82</u>	<u>\$ 358.11</u>
<u>3"</u>	<u>\$ 405.89</u>	<u>\$ 432.95</u>	<u>\$ 460.65</u>	<u>\$ 488.94</u>	<u>\$ 513.20</u>	<u>\$ 537.65</u>
<u>4"</u>	<u>\$ 541.14</u>	<u>\$ 577.22</u>	<u>\$ 614.15</u>	<u>\$ 651.86</u>	<u>\$ 684.18</u>	<u>\$ 716.79</u>
<u>6"</u>	<u>\$ 811.17</u>	<u>\$ 865.26</u>	<u>\$ 920.63</u>	<u>\$ 977.16</u>	<u>\$ 1,025.63</u>	<u>\$ 1,074.51</u>
<u>8"</u>	<u>\$ 1,081.64</u>	<u>\$ 1,153.76</u>	<u>\$ 1,227.57</u>	<u>\$ 1,302.96</u>	<u>\$ 1,367.58</u>	<u>\$ 1,432.76</u>

d. Rates for outside City commercial customers shall be 1.5 times the inside the City rates for the base charge and the consumption rates. Base (minimum) service, according to meter size and location outside the corporate limits of the city, for all residential water classifications, other than Class A reclaimed water, shall be as follows:

<u>Volume Rate</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>
<u>Per 100 cf</u>	<u>\$6.54</u>	<u>\$6.98</u>	<u>\$7.43</u>	<u>\$7.88</u>	<u>\$8.27</u>	<u>\$8.66</u>

E. Potable Irrigation: This customer class includes without limitation all customers listed under subsections B, C, and D of this section that receive irrigation water from the city’s potable water distribution system.

1. The base (minimum) service, according to meter size and location ~~within or~~ ~~outside~~ the corporate limits of the city, for all potable irrigation water classifications other than Class A reclaimed water shall be as follows:

Meter Size	<u>2021</u> <u>2025</u>	<u>2022</u> <u>2026</u>	<u>2023</u> <u>2027</u>	<u>2024</u> <u>2028</u>	<u>2025</u> <u>2029</u>	<u>2026</u> <u>2030</u>
3/4"	\$41.56 \$56.53	\$43.66 \$61.90	\$45.80 \$67.78	\$48.55 \$74.22	\$50.16 \$80.53	\$52.38 \$87.38
1"	\$52.17 \$70.97	\$54.81 \$77.71	\$57.49 \$85.09	\$60.94 \$93.17	\$62.96 \$101.09	\$65.74 \$109.68
1-1/2"	\$86.46 \$117.60	\$90.84 \$128.77	\$95.28 \$141.00	\$101.00 \$154.40	\$104.35 \$167.52	\$108.96 \$181.76
2"	\$144.25 \$196.23	\$151.56 \$214.87	\$158.97 \$235.28	\$168.51 \$257.63	\$174.10 \$279.53	\$181.80 \$303.29
3"	\$216.59 \$294.62	\$227.55 \$322.61	\$238.68 \$353.26	\$253.00 \$386.82	\$261.40 \$419.70	\$272.96 \$455.37
4"	\$288.76 \$392.81	\$303.38 \$430.13	\$318.22 \$470.99	\$337.31 \$515.73	\$348.51 \$559.57	\$363.92 \$607.13
6"	\$432.86 \$588.81	\$454.76 \$644.75	\$477.01 \$706.00	\$505.63 \$773.07	\$522.42 \$838.78	\$545.52 \$910.08
8"	\$577.18 \$785.16	\$606.40 \$859.75	\$636.06 \$941.43	\$674.22 \$1030.87	\$696.60 \$1118.49	\$727.41 \$1213.56

2. The following commercial volume rates are imposed for each 100 cubic feet of usage for all water other than Class A reclaimed water according to location within ~~or without~~ the corporate limits of the city:

Volume charge	<u>2021</u> <u>2025</u>	<u>2022</u> <u>2026</u>	<u>2023</u> <u>2027</u>	<u>2024</u> <u>2028</u>	<u>2025</u> <u>2029</u>	<u>2026</u> <u>2030</u>

Per 100 cf	\$3.49	\$3.67	\$3.85	\$4.08	\$4.21	\$4.40
	\$4.74	\$5.19	\$5.68	\$6.22	\$6.75	\$7.32

3. Rates for outside City commercial customers shall be 1.5 times the inside the City rates for the base charge ~~and the consumption rates.~~ Base (minimum) service, according to meter size and location outside the corporate limits of the city, for all residential water classifications, other than Class A reclaimed water, shall be as follows:

<u>Meter Size</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>
3/4"	\$ 84.80	\$ 92.85	\$ 101.67	\$ 111.33	\$ 120.80	\$ 131.07
1"	\$ 106.46	\$ 116.57	\$ 127.64	\$ 139.76	\$ 151.64	\$ 164.52
1.5"	\$ 176.40	\$ 193.16	\$ 211.50	\$ 231.60	\$ 251.28	\$ 272.64
2"	\$ 294.35	\$ 322.31	\$ 352.92	\$ 386.45	\$ 419.30	\$ 454.94
3"	\$ 441.93	\$ 483.92	\$ 529.89	\$ 580.23	\$ 629.55	\$ 683.06
4"	\$ 589.22	\$ 645.20	\$ 706.49	\$ 773.60	\$ 839.36	\$ 910.70
6"	\$ 883.22	\$ 967.13	\$ 1,059.00	\$ 1,159.61	\$ 1,258.17	\$ 1,365.12
8"	\$ 1,177.74	\$ 1,289.63	\$ 1,412.15	\$ 1,546.31	\$ 1,677.74	\$ 1,820.34

4. Rates for outside City commercial customers shall be 1.5 times the inside the City rates for the base charge and the consumption rates. Base (minimum) service, according to meter size and location outside the corporate limits of the city, for all residential water classifications, other than Class A reclaimed water, shall be as follows:

<u>Volume Rate</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>
Per 100 cf	\$7.11	\$7.79	\$8.52	\$9.33	\$10.13	\$10.98

F. Whenever two or more rate classifications are serviced by one meter, the highest of the utility rates is imposed on the customer.

G. In computing the applicable water consumption charge for all customer classes, once the threshold is exceeded for each block, the next block's rate shall be used.

H. In the event a customer is not connected to a meter service, or a meter has broken, become out of order or failed to accurately meter actual water usage, the customer shall be charged the base or minimum charge, together with an estimated charge for the water used at the premises, based upon the average usage for the corresponding month of the preceding year, averaged over a three-month period including the preceding and following month. In the event there is no prior history for the preceding year, the charge shall be based upon the average water usage for the month for all customers of the municipal water supply system in the same service class.

I. A "low-income residential customer" means an individual:

1. Who owns or rents and resides in the residence where the discounted rate(s) are being requested;
2. Whose residence has a separate water meter;
3. Whose total household annual income meets the U.S. Department of Housing and Urban Development income limits for very low income in King County, Washington. Total household annual income shall include that of a spouse or any co-resident(s), where "annual income" is defined as adjusted gross income as indicated in the most recent federal income tax return. In the absence of a federal income tax return, the finance director may consider other documentation of household annual income;
4. Who is not nor is any other adult member of the household claimed as a dependent on another federal income tax return; and
5. Who is named customer on the city's utility bill or can prove that he or she is the named tenant in a lease or rental agreement for that residence.

J. The finance director shall create an application form and a renewal form for customers requesting a low-income residential customer discount provided by subsection K of this section.

1. Applications shall be available at City Hall or mailed to any city customer upon request.

2. The low-income residential customer seeking the discount must complete an application renewal form annually.

3. A notice of renewal of application will be mailed annually by the city to low-income residential customers then receiving the low-income discount. The completed renewal application form and required attachments must be returned to the city within 30 days or the discount will no longer apply.

4. Discounts will commence on the next subsequent billing date following application.

5. A low-income residential customer who applied for and received the discount in the prior year, and whose low-income residential customer discount was discontinued as a result of the customer's failure to submit the renewal form within the required 30 days may request a one-time-only retroactive application of the low-income discount for not more than two billing cycles or two months.

6. A low-income residential customer is not eligible for the discount if his or her annual water consumption is in excess of 100 cf (hundred cubic feet) per year on a calendar year basis. Applicant may appeal the criteria to the finance director and must provide a convincing justification for the excess usage.

K. The water bill (including base and volume charges) of a customer whose application is determined by the finance director to meet the criteria of subsections I and J of this section will be discounted by 30 percent.

L. The rate for retail customers of the municipal irrigation system for Class A reclaimed water shall be the base rate plus the volume rate specified below.

1. The base rate shall be based upon allocation of the existing total base among the current 755

Class A reclaimed water zones in the city’s computer-controlled irrigation system as follows:

Customer	Zones	2021 2025	2022 2026	2023 2027	2024 2028	2025 2029	2026 2030
Per Zone Cost		\$8.01	\$8.24	\$8.49	\$8.74	\$9.00	\$9.27
City of Snoqualmie	358	\$2,864.00 \$3815.99	\$2,950.00 \$4102.81	\$3,039.00 \$4246.41	\$3,129.00 \$4395.03	\$3,222.00 \$4548.86	\$3,319.00 \$4708.07
Residential Owners Association	239	\$1,912.00 \$2547.65	\$1,969.00 \$2739.14	\$2,029.00 \$2835.01	\$2,089.00 \$2934.24	\$2,151.00 \$3036.94	\$2,216.00 \$3143.23
Business Park Owners Association	122	\$976.00 \$1300.05	\$1,005.00 \$1397.77	\$1,036.00 \$1446.69	\$1,066.00 \$1497.32	\$1,098.00 \$1549.73	\$1,131.00 \$1603.97
Snoqualmie Ridge Joint Committee	16	\$128.00 \$170.74	\$132.00 \$183.57	\$136.00 \$189.99	\$140.00 \$196.64	\$144.00 \$203.52	\$148.00 \$210.64
Venture Corporation	16	\$128.00 \$170.74	\$132.00 \$183.57	\$136.00 \$189.99	\$140.00 \$196.64	\$144.00 \$203.52	\$148.00 \$210.64
Bandera Murray/Franklin	4	\$32.00 \$42.68	\$33.00 \$45.89	\$34.00 \$47.50	\$35.00 \$49.16	\$36.00 \$50.88	\$37.00 \$52.66
TOTAL	755.00	\$6,040.00	\$6,221.00	\$6,410.00	\$6,599.00	\$6,795.00	\$6,999.00

2. There shall be added to the base rate a volume rate per 100 cubic feet as follows:

Rate	2021 2025	2022 2026	2023 2027	2024 2028	2025 2029	2026 2030
Per 100 cubic feet	\$3.03 \$4.04	\$3.12 \$4.34	\$3.21 \$4.49	\$3.31 \$4.65	\$3.41 \$4.81	\$3.51 \$4.98

M. Rates for bulk customers shall be based upon the volume of water delivered to the customer’s reservoir.

1. In the case of the Eagle Lake Reservoir at the Snoqualmie Ridge Golf Course, which also serves as the reservoir for reclaimed and/or raw water for the municipal distribution system for retail customers, the rate shall be based upon the difference between the amount of water delivered to the reservoir and the amount of water supplied from the municipal pump station at Eagle Lake to retail customers.

2. The rate for bulk customers shall be a volume rate as follows:

Rate	2021 2025	2022 2026	2023 2027	2024 2028	2025 2029	2026 2030
Per 100 cubic feet	\$0.89 \$1.20	\$0.92 \$1.29	\$0.95 \$1.34	\$0.98 \$1.39	\$1.01 \$1.44	\$1.04 \$1.49

Section 4. Section 13.10.050 Amended. Section 13.10.050 of the

Snoqualmie Municipal Code is hereby amended and adopted to read as follows:

13.10.050 Rates and charges.

The following monthly stormwater rates and charges are hereby imposed:

A. Except as provided in subsection B of this section, the following monthly storm water rates per equivalent service unit (ESU) are hereby imposed for all developed properties within the corporate limits of the city:

Rate	2021 2025	2022 2026	2023 2027	2024 2028	2025 2029	2026 2030
Per ESU	\$24.12 \$30.71	\$25.35 \$33.01	\$26.64 \$35.49	\$28.57 \$38.15	\$29.43 \$41.01	\$30.93 \$44.09

Section 4. Severability. If any section or provision of this Ordinance is later determined to be void, preempted, or otherwise invalid or unenforceable in its entirety or with

respect to any person or class of persons, such determination shall not affect the validity or enforceability of the other provisions of this Ordinance, which shall remain in full force and effect to the maximum extent permitted under law.

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

Section 6. Corrections by the City Clerk or Code Reviser. Upon approval of the City Attorney, the City Clerk and Code Reviser are authorized to make necessary corrections to this ordinance, including the correction of clerical errors; references to other local, state, or federal laws, codes, rules, or regulations, or ordinance numbering and section/subsection numbering.

PASSED by the City Council of the City of Snoqualmie, Washington this 27th day of January 2025.

Katherine Ross, Mayor

ATTEST:

APPROVED AS TO FORM:

Deana Dean, City Clerk

Dena Burke, City Attorney



**BUSINESS OF THE CITY COUNCIL
CITY OF SNOQUALMIE**

**AB25-005
January 13, 2025
Committee Report**

AGENDA BILL INFORMATION

TITLE:	AB25-005: Snoqualmie Fire Department 2025-2030 Strategic Plan	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input checked="" type="checkbox"/> Resolution
	PROPOSED ACTION: Move to approve Resolution 1704 adopting the City of Snoqualmie Fire Department 2025-2030 Strategic Plan	

REVIEW:	Department Director	Mike Bailey	12/18/2024
	Finance	Janna Walker	12/18/2024
	Legal	n/a	Click or tap to enter a date.
	City Administrator	Mike Chambless	Click or tap to enter a date.

DEPARTMENT:	Fire		
STAFF:	Mike Bailey, Fire Chief		
COMMITTEE:	Public Safety	COMMITTEE DATE: January 6, 2025	
EXHIBITS:	1. Strategic Plan 2. Implementation Guide 3. Draft Resolution		

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

SUMMARY

INTRODUCTION

As part of the Snoqualmie Fire Department’s Accreditation process, the department must have an adopted Strategic Plan. The Center for Public Safety Technical Advisor Program (TAP) was contracted in 2024 to facilitate and construct the City of Snoqualmie Fire Department 2025-2030 Strategic Plan.

BACKGROUND

To be an accredited agency, the Snoqualmie Fire Department must have an adopted Strategic Plan spanning no more than five years. The last Strategic Plan was adopted in 2018. In 2023, the City Council voted to extend the Strategic Plan for an additional year to 2024. In 2024, the Fire Department contracted with the Center for Public Safety TAP group to facilitate and construct a new community-driven strategic plan. In July, a dedicated team of community members met and completed a survey to provide feedback and input regarding the services the department provides, and that the community prioritizes. Utilizing the data gathered from community members, department members then participated in a Center for Public Safety TAP facilitated three-day workshop to create the new Strategic Plan that is presented for approval.

ANALYSIS

A Strategic Plan is a plan that is often referred to as an organizational work plan. It addresses contemporary issues facing the organization, focusing the agency and its members on the essential activities which must occur during that five-year period. The 2025-2030 Strategic Plan will help provide direction for the next five years concurrent with the Fire Department's next Accreditation cycle.

BUDGET IMPACTS

No budget impacts anticipated.

NEXT STEPS**PROPOSED ACTION**

Move to approve Resolution 1704 adopting the City of Snoqualmie Fire Department 2025-2030 Strategic Plan and authorize the Mayor to sign.



CITY OF SNOQUALMIE FIRE DEPARTMENT

2025-2030

STRATEGIC PLAN



Facilitated by



Center for
Public Safety
Excellence

The Center for Public Safety Excellence® (CPSE®) acknowledges and thanks the community and the City of Snoqualmie Fire Department (SFD) stakeholders for their participation and input into this community-driven strategic planning process. The CPSE also recognizes Fire Chief Michael Bailey and all who participated for their commitment to this process.

This plan was developed in July 2024, beginning with a meeting facilitated by representatives from the CPSE for community members, as named below. The community stakeholders’ feedback considered by agency stakeholders in developing this strategic plan can be found in [Appendix A](#).

Community Stakeholders

- | | | | |
|------------------|---------------|--------------------|-----------------|
| Adrienne Brady | Heather Dean | Jen Kirk | Diana Reul |
| Cara Christensen | Alice Friedel | Sherwood Korssjoen | Dorie Ross |
| Julie Chung | Joelle Gibson | Danna McCall | Marta Rothnie |
| Ellen Clark | Melissa Grant | Nichole Pas | Elizabeth Scott |
| Catherine Cotton | Shilpa Hastu | Katie Podschwit | Chris Stephen |
| Kelly Coughlin | | | |

The agency stakeholder work sessions, conducted over three days, involved a group representing a broad cross-section of the SFD, as named below.

Agency Stakeholders

- | | | | |
|------------------|-----------------|-----------------|------------------|
| Robert Angrisano | Kristen Favro | Nick Lathrop | Jessica Rellamas |
| Mike Bailey | Jake Fouts | Anna Meehan | Zach Schumann |
| Chris Brown | Quentin Heath | Peter O’Donnell | Bert Wolfe |
| Tyler Byrd | Robert Lasswell | Ben Parker | |

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Message from the Fire Chief

It is with great pride that I present to you the 2025-2030 Strategic Plan for the Snoqualmie Fire Department. While this is the 3rd strategic plan the department has produced, the second since being accredited, it is an important planning tool for the department that is worthy of update and refresh every five years. Having a community-driven strategic plan is an important piece of our department's success in providing services to our community. Understanding the needs of the community, coupled with the input from our department personnel, helps provide the vision and guidance needed to plan for the department's future and continued improvement.

Thank you to the team from the Center for Public Safety Excellence Technical Advisory Group for facilitating the creation of the plan and to the dedicated members of the community and this fire department for the time and effort they put into its completion.

This document will provide a roadmap for what we want to accomplish in the next five years. As I finish my first year at the helm of the department, I am looking forward to what is to come and the direction this strategic plan will give us for the future. The Snoqualmie Valley, and more importantly, the City of Snoqualmie is a truly wonderful place to live and work, and I am proud to be representing the amazing men and women of this department.



Michael Bailey
Fire Chief

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Introduction

The community serviced by the City of Snoqualmie Fire Department (SFD) receives high levels of professionalism and efficiency from the agency's proactive approach to risk reduction and emergency mitigation. As such, the SFD contracted with the Center for Public Safety Excellence® (CPSE®) to facilitate a community-driven strategic plan. The process utilized by CPSE aligns with the Commission on Fire Accreditation International® (CFAI®) fire and emergency services accreditation model but also considers all parameters prescribed by the authority having jurisdiction.

CPSE's approach to community-driven strategic planning gathers feedback and input from community and agency stakeholders while focusing on future change beyond the status quo. Beliefs, concepts, current processes, and values were among the many pieces considered and questioned to bring this planning document to reality. The SFD exhibited a commitment to the implementation and execution of this plan to become more efficient and effective in alignment with its community.

Process

Understanding what the customer desires is vital to the success of any organization. In this case, the customer is the community that the SFD serves. This applies even if the service organization is a governmental entity. Community-driven strategic planning ensures the community remains a focus of the organization's direction, and community feedback is at the heart of all deliberations and development of this strategic plan.

The process of strategic planning and the plan itself represents the embrace of transition away from how an organization has always done things, seeking to find efficacies and outcomes based on change. The community-driven strategic plan provides a management roadmap built on a shared vision and structured for measurable results. With the involvement of a diverse group of agency stakeholders, the SFD's strategic plan encompasses various experiences, perceptions, and perspectives that can also work to build more internal organizational symbiosis. For the desired, measurable results to be realized, the process and the strategic plan must focus on substance, not form. Only then can the SFD truly benefit from the process and realize its ultimate vision.

Community Stakeholder Findings

- ✓ Identify, from the community perspective, things the agency should and should not change.
- ✓ Identify the community's expectations for the agency, concerns about or for the agency, and aspects the community views as strengths or positives.
- ✓ Define the programs provided to the community.
- ✓ Establish the community's prioritized view of the programs and services provided by the agency.

Agency Stakeholder Work

- ✓ Identify the agency's strengths, opportunities, aspirations, and results.
- ✓ Revisit the mission statement, giving careful attention to the services and programs currently provided and which logically can be provided in the future.
- ✓ Revisit the values of the agency's membership.
- ✓ Revisit the agency's current vision, considering the consensus built from the strengths, opportunities, aspirations, and desired results.
- ✓ Identify the agency's challenges, service gaps, and causal effects through a thematic sifting process.
- ✓ Determine, by consensus, strategic initiatives for outcome-based organizational improvement.
- ✓ Develop strategic goals, SMART objectives with relative timelines, and comprehensive critical task concepts focusing on outcomes.



Agency Stakeholder Work Session

Agency Background



The City of Snoqualmie Fire Department was first organized in 1939 and was initially formed as a volunteer fire department. The department remained an all-volunteer organization until 1992 when they started the transition to a combination volunteer and career department. The long-standing tradition of volunteerism has remained in the department, with volunteer firefighters and EMS responders utilized to increase staffing to meet minimum established levels of service. SFD personnel have been highly effective in providing services and community involvement and have achieved a Washington Survey of Rating Bureau (WSRB) rating of 4. In addition, the agency is an internationally accredited fire department through the Center for Public Safety Excellence.

The SFD serves an approximate population of 14,000 residents. In addition, the local area has thousands of visitors and many others employed within the community. Growth and increase in population have and will provide for specific risks for which The City of SFD considers, prepares, and deploys its resources and personnel.



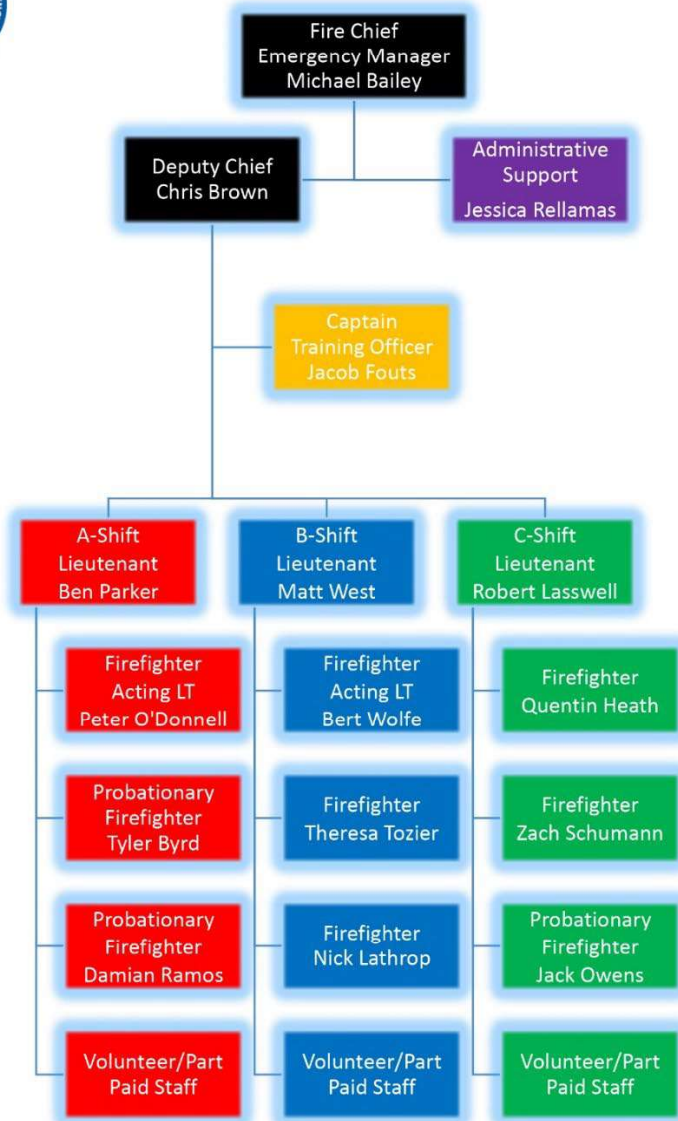
Today, SFD reflects on its history and remains committed to providing all-hazards emergency services and education to its community, embracing excellence in all they do. The SFD continues to honor its community by providing quality services through its proactive focus on risks and deployment from one station that provides service to the 7.42-square-mile coverage area. Staffed with 12 career firefighters, 4 administrative personnel, and 13 EMS volunteers to support the community, SFD embraces its future vision and continued excellence in service delivery.

Looking ahead to 2025, the SFD anticipates the addition of three career firefighters and the delivery of a new engine in January, along with a new aid car in 2026. The SFD is also working to add seven new EMS volunteers by the end of 2025.



Snoqualmie Fire Department

Organizational Chart



Agency Stakeholder Work Session Participants

Mission

The mission provides an internal aspect of the existence of an organization and, to a degree, an empowering consideration for all SFD members. The purpose of the mission is to answer the questions:

Who are we? Why do we exist? What do we do? Why do we do it? For whom?

A workgroup met to revisit the existing mission and after ensuring it answered the questions, the following mission statement was created, discussed, and accepted by the entire group:

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



Values

Values embraced by all members of an organization are extremely important, as they recognize the features that make up the personality and culture of the organization. A workgroup met to revisit the existing values agreed upon by the entire group.

Service Excellence

Snoqualmie Fire Department personnel provide exceptional levels of service to those we serve.

Collaboration

Snoqualmie Fire Department collaborates with the community and partner agencies, enhancing the services we provide.

Responsive

Snoqualmie Fire Department personnel respond to the needs of the community safely, quickly, and with utmost professionalism and integrity.

Inclusive

Snoqualmie Fire Department promotes inclusiveness by empowering members, fostering partnerships, and enhancing public education to create an informed community.

The mission and values are the foundation of this agency. Thus, every effort will be made to keep these current and meaningful to guide the individuals who make up the SFD to accomplish their goals, objectives, and day-to-day tasks.

Vision

An organizational vision exists to keep all agency members focused on the successful futurity of the SFD and to guide quality change and improvement in alignment with the community. In support of the futurity created within the community-driven strategic planning process, CPSE facilitated the revision of the SFD's vision for the future. The agency will support the reality of this vision through successful plan implementation and goal achievement.

The City of Snoqualmie Fire Department and its members are committed to excellence by delivering equitable and compassionate services to our diverse community. We will embrace innovation in training and leverage response efforts with mutual aid partners to provide an all-hazards response for our city and surrounding communities.

The City of Snoqualmie Fire Department will:

- **Commit to professional development and member growth.**
- **Anticipate and exceed community expectations through innovation in training and service delivery.**
- **Provide excellent customer service through positive interactions with those we serve.**

Goals

Community feedback and the Strengths, Opportunities, Aspirations, Results (SOAR) process led to the determination of strategic initiatives representing the high-level issues the agency stakeholders developed into goals. The SFD will now make these goals a focus of efforts that will direct the agency to its desired future. Goals with complete objectives, tasks, timelines, and assignments are included in a separate **Management and Implementation Guide**.



Attract and retain qualified staff throughout the agency that provides for internal development and reduces attrition.



Train, prepare, and equip to enhance the current wildland program based on demands and needs to match the growth of the city and region while meeting or exceeding established department standards and performance benchmarks.



Acquire, maintain, and improve physical resources based on demands and needs to match the growth of the city and region while meeting or exceeding national standards.



Improve relationships with external stakeholders, including council, city departments, community groups, and regional partners, through enhanced communication and interaction, incorporating feedback into operations.

Conclusion

Working with community and department members from all levels, this strategic plan was developed, but the work is truly just beginning. Agency stakeholders must now execute and institutionalize the plan to ensure the community’s expectations and the SFD’s vision remain congruent. The accompanying **Management and Implementation Guide** will assist the SFD in the mechanics of implementation. The guide is not intended to be all-inclusive; rather, it provides flexibility to ensure future success.

It must be remembered that during this journey of regeneration through change and improvement, recalculation may need to occur to find the success desired. This strategic plan is a roadmap to help the SFD navigate that change and futurity. The ability to pivot to meet the current environment as institutionalization and implementation occur provides a greater likelihood that the desired outcomes and efficacies will be realized as envisioned.



“...we will chase perfection, and we will chase it relentlessly, knowing all the while we can never attain it. But along the way, we shall catch excellence.”

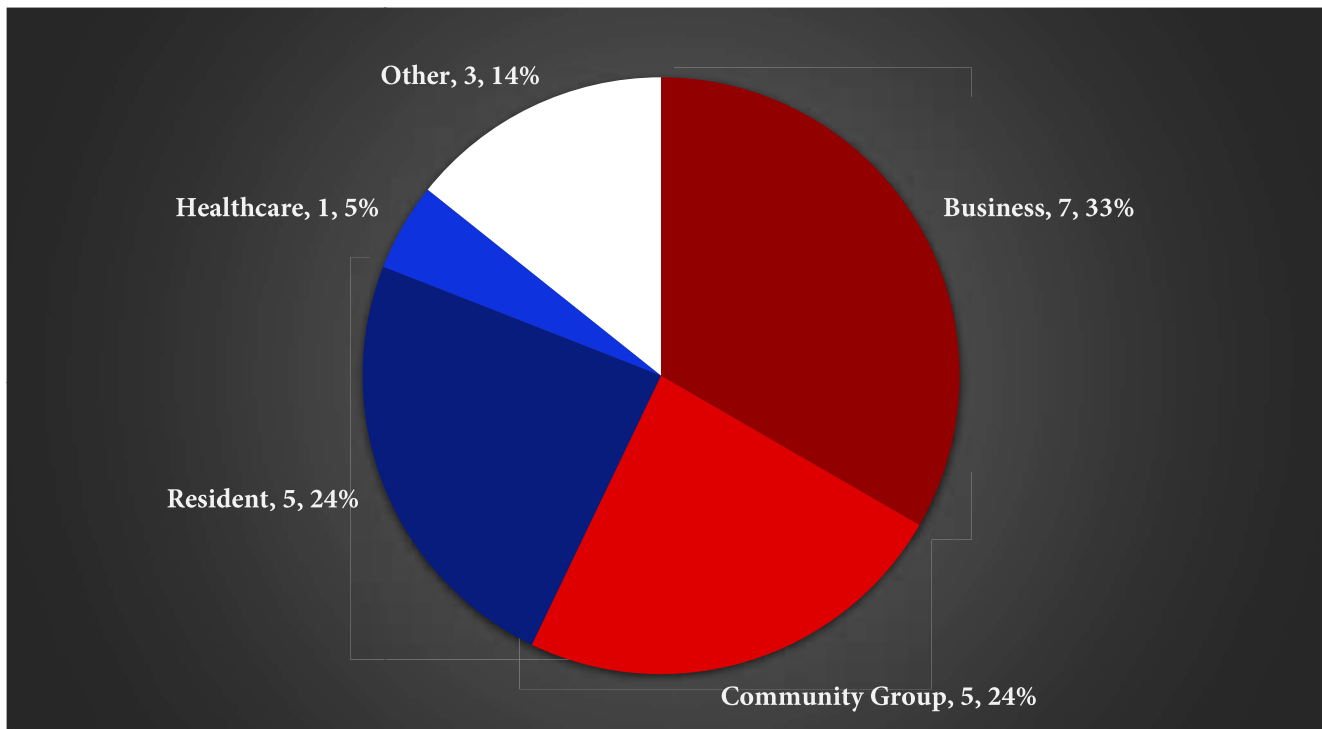
Vince Lombardi

Appendices

A. Community Stakeholder Findings

The SFD demonstrates a commitment to its community via a focus on community input and satisfaction. A community stakeholder session was held to gather feedback from the respondents on the agency and its various services delivered. The information gathered from the community stakeholder feedback provided understanding to the agency stakeholders of any misalignment with its organizational foundation and performance or values-based expectations or concerns from which new improvement strategies and processes may be created.

Community stakeholders were identified by the agency to ensure broad representation. The breakdown of groups represented is presented here:



Respondents were asked to list, in priority order, up to three subjects relative to expectations, concerns, and strengths or positives for the SFD. Expectations and concerns were then analyzed for themes and weighted. The numbers in the parentheses are the cumulative weighted value that correlate with the themes identified. While the themes are listed in prioritized, weighted order, all responses were important in the planning process. Strengths or positives are listed verbatim and may be repeated based on different respondents.

The specific data and findings from the community stakeholder respondents are provided to follow.

Community Expectations of the City of Snoqualmie Fire Department (in priority order)

1. Fast response. Respond quickly to emergencies with our regional partners. Quick response time for our community. To respond to any fire or medical emergency in a rapid, efficient manner. Prompt response when called. Speed of response to emergencies. Timely response to emergencies. Timely service. Fast response. (43)
2. Employee education. Training standards within the department are held to the highest levels, and both leaders and FF/EMTs are held accountable to those standards. Train for new likely scenarios. To stay proficient in skills and level of training to be able to mitigate any emergency crew is assigned to. Updated and ongoing training. Be knowledgeable about the community you serve - addresses, people who live in certain areas. High level of training and expertise. awareness to manage incidents correctly. Well-trained employees. (27)
3. Should have more than "1 way" at the I90 x 18. Being available for the community, what if have multiple emergencies - are not prepared. Be available to answer emergency calls when needed. No barriers to emergency situations - also create access to hospital. Excellent service. Provide a good response times and serve the community. (26)
4. Community education - best practices for prevention and involvement. Educate the public (including schools and businesses) so they can assist in preventing dangerous circumstances that could lead to the loss of life and destruction of property/reduced risk to our first responders. Education. I expect some programs to help youth have an idea of the services. More educational programs for house fire safety. Keeping up to date on training externally. Public education. (19)
5. Available in fire and inspection. Public communication. Work with local businesses on ways they can make our community safe-code enforcement. Community involvement/engagement. Open communications with the community. Involvement in the community from all levels. Other counties have junior sheriff - can we in Snoqualmie have a Junior Firefighter Program? Community engagement. Community involvement-community training (CPR/first aid). (15)
6. Emergency Medical Services. Take patients to the closest hospital, very rarely a need to bypass and go to Swedish. (11)
7. Fire prevention. Routinely monitor businesses and other areas in the city. Be a partner for local businesses who want to improve the safety of their facilities. Participate in drills with the hospital, make sure all staff are familiar with the facility. Forward-thinking on fire prevention and emergency management. (11)
8. Treat all employees and community members with respect. Stay dedicated and committed to the profession and community. Respect from FF/EMT on calls. Expect that every call be taken seriously and checked out. Professionalism - emergencies taken care of first and foremost. (11)
9. Emergency Management. Emergency management for community and tourist. (9)
10. Need to have an area that you can have a fire truck and ambulance. (5)
11. As a smallish department, I expect strong partnerships with the neighboring agencies, so all EMS/fire calls are responded to within industry standard service timelines. (5)
12. Maintaining equipment, resources, staffing recruitment. (3)
13. Wildland Urban Interface Fire Services. (1)
14. Work with community/businesses on disaster plan, having people (public) in place to assist if needed. (1)
15. As the community changes, that the department is looking ahead of those changes to beat the need before it happens. Example-do we have the equipment to deal with a fire at the multi-story hotel at the casino? (1)

Areas of Community Concern about the City of Snoqualmie Fire Department (verbatim, in priority order)

1. Enough personnel. Making sure they are fully staffed. Staffing to demand as the community population and freeway traffic at the I90/SR18 interchange increases. Being fully staffed to have quick response times, community is growing, is number of staff growing? Staffing levels and retention. Enough firefighters at any given time to respond to calls. Just like the police department, I feel we both are understaffed. Maintaining staff levels-budgetary staff cuts. (36)
2. Maintaining levels of service, even with increased call volumes, without burning out our staff. Being able to handle a large disaster (this is without doing any research on the subject). Ability to assist other departments when a large fire occurs. Lack of access to emergencies due to Hwy 18 construction and blocking traffic. Traffic-WSDOT closures from 90 causing backups in Snoqualmie-not allowing for emergency vehicles to get out. Everyday traffic and events that impact traffic patterns. (18)
3. More wildfire education. May be good to share what all services you offer; it is more than people are aware of. More public education and training on emergencies and disasters. (11)
4. Fully funded for competitive markets for staff. Priority of funding for equipment and staffing. Working within the budget of the city. Proper funding to maintain equipment, training, and staff. (10)
5. Emergency Management. FIFA - World Cup in the Snoqualmie Valley - emergency plan. Prepare businesses and residents in case of natural disasters and fire. FIFA/traffic control. (10)
6. Concern about code for historic downtown district not requiring sprinklers-may we request an analysis of downtown code-businesses lacking fire water, etc. How to protect houses close to woods from the wildfires and housefires from EVs. (10)
7. I worry that staff are overworked, especially leadership staff. Ensuring our first responders have access to peer support and mental health professionals to lessen the mental/emotional load on our volunteer and career firefighters/EMTs. Physical fitness and being able to perform all that the job requires. (9)
8. Fast communication during emergencies. Working proactively with the city & business owners in historic Snoqualmie downtown to address fire risks through education, audits, and consultation. Can we get a list of things that all residents should have in case of fire or any emergencies. (9)
9. Making sure they have proper equipment, up to date. Aging apparatus that are past service life and constantly needing repairs (out of service). Keeping engines too long. (9)
10. Wildfires getting closer every year. Ability to manage wildfires-is there enough support? (8)
11. I would love to see a strong initiative to ensure the hiring of black, Indigenous people of color (BIPOC), and female first responders to better represent our community. (5)
12. Location, location, location. (5)
13. New risks due to changing climate and technologies including climate change and lithium-ion batteries. (5)
14. Ability of the city and department to retain fire staff for periods of time (longer than probation) and maintain longevity with Snoqualmie Fire Department (incentives, pay, benefits, etc.) competitive with neighboring departments. (5)
15. Size of team and equipment in relation to population served. (5)

16. Rumors about discussions of merger/annexation and how that would impact or could impact the current department. Community education-major events, earthquakes, natural disasters, etc. (4)
17. Maintaining training, skills, and motivation in both career and volunteer staff. Proper and complete training of all fire personnel to avoid accidents to self on property. (2)

Positive Community Comments about the City of Snoqualmie Fire Department (verbatim, in no order)

- As the director of a low-barrier shelter agency, I have always felt so grateful for your training-informed team, who has always treated each of our clients with respect and dignity.
- Grateful for the opportunity to train our staff to call on you less during non-emergency medical situations; thank you for your patience with us!
- Professional – they fit the community “10”.
- Available and informed when asked.
- Supportive.
- Good communication w/public.
- Education for the public.
- Community outreach.
- Community forward.
- Fast response times.
- Professionalism on scenes, very personable and caring.
- Community outreach, transparency, and trust.
- Strong joint operations during an MCO.
- Open to community feedback to continually improve operations.
- Great community engagement and professionalism.
- Very well respected.
- Responsive and incredibly well trained to respond across many types of emergencies.
- Clear and caring communications during/after our building fire.
- Positive community engagement.
- Fast response times.
- Coordination w./other departments.
- From our recent fire at Snoqualmie Ice Cream - staff was great in keeping us informed.
- Members of the department are very nice at community events.
- Community involvement of both career and volunteer staff with events, public safety education, and community classes (schools, community groups, etc.).
- Commitment to community, service, and involvement.
- Snoqualmie Fire is a municipal department committed to the Snoqualmie Valley and not a merged fire organization such as some surrounding agencies.

- Ongoing volunteer program.
- Extremely respectful and professional staff at emergencies and in public.
- Constantly working to improve through training, accreditation, and allowing the public to have visibility into the fire department.
- Always friendly when you meet them in the grocery store, on the street, or anywhere else.
- Ready and willing to help out in any situation when approached.
- They held a community meeting on the safety of lithium batteries after on house had three fires. Appreciated the knowledge they gave to us.
- Quick response times for emergencies.
- Availability to speak with staff about concerns/questions at any time.
- Continue communication/updates via the city website and social media.
- Very involved in community events.
- Very approachable.
- For fire department, community feedback matters.
- Friendly, compassionate.
- Always working to improve.
- Using volunteers to help create a community.
- Active in the community, love to see the FD out at events w/ the old fire truck, engagement with youth is great.
- Community education - NARCAN classes/Stop the Bleed classes are fabulous.
- Great transparency with community (social media).
- A skilled, kind, and compassionate team.
- Great follow-up responsiveness.
- A team that has members who have served the valley for a long time.
- Friendly, kind, and great with the community.
- Aware of community priorities.
- Timely responses to all needs-emergency or not.
- Quick to respond.
- Put homeowner at ease while taking care of issues.
- Always friendly and helpful.
- Serving the community.
- Community engagement.
- Always planning for the future.
- Great strong volunteer program.

Other Community Comments about the City of Snoqualmie Fire Department (verbatim, in no order)

- You all are amazing and appreciated!
- Site at I90/18 for “stand by”–Northwest site to connect hospital.
- More classes for community first aid, CPR, and wildfire prevention.
- You guys ROCKED our MCO event at Snoqualmie Ice Cream.
- Bless you all for saving our building and the downtown core.
- Deeply grateful for all you do.
- Thank you for all of the hard work that you do.
- I had a concern about carbon monoxide in my house, and when I went to the station to talk to them, they immediately went to my home to check it out. I was very thankful nothing was wrong!
- Please start a program for middle and high school kids.
- We really need more information to help our community be ready for a disaster-fire, earthquake, and heat.
- SVH would be happy to give tours.
- We are lucky to have you in our community!



Community Stakeholder Work Session

Things the Community Feels the City of Snoqualmie Fire Department Should Change

(verbatim, in priority order)

1. Add welcome wagon for new businesses/residences aimed at safety/prevention. More community engagement. More community events to meet residents. More youth-involved programs. More community involvement. Being seen in the community more, community presence. (6)
2. More wildfire education. More education and engagement with downtown businesses about commercial fire safety issues. More public education. (3)
3. Work on better staff retention. FF/EMT retention. (2)
4. Staff that is more representative of community served (BIPOC, gender, etc.). (1)
5. Central point based on density. (1)
6. Continue aggressive work with Highway 18 construction to make sure public safety is maintained. (1)

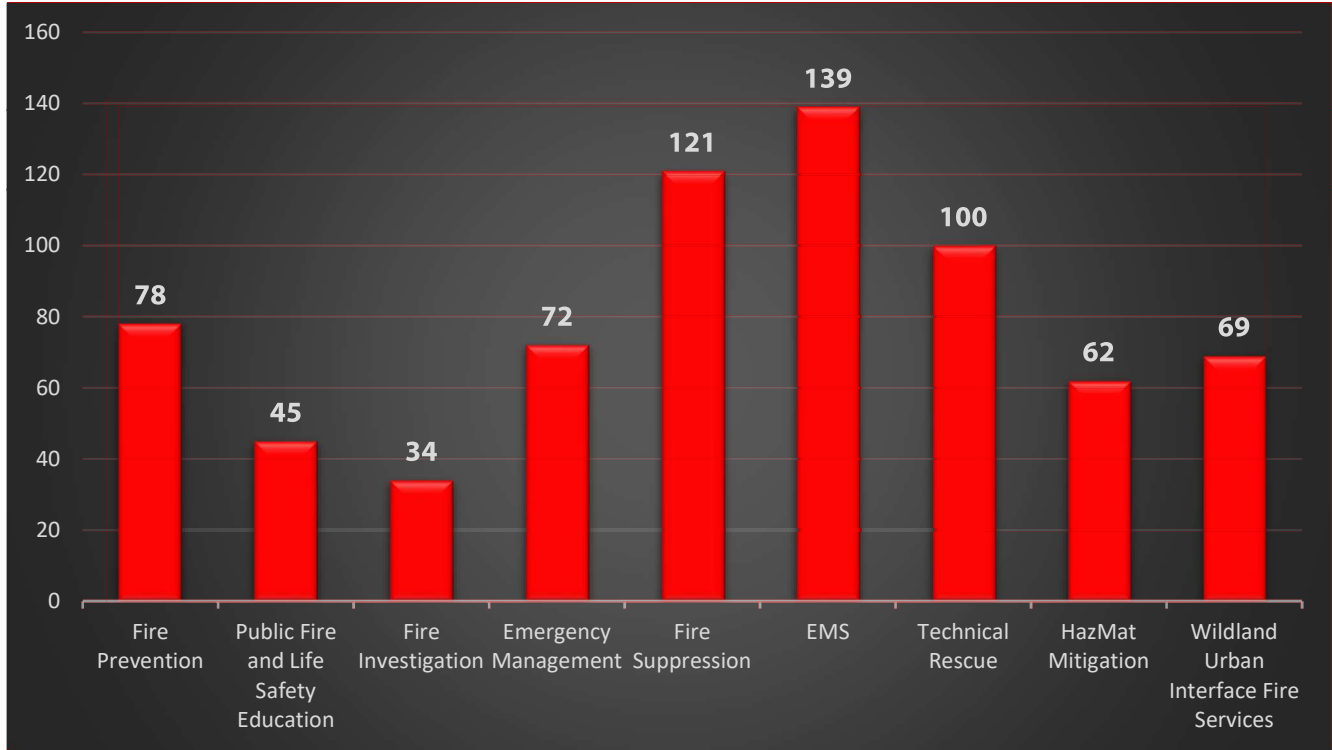
Things the Community Feels the City of Snoqualmie Fire Department Should NOT Change

(verbatim, in priority order)

1. How accessible they are to the community. Opportunities for public engagement and education prevention. Community involvement. Community involvement. Community partnerships - both business and resident involvement. Continue breakfast with firefighter event. Love the community involvement. The community focus. (8)
2. Personnel levels. Do not reduce staffing levels. (2)
3. No call too small. No call too small. (2)
4. Department's training and informed approach is fantastic. (1)
5. Good teamwork in fire and in inspection, they get a "10". (1)
6. Communications with residents. (1)
7. Wonderful firefighters you hire. (1)
8. Quick service. (1)

Community-Prioritized Programs

Understanding how the community prioritizes the agency’s programs and services allows the SFD to ensure its focus on resource allocation aligns. With that, prioritization feedback was garnered with an instrument that compared the prioritization of the programs and services offered by the SFD. The results were as follows:



B. Agency Stakeholder Work

A group of agency stakeholders representing the various segments of the SFD attended a three-day work session to review the community feedback, develop or revise the agency’s mission and values, and establish a quality focus on the way forward in developing this community-driven strategic plan. Additionally, the process included an environmental scan in the form of a strengths, opportunities, aspirations, and results (SOAR) analysis to better understand the current situational aspects impacting the agency.

SOAR

The agency’s internal stakeholders utilized a strategic environmental analytic method known as SOAR, where members consider the organization’s current strengths, opportunities, future aspirations, and strategic results to formulate a path for continuous improvement. The SOAR process was conducted for reflection, focus, and alignment with the organization’s set of values, its vision, and its mission. This appreciative inquiry process provided environmental scanning for strategic direction, associated plans through the application of innovative ideas, and a positive strategic framework that brings clarity to the agency’s vision for leadership in day-to-day functions.

Strengths

Appropriate and proactive training to do the job.	We currently have the equipment to do the job.
Good span of experience and mentorship in the department.	Well-loved by the community.
Family atmosphere of inclusiveness and good working environment.	Lieutenants can perform battalion work, and engineers can perform officer work.
Progressive, open-minded, and adaptable to evolving needs.	Solid policies, procedures, and ground rules.
Strong relationships with surrounding agencies.	Good people and strong internal relationships.
We “wear a lot of hats” well.	Adaptability/all-hazards response team ready.
Comradery and good energy.	Hold each other to high standards.
Currently meeting the department’s emergency response needs to mitigate events in the community.	Volunteers feel integrated, supported, and valued on calls in the department.
Maximize usability of ground current staff and resources.	Department’s flexibility to take on extra duties.
Volunteers round out the department, community events, etc.	Communication during morning huddles/transparency.
Diversity in thinking and approach among lieutenants and leadership.	We hire good people who are the right fit for the department.
A balance of harmony internally.	Good care for aging equipment and apparatus.
Supported by the community.	Safety mindedness.
Limited bureaucracy in place that allows access with city administration.	Individuals have a large voice in department changes and decisions than a larger department.
Quality of EMS care and training.	Ability to handle a large variety of calls for service.
Stabilize and mitigate all incidents independently.	Flexibility and adaptability of career staff overtime, etc.
We successfully run calls without the exact right equipment- i.e., brush fires without a brush truck.	Providing non-traditional services; paramedic services, opiate education, etc.

Opportunities

Create a hiring process for targeted skill sets for department needs.	Buy equipment and apparatus that aligns with the needs of the department over the five-year period.
Explore internal restructuring to improve efficiency and meet the community’s needs.	Public education outreach and social media for emergency preparedness to the community.
Expand staffing support and day shifts with opportunities in prevention and public education.	Create ongoing communication with city leadership on the goals and needs of the department.
Leverage technology to streamline information sharing and storage.	Improved tracking system for apparatus, equipment, and station assets.
Utilize personnel interests and strengths to benefit the department and its programs.	Create a formalized mentorship program for operational growth.
Expand the opportunity for professional and personal growth.	Hold each other accountable for timelines and deadlines.
Develop a wildland firefighting program.	Address retention issues, work hours, pay, and benefits.
Utilize training and resources to create additional revenue streams; wildland deployment, first aid/CPR classes, etc.	

Aspirations

In five years, have a dedicated and fully funded capital improvement plan.	Money generated by the fire department is used to benefit the fire department’s operations and needs.
In five years, staffing levels are proportional to call volume and service requirements.	In five years have a system in place that ensures a high level of technical response team training.
Be a department that is not a stepping stone to other departments.	Internal growth, no “broken you’re out” policy to create career growth opportunities.
Ability to respond to two emergencies at the same time without a drop in quality or time, dual staffing.	Organizational planning culture that is not just reactive actions.
Make retirement/separation from the department internally controlled.	Re-establish the fire marshal position to alleviate additional work for operations.
In preparation for department growth, ensure station space and equipment is sufficient for all on-duty personnel.	Differentiate training requirements for lateral vs. entry-level firefighters and revamp the probation time.

Results

Group 1	Group 2	Group 3
<ul style="list-style-type: none"> - Citizens have high approval rating of the department. - Members of the department enjoy working here. - Training is sufficient for all calls. - Meeting response time benchmarks. - Sno Valley benefits from our high level of training and good working relationships with partner agencies. - Extended shelf life of equipment and apparatus due to good upkeep and care. - A more informed public from enhanced use of social media. - Accrue additional funds from a wildland firefighting program. - Lesson carbon footprint and improve access/efficiency by utilizing more digital tracking. - Increased BIPOC/female representation would increase community trust. - Less burnout and increased morale from adequate staffing. - Improved retirement and separation with a smoother transition from work to personal life. - Funded fire marshal position creates less burden on other staff. - Adequate space and supplies for increased staffing. 	<ul style="list-style-type: none"> - A fully staffed department with a high level of retention. - New internal positions. - Creation of enterprise funds. - Purchasing equipment in line with forecasted needs. - Contracts in line with comparable. - Reduction in mandatory overtime. - A contract that meets and exceeds regional partners and agencies. - Five- or six-person minimum staffing. - Increased tenure to five years or greater. - Set admin ride-along for a day every month. - Utilize consortium/JATC training. - A formal study for additional stations. - Volunteers have tenure in the department. - Pancake breakfast success. - Strong support from city administration. - Seamless and coordinated response from partner agencies. - Appropriate training routine and use of time for lateral vs. entry firefighters. 	<ul style="list-style-type: none"> - Adding non-24-hour FTE's. - Reduction in unit utilization by hour. - Improvement in unit reliability. - A strategic plan for action. - Budget reflects department revenue. - Reduction in maintenance requests and increase in apparatus availability. - Improved outcomes on tech rescue calls. - Positive community surveys. - Bond and levy funding success. - Continued successful recruitment of new volunteers. - Involvement in the training consortium. - Continuity in emergency response with neighboring agencies. - Ability to perform as a single resource unit for all hazards. - New budget line items to utilize revenue streams that were fire department needs. - Larger budget for training and increased class attendance. - Increased social media interactions. - Increased number of subject matter experts involved with teaching at the consortium. - Better training and equipment to be able to respond to wildland both locally and regionally.

Programs and Services

It is imperative that agency stakeholders distinguish between the core deliverables (programs and services) provided by the SFD and those supporting services that help the agency provide the core programs and services. With this understanding, the agency stakeholders can further define where the issues and gaps exist within the organization and provide more basis for the environmental scan that is conducted. To bring this understanding to fruition, CPSE provided guidance and gained consensus understanding with the entire group so that the difference between the deliverables and the supporting functions were understood.

Challenges and Service Gaps

After sifting through data and feedback provided by the community stakeholders, and the internal environmental scan conducted, the agency stakeholders, by consensus and group effort, determined that the following challenges and service gaps exist within the SFD. Each challenge or gap listed is accompanied by the causal effects determined by the two groups. They are then linked to the strategic initiative identified by the agency stakeholders.

Group 1	Group 2	<i>Initiative Link</i>
Retention <ul style="list-style-type: none"> ○ Competition with comparable agencies ○ City policies ○ Workload ○ Mental health ○ Opportunity for growth ○ Scheduling ○ Good vs. poor leadership ○ Mandatory overtime ○ Equipment 	Staffing <ul style="list-style-type: none"> ○ Recruitment and retention ○ Right people/right position ○ Workload ○ Morale ○ Training 	<i>Retention</i>
Wildland Program <ul style="list-style-type: none"> ○ Looming threat ○ Public education ○ Resources, tools, brush truck ○ Climate change and global warming ○ Training ○ Source of income from deployments 	Service Levels <ul style="list-style-type: none"> ○ New programs-wildland program ○ Re-evaluate current programs ○ Staffing levels and the needed number of personnel ○ Community preparedness and education 	<i>Wildland Program</i>
N/A	Equipment <ul style="list-style-type: none"> ○ Appropriate equipment for the task ○ Reliable equipment ○ Replacements and future needs ○ Innovation and selection of items 	<i>Physical Resources</i>
N/A	Communication <ul style="list-style-type: none"> ○ City and council education ○ Content and frequency of a united message ○ Alignment of goals between the city and department ○ Chain of command ○ Funding allocation 	<i>External Relations</i>

The following information is raw data from the deliberation of the two workgroups that are *not* linked directly to a strategic initiative but remain important. The department is best served to understand and embrace this other information as it moves forward for deliberative purposes and consideration of support of the strategic initiatives.

Group 1	Group 2	Topic
Staffing <ul style="list-style-type: none"> ○ Stepping stone ○ Good vs. poor leadership ○ Pay ○ Benefits and Incentives ○ Opportunity for growth ○ Lowered candidate pool ○ Comradery and vibes ○ Recognition ○ BIPOC/gender equity ○ Tough probation period 	Staffing <ul style="list-style-type: none"> ○ Recruitment and retention ○ Right people/right position ○ Workload ○ Morale ○ Training 	Staffing
N/A	Industry Standards <ul style="list-style-type: none"> ○ Community involvement ○ Training standards ○ Roles and responsibilities 	Industry Standards



Agency Stakeholders Work Session

Strategic Initiatives

Based on all previously captured information and determining critical issues and service gaps, the following strategic initiatives were identified as the foundation for developing goals and objectives.

- Retention**
Wildland Program
Physical Resources
External Relations

Complete goals with objectives, tasks, and outcomes can be found in the accompanying **Management and Implementation Guide**.

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2025-2030 STRATEGIC PLAN



CITY OF SNOQUALMIE FIRE DEPARTMENT

2025-2030

STRATEGIC PLAN

MANAGEMENT AND IMPLEMENTATION GUIDE



Facilitated by



Center for
Public Safety
Excellence

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Foreword

As part of the community-driven strategic planning process, this management and implementation guide was developed to assist the City of Snoqualmie Fire Department (SFD) in managing its future success through institutionalization, implementation, monitoring of progress, and results feedback. The SFD must remember that a plan without managed implementation will never result in change and greater success. This is a living document that the agency should use throughout the duration of its community-driven strategic plan. It provides for further revision, accountability, ways to measure and celebrate success, and desired outcomes. Additionally, information is provided to ensure alignment with the strategic vision of the authority having jurisdiction or other sources as determined by the SFD.

The Success of the Strategic Plan

The SFD approached its desire for organizational change and continuous improvement by developing a community-driven strategic plan focused on input and participation from the community and agency stakeholders. The success of this community-driven strategic plan will be rooted in a quality implementation and institutionalization plan, and support from all who hold a stake in the SFD.

Without a true focus on implementing and institutionalizing this plan, the SFD may fall short of the change it desires. The CPSE recognizes the agency's commitment to its community and supports the continuous improvement identified in this community-driven strategic plan.

Communication

Developing communication processes to disseminate the strategic plan's goals, objectives, and tasking concepts will be key to the agency's success in institutionalizing strategic planning processes. Even the best strategic plans are undermined by the inability to effectively communicate plan goals and objectives that align member actions, and this is a central reason why agencies lose control during the implementation. Creating a comprehensive communication plan with clear accountability, ensuring the information needs of various stakeholders are met, and allowing relevant information to go to the right person at the right time to avoid information overload and confusion, will support implementation efforts.

There are various ways an agency may utilize its current communication systems to distribute the plan's elements and agency successes as implementation activities progress. Recognition of the importance of reporting progress to all levels of the agency and its stakeholders will assist in determining which of those systems should be included in disseminated information.

Institutionalization and Implementation

A contributing factor to the success of the community-driven strategic plan is its institutionalization across all levels of the organization. Without it, the plan will remain siloed, and implementation may be hindered. Institutionalization provides an excellent opportunity to communicate to all stakeholders about the intended changes, applicable outcomes, and the direction the department is heading.

Many avenues of institutionalization and implementation are used by agencies that sincerely understand the power of the community-driven strategic plan. Just as the plan's development included agency stakeholders representing a broad spectrum internally, the implementation phase must also ensure that the same representation model is utilized. All agency stakeholders who contributed to the plan's development should be empowered to ensure that members throughout the organization can be part of the implementation phase. This will further institutionalize the plan processes and add value toward implementation successes.

Whether or not they participated in the development of the community-driven strategic plan, all agency stakeholders must recognize that this plan is for the entire agency and is not just representative of the SFD's leadership. Perceived and actual ownership across the SFD increases the probability of success and the realization of the desired outcomes.

For further information on implementation and institutionalization, the SFD may distribute this article as provided by the CPSE: [Strategic Planning + Institutionalization = Implementation Success](#).

Tips for Institutionalization

1. **Communicate to all levels, even during onboarding.**
2. **Get all levels involved in the implementation and tap their creativity.**
3. **Empower all leaders and give them the autonomy to lead effectively.**
4. **Maintain accountability.**
5. **Report progress regularly for all to see.**

Performance Measurement

By incorporating performance measures into this community-driven strategic plan, the SFD has ensured greater success through implementation and institutionalization. However, the agency must continue to measure its successes and challenges during plan execution to stay on course for positive change and delivery to its community. Greater focus should remain on the plan's intended outcomes, not just agency inputs and outputs. Outcomes are those results that genuinely deliver for all stakeholders.

Goals, Objectives, Tasks, and Measures



GOAL 1: Attract and retain qualified staff throughout the agency that provides for internal development and reduces attrition.

OBJECTIVE 1.1

Evaluate all positions to determine the need for realignment or reorganization within the department with deliverable reports to city administration.

TASKS	TIMEFRAME	ASSIGNMENT
<input type="checkbox"/> Evaluate current position descriptions against actual duties.	1 month	
<input type="checkbox"/> Identify additional responsibilities not captured in current positions and those that may be anticipated in the future.	1 month	
<input type="checkbox"/> Research comparable agencies' position descriptions to determine similar responsibilities and functions.	3 months	
<input type="checkbox"/> Develop proposed realignment of the organization, which may include new positions to be incorporated into a report.	45 days	
<input type="checkbox"/> Deliver the report to city administration for consideration in the next budget cycle.	2 weeks	
<input type="checkbox"/> Based upon approvals, create an implementation plan to incorporate new FTEs in support of identified tasks.	3 months	
<input type="checkbox"/> In conjunction with human resources, update job descriptions to include new FTEs.	6 months	
<input type="checkbox"/> Develop a timeline with human resources and labor-management to determine the frequency of review and update of position descriptions.	2 weeks-ongoing	

MEASURED OUTCOMES

- Completed report shared with city administration to explain the need for potential new FTEs.
- Achieve a more balanced workload with positions that match the agency's size and scope of duties.

OBJECTIVE 1.2

Incentivize the acting officer program to encourage additional participation, reducing the use of overtime.

TASKS	TIMEFRAME	ASSIGNMENT
<input type="checkbox"/> Evaluate current roles and responsibilities for acting officers.	1 month	
<input type="checkbox"/> Recommend changes to include the addition or removal of requirements for acting officers.	1 month	
<input type="checkbox"/> Evaluate comparable agencies' incentives for encouraging program participation and provide recommendations.	1 month	
<input type="checkbox"/> Engage the group through survey or dialogue to determine hesitations or apprehension to becoming an acting officer.	2 months	
<input type="checkbox"/> Evaluate the need to incorporate annual promotional exams to build confidence in necessary knowledge, skills, and abilities.	6 months	
<input type="checkbox"/> Evaluate the need to develop an on-call staff officer program to support on-duty crews with out-of-the-norm needs.	6 months	
<input type="checkbox"/> Work with the labor-management group to develop a plan for implementation to include timelines and benchmarks.	4 months	
<input type="checkbox"/> Evaluate program performance against instances of officer overtime requirements.	1 month-ongoing	

MEASURED OUTCOMES

- Decrease the amount of overtime within the department to be consistent with the budgeted amount.
- Increase the number of acting officers to a minimum of one per shift, with a goal of two per shift identified and trained.

OBJECTIVE 1.3

Develop and adopt a professional development plan that includes all staff which leads to an organizational succession plan.

TASKS	TIMEFRAME	ASSIGNMENT
<input type="checkbox"/> Review current policy to identify areas requiring updates to include new pathways.	2 months	
<input type="checkbox"/> Review surrounding agencies' programs to adapt to agency-specific needs.	3 months	
<input type="checkbox"/> Identify collective bargaining impacts and work with labor-management committee to overcome challenges.	6 months	
<input type="checkbox"/> Draft a new professional development plan to be incorporated into policy.	1 month	
<input type="checkbox"/> Determine specific benchmarks for implementation.	1 month	
<input type="checkbox"/> Develop a timeline for implementation to include established benchmarks.	1 month	
<input type="checkbox"/> Post-implementation, evaluate the plan through the use of personnel appraisals and focus groups.	1 month-ongoing	

MEASURED OUTCOMES

- Complete update to current Professional Development Plan.

OBJECTIVE 1.4

Work with city administration to conduct a comprehensive compensation study for all positions to include wages, benefits, and working conditions in relation to other agencies within the same region to improve year-over-year retention.

TASKS	TIMEFRAME	ASSIGNMENT
<input type="checkbox"/> Meet with the labor-management group to determine the scope and specific needs.	4 months	
<input type="checkbox"/> Meet with city administration to review the need and garner support for the process.	1 month	
<input type="checkbox"/> Host a joint meeting with city administration and labor management committee to draft a formal outline, including the choice of a third-party vendor to complete and present the findings to the city council.	3 months	
<input type="checkbox"/> Work with city administration to adopt the results of the study to be included in future collective bargaining sessions.	6 months	
<input type="checkbox"/> Evaluate the effectiveness of the compensation study's usage during the collective bargaining process to determine validity for future processes.	2 months	

MEASURED OUTCOMES

- Creation of a published compensation study to be utilized during contract negotiations with the IAFF.

OBJECTIVE 1.5

Develop a process for recognition of major milestones of staff members; to include end of probation, promotions, educational achievements, and other significant events.

TASKS	TIMEFRAME	ASSIGNMENT
<input type="checkbox"/> Review the current recognition policy and achievements to determine validity and identify updates.	1 month	
<input type="checkbox"/> Determine the need for in-house ceremonies for major milestones, such as probation, promotion, or educational benchmarks.	1 month	
<input type="checkbox"/> Make draft changes to the adopted recognition policy for approval.	1 month	
<input type="checkbox"/> Establish a work group to review the annual banquet to include purpose, function, and design for the future.	6 months	
<input type="checkbox"/> Review updated recognition procedures on a periodic basis through surveys or other evaluative instruments to determine effectiveness.	1 month-ongoing	

MEASURED OUTCOMES

- Survey developed that determines the effectiveness of changes to the recognition program and policy for the department.
- Increased attendance at the annual banquet to 75% of the department or greater.



GOAL 2: Train, prepare, and equip to enhance the current wildland program based on demands and needs to match the growth of the city and region while meeting or exceeding established department standards and performance benchmarks.

OBJECTIVE 2.1

Analyze the current wildland program to determine if, in its current state, the program meets the needs of the city and region.

TASKS	TIMEFRAME	ASSIGNMENT
<input type="checkbox"/> Establish a committee with a committee lead and define needed roles.	1 month	
<input type="checkbox"/> Identify members and assign roles within committees based on the defined roles.	1 week	
<input type="checkbox"/> Review the baseline and determine the current state of the wildland program.	2-3 months	
<input type="checkbox"/> Examine the appropriate elements of the Community Risk Assessment and Standards of Cover and determine where gaps are in the program.	1-2 months	
<input type="checkbox"/> Consult with external agencies and joint partners concerning wildland firefighting in the region.	1-2 months	
<input type="checkbox"/> Compile and analyze data from internal and external sources.	1 month	

MEASURED OUTCOMES

- Completion of a report that identifies the current status and identified needs of a wildland program.

OBJECTIVE 2.2

Utilize findings from the analysis to determine what future needs and budget requirements are and execute an acquisition plan to meet city and regional expectations.

TASKS	TIMEFRAME	ASSIGNMENT
<input type="checkbox"/> From previously analyzed data, determine current and or future needs.	1-2 months	
<input type="checkbox"/> Generate a list and prioritize needs.	3-4 weeks	
<input type="checkbox"/> Build out a budget and a material acquisition timeline based on previous priorities.	1 month	
<input type="checkbox"/> Present budget and material acquisition timeline to the fire chief and city council.	1 month	
<input type="checkbox"/> Once approved, execute budget and material acquisition plan or adjust based on fire chief and city council recommendations.	1-2 months	

MEASURED OUTCOMES

- Procurement of resources needed to begin the wildland program.

OBJECTIVE 2.3

Build out city and regional response plans based on new equipment obtained to mitigate wildland risk in the community.

TASKS	TIMEFRAME	ASSIGNMENT
<input type="checkbox"/> Committee leads will consult with regional subject matter experts to obtain best practices.	2-3 weeks	
<input type="checkbox"/> Prepare recommended updates to the policy and procedural guidelines.	1-2 weeks	
<input type="checkbox"/> Present recommended updates to administration.	2-3 weeks	
<input type="checkbox"/> Staff will enhance current policy and procedural guidelines and standards of response based on new equipment and regional best practices.	1-2 months	
<input type="checkbox"/> Review and approve the final draft of the policy and procedural guidelines.	1 week	

MEASURED OUTCOMES

- Create new policies and procedures that encompass the new wildland program.

OBJECTIVE 2.4

Provide appropriate training and knowledge on new wildland resources and programs.

TASKS	TIMEFRAME	ASSIGNMENT
<input type="checkbox"/> Ensure costs determined in previous cost analysis align with training program needs.	1-2 weeks	
<input type="checkbox"/> Create department training plans for future employees.	2-3 months	
<input type="checkbox"/> Have the plan reviewed and approved by the fire chief.	1 week	
<input type="checkbox"/> Make the approved training plan accessible to all employees.	1-2 days	
<input type="checkbox"/> Determine subject matter experts needed and deliver training.	1 month	
<input type="checkbox"/> Collect and document feedback.	1-2 months	
<input type="checkbox"/> Evaluate and edit training programs based on feedback.	2-3 weeks	

MEASURED OUTCOMES

- Specific to their job requirements, all personnel trained to meet the needs of the new wildland program.

OBJECTIVE 2.5

Establish a wildland/urban interface public education program.

TASKS	TIMEFRAME	ASSIGNMENT
<input type="checkbox"/> Determine program costs and align with training program needs.	2-3 weeks	
<input type="checkbox"/> Develop fliers and info packets.	1 month	
<input type="checkbox"/> Work with city PIO to push out fliers and info packets to citizens via social media and the city newsletter.	1 week-ongoing	
<input type="checkbox"/> Utilize the city’s annual survey to determine if wildfire public education efforts are effective.	1 month-ongoing	
<input type="checkbox"/> Utilize and apply feedback to refine the wildfire awareness program.	1 month-ongoing	

MEASURED OUTCOMES

- Public education material distributed to the community to increase wildland preparedness.

OBJECTIVE 2.6

Evaluate if the expansion of the wildland program, resources, and public education met the original needs identified.

TASKS	TIMEFRAME	ASSIGNMENT
<input type="checkbox"/> Form a committee to evaluate the effectiveness of wildland program, resources, and public education.	3-6 months	
<input type="checkbox"/> Compile and analyze data gathered from internal and external sources.	1 month-ongoing	
<input type="checkbox"/> Create a lesson-learned document.	1-2 months	
<input type="checkbox"/> Reevaluate the wildland program, resources, and public education based on lessons learned on an annual basis.	1 month-ongoing	
<input type="checkbox"/> Make lessons learned documentation available to the department and revise as needed.	1 week	

MEASURED OUTCOMES

- Creation of a lesson-learned document to be shared with the department and community leaders



GOAL 3: Acquire, maintain, and improve physical resources based on demands and needs to match the growth of the city and region while meeting or exceeding national standards.

OBJECTIVE 3.1

Implement a system to determine and define the resource needs of the department.

TASKS	TIMEFRAME	ASSIGNMENT
<input type="checkbox"/> Determine the department’s current physical resources.	1 month	
<input type="checkbox"/> Send out a survey to the department members to determine needs based on projected growth requirements.	2-3 weeks	
<input type="checkbox"/> Analyze survey outcomes to determine what targeted acquisitions are needed.	2-3 weeks	
<input type="checkbox"/> Define and prioritize targeted acquisitions.	1-3 months	
<input type="checkbox"/> Present findings and obtain approval for funding from the fire chief and city council to procure targeted acquisitions through the use of the city capital improvement plan.	1-2 months	

MEASURED OUTCOMES

- Create a prioritized list of department physical resources and acquisitions needed to be included in the upcoming city capital improvement plan.

OBJECTIVE 3.2

Form committees to research, develop ideas, and design targeted acquisitions.

TASKS	TIMEFRAME	ASSIGNMENT
<input type="checkbox"/> Establish committees with a committee lead and define needed roles based on needed equipment.	2 weeks	
<input type="checkbox"/> Identify members and assign roles within committees based on the defined roles.	1 week	
<input type="checkbox"/> Collect input on specifications and design in draft form.	3-4 months	
<input type="checkbox"/> Finalize draft form.	1 month	
<input type="checkbox"/> Final specifications and design presented to the fire chief and city council.	1 week	
<input type="checkbox"/> Upon approval from the city council, the committee leads will move forward with design and specifications.	2 months	

MEASURED OUTCOMES

- A new process created to utilize committees to determine major purchases or acquisitions.

OBJECTIVE 3.3

Provide appropriate training and knowledge on new resources.

TASKS	TIMEFRAME	ASSIGNMENT
<input type="checkbox"/> Once assets arrive, conduct training with the vendor and develop go/no-go criteria for putting equipment in service with the expected date of completion.	1 month	
<input type="checkbox"/> Document training provided by the vendor.	1-2 weeks	
<input type="checkbox"/> Create department-specific training plans for future employees.	3 months	
<input type="checkbox"/> Conduct cost analysis of required training delivery.	1 week	
<input type="checkbox"/> Have the plan reviewed and approved by the fire chief.	1 week	
<input type="checkbox"/> Make the approved training plan accessible to all employees.	1 week	
<input type="checkbox"/> Collect and document feedback.	1 month	
<input type="checkbox"/> Evaluate and edit the training program based on feedback.	1 month-ongoing	

MEASURED OUTCOMES

- Creation of a documented process for putting newly acquired equipment into service.
- Creation of a library of training plans for equipment to be utilized by new employees, and as review for current employees.

OBJECTIVE 3.4

Evaluate the physical resource process and if resources met original needs identified through needs assessment.

TASKS	TIMEFRAME	ASSIGNMENT
<input type="checkbox"/> Form a committee to evaluate resources and determine metrics for evaluation.	1-2 months	
<input type="checkbox"/> Create a lesson-learned document.	6 months	
<input type="checkbox"/> Reevaluate resources based on lessons learned utilizing annual program reviews.	3 months	
<input type="checkbox"/> Share the annual evaluation and lessons learned with the department and revise as needed.	1 week-ongoing	

MEASURED OUTCOMES

- Creation of lessons learned document for acquired physical resources.
- Inclusion of physical resource evaluation into the template for annual program reviews.



GOAL 4: Improve relationships with external stakeholders, including council, city departments, community groups, and regional partners, through enhanced communication and interaction, incorporating feedback into operations.

OBJECTIVE 4.1

Enhance communication with the community to improve public education and interactions.

TASKS	TIMEFRAME	ASSIGNMENT
<input type="checkbox"/> Develop a survey to determine community needs or interests for fire department education offerings.	2 months	
<input type="checkbox"/> Evaluate community feedback against current offerings to determine the validity or change needed.	1 month	
<input type="checkbox"/> Set goals to determine the frequency and scope of the offerings.	1 month	
<input type="checkbox"/> Develop and implement a plan for community education programs.	3 months	
<input type="checkbox"/> Evaluate course offerings periodically against community feedback as part of the annual program appraisal process.	6 months-ongoing	
<input type="checkbox"/> Inventory and evaluate the current digital presence.	1 month	
<input type="checkbox"/> Work with the city communications coordinator to identify metrics to track performance and interactions with platforms.	1 month	
<input type="checkbox"/> Set goals for overall performance with benchmarks to increase or decrease interactions.	2 months	
<input type="checkbox"/> Evaluate performance against established goals and implement changes as appropriate.	2 months-ongoing	

MEASURED OUTCOMES

- Increased interactions with the public measured against the previous year.

OBJECTIVE 4.2

Educate the city council on fire department operations and create buy-in to critical future needs and goals.

TASKS	TIMEFRAME	ASSIGNMENT
<input type="checkbox"/> In cooperation with city administration, survey council members on knowledge of the fire department operations and associated needs.	45 days	
<input type="checkbox"/> Analyze results against current identified fire department goals and objectives.	1 month	
<input type="checkbox"/> Review current council reporting and communications procedures against preferred methods.	2 months	
<input type="checkbox"/> Incorporate ongoing feedback from council and administration into reporting and communication of fire department performance as well as immediate and future needs.	6 months	
<input type="checkbox"/> Evaluate communication performance with council members and adjust as necessary.	2 months-ongoing	

MEASURED OUTCOMES

- Update of current council reporting tools to include any identified deficiencies.

OBJECTIVE 4.3

Strengthen connections with City of Snoqualmie departments through ongoing communications and joint operations.

TASKS	TIMEFRAME	ASSIGNMENT
<input type="checkbox"/> Establish meetings between department heads to determine the benefits of strengthening communication and joint operations.	3 months	
<input type="checkbox"/> Develop a list of activities and set goals to increase interdepartmental cooperation during joint operations.	1 month	
<input type="checkbox"/> Hold joint activities as determined by established goals.	12 months-ongoing	
<input type="checkbox"/> Evaluate the performance of increased joint operations against defined goals.	2 months-ongoing	

MEASURED OUTCOMES

- Creation of one joint operations training event with each city department.

OBJECTIVE 4.4

Work with partner fire departments to leverage economies of scale, reducing duplication of effort and improving interagency cooperation.

TASKS	TIMEFRAME	ASSIGNMENT
<input type="checkbox"/> Identify key external stakeholder groups supporting fire department operations, including mutual aid partners.	1 month	
<input type="checkbox"/> Develop subject matter workgroups to identify opportunities to align economy of scale and cooperation.	6 months	
<input type="checkbox"/> Prioritize opportunities developed within the workgroups to determine the direction for the agency.	1 month	
<input type="checkbox"/> Draft a report to be delivered to the city administration to gain support for inter-local cooperation.	3 months	
<input type="checkbox"/> Formalize and execute inter-local agreements to achieve identified actions.	9 months	
<input type="checkbox"/> Evaluate the effectiveness of identified actions that were implemented against the desired outcome.	6 months-ongoing	

MEASURED OUTCOMES

- Creation of new inter-local agreements with neighboring organizations to help take advantage of economies of scale that can reduce duplication of efforts and improve interagency cooperation.

RESOLUTION 1704**A RESOLUTION OF THE CITY OF SNOQUALMIE,
WASHINGTON, ADOPTING THE SNOQUALMIE FIRE
DEPARTMENT 2025-2030 STRATEGIC PLAN**

WHEREAS, the Snoqualmie Fire Department was established in 1939 and later codified in the Snoqualmie Municipal Code in 1980 by Ordinance No. 480 to provide for the prevention and protection from fire in the city and whose emergency services now include fire suppression, emergency medical services, technical rescue rope and swift water technician level, and fire and emergency medical services prevention; and

WHEREAS, the Fire Department has adopted a mission statement, goals, objectives, and standard operating guidelines that describe or prescribe how the fire department will provide fire, emergency medical services, and other all-hazard type emergency response; and;

WHEREAS, the Fire Department is an Accredited agency by the Center for Public Safety Excellence (CPSE) in which a strategic plan is a required component of the Accreditation process; and;

WHEREAS, CPSE Technical Adviser Program (TAP) was contracted by the City to facilitate and construct a five-year strategic plan; and;

WHEREAS, the Snoqualmie Fire Department and community members developed the strategic plan to identify goals for the organization; and,

WHEREAS, the City Administration and Fire Department have reviewed the strategic plan and has finalized its development and prepared it for adoption by the City Council; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Snoqualmie, Washington hereby adopts the Snoqualmie Fire Department 2025-2030 Strategic Plan.

PASSED by the City Council of the City of Snoqualmie, Washington this 13th day of January 2025.

Katherine Ross, Mayor

Attest:

Approved as to form:

Deana Dean, City Clerk

Dena Burke, City Attorney



**BUSINESS OF THE CITY COUNCIL
CITY OF SNOQUALMIE**

**AB25-002
January 13, 2025
Committee Report**

AGENDA BILL INFORMATION

TITLE:	AB25-002: Amendment to the 2019 North Bend Interlocal Agreement for Police Services	<input type="checkbox"/> Discussion Only <input type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
	PROPOSED ACTION: Approve the amendment increasing the compensation amount by 12.9% retroactive to 1/1/25 until April 1, 2025 or the successful renewal of the ILA whichever is easier.	

REVIEW:	Department Director	Mike Chambless	12/20/2024
	Finance	n/a	Click or tap to enter a date.
	Legal	n/a	Click or tap to enter a date.
	City Administrator	Mike Chambless	12/20/2024

DEPARTMENT:	Administration		
STAFF:	Chambless		
COMMITTEE:	Public Safety	COMMITTEE DATE: January 6, 2025	
EXHIBITS:			

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

SUMMARY

INTRODUCTION

North Bend has proposed to increase the level of compensation for the first quarter of 2025 by 12.9% while both cities continue to work on a new interlocal agreement.

LEGISLATIVE HISTORY

Original Agreement approved in 2012.
Amended Agreement approved in 2019.

BACKGROUND

North Bend and Snoqualmie have been meeting to amend the existing 2019 ILA compensation levels. Due to recent staffing changes in North Bend, the work is continuing into 2025. North Bend has proposed to increase the compensation level to 12.9% for the first quarter of 2025. Staff feels this is a positive development in the negotiation process and requests the City Council to approve the amendment.

BUDGET IMPACTS

Administration recommends approving an amendment to the 2019 Police Services ILA with the City of North Bend. The amendment would increase police services fee revenue approximately 12.9% above the 2024 fee and would be applicable during ongoing contract negotiations. The adjusted fee, payable to the City of Snoqualmie, would be \$2,835,674.

The 2025-2026 Biennial Budget included an estimated \$4,079,000 Police Services fee within the North Bend Police Fund (#014). Receiving the lower fee would result in the following temporary loss of revenue:

Date of New Police Services Agreement	3/31/2025	6/30/2025	9/30/2025	12/31/2025
Budgeted North Bend Police Services Fee	\$1,019,750	\$2,039,500	\$3,059,250	\$4,079,000
Amended North Bend Police Services Fee	\$708,919	\$1,417,837	\$2,126,756	\$2,835,674
Difference	\$310,832	\$621,663	\$932,495	\$1,243,326
Difference as a % of Budgeted General Fund Expenditures	1.4%	2.8%	4.2%	5.6%

If the loss becomes permanent, it would ultimately be borne by the General Fund (#001). However, Administration anticipates that the new agreement will be retroactive to January 1, 2025, meaning that after the signing of the new agreement, the temporary loss of revenue would be reversed, depending on the amount of the newly negotiated fee.

NEXT STEPS

Continue work on a new ILA with NB, concluding prior to April 1st, 2025.

PROPOSED ACTION

Approve AB25-002 by motion increasing the compensation level for the North Bend Police Services ILA by 12.9% for a total annual amount of \$2,835,674.



**BUSINESS OF THE CITY COUNCIL
CITY OF SNOQUALMIE**

**AB25-006
January 13, 2025
Committee Report**

AGENDA BILL INFORMATION

TITLE:	AB25-006: Council 2025 Meeting Calendar	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
RECOMMENDED ACTION:	Move to cancel the August 25 th and December 22 nd City Council meetings and August 18 th and 19 th and December 15 th and 16 th Council Committee meetings.	

REVIEW:	Department Director	n/a	Click or tap to enter a date.
	Finance	n/a	Click or tap to enter a date.
	Legal	n/a	Click or tap to enter a date.
	City Administrator	n/a	Click or tap to enter a date.

DEPARTMENT:	Administration		
STAFF:	Deana Dean, City Clerk		
COMMITTEE:	Finance & Administration	Meeting Date: 1/7/2025	
EXHIBITS:	1. 2025 Meeting Schedule		

SUMMARY

The purpose of this agenda bill is Council consideration of cancelling the following meetings to allow Council and staff advance notice for time off for work/life balance:

- August 25, 2025, City Council (August 18th and 19th Committee)
- December 22, 2025, City Council (December 15th and 16th Committee)

If adopted, all parties understand that Special meetings may be necessary for Council to bring forward one or more items for action. Meetings must be noticed pursuant to Council Rules of Procedure and the Open Public Meetings Act. This must be done 24 hours prior to the meeting.

RECOMMENDED ACTION

Move to cancel the August 25, 2025, and December 22, 2025, City Council regular meetings and August 18th and 19th, 2025, and December 15th and 16th, 2025, Council Committee meetings.

City of Snoqualmie Council & Committees Meeting Schedule

2025

Item 15.

Jan 2025						
S	M	T	W	T	F	S
				2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19		21	22	23	24	25
26	27	28	29	30	31	

Feb 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16		18	19	20	21	22
23	24	25	26	27	28	

Mar 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Apr 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2025						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25		27	28	29	30	31

Jun 2025						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18		20	21
22	23	24	25	26	27	28
29	30					

Jul 2025						
S	M	T	W	T	F	S
		1	2	3		5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Aug 2025						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Sept 2025						
S	M	T	W	T	F	S
		2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Oct 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Nov 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10		12	13	14	15
16	17	18	19	20	21	22
23	24	25	26			29
30						

Dec 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24		26	27
28	29	30	31			

Public Safety; Community Development

1st & 3rd Monday at 5pm and 6pm

Parks & Public Works; F&A Meetings

1st & 3rd Tuesday at 5pm and 6pm

City Council Meetings

2nd & 4th Monday at 7pm

City Holiday or Meeting Cancelled



Department Reports December 2024



Communications Division

Danna McCall, Communications Coordinator

38624 SE River Street, Snoqualmie, Washington 98065
(425) 996-5285 | www.snoqualmiewa.gov

Social Media

- Facebook reach: 22.9K; 7331 followers (22 new).
- Twitter – 3723 followers
- Instagram – 3.7K reach; 3123 followers (28 new).
- Top Posts: Winter Lights Video by Served by Sarah content creator; (18.2K reach); PSE Pole Charger news release (16.4 K reach); Scout Christmas Tree collection (4.9K reach); New firefighter and VEMS pinning (4.8K reach).



Website

- Website users: 18k; website sessions: 23K; pageviews: 46.3K.
- Top pages: Winter Lights, Twin Peaks, Snoqualmie Falls, Visit Snoqualmie.
- Police Blotter and Jobs also top 10 pages.



Department Support

- Mayor: Ross Report; Art Major and Anejo ribbon cuttings; Winter Lights; Top 10 accomplishments.
- Fire/OEM: new firefighter/EMT pinning; holiday thanks PR, food drive marketing, weekly blotter.
- Police: SRO fully reinstated PR; blotter.
- CD: Comp Plan publication website publication and approval PR.
- PPW: PSE Power Pole program public engagement launched; Waste Management holiday collections public notification.



E-News

- Sent 32,291 e-news emails.
- 766 subscribers
- 57% open rate; 3.6% click thru rate.

Snoqualmie Winter Lights

- Successful tree lighting event, December 7, even included snow; Residents and visitors from all over the Puget Sound region attended.
- Snoqualmie Fire Department Food Drive joined the event.
- Seattle content creator posted a reel to Instagram and TikTok, with 20K views combined. Top searches: Snoqualmie Falls Winter, Twin Peaks Christmas, Seattle in December, Snoqualmie Falls December, and Snoqualmie Christmas.



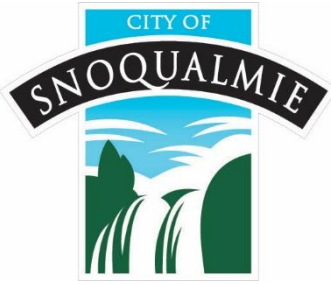
Visits with Santa

- 50 kids “Visited with Santa” on December 15. Families from Snoqualmie, the Valley, the Eastside, and Eastern Washington, enjoyed visiting with Santa and shopping at the Mini Treehouse.



New Business Opening

- Carousel Candy opening in downtown Snoqualmie early 2025. Soft opening December 7, 8, 13, and 14, lots of excitement for this new business.



Community Development Department

Emily Arteche, Director
 38624 SE River St. | P.O. Box 987
 Snoqualmie, Washington 98065
 (425) 888-5337 | earteche@snoqualmiewa.gov

December 2024 Monthly Report

Permit Activity

Permit applications remain relatively average.

Building	December 2024	YTD
Permit Applications	45	469
Permits Issued	48	431
Total Inspections	27	621

Planning	November 2024	YTD
Pre-Applications	2	10
Sign Permits	1	7

Boards and Commissions:

- Economic Development Commission –No Meeting.
- Community Development Committee -- A draft RFQ for affordable housing was presented as well as final draft legislation for SB5290, permit processing times.
- Planning Commission – A retail district overlay public hearing was held and after the public hearing the Planning Commission asked staff to prepared material for a less expansive boundary of the retail district which was previously discussed by the Commission. The Critical Area draft code amendments was presented from the City's senior wetland biologist as part of the critical areas update and the Planning Commission recommended approval of the draft code amendments to the Community Development Committee.

Planning Projects:

- Snoqualmie Home Elevation: The Department Staff continues to work with two property owners to take the next steps with raising their homes above the BFE.
- Snoqualmie Home Acquisitions/River Trail: One purchase and sale agreement was successfully signed for acquisition. The Department staff continues to work with other property owners who are interested in voluntary sales.
- Community Rating System: The Department staff is preparing for reclassification and other ways to reduce insurance premiums.
- Code Updates: The Department staff continues to work through the legislative process on amendments for Best Available Science/Critical Areas Ordinance, Wireless Code Update, and Retail District.
- NWRM Roundhouse: No updates. Pending C&G application after variance approval.
- Community Center Expansion: No updates.
- Mill Site: No updates.
- The Rails: 3-story Mixed-Use development currently under construction.
- Mixed-Use Final Plan Amendment: Draft changes to the MUFPP retail uses along Center Boulevard are currently under review with the Planning Commission.

- Climate Change Element: Work is underway with Staff and the Planning Commission. A climate change committee is working to help inform the Commission on green house gas emissions and vehicle miles traveled, as well as other carbon-reducing techniques.
- Affordable Housing: The Department staff has issued an RFQ to solicit a suitable firm for the design and development of an affordable and workforce housing project. Deadline for submittals is January 24, 2025.
- Code Enforcement: The Department staff continues to work several code compliance projects, including the restoration of city cleared property near The Club, a conversion of single-family to condominiums, and others.



Mike Bailey, Fire Chief
37600 SE Snoqualmie Pkwy | PO Box 987
Snoqualmie, Washington 98065
mbailey@snoqualmiewa.gov
(425) 888-1551

Fire Department Activity December, 2024

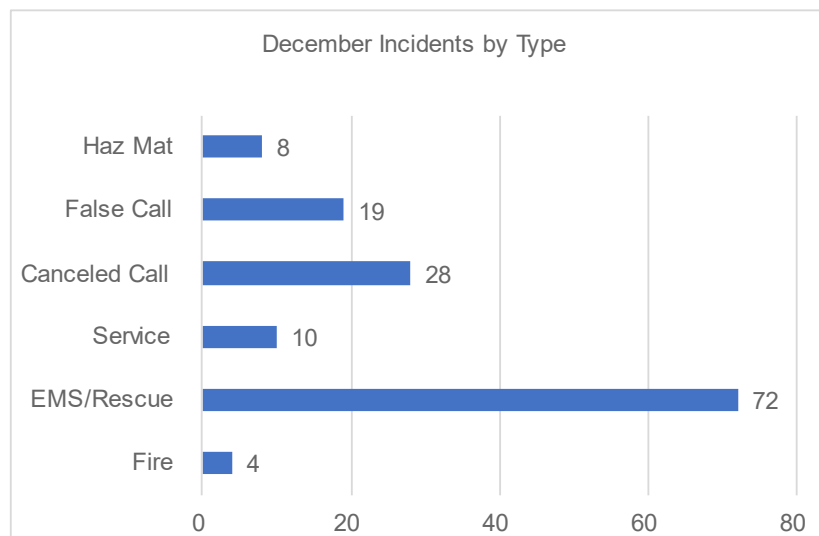
Incident Count December

The Fire Department responded to 141 incidents in December. 51% of the incidents were emergency medical services and 49% were fire or service-related incidents. The following chart displays incident count per day. The department finished 2024 with a total of 1,715 incident, the highest to date. The previous high was 1,611 in 2022.



Incident Count by Type:

The following is a count breakdown of incidents by type.



Travel Time

For incidents within the city, the 90th percentile travel time for the first arriving unit responding in emergency mode was 7:21 seconds and is broken down as follows.

Type	0:00 - 3:59	4:00 - 7:59	8:00 - 11:59	12:00 - 15:59	16:00 - 29:59	30:00 +
Aid Car	13	22	1	0	0	0
Engine	12	18	1	0	0	0
Chief Officer	3	0	0	0	0	0
Total	28	40	2	0	0	0

For incidents outside the city, the 90th percentile travel time for the first arriving unit responding in emergency mode was 15:43 and is broken down as follows.

Type	0:00 - 3:59	4:00 - 7:59	8:00 - 11:59	12:00 - 15:59	16:00 - 29:59	30:00 +
Aid Car		4	7	2	0	2
Engine		4	8	3	2	0
Total	0	8	15	5	2	2

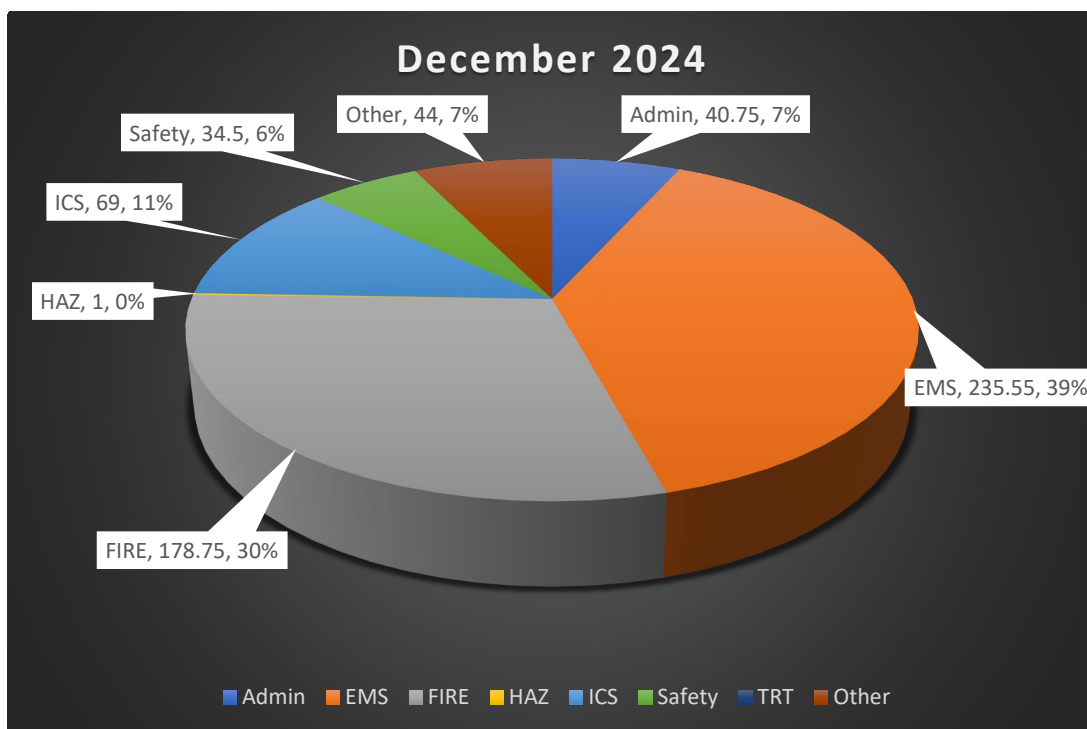
EMS Transports

The Fire Department responded to 72 EMS incidents in December and transported 42 patients to local hospitals. Patients were transported to Swedish Issaquah 12% of the time and Snoqualmie Valley Hospital 76% of the time. Of the transports, 5 were transports that originated from outside Snoqualmie's service area. (North Bend 5, Fall City 0)

Hospital	Week 1	Week 2	Week 3	Week 4	Week 5	Total
Overlake Hospital	1	0	0	2	1	4
Snoqualmie Valley Hospital	8	7	11	3	3	32
Swedish/Issaquah	1	2	1	1	0	5
Other	0	0	0	0	1	1
Total	10	9	12	6	5	42

Training:

December brings a close to the training calendar for the year, and typically this means wrapping up any assignments that may not have been completed throughout the year, and/or dealing with less glamorous mandatory training. This year, December was an exception to the rule. With four probationary firefighters and seven EMTs working through driver training, December saw an above-average volume of completions. During the month, crews trained for 603 hours, primarily focusing on company-level drills, driver training, and completion of state-mandated safety training. The training covered all categories, with the majority related to emergency medical services (39%), followed by fire suppression training (14%). During the month, two volunteers completed required shadow shifts to become fully qualified to work as part of a crew, while others continued working towards becoming aid vehicle drivers. One career member completed the South King County Pump Operator Academy Incident Command Instructor course, allowing for regular in-person training to be conducted onsite, all while preparations were being made for the onboarding of new firefighters in January 2025. The following chart compares the training hours by type:



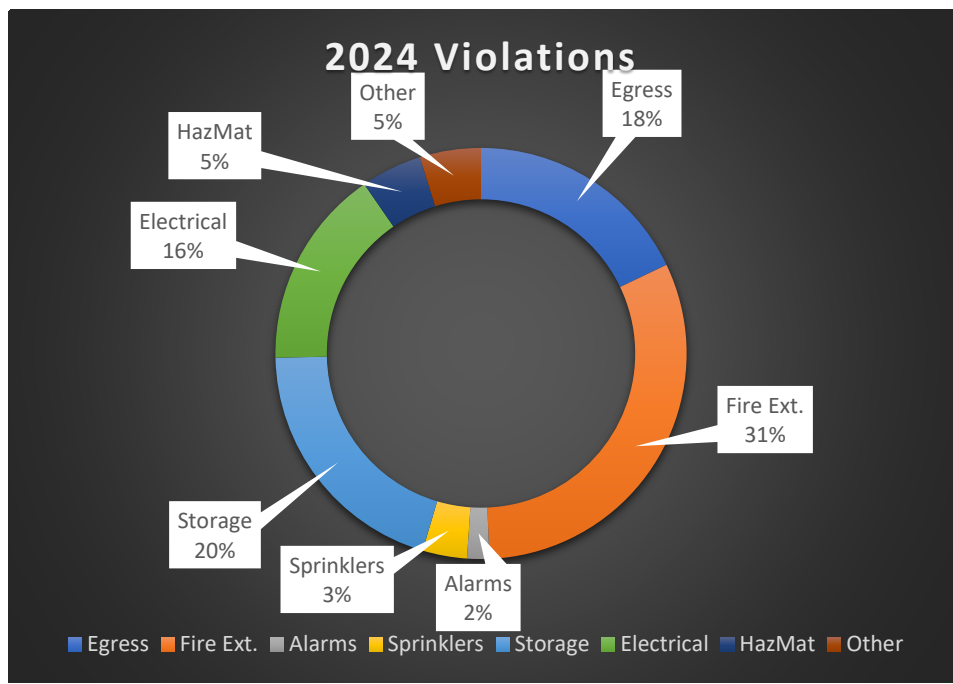
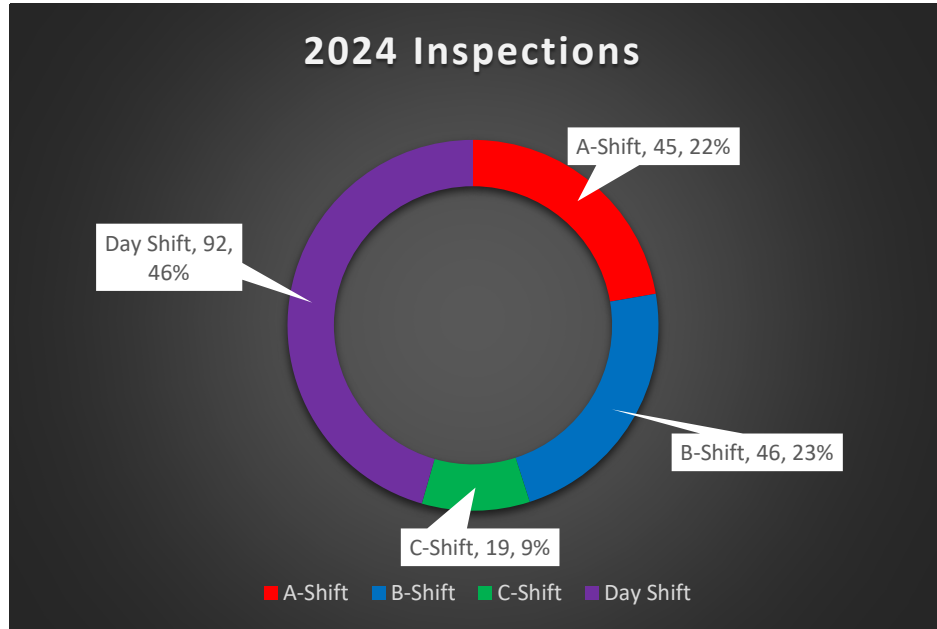
(Admin=Administrative; Haz=Hazmat; ICS=incident command systems; TRT=Technical Rescue Training)

Training – Highlights/Major Topics:

- Driver Training
- Incident Command System – Strip mall fires, storage facility fires
- Forcible entry
- Firefighter – Hose evolutions
- Fire Service Leadership
- Safety – State-mandated safety training, firefighter line-of-duty death reviews
- JJ Keller HR Training
- Department of Health-mandated diversity training
- Stroke emergencies
- Trauma and spinal immobilization
- Cardiopulmonary Resuscitation

Inspections

As with training, December brings a close to the 2024 year and a time to clean up any remaining assignments. During December 7 inspections were completed noting no violations. This emphasizes that community education through presence and inspection is making a change in practices that put our community at risk. The following chart is a view of the year-to-date inspections and violations:



Public Education

December, public education and outreach reported the following activities:

- Preparation for high school CPR training (January 25)
- Evacuation Chair Training – Mount Si HS Staff – 15 Staff
- 1 – Opioid Education event (MSHS) – 210 students
- Grant submittal for CPR training funds

Volunteer Activity

During the month of December, the following activity was recorded for the volunteer group

- 27 duty Shifts
- 51 calls responded to
- 432.5 total hours spent volunteering.



Information Technology Department

Fletcher Lacroix, IT Director
38624 SE River St. | P.O. Box 987
Snoqualmie, Washington 98065
(425) 888-8010 | FLacroix@snoqualmiewa.gov

December 2024

Dear City Council,

The IT Department has been continuing the preparations to our systems for the Network Modernization project. We have seen a short delay in the process of moving systems to the new equipment. There has been other progress on the project that the team should be proud of!

Here are some updates for the month of December:

- We are hovering around 30 open tickets still. The ticket volumes are lower due to the holidays.
- The network infrastructure modernization project continues to be the team's focus. We have successfully launched our new Wi-Fi network this month which bring Wi-Fi 6 support with Wi-Fi 7 ready to go in the future. We will be moving other networks to the new equipment in the next few weeks.
- The Fire Station pilot phone system is almost complete. One of the 3 legacy systems is up and running and a couple more will be address soon. It has been a learning experience for our team, and we appreciate the Fire Department's patience.
- The new firewall is now running our Wi-Fi network. Other systems will be moved over in the next few weeks.

We will have more details on projects that are coming including:

- Simplifying our service desk to better serve our users.
- Extending the cloud VOIP pilot to all City of Snoqualmie locations
- Restructuring and updating our server infrastructure
- Restructuring our IT team responsibilities
-

Thank you for your continued support as the IT Department continues to rebuild!



PARKS & PUBLIC WORKS DEPT.

Jeff Hamlin, Director
 38194 SE Millpond Road
 Snoqualmie, WA 98065
 425.831.4919 | jhamlin@snoqualmiewa.gov

Monthly Report – December 2024

Public Works General/CIP Projects:

Storm Cleanup: Winter weather continues to be turbulent through December. Crews have responded to three separate wind events this month to remove downed street trees and other trees within the City's urban forest.

Tyler Munis Implementation: Public Works has completed initial implementation of the asset management system. All operating divisions are now managing work orders through Tyler Munis. We are still working out some bugs with the system but will hopefully have that worked out soon. Parks and Public Works has processed approximately 1000 separate work orders in the last month and over 4,000 work orders since implementation in October of this year.

Utility Rate Study: The Utility Rate Study is nearing completion. The proposed ordinance with adjusted rates has been drafted and will make its way through council in January.

Road Maintenance and Repair: Planning and engineering is in progress for next summer's paving, utility infrastructure, and road maintenance projects. Pothole repairs and basic road maintenance activities have increased with the wet winter conditions and freeze/thaw cycles.

384th Sewer/Sidewalk: The contractor has completed the sewer main upgrades and the new system is fully operational. Sidewalk construction is nearly complete with only a few panels left to pour. Temporary pavement patching is complete but may require progressive maintenance until the final pavement course is constructed later this spring. The project will be dormant for a few months during the winter months; final paving is anticipated for April 2025 when conditions are better for asphalt paving.

Splashpad: Construction is continuing through the Winter season with completion anticipated in February 2025. The contractor has received Dept of Health approval and concrete is anticipated to be poured in the next couple weeks.

Water Reclamation Facility: Commissioning on the first ditch has been successful and the new system is working as well or better than anticipated. The contractor is nearing completion of Ditch 2 with substantial completion is anticipated for February 2025. Project final completion is anticipated for Spring of 2025.

Reclaimed Irrigation Reservoir: 100% plans and specifications have been submitted to the Department of Ecology for agency review. Property acquisition and permitting remain on schedule with the recent Council approval of the purchase agreement. Construction is anticipated to begin in Autumn 2025 with project completion on or before June 30, 2026.

Staffing: Urban Forestry/Stormwater Department is down one staff member, but we are working to fill the position in January 2025. PPW will begin recruitment for a new administrative assistant in early 2025.

Wastewater Division

- Startup and commissioning of the WRF-3 upgrades continues. Initial performance data indicates a successful design with improved capacity and operational efficiency.
- Wastewater Division is fully staffed and operating at normal capacity.
- Preparing a response to comments from Ecology regarding O&M manual submittal.
- Staff are working on a biosolids baseline facilities application for coverage under the general permit.
- Staff are preparing the 2024 Reclaim Water Annual report to Ecology.

Water Division

- Water Division is currently making progress on upgrades to the SCADA system to place all controls on a cellular based platform, which will improve reliability and reduce cost.
- The Water Division recently purchased new leak detection equipment that will enable more nimble and proactive identification of water system leaks. The City currently loses approximately 40M gallons of water per year through leaks in the system (about 8 percent of total water produced!). Finding and stopping these leaks with in-house equipment provides for better control of the system, reduced cost for leak detection services, and improves water efficiency in accordance with established City goals.
- New staff members did a lot of training, including AC pipe class and a basic electrical class.
- Engaged GC Systems, Inc to develop an electronic tracking system for major valves.
- Replaced the level indicator on Well 7 at NWTP and Well 2 at SWTP.
- Repaired multiple water service meters and fixed several service leaks.
- Changed oil in all the pumps.
- Continue valve turning maintenance program activities.

Parks & Streets Division:

- Parks and Streets Division has been busy with cleanup activities following the recent windstorms.
- Holiday lights and decorations were a huge success this year and many members of the community expressed delight in the displays.
- Repair of significant vandalism at various parks is ongoing. Auto-lock mechanisms will be installed soon to ensure buildings are locked at night. Staff are working with the Police Dept to employ security techniques to catch the culprit.
- Street crew continues with gravel alleys maintenance in response to the winter wet season.

- Gutter replacement at several park structures is ongoing.

Fleet & Facilities Division:

Fleet

- Continue placing orders of replacement vehicles and equipment, removing and prep surplus equipment for sale, document and schedule repairs on damaged assets (risk), 71 pm's due, 40 work orders completed, 34,977 miles driven.

Facilities

- Facilities- finish up paint of soundproof wall in mikes office, remove and dispose glue lam art out of city hall, 22 work orders, multiple service requests function is still inoperable in Munis to track.

Stormwater & Urban Forestry Division

- The Urban Forestry crew has been very busy with storm cleanup following the recent windstorms, including removal of downed trees and limbs, street clearing and sweeping and stormwater pond maintenance.
- Stormwater Pond maintenance continues – a contractor has been hired to help catch up with vegetation trimming for 5 ponds with 6 ponds completed.
- Cleared all 20+ miles of trails of downed trees.
- Completed over a dozen risk assessments from resident requests after the storm worried about trees behind their home.
- Upcoming work:
 - Hiring another staff member, hoping for them to start on 2/3/25.
 - Place next order of street trees for spring planting downtown
 - Begin 2025 catch basin inspections
 - Begin 2025 stormwater business inspections
 - Begin 2025 stormwater pond inspections
 - Street tree mulching and pruning

Department of Corrections Crew Work for December 2024

Storm pond vegetation maintenance: 8-days of work.

- Worked on removing all trees, shrubs, invasive species from ponds per the Stormwater Vegetation Maintenance SOP. [Five feet outside of fence line down to the water, or as COS property lines permit]
- Frontier 2: chipped Dec 5, 10
- Frontier 3: chipped Dec 5, 10,
- Hospital: vegetation Dec 3, chipped Dec 11
- Frontier 1 Dec 12, 17, 19, 31
- Storm cleanup at various sites.



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December 2024

Calls for Service

	Nov 2024	Dec 2024	Dec 2023
Snoqualmie	530	499	567
North Bend	392	406	378

Average Response Times (in minutes & seconds)

Dec	Priority 1	Priority 2	Priority 3
Snoqualmie	1:27	2:57	3:59
North Bend	4:36	4:47	4:49
Nov			
Snoqualmie	0:43	3:25	5:45
North Bend	3:01	3:08	5:04

Priority 1: Weapons Offense / DV Physical / Aslt/Burg In-Prog
 Priority 2: Calls that require immediate response that could result in death if not responded to.
 Priority 3: High priority but not an immediate threat.

Dec	Thefts	Vehicle Prowls	Vehicle Thefts
Snoqualmie	9	3	0
North Bend	14	4	3
Nov	Thefts	Vehicle Prowls	Vehicle Thefts
Snoqualmie	10	4	1
North Bend	9	3	2

Year to Date Theft Comparison

Dec 1 – 31

Snoqualmie	2024	2023
Thefts	9	18
Vehicle Prowls	3	7
Vehicle Thefts	0	1
North Bend	2024	2023
Thefts	14	21
Vehicle Prowls	4	5
Vehicle Thefts	3	1

Crisis Intervention Contacts

	2024		2023	
	Dec	YTD	Dec	YTD
Snoqualmie	9	324	47	290
North Bend	0	15	4	32

Items of Importance

Command Staff – Vacancies: 0.
Patrol – One exceptional hire completed FTO and joined patrol. One officer recruit graduated Academy Dec. 30 and began FTO. Two officer recruits stated Academy Jan. 6 for a total of 3 in Academy. Vacancies: 1.
Administrative Staff – Vacancies: 0.

Mental Health Professional Contacts

	2024		2023	
	Dec	YTD	Dec	YTD
Snoqualmie	0	93	9	298
North Bend	0	77	10	149

Community Events

Dec. 7 – Snoqualmie Winter Lights
 Dec. 7 – Holly Days (North Bend)

Public Records Requests

Dec 2024	35
2024 YTD	586