



CITY COUNCIL ROUNDTABLE HYBRID MEETING, 6:00 PM
CITY COUNCIL REGULAR HYBRID MEETING, 7:00 PM
Monday, December 11, 2023
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,
James Mayhew, and Robert Wotton

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

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ROUNDTABLE AGENDA, 6 PM

CALL TO ORDER & ROLL CALL

AGENDA APPROVAL

SPECIAL BUSINESS

1. Councilmember Oath of Office - Position No. 2, 5, 6

Proposed Action: Administer Oath of Office to Councilmember Robert Wotton to Position No. 2, Catherine (Cat) Cotton to Position No. 5, and Cara Christensen to Position No. 6.

2. Community Survey Results

Proposed Action: Presentation by Polco Inc.

ADJOURNMENT

REGULAR AGENDA, 7 PM

CALL TO ORDER & ROLL CALL

PLEDGE OF ALLEGIANCE

AGENDA APPROVAL

PUBLIC HEARINGS, PRESENTATIONS, PROCLAMATIONS, AND APPOINTMENTS

Public Hearings

- [3.](#) **AB23-141:** Utility Fiscal Health and Rate Study Adjustment

Proposed Action: Public Hearing.

Appointments

- [4.](#) **AB23-144:** Finance Director Confirmation and Oath of Office

Proposed Action: Move to confirm the Mayor's appointment of Andrew Bouta as the Finance Director effective December 19, 2023.

- [5.](#) **AB23-145:** Commission & Committee Appointments & Re-Appointments

Proposed Action: Move to confirm the Mayor's recommendation to appoint YiJu Miller to the Arts Commission, re-appoint Steve Pennington to the Arts Commission, appoint Adrian Webb to the Economic Development Commission, appoint Mandeep Walia to the Human Services Advisory Committee, re-appoint Laurie Hay, Richard Anderson, and Kelly Coughlin to the Lodging Tax Advisory Committee, and re-appoint Ashleigh Kilcup, Andre Testman, and Michael Krohn to the Planning Commission.

Presentations

6. AWC Advanced Certificate of Municipal Leadership

Proposed Action: Presentation of AWC's Advanced Certificate of Municipal Leadership to Mayor Ross by AWC Board Member and Duvall Mayor Amy Ockerlander.

7. Service Recognition

Proposed Action: Presentation of Service Recognition to Councilmember James Mayhew.

Proclamations

PUBLIC COMMENTS AND REQUESTS FOR ITEMS NOT ON THE AGENDA

CONSENT AGENDA

- [8.](#) Approve the City Council Meeting Minutes dated November 27, 2023.

- [9.](#) Approve the Claims Approval Report dated December 11, 2023.

- [10.](#) **AB23-138:** 2024 Lodging Tax Allocations

- [11.](#) **AB23-146:** Snoqualmie Valley Economic Alliance Memorandum of Understanding

ORDINANCES

- [12.](#) **AB23-141:** Utility Fiscal Health and Rate Study Adjustment

Proposed Action: Second reading and adoption of Ordinance 1284.

- [13.](#) **AB23-136:** Snoqualmie Valley School District School Impact Fees for 2024

Proposed Action: Second reading and adoption of Ordinance 1283.

COMMITTEE REPORTS

Public Safety Committee:

Community Development Committee:

Parks & Public Works Committee:

Finance & Administration Committee:

[14.](#) **AB23-143:** Teamsters Collective Bargaining Agreement

Proposed Action: Move to approve the Collective Bargaining Agreement between the Public, Professional, & Office-Clerical Employees and Drivers (Teamsters) Local Union No. 763 and the City of Snoqualmie and authorize the Mayor to sign.

15. Revenue Options

Proposed Action: Presentation by Budget Manager Janna Walker.

16. Teamsters Budget Appropriation Amendment Discussion

Committee of the Whole:

REPORTS

17. Mayor's Report

18. Commission/Committee Liaison Reports

[19.](#) Department Reports for November 2023.

EXECUTIVE SESSION

20. Two Executive Sessions 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.

ADJOURNMENT



BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB23-141
December 11, 2023
Ordinance

Item 3.

AGENDA BILL INFORMATION

TITLE:	2024 Utility Fiscal Health and Rate Study Adjustment	<input type="checkbox"/> Discussion Only
PROPOSED ACTION:	Adopt Ordinance 1284 amending Utility Rates for 2024	<input checked="" type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input checked="" type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

REVIEW:	Department Director	Jeff Hamlin	11/22/2023
	Finance	Janna Walker	11/22/2023
	Legal	David Linehan	12/5/2023
	City Administrator	Mike Chambless	11/22/2023

DEPARTMENT:	Parks & Public Works		
	STAFF: Dylan Gamble, CIP Manager		
	COMMITTEE: Finance & Administration		COMMITTEE DATE: November 21, 2023
	EXHIBITS: 1. Ordinance 1284 2. Snoqualmie 2024 Fiscal Health Review (Presentation)		

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

SUMMARY

INTRODUCTION

The purpose of Ordinance 1284 is to amend the Utility Rates for the year of 2024. The recommended rate changes are intended to reduce the negative financial impacts of increased inflation to City Utilities. The recommended rate changes are based on a 2024 Fiscal Health Review 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 accordingly.

Utility Rate changes for the year of 2024 have been first review at City Council on November 27th, 2023 at both at Council Roundtable discussion and review of Ordinance 1284. The second review, and Public hearing, will be conducted 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, determine the one-time charge imposed on new development as a condition of service, and develop rates reflecting the fiscal sustainability and equity goals of Council. Council requested a review and recommendation to reduce the negative budgetary impacts of increased inflation to capital projects since the 2021 Utility Rate Study.

ANALYSIS

A 2024 updated fiscal health report will present several alternative funding strategies and rates for Committee/Council Review.

NEXT STEPS

Following any decision made as part of the 2024 fiscal health review and utility rate study, staff will begin work on the 2025-2030 Utility Rate Study. This document and process will be a complete review of the utility rates maintained by the City's Utilities.

PROPOSED ACTION

Motion to approve Ordinance 1284 amending City of Snoqualmie Utility Rates for the year of 2024 on December 11th, 2023.

ORDINANCE NO. 1284**AN ORDINANCE OF THE CITY OF SNOQUALMIE, WASHINGTON, ESTABLISHING RATES FOR THE CITY'S COMBINED UTILITY FOR THE YEAR 2024, 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, 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 providing 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 (a) identify the general location, proposed location, and capacity of the City's existing and proposed water, sewer and stormwater utility facilities; (b) set forth a forecast of the future needs for such capital facilities; (c) show the proposed locations and capacities of expanded or new capital facilities; and (d) provide 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 among other things 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 2024 fiscal utility health review was conducted by Financial Consulting Solutions (FCS) Group that developed proposed rates and general facilities charges for each utility for the period from 2024 through 2026; and

WHEREAS, the 2024 fiscal health review 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 December 11, 2023, 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
	\$78.99	\$80.57	\$82.16	\$83.76 <u>\$84.62</u>	\$85.37	\$86.99

- 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
	\$62.87	\$62.13	\$61.35	\$60.53 <u>\$63.19</u>	\$59.67	\$58.76

- C. Rates for residential sewer service outside the corporate limits shall be 1.5 times the rates within the City limits.
- 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	2021	2022	2023	2024	2025	2026
Base monthly unit charge, for water consumption up to 600 cubic feet						
Low Commercial	\$97.92	\$99.88	\$101.85	\$103.84 <u>\$104.91</u>	\$105.83	\$107.84
High Commercial	\$121.72	\$126.19	\$130.78	\$129.07 <u>\$134.70</u>	\$140.31	\$145.20
Volume charge, for each additional 100 cubic feet or portion thereof (above 600 cubic feet)						
Low Commercial	\$7.09	\$7.23	\$7.37	\$7.51 <u>\$7.59</u>	\$7.65	\$7.80
High Commercial	\$9.64	\$9.99	\$10.35	\$10.22 <u>\$10.66</u>	\$11.11	\$11.50

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	2022	2023	2024	2025	2026
3/4"	\$34.36	\$35.63	\$36.95	\$38.32 <u>\$39.17</u>	\$39.74	\$41.21
1"	\$43.14	\$44.74	\$46.40	\$48.12 <u>\$49.18</u>	\$49.90	\$51.75
1-1/2"	\$71.50	\$74.15	\$76.89	\$79.73 <u>\$81.50</u>	\$82.68	\$85.74
2"	\$119.30	\$123.71	\$128.29	\$133.04 <u>\$135.99</u>	\$137.96	\$143.06
3"	\$179.13	\$185.76	\$192.63	\$199.76 <u>\$204.19</u>	\$207.15	\$214.81
4"	\$238.81	\$247.65	\$256.81	\$266.31 <u>\$272.22</u>	\$276.16	\$286.38
6"	\$357.98	\$371.23	\$384.97	\$399.21 <u>\$408.07</u>	\$413.98	\$429.30
8"	\$477.35	\$495.01	\$513.33	\$532.32 <u>\$544.13</u>	\$552.02	\$572.44

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	2022	2023	2024	2025	2026
0-300 cf	\$2.26	\$2.34	\$2.43	\$2.52 <u>\$2.58</u>	\$2.61	\$2.71
301-800 cf	\$3.80	\$3.94	\$4.09	\$4.24 <u>\$4.34</u>	\$4.40	\$4.56
Over 801 cf	\$4.75	\$4.93	\$5.11	\$5.30 <u>\$5.42</u>	\$5.50	\$5.70

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.

C. 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.

1. 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:

Base Charge	2021	2022	2023	2024	2025	2026
Per unit	\$30.16	\$29.80	\$29.42	\$29.03 <u>\$31.19</u>	\$28.62	\$28.18

2. 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	2021	2022	2023	2024	2025	2026
Per 100 cf	\$2.70	\$2.67	\$2.64	\$2.60 <u>\$2.80</u>	\$2.56	\$2.52

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

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

1. 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	2021	2022	2023	2024	2025	2026
3/4"	\$41.56	\$43.66	\$45.80	\$46.34 <u>\$48.55</u>	\$50.16	\$52.38
1"	\$52.17	\$54.81	\$57.49	\$58.18 <u>\$60.94</u>	\$62.96	\$65.74
1-1/2"	\$86.46	\$90.84	\$95.28	\$96.42 <u>\$101.00</u>	\$104.35	\$108.96
2"	\$144.25	\$151.56	\$158.97	\$160.88 <u>\$168.51</u>	\$174.10	\$181.80
3"	\$216.59	\$227.55	\$238.68	\$241.53 <u>\$253.00</u>	\$261.40	\$272.96
4"	\$288.76	\$303.38	\$318.22	\$322.01 <u>\$337.31</u>	\$348.51	\$363.92
6"	\$432.86	\$454.76	\$477.01	\$482.70 <u>\$505.63</u>	\$522.42	\$545.52
8"	\$577.18	\$606.40	\$636.06	\$643.66 <u>\$674.22</u>	\$696.60	\$727.41

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	2021	2022	2023	2024	2025	2026
Per 100 cf	\$3.49	\$3.67	\$3.85	\$3.89 \$4.08	\$4.21	\$4.40

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.

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	2022	2023	2024	2025	2026
Per ESU	\$24.12	\$25.35	\$26.64	\$28.00 \$28.57	\$29.43	\$30.93

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

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

APPROVED by the Mayor of the City of Snoqualmie on this 11th day of December 2023.

Katherine Ross, Mayor

ATTEST:

APPROVED AS TO FORM:

Deana Dean, City Clerk

David Linehan, Interim City Attorney



2024 Utilities Fiscal Health Review

Item 3.

Presented by
Sergey Tarasov, Principal
Paul Quinn, Project Manager

November 27, 2023

Presentation Overview

- **Overview of the rate setting process**
- **Background**
- **Summary of findings**
 - » Sewer
 - » Water
 - » Stormwater
- **Recommendations / Questions / discussion**
- **Next steps**



Overview of the Rate Setting Process

Fiscal Policies – Set the Management Foundation

Step 1:
Revenue Requirement
(defining overall needs)

Revenue

Debt

Reserves

O&M

Capital

Step 2:
Cost of Service
(equity evaluation)

Define Customer Classes

Allocate Costs

Step 3:
Design Rates
(collect target revenue)

Fixed Charge

Variable Charge

Background

Item 3.

- **Previous study completed in 2020-2021**

- » Revenue requirement: resulted in a multi-year rate plan for each utility

Utility	2021	2022	2023	2024	2025	2026
Water	0.0%	3.70%	3.70%	3.70%	3.70%	3.70%
Sewer	0.0%	2.00%	1.97%	1.95%	1.92%	1.90%
Stormwater	0.0%	5.10%	5.10%	5.10%	5.10%	5.10%

Note : No increases in 2021 to assist with the impacts from the global pandemic.

- » Cost of service: interclass differences identified for water & sewer
 - Results of $\pm 5.0\%$ to 10.0% of average are within range of reasonableness

Water	2021 COSA
Residential	-1.03%
Multi Family	-43.28%
Commercial	6.33%
Retail Irrigation	63.48%
System Average	0.00%

Sewer	2021 COSA
Residential	-17.50%
Multi Family	-25.29%
Commercial Low	-0.46%
Commercial High	82.65%
Reclaimed Water	31.43%
System Average	0.00%



Background (continued)

Item 3.

- A gradual multi-year phase-in was developed, targeting approximately 40% progress by 2026 for non-residential classes combined

Water	2022	2023	2024	2025	2026
Residential	3.70%	3.70%	3.70%	3.70%	3.70%
Multi Family	-1.18%	-1.26%	-1.34%	-1.43%	-1.52%
Commercial	5.06%	4.89%	4.73%	4.57%	4.42%
Retail Irrigation	7.50%	7.50%	7.50%	7.50%	7.50%
System Average	3.70%	3.70%	3.70%	3.70%	3.70%

Sewer	2022	2023	2024	2025	2026
Residential	2.00%	1.97%	1.95%	1.92%	1.90%
Multi Family	-1.18%	-1.26%	-1.34%	-1.43%	-1.52%
Commercial Low	2.00%	1.97%	1.95%	1.92%	1.90%
Commercial High	3.67%	3.64%	3.63%	3.53%	3.49%
Reclaimed Water	3.00%	3.00%	3.00%	3.00%	3.00%
System Average	2.00%	1.97%	1.95%	1.92%	1.90%

- Selected alternative targeted
 - System average increase for residential
 - No increases for combined average bills for multi family
 - Non-residential made up the difference, not to exceed 8% impact

Class	Average Customer Impact by Class (All Utilities)				
	2022	2023	2024	2025	2026
Residential	3.07%	3.07%	3.07%	3.07%	3.07%
Multi Family	0.00%	0.00%	0.00%	0.00%	0.00%
Commercial Low	3.64%	3.60%	3.57%	3.53%	3.50%
Commercial High	4.40%	4.36%	4.32%	4.25%	4.20%

Background (continued)

- **Rate design**
 - » No structure change evaluated; increases applied on an across-the-board basis
- **General facilities charges**
 - » Updated charges to account for the system planning capital improvement program and capacity data

Water		
Meter		GFCs
3/4"	\$	10,465
1"		17,476
1.5"		34,847
2"		55,776
3"		104,645
4"		174,443
6"		348,782
Sewer		GFCs
per ERU	\$	8,354
Storm		GFCs
per ESU	\$	2,706
Total Res.	\$	21,525

Note: charges increased with CCI thereafter.



Today's Focus

- **Significant changes have occurred since the completion of the last study**
 - » Above average inflation due to the continuing impacts of the global pandemic
- **Prior to the 2024 Comprehensive Rate Study Update the City would like to perform a fiscal health review for the adopted 2024 rate strategy**
 - » Review historical actual vs. budget performance
 - May impact upcoming rate study
 - » Intent is to confirm or adjust 2024 only
 - Utilizing the prior study models to
 - Account for unanticipated inflation for O&M and CIP
 - Update growth and GFC revenue projections
 - Update beginning fund balances
 - Keep all other components unchanged
- **Upcoming rate study will update forecast for future years**



Actual vs. Budget Review: Sewer

Rate Revenue After Increase	2020	2021	2022
Annual Budget	\$ 5,912,548	\$ 5,968,243	\$ 6,147,692
Actual Performance	5,480,578	5,803,647	5,920,532
Actual vs. Budget	\$ (431,970)	\$ (164,596)	\$ (227,160)
Actual % of Budget	93%	97%	96%

O&M Expenses	2020	2021	2022
Annual Budget	\$ 2,864,953	\$ 2,868,358	\$ 2,939,523
Actual Performance	3,004,669	2,838,118	3,036,803
Actual vs. Budget	\$ 139,716	\$ (30,240)	\$ 97,280
Actual % of Budget	105%	99%	103%

Annual CIP	2020	2021	2022	Total
Annual Budget	\$ 5,731,329	\$ 5,874,228	\$ 4,240,713	\$ 15,846,270
Actual Performance	867,845	1,163,740	1,825,379	3,856,963
Actual vs. Budget	\$ (4,863,484)	\$ (4,710,489)	\$ (2,415,334)	\$ (11,989,306)
Actual % of Budget	15%	20%	43%	24%

- **Rate revenue has come in below budget in every year**
 - » Driven by residential, casino and reclaimed revenue projection
 - » Growth appears below projections
- **O&M expenses have come in close to budget**
- **Annual CIP has been executed below budget**



2024 Sewer Projection

- **Considerations**

- » Growth has not materialized at projected levels: 1.16% - 2.50% per year
 - Impacts rate revenue and GFCs: projected \$1.8MM GFC revenue in 2023, which has not occurred
 - Future GFC projections were between \$1.9MM in 2024 to \$1.0MM thereafter
- » 2024 O&M expenses are projected at \$310k above 2020 study
 - Does not include current labor negotiations

- **Bookend for consideration before 2024 rate study**

- » Conservative option: no growth / GFC revenue
- » Optimistic option: original 2020 study growth

2024 Sewer Projection (continued)

- **Original 1.95% 2024 overall increase can be maintained**
 - » Reduced fund balances compared to 2020 rate study projections
 - » Received one-time GFC payment from Casino alleviates pressure on CIP
- **Depending on inflation, and additional budgetary impacts, greater increases may be required in 2024 (e.g., 3.00%)**



Actual vs. Budget Review: Water

Rate Revenue After Increase	2020	2021	2022
Annual Budget	\$ 4,493,808	\$ 4,424,734	\$ 4,736,953
Actual Performance	4,376,295	4,637,773	4,700,466
Actual vs. Budget	\$ (117,513)	\$ 213,039	\$ (36,487)
Actual % of Budget	97%	105%	99%

O&M Expenses	2020	2021	2022
Annual Budget	\$ 2,892,515	\$ 2,933,424	\$ 2,999,123
Actual Performance	2,742,282	2,581,206	2,554,942
Actual vs. Budget	\$ (150,233)	\$ (352,218)	\$ (444,181)
Actual % of Budget	95%	88%	85%

Annual CIP	2020	2021	2022	Total
Annual Budget	\$ 2,573,208	\$ 4,461,015	\$ 1,286,622	\$ 8,320,845
Actual Performance	1,856,512	3,062,110	997,076	5,915,698
Actual vs. Budget	\$ (716,696)	\$ (1,398,905)	\$ (289,546)	\$ (2,405,147)
Actual % of Budget	72%	69%	77%	71%

Weather Data	Study Baseline	2020	2021	2022
Cooling Degree Days	53	76	157	149
Jun-Sep Rainfall (inches)	6.57	5.24	5.04	3.15

- **Rate revenue has come in close to budget**
 - » Lower growth appears to be offset by warmer / dryer weather patterns
- **O&M expenses have come in below budget**
 - » Unfilled positions, budget vs. actual professional services
- **Annual CIP has been executed below budget**

2024 Water Projection

- **Considerations**

- » Growth has not materialized at projected levels: 1.16% - 2.50% per year
 - Impacts rate revenue and GFCs: projected \$1.3MM GFC revenue in 2023, which has not occurred
 - Future GFC projections were between \$1.4MM in 2024 to \$700k thereafter
 - 2024 O&M expenses are projected at 2020 study levels
 - Does not include current labor negotiations

- **Bookend for consideration before 2024 rate study**

- » Conservative option: no growth / GFC revenue
- » Optimistic option: original 2020 study growth



2024 Water Projection (continued)

- **Original 3.70% 2024 overall increase can be maintained**
 - » Conservative option: 2025 and thereafter may required greater than 3.70% increases and more debt than originally anticipated
 - E.g., 6.0% in 2025-2027 instead of 3.70%
 - » Optimistic option: relatively close to 2020 rate study
- **Depending on inflation, and additional budgetary impacts, greater increases may be required in 2024 (e.g., 6.00%)**



Actual vs. Budget Review: Stormwater

Rate Revenue After Increase	2020	2021	2022
Annual Budget	\$ 2,429,000	\$ 2,467,716	\$ 2,623,654
Actual Performance	2,440,297	2,549,118	2,709,664
Actual vs. Budget	\$ 11,297	\$ 81,402	\$ 86,010
Actual % of Budget	100%	103%	103%

O&M Expenses	2020	2021	2022
Annual Budget	\$ 1,244,639	\$ 1,331,978	\$ 1,364,163
Actual Performance	977,985	1,206,004	1,318,860
Actual vs. Budget	\$ (266,654)	\$ (125,974)	\$ (45,303)
Actual % of Budget	79%	91%	97%

Annual CIP	2020	2021	2022	Total
Annual Budget	\$ 2,193,452	\$ 2,003,818	\$ 2,907,488	\$ 7,104,759
Actual Performance	496,405	3,823,559	835,230	5,155,194
Actual vs. Budget	\$ (1,697,047)	\$ 1,819,741	\$ (2,072,259)	\$ (1,949,565)
Actual % of Budget	23%	191%	29%	73%

- Rate revenue has come in at or above budget
- O&M expenses have come in relatively close to budget in most recent year
 - » Primary difference in 2020 due to unfilled positions
- Annual CIP has been executed below budget except 2021



2024 Stormwater Projection

- **Considerations**

- » Revenues appear at or above projections; growth needs to be reviewed
 - GFC revenue much smaller for stormwater utility: \$82k - \$42k
 - Lower impacts on projections if below forecast
 - 2024 O&M expenses are projected \$363k above 2020 rate study
 - Does not include labor negotiations

- **Bookend for consideration before 2024 rate study**

- » Conservative option: no growth / GFC revenue
- » Optimistic option: original 2020 rate study growth

2024 Stormwater Projection (continued)

- **Original 5.10% 2024 overall increase can be maintained**
 - » Conservative option: may be very close to reserve targets in future years
 - May require more debt than 2020 rate study
 - » Optimistic option: relatively close to 2020 rate study
- **Depending on inflation, and additional budgetary impacts, greater increases may be required in 2024 (e.g., 7.25%)**



Findings & Recommendations for 2024

- **Sewer**

- » O1: maintain 1.95% overall increases - follow 2020 cost of service phase-in
- » O2: adjust all classes by 3.00% in anticipation of increased inflation

- **Water**

- » O1: maintain 3.70% overall increase - follow 2020 cost of service phase-in
- » O2: adjust all classes by 6.00% in 2024 in anticipation of increased inflation

- **Stormwater**

- » O1: maintain 5.10% overall increases for all classes of service
- » O2: adjust all classes by 7.25% in 2024 in anticipation of increased inflation

- **Future rate strategy may change based on results of the comprehensive 2024 rate study**



Findings & Recommendations for 2024

Item 3.

Average Residential Monthly Bill	2023 Existing	2024 Original	2024 Modified
Water (3/4", 7 ccf)	\$ 60.60	\$ 62.84	\$ 64.24
Sewer	82.16	83.76	84.62
Stormwater	26.64	28.00	28.57
Total Monthly Bill	\$ 169.40	\$ 174.60	\$ 177.43
<i>\$ Difference vs. 2023</i>		\$ 5.20	\$ 8.03
<i>% Difference vs. 2023</i>		3.07%	4.74%

Next Steps

- **Incorporate feedback / direction**
- **Second reading December 11, 2023**
- **2024 rates effective January 1, 2024**
- **Comprehensive Rate Study Update in 2024**

Thank you! Questions?

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BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB23-144
December 11, 2023
Appointment

Item 4.

AGENDA BILL INFORMATION

TITLE:	AB23-144: Finance Director Confirmation and Oath of Office	<input type="checkbox"/> Discussion Only
PROPOSED ACTION:	Move to confirm the Mayor's appointment of Andrew Bouta as Finance Director	<input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

REVIEW:	Department Director	Mike Chambless	
	Finance	n/a	Click or tap to enter a date.
	Legal	n/a	Click or tap to enter a date.
	City Administrator	Mike Chambless	12/6/2023

DEPARTMENT:	Human Resources		
STAFF:			
COMMITTEE:	n/a	COMMITTEE DATE:	Click or tap to enter a date.
EXHIBITS:			

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

SUMMARY

The City recently concluded the Finance Director recruitment and the Mayor has selected Andrew Bouta as the next Finance Director.

BACKGROUND

Andrew Bouta holds a Master of Public Administration degree as well as bachelor's degrees in political science & sociology and accounting. He has over six years' experience in municipal finance and has experience with biennial budget development and adoption, coordinating the creation of a capital improvement plan, facilitating issuance and competitive sale of a revenue bond, and participating in the successful passing of a property tax levy lid lift and transportation sales tax increase.

Mr. Bouta was the City's prior Budget Manager until August of 2023.

PROPOSED ACTION

Move to confirm the Mayor's appointment of Andrew Bouta as Finance Director effective December 19, 2023.



BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB23-145
December 11, 2023
Appointment

AGENDA BILL INFORMATION

TITLE:	AB23-145: Appointment and Re-Appointment to the Arts Commission, Appointment to the Economic Development Commission, Appointment to the Human Services Advisory Committee, and Re-Appointments to Lodging Tax Advisory Committee and Planning Commission	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed:
RECOMMENDED ACTION:	Confirm the Mayor's recommendation to appoint YiJu Miller and re-appoint Steve Pennington to the Arts Commission, appoint Adrian Webb to the Economic Development Commission, appoint Mandeep Walia to the Human Services Advisory Committee, re-appoint Laurie Hay, Richard Anderson, and Kelly Coughlin to the Lodging Tax Advisory Committee, and re-appoint Ashleigh Kilcup, Andre Testman, and Michael Krohn to the Planning Commission.	<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

DEPARTMENT:	Mayor	
STAFF:	Deana Dean, City Clerk	
COMMITTEE:	n/a	Meeting Date: n/a
COUNCIL LIAISON:	n/a	
EXHIBITS:	n/a	

SUMMARY

The purpose of this Agenda Bill is to appoint YiJu Miller and re-appoint Steve Pennington to the Arts Commission, appoint Adrian Webb to the Economic Development Commission, appoint Mandeep Walia to the Human Services Advisory Committee, re-appoint Laurie Hay, Richard Anderson, and Kelly Coughlin to the Lodging Tax Advisory Committee, and re-appoint Ashleigh Kilcup, Andre Testman, and Michael Krohn to the Planning Commission.

YiJu Miller has applied to fill the vacant Position #7 seat on the Arts Commission with a term expiration of January 31, 2025. She has lived in the city for 17 years, is a local artist, and has participated in the Off the Rail Event as well as fundraising events for the Pacific Bonsai Museum. She will make a great addition to the Arts Commission.

Steve Pennington (Position #1) is a current member of the Arts Commission and wishes to continue his service.

Adrian Webb has applied to fill Position #4 on the Economic Development Commission which will be vacant as of January 1, 2024. His term will expire December 31, 2025. Adrian has lived in the city for 5 years and operates a business within the Snoqualmie business community. He has extensive leadership experience and is very involved in the community. He will make a great addition to the Economic Development Commission.

Mandeep Walia has applied to fill the vacant Position #1 seat on the Human Services Advisory Committee with a term expiration of March 12, 2024. Dr. Walia has lived in the city for 8 years, is a medical director for a Medicare/Medicaid program for low-income elderly and has extensive local volunteer experience working with the homeless population, and those dealing with substance abuse and behavioral health issues. She will make a great addition to the Human Services Advisory Committee.

Laurie Hay (Position #2), Richard Anderson (Position #3), and Kelly Coughlin (Position #4) are current members of the Lodging Tax Advisory Committee and also wish to continue their service.

Ashleigh Kilcup (Position #1), Andre Testman (Position #3), and Michael Krohn (Position #7) are current members of the Planning Commission and also wish to continue their service.

BACKGROUND

Staff reached out to current members with expiring terms to determine interest in re-appointment. The individuals being re-appointed here have requested re-appointment.

Recruitment for the Arts Commission began in September 2023 to fill one vacancy. Since that time, one additional vacancy has occurred and another will occur at the end of January 2024. Recruitment will remain open for additional applicants.

Recruitment for the Economic Development Commission began in December 2023 to fill three vacancies that will occur at the end of December 2023. Recruitment will remain open for additional applicants.

APPOINTMENT PROCESS

Commission and Committee members are appointed by the Mayor and subject to confirmation by the City Council as outlined in Title 2 of the Snoqualmie Municipal Code.

RECOMMENDED ACTION

Move to confirm the Mayor's recommendation to appoint YiJu Miller to the Arts Commission, re-appoint Steve Pennington to the Arts Commission, appoint Adrian Webb to the Economic Development Commission, appoint Mandeep Walia to the Human Services Advisory Committee, re-appoint Laurie Hay, Richard Anderson, and Kelly Coughlin to the Lodging Tax Advisory Committee, and re-appoint Ashleigh Kilcup, Andre Testman, and Michael Krohn to the Planning Commission.



CITY COUNCIL ROUNDTABLE MEETING MINUTES CITY COUNCIL REGULAR MEETING MINUTES November 27, 2023

ROUNDTABLE MEETING

CALL TO ORDER & ROLL CALL: Mayor Ross called the Roundtable Meeting to order at 6:00 pm.

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

CM Mayhew arrived at 6:01 pm.

Mayor Katherine Ross was also present.

City Staff Present: Mike Chambless, City Administrator; Deana Dean, City Clerk; Dylan Gamble, CIP Project Manager; Janna Walker, Budget Manager; Michael Liebetrau, Police Evidence and Records Technician; Melinda Black, Police Records Technician; Danna McCall, Communications Coordinator; Jeff Hamlin, Interim Parks & Public Works Director; Sarah Reeder, IT Manager; Emily Arteché, Community Development Director (remote); and Jimmie Betts, IT Support.

AGENDA APPROVAL

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

Approve the agenda.

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

SPECIAL BUSINESS

1. **AB23-141:** Utility Fiscal Health and Rate Study Adjustment. CIP Project Manager Dylan Gamble introduced this item and Sergey Tarasov from FCS Group provided a review via PowerPoint presentation. Topics included overview of the rate setting process, background, summary of findings for sewer, water, and stormwater, recommendations, and next steps. Council questions and discussion followed.

It was moved by CM Wotton, seconded by CM Washington to adjourn the Roundtable meeting which was unanimously approved. Roundtable meeting ended at 6:51 pm.

REGULAR MEETING

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

City Council: Councilmembers Ethan Benson, Rob Wotton, Bryan Holloway, James Mayhew, Louis Washington, Cara Christensen, and Jo Johnson.

Mayor Katherine Ross was also present.

City Staff:

Mike Chambless, City Administrator; David Linehan, Interim City Attorney; Deana Dean, City Clerk; Brian Lynch, Interim Police Chief; Dylan Gamble, CIP Project Manager; Emily Arteché, Community Development Director; Janna Walker, Budget Manager; Danna McCall, Communication Coordinator; Jeff Hamlin, Interim Parks & Public Works Director; Michael Liebetrau, Police Evidence and Records Technician; Melinda Black, Police Records Technician; Michael Peter, Police Officer; Sarah Reeder, IT Manager; Tom Holmes, Wastewater Supervisor; Jason George, Storm Technician; Alec Bagley, Wastewater Treatment Plant Operator; and Jimmie Betts, IT Support.

PLEDGE OF ALLEGIANCE**AGENDA APPROVAL**

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

Approve the agenda.

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

PUBLIC HEARINGS, PRESENTATIONS, PROCLAMATIONS, AND APPOINTMENTS**Public Hearings****Appointments**

2. **AB23-139:** Police Chief Confirmation and Oath of Office. Mayor Ross read the summary and motion into the record. City Clerk Dean administered the Oath of Office.

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

Confirm the Mayor's appointment of Brian Lynch as the City of Snoqualmie Police Chief effective December 1, 2023.

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

3. **Swearing In – Police Officer Michael Peter.** Chief Lynch introduced Officer Peter. Mayor Ross administered the Oath of Office.

Presentations

4. Department of Ecology Outstanding Performance Award 2022. Mayor Ross introduced this item and staff members present including Tom Holmes, Jason George, and Alec Bagley. Staff members Lyle Beach and Ryan Dalziel were not present. City Administrator Mike Chambless thanked them for their work.
5. King County Re+ Award. Mayor Ross introduced this item and CM Wotton spoke to the program and Snoqualmie's participation.

Proclamations**PUBLIC COMMENTS AND REQUESTS FOR ITEMS NOT ON THE AGENDA**

- Brian Holloway, a resident of Snoqualmie, spoke against the pool.
- Ryan Seal, Snoqualmie, spoke regarding the Sigillo Cellars project.

CONSENT AGENDA

6. Approve the City Council Meeting Minutes dated November 13, 2023.
7. Approve the Claims Approval Report dated November 27, 2023.
8. **AB23-140:** Resolution Adopting Snoqualmie Valley School District 2023-2028 Capital Facilities Plan.

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

Approve the consent agenda.

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

ORDINANCES

9. **AB23-123:** The Property Tax Levy Ordinance (Levying Property Taxes). Second reading of Ordinance 1281. Summary Introduction was read into the record by CM Holloway. Budget Manager Janna Walker answered Council questions.

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

Adopt Ordinance 1281 Levying Regular Property Taxes for the fiscal year commencing January 1, 2024, on all property both real and personal in the City of Snoqualmie which is subject to taxation for the purpose of providing sufficient revenue to the City for the ensuing year; and providing for severability and an effective date.

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

10. **AB23-124:** The Increase Ordinance (Certifying an Increase in Property Taxes). Second reading of Ordinance 1282. Summary Introduction read into the record by CM Holloway.

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

Adopt Ordinance No. 1282 certifying an increase in the regular property tax revenue for the fiscal year commencing January 1, 2024, on all property both real and personal in the City of Snoqualmie which is subject to taxation for the purpose of providing sufficient revenue to the City for the ensuing year; and providing for severability and an effective date.

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

It was moved by CM Mayhew; seconded by CM Benson to reorder agenda items #11-13 to hear AB23-136, then AB23-141, and then AB23-132 which passed unanimously.

OUT OF ORDER

11. **AB23-136:** Ordinance Adopting Snoqualmie Valley School District School Impact Fees for 2024. First reading of Ordinance 1283. Summary Introduction read into the record by CM Holloway. Discussion followed. This matter will be heard at the December 11, 2023, Council meeting for second reading and adoption.

12. **AB23-141:** Utility Fiscal Health and Rate Study Adjustment. First reading of Ordinance 1284. Summary Introduction read into the record by CM Holloway. Discussion followed.

CM Holloway moved to revise the agenda bill to have sewer at 3%, water at 5%, and stormwater at 6.5%; seconded by CM Wotton which failed (Benson – No, Wotton – Yes, Holloway – Yes, Mayhew – No, Washington – Yes, Christensen – No, Johnson – No). This matter will be heard at the December 11, 2023, Council meeting for a public hearing and second reading.

13. **AB23-132:** 2023-2024 Mid-Biennial Budget Amendment. Second reading of Ordinance 1278. Summary Introduction read into the record by CM Holloway. Discussion followed. Questions answered by Interim City Attorney David Linehan and City Administrator Mike Chambless. Point of order called by CM Mayhew and CM Benson. Mayor Ross proposed the round robin rule that no one can speak until all those wishing to speak have had a chance to speak, which failed.

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

Adopt Ordinance 1278 amending the 2023-2024 Biennial Budget.

PASSED: 6-1 (Benson, Wotton, Holloway, Washington, Christensen, Johnson) (Nay: Mayhew)

COMMITTEE REPORTS

Public Safety Committee: CM Christensen noted the Committee met and discussed the ladder truck, the police department is fully staffed, and a special meeting was held to go over fire dept strategic plan with a draft anticipated soon.

Community Development Committee:

14. **AB23-137:** Annual Floodplain Management and Repetitive Loss Plan. Emily Arteche, Community Development Director, spoke to this item, which is on for discussion only, no action. Discussion followed.

CM Johnson noted the Community Development Committee has gone through several elements of the Comprehensive Plan update along with the Planning Commission and Economic Development Commission which will come to Council in January.

Parks & Public Works Committee:

15. Community Center Presentation. Jeff Hamlin, Interim Parks and Public Works Director, reviewed the status of the community center expansion project including timeline, process, community input, programming, funding, refined design options, and next steps. Also present was Blaine Wolfe from Absher Construction, Doug Wiser from Parametrix, Josh Sutton from YMCA, and Jeff Slichter from ALSC Architects (remote). Discussion followed.

It was moved by CM Mayhew, seconded by CM Washington, to postpone all remaining agenda items except for the executive session to the next Council meeting; which passed unanimously.

Finance & Administration Committee:

16. Revenue Options Presentation. Tabled until the December 11, 2023, Council meeting.

Committee of the Whole: No report.

REPORTS

- 17. **Mayor's Report:** Tabled until the December 11, 2023, Council meeting.
- 18. **Commission/Committee Liaison Reports:** Tabled until the December 11, 2023, Council meeting.
- 19. **Council Regional Liaison Updates:** Tabled until the December 11, 2023, Council meeting.

EXECUTIVE/CLOSED SESSION

- 20. Executive Session pursuant to RCW 42.30.110(1)(b) To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price lasting approximately 15 minutes. Action is anticipated following conclusion of the Executive Session.

At 9:40 pm, Council took a 5-minute recess and will reconvene in Executive Session which is expected to last until 10:00 pm.

At 10:00 pm, Council extended Executive Session for an additional 10 minutes.
At 10:10 pm, Council extended Executive Session for an additional 15 minutes.

Council resumed open session at 10:29 pm.

ADJOURNMENT

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

Adjourn the meeting.

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

Meeting was adjourned at 10:30 pm.

CITY OF SNOQUALMIE

Katherine Ross, Mayor

Attest:

Deana Dean, City Clerk



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

To: City Council
Finance & Administration Committee

From: Jerry Knutsen, Financial Services Manager

Date: December 11, 2023

Subject: CLAIMS REPORT
Approval of payments for the period: November 16, 2023, through November 21, 2023

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	
		From #	Thru #	Amount	Qty	Amount
56	11/16/2023	80535	80596	\$ 1,190,924.74		1,190,924.74
57	11/16/2023	62326	62327	\$ 1,136.02		1,136.02
58	11/21/2023	80597	80649	\$ 166,862.85		166,862.85
						-
						-
						-
Grand Total						1,358,923.61

MISCELLANEOUS DISBURSEMENTS				
Date	Description	ACH Amount	Wire Amount	MISC TOTAL
11/17/2023	King County Parcel Purchase		\$ 4,900.00	\$ 4,900.00
11/21/2023	Navia - 2023 HRA Plan Reimbursements	\$ 3,609.28		\$ 3,609.28
				\$ -
				\$ -
Grand Total				8,509.28

PAYROLL (including Payroll Benefits)						
Batch ID	Date	Warrants			ACH	
		From #	Thru #	Amount	Qty	Amount
						-
						-
						-
						-
Grand Total						-

Total **1,367,432.89**

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.

Jerry Knutsen

Nov 30, 2023

Jerry Knutsen, Financial Operations Manager/Auditing Officer

Date

FINANCE & ADMINISTRATION COMMITTEE RECOMMENDATION: Approve / Not Approve

City of Snoqualmie

Claims presented to the City to be paid in the amount of \$1,190,924.74

For claims warrants numbered 80535 through 80596 & dated 11/16/2023

Top claims warrants numbered 80535 through 80596 and dated 11/16/2023											#56		
VENDOR NAME	ACCOUNT	ACCOUNT DESC	YEAR	PERIOD	TYPE	STATUS	AMOUNT	CHECK NO	INVOICE #	FULL DESC	INVOICE DATE	CHECK DATE	
AMZONCAP	001.01.001.51310.531000.	Office Supplies	2023	11	INV	Paid	23.85	80535	17K9-4WCF-GVHD	Office supplies	10/28/2023	11/16/2023	
AMZONCAP	001.09.014.52220.531910.	Operating Supplies	2023	11	INV	Paid	113.04	80535	13PH-DR6K-TP6L	Ear plugs	10/30/2023	11/16/2023	
AMZONCAP	502.11.021.51888.531820.	Info Tech Components	2023	11	INV	Paid	312.32	80535	14T1-YK6X-6N7J	IT Network supplies	10/27/2023	11/16/2023	
AMZONCAP	502.11.021.51888.531820.	Info Tech Components	2023	11	CRM	Paid	-310.13	80535	1FRF-V74X-7KRJ	Credit memo for Invoice 1YCF-JYD7-J6TX	10/25/2023	11/16/2023	
ASPECT	001.14.032.55860.541080.	Environmental Services	2023	11	INV	Paid	1,140.00	80536	53148	Landslide hazard area tree removal mitigation	9/15/2023	11/16/2023	
CARLSONC	403.22.030.53190.548000.	Repair & Maintenance Services	2023	11	INV	Paid	12,305.70	80537	33408	Stellar trail boardwalk repair	10/20/2023	11/16/2023	
CARLSONC	403.22.030.53190.548000.	Repair & Maintenance Services	2023	11	INV	Paid	12,196.80	80537	33409	Whitaker bridge deck replacement	11/3/2023	11/16/2023	
CDWG	417.13.200.59431.531820.	Info Tech Components	2023	11	INV	Paid	637.07	80538	MG24501	A. Vining toughbook warranty	9/28/2023	11/16/2023	
CENLINK	502.11.020.51888.542000.	Telephone Service	2023	11	INV	Paid	93.17	80539	425-427-5203 706B	Sno PD/Dispatch land line	10/8/2023	11/16/2023	
CENTURY	502.11.020.51888.542000.	Telephone Service	2023	11	INV	Paid	669.45	80540	300568001	Monthly telephone service	10/20/2023	11/16/2023	
CENTURY	502.11.020.51888.542000.	Telephone Service	2023	11	INV	Paid	90.90	80540	300570848 10-23	monthly telephone service	10/20/2023	11/16/2023	
CENTURY	502.11.020.51888.542000.	Telephone Service	2023	11	INV	Paid	608.40	80540	300571491 10-23	Monthly telephone service	10/20/2023	11/16/2023	
CENTURY	502.11.020.51888.542000.	Telephone Service	2023	11	INV	Paid	1.35	80540	300573865 10-23	Monthly telephone service	10/20/2023	11/16/2023	
CENTURY	502.11.020.51888.542000.	Telephone Service	2023	11	INV	Paid	206.91	80540	300576080 10-23	Monthly telephone service	10/20/2023	11/16/2023	
CENTURY	502.11.020.51888.542000.	Telephone Service	2023	11	INV	Paid	93.08	80540	402478791 10-23	Monthly telephone service	10/20/2023	11/16/2023	
CENTURY	502.11.020.51888.542000.	Telephone Service	2023	11	INV	Paid	1,509.41	80540	411746240 10-23	Monthly telephone service	10/20/2023	11/16/2023	
Christine Iverson	403.22.030.53190.523100.	Clothing Allowance	2023	11	INV	Paid	541.97	80541	Reimb C. Iverson-Sti	Union clothing allowance- foul weather jacket	11/6/2023	11/16/2023	
CL	403.22.030.53190.531300.	Repair & Maintenance Supplies	2023	11	INV	Paid	170.00	80542	1977192	Bridge Deck replacement supplies	10/13/2023	11/16/2023	
CL	403.22.030.53190.531300.	Repair & Maintenance Supplies	2023	11	INV	Paid	500.34	80542	1982303	Miter saw stand for outdoor carpentry	11/2/2023	11/16/2023	
CNW	501.23.051.54868.548000.	Repair & Maintenance Services	2023	11	INV	Paid	12,445.70	80543	01-3211	PW gen set repair/water pump shaft failure	11/3/2023	11/16/2023	
CO	001.15.034.55850.531000.	Office Supplies	2023	11	INV	Paid	41.94	80544	2247270-0	Office supplies	10/27/2023	11/16/2023	
CO	001.05.005.51420.531000.	Office Supplies	2023	11	INV	Paid	41.94	80544	2247270-0	Office supplies	10/27/2023	11/16/2023	
CO	001.07.008.55720.531000.	Office Supplies	2023	11	INV	Paid	41.94	80544	2247270-0	Office supplies	10/27/2023	11/16/2023	
CO	001.01.001.51310.531000.	Office Supplies	2023	11	INV	Paid	41.93	80544	2247270-0	Office supplies	10/27/2023	11/16/2023	
CO	001.01.001.51310.531000.	Office Supplies	2023	11	INV	Paid	17.19	80544	2247898-0	Wall calendar M. Chambless	11/1/2023	11/16/2023	
CO	001.06.007.51423.531000.	Office Supplies	2023	11	INV	Paid	32.10	80544	2248319-0	Envelopes and pens	11/2/2023	11/16/2023	
CO	001.06.075.51810.531000.	Office Supplies	2023	11	INV	Paid	41.94	80544	2247270-0	Office supplies	10/27/2023	11/16/2023	
CO	001.14.031.55860.531000.	Office Supplies	2023	11	INV	Paid	41.94	80544	2247270-0	Office supplies	10/27/2023	11/16/2023	
CO	001.14.031.55860.531000.	Office Supplies	2023	11	INV	Paid	17.18	80544	2247898-0	Wall calendar J. Kesler	11/1/2023	11/16/2023	
COI	001.08.009.52122.541511.	Dispatch Services	2023	11	INV	Paid	29,253.10	80545	23000440	Dispatch Services 60% Snoqualmie	10/5/2023	11/16/2023	
COI	001.08.009.52122.541511.	Dispatch Services	2023	11	INV	Paid	29,253.10	80545	23000256	Dispatch Services -May 2023 60%	6/8/2023	11/16/2023	
COI	001.08.009.52122.541511.	Dispatch Services	2023	11	INV	Paid	28,401.10	80545	22000479	Dispatch Services - November 2022 60%	12/9/2022	11/16/2023	
COI	001.08.009.52122.541511.	Dispatch Services	2023	11	INV	Paid	29,253.10	80545	23003004	Dispatch Services - June 2023 60%	7/11/2023	11/16/2023	
COI	001.08.009.52122.541511.	Dispatch Services	2023	11	INV	Paid	29,253.10	80545	23000351	Dispatch service - July 2023 60%	8/11/2023	11/16/2023	
COI	001.08.009.52122.541511.	Dispatch Services	2023	11	INV	Paid	29,253.10	80545	23000407	Dispatch Services - August 2023 60%	9/8/2023	11/16/2023	
COI	001.08.009.52360.541502.	Jail Services - Issaquah	2023	11	INV	Paid	16,500.00	80545	22000478	Jail housing - Sno Inmates 11-22	12/9/2022	11/16/2023	
COI	001.08.009.52360.541502.	Jail Services - Issaquah	2023	11	INV	Paid	17,271.58	80545	23000018	Jail housing-Sno inmates 12-22	1/9/2023	11/16/2023	
COI	001.08.009.52360.541502.	Jail Services - Issaquah	2023	11	INV	Paid	27,545.69	80545	23000255	Jail housing-Sno inmates 5-23	6/8/2023	11/16/2023	
COI	001.08.009.52360.541502.	Jail Services - Issaquah	2023	11	INV	Paid	21,609.63	80545	23000350	Jail housing - Sno inmates 7-23	8/11/2023	11/16/2023	
COI	001.08.009.52360.541502.	Jail Services - Issaquah	2023	11	INV	Paid	22,200.41	80545	23000406	Jail housing - sno inmates 8-23	9/8/2023	11/16/2023	
COI	001.08.009.52360.541502.	Jail Services - Issaquah	2023	11	INV	Paid	23,027.31	80545	23000439	Jail housing-sno inmates 9-23	10/5/2023	11/16/2023	
COI	014.08.012.52122.541511.	Dispatch Services	2023	11	INV	Paid	19,502.06	80545	23000440	Dispatch Services 40% NB	10/5/2023	11/16/2023	
COI	014.08.012.52122.541511.	Dispatch Services	2023	11	INV	Paid	19,502.06	80545	23000256	Dispatch Services -May 2023 40%	6/8/2023	11/16/2023	
COI	014.08.012.52122.541511.	Dispatch Services	2023	11	INV	Paid	18,934.07	80545	22000479	Dispatch Services - November 2022 40%	12/9/2022	11/16/2023	
COI	014.08.012.52122.541511.	Dispatch Services	2023	11	INV	Paid	19,502.06	80545	23003004	Dispatch Services - June 2023 40%	7/11/2023	11/16/2023	
COI	014.08.012.52122.541511.	Dispatch Services	2023	11	INV	Paid	19,502.06	80545	23000351	Dispatch service - July 2023 40%	8/11/2023	11/16/2023	
COI	014.08.012.52122.541511.	Dispatch Services	2023	11	INV	Paid	19,502.06	80545	23000407	Dispatch Services - August 2023 40%	9/8/2023	11/16/2023	
CORPPAY	001.06.075.51810.541420.	HR-Related Services	2023	11	INV	Paid	1,220.00	80546	10-23 KJ	Job posting with Neogov	10/23/2023	11/16/2023	
CORPPAY	001.06.075.51810.549200.	Dues-Subscriptions-Memberships	2023	11	INV	Paid	244.00	80546	10-23 KJ	SHRM professional membership	10/23/2023	11/16/2023	
COS	001.09.014.52250.547300.	Water - Sewer - Stormwater	2023	11	INV	Paid	904.02	80547	COS UB 10-23	Fire	11/8/2023	11/16/2023	
COS	001.13.000.51820.547300.	Water - Sewer - Stormwater	2023	11	INV	Paid	184.31	80547	COS UB 10-23	River Walk	11/8/2023	11/16/2023	
COS	001.12.028.57680.547300.	Water - Sewer - Stormwater	2023	11	INV	Paid	11,729.28	80547	COS UB 10-23	Parks	11/8/2023	11/16/2023	
COS	001.08.009.52150.547300.	Water - Sewer - Stormwater	2023	11	INV	Paid	899.42	80547	COS UB 10-23	Police	11/8/2023	11/16/2023	
COS	001.16.035.54230.547300.	Water - Sewer - Stormwater	2023	11	INV	Paid	1,550.31	80547	COS UB 10-23	Streets	11/8/2023	11/16/2023	
COS	001.16.035.54270.547300.	Water - Sewer - Stormwater	2023	11	INV	Paid	190.49	80547	COS UB 10-23	Median Irrigation	11/8/2023	11/16/2023	
COS	401.18.037.53481.547300.	Water - Sewer - Stormwater	2023	11	INV	Paid	842.77	80547	COS UB 10-23	Water	11/8/2023	11/16/2023	
COS	401.19.039.53935.547300.	Water - Sewer - Stormwater	2023	11	INV	Paid	239.78	80547	COS UB 10-23	Irrigation	11/8/2023	11/16/2023	
COS	402.20.040.53580.547300.	Water - Sewer - Stormwater	2023	11	INV	Paid	7,865.90	80547	COS UB 10-23	WWTP	11/8/2023	11/16/2023	

COS	403.22.050.53130.547300.	Water - Sewer - Stormwater	2023	11	INV	Paid	966.01	80547 COS UB 10-23	Storm Water	11/8/2023	11/16/2023
COS	510.24.053.51820.547300.	Water - Sewer - Stormwater	2023	11	INV	Paid	6,011.71	80547 COS UB 10-23	Central Services	11/8/2023	11/16/2023
CTV	001.09.014.52220.531910.	Operating Supplies	2023	11	INV	Paid	10.87	80548 10-25-23	Cable Tie	10/30/2023	11/16/2023
CTV	502.11.020.51888.531300.	Repair & Maintenance Supplies	2023	11	INV	Paid	11.42	80548 10-23 IT	8-pack AA batteries	10/25/2023	11/16/2023
EF	501.23.051.54868.548000.	Repair & Maintenance Services	2023	11	INV	Paid	1,140.77	80549 6287250	#110 fuel tank pressure sender & extra key FOB	11/2/2023	11/16/2023
FCSGROUP	001.14.031.55860.541000.	Professional Svcs - General	2023	11	INV	Paid	901.25	80550 3743-22306097	Capital facilities fundin gplan	6/23/2023	11/16/2023
FCSGROUP	001.14.031.55860.541000.	Professional Svcs - General	2023	11	INV	Paid	2,142.50	80550 3743-22309133	Capital facilities funding plan	9/15/2023	11/16/2023
FCSGROUP	001.14.031.55860.541000.	Professional Svcs - General	2023	11	INV	Paid	5,766.25	80550 3743-22310046	Capital facilities funding plan	10/20/2023	11/16/2023
GALLSLC	001.09.014.52220.531050.	Uniforms & Protective Gear	2023	11	INV	Paid	588.67	80551 025968497	Jacket and embroidery	10/16/2023	11/16/2023
GIRARD	403.22.030.53190.531300.	Repair & Maintenance Supplies	2023	11	INV	Paid	357.98	80552 91176	Arborist chips forpark st revetment	9/26/2023	11/16/2023
GIRARD	403.22.030.53190.531300.	Repair & Maintenance Supplies	2023	11	INV	Paid	430.55	80552 911679	Arborist chips for storm replacement	10/26/2023	11/16/2023
IHK	403.22.030.53190.531300.	Repair & Maintenance Supplies	2023	11	INV	Paid	27.91	80553 73269P	Backpack blower replacement handle	10/16/2023	11/16/2023
IHK	403.22.030.53190.531300.	Repair & Maintenance Supplies	2023	11	INV	Paid	12.87	80553 73272P	Replacement chainsaw drive sprocket	10/16/2023	11/16/2023
IHK	403.22.030.53190.548000.	Repair & Maintenance Services	2023	11	INV	Paid	181.69	80553 1401631	Repair to electric polesaw	11/2/2023	11/16/2023
IMC	001.13.117.51250.541115.	Municipal Court Services-Costs	2023	11	INV	Paid	3,418.36	80554 SQL Sept 2023	Snoqualmie court filings-Sept 2023	10/2/2023	11/16/2023
IMC	001.13.117.51250.541115.	Municipal Court Services-Costs	2023	11	INV	Paid	10,978.60	80554 SQL oct 2023	Snoqualmie court filings - Oct 2023	11/2/2023	11/16/2023
Jason Battles	403.22.030.53190.523100.	Clothing Allowance	2023	11	INV	Paid	750.00	80555 Reimb J. battles	Union clothing allowance	10/23/2023	11/16/2023
KC 500-1	001.13.112.56600.544800.	KC Liquor-Substance Abuse Svcs	2023	11	INV	Paid	1,042.01	80556 2150245	Q4 2022 liquor tax & profits	10/8/2023	11/16/2023
KC 500-1	001.13.112.56600.544800.	KC Liquor-Substance Abuse Svcs	2023	11	INV	Paid	1,089.39	80556 2150305	Q1 2023 Liquor tax & profits	10/14/2023	11/16/2023
KC 500-1	001.13.112.56600.544800.	KC Liquor-Substance Abuse Svcs	2023	11	INV	Paid	1,091.88	80556 2150400	Q2 2023 liquor tax & profits	10/14/2023	11/16/2023
KC 710	001.13.000.55490.549258.	KC-Cities Climate Collab Dues	2023	11	INV	Paid	700.00	80557 2145217	K4C-2022 Annual contribution	11/2/2023	11/16/2023
KC 710	001.13.000.55490.549258.	KC-Cities Climate Collab Dues	2023	11	INV	Paid	700.00	80557 2151233	K4C- 2023 Annual contribution	10/27/2023	11/16/2023
KENYON	001.06.007.51423.541120.	Legal Consulting Svcs	2023	11	INV	Paid	155.00	80558 1093930	Filelocal Termination	10/31/2023	11/16/2023
KI 2	001.09.014.52220.531050.	Uniforms & Protective Gear	2023	11	INV	Paid	141.57	80559 3533	Maltese X's 3	10/16/2023	11/16/2023
LAI	001.09.014.52220.531912.	EMS Supplies & Equipment	2023	11	INV	Paid	5.07	80560 1352916	Sodium chloride, antimicrobial hand rub	8/10/2023	11/16/2023
Land Development	001.14.031.55860.541000.	Professional Svcs - General	2023	11	INV	Paid	6,909.00	80561 32603	Comprehensive Plan	9/21/2023	11/16/2023
Land Development	001.14.031.55860.541000.	Professional Svcs - General	2023	11	INV	Paid	1,477.75	80561 32023	Comprehensive Plan	7/14/2023	11/16/2023
Land Development	001.14.031.55860.541000.	Professional Svcs - General	2023	11	INV	Paid	10,667.25	80561 32836	Comprehensive Plan	10/23/2023	11/16/2023
LOUEDGE	001.28.065.57390.541000.	Professional Svcs - General	2023	11	INV	Paid	1,220.00	80562 COS-110123-A	Design tourism & holiday misc	11/1/2023	11/16/2023
LOUEDGE	001.28.057.57390.541390.	Advertising, Legal Notices etc	2023	11	INV	Paid	925.00	80562 COS-110123-A	Design updates tree event & month long	11/1/2023	11/16/2023
LOUEDGE	012.13.115.57320.541390.	Advertising, Legal Notices etc	2023	11	INV	Paid	195.00	80562 COS-110123-A	Plein Air poster color options	11/1/2023	11/16/2023
MADRONA	001.04.004.51541.541100.	Outside Legal Services - Gen	2023	11	INV	Paid	26,205.50	80563 12241	Interim City attorney-various matters	10/31/2023	11/16/2023
Marine Lumber	403.22.030.53190.531300.	Repair & Maintenance Supplies	2023	11	INV	Paid	122.00	80564 72565	Wood preservative for sign posts	11/2/2023	11/16/2023
MIDWESTC	502.11.021.51888.531820.	Info Tech Components	2023	11	INV	Paid	275.00	80565 30206	ID badge print key	10/31/2023	11/16/2023
MONROECC	403.22.050.53145.548000.	Repair & Maintenance Services	2023	11	INV	Paid	729.56	80566 MCC2309.1575	Stormwater maintenance	10/12/2023	11/16/2023
MP	001.01.001.51310.549300.	Printing	2023	11	INV	Paid	43.56	80567 91683	M. Chambliss business cards	10/31/2023	11/16/2023
MP	001.14.031.55860.549300.	Printing	2023	11	INV	Paid	608.48	80567 91622	Flood report mailing	10/20/2023	11/16/2023
MP	001.14.031.55860.549300.	Printing	2023	11	INV	Paid	1,207.83	80567 91642	Flood report 2nd mailing	10/25/2023	11/16/2023
MP	012.13.115.57320.549300.	Printing	2023	11	INV	Paid	348.48	80567 91686	Plein air poster printing	10/31/2023	11/16/2023
NAVIA AP	001.15.034.55850.522300.	HRA Medical Reimbursements	2023	11	INV	Paid	10.00	80568 10788881	HRA Admin fees-October	10/30/2023	11/16/2023
NAVIA AP	001.05.005.51420.522300.	HRA Medical Reimbursements	2023	11	INV	Paid	4.00	80568 10788881	HRA Admin fees-October	10/30/2023	11/16/2023
NAVIA AP	001.07.008.55720.522300.	HRA Medical Reimbursements	2023	11	INV	Paid	8.00	80568 10788881	HRA Admin fees-October	10/30/2023	11/16/2023
NAVIA AP	001.28.056.57120.522300.	HRA Medical Reimbursements	2023	11	INV	Paid	2.80	80568 10788881	HRA Admin fees-October	10/30/2023	11/16/2023
NAVIA AP	001.01.001.51310.522300.	HRA Medical Reimbursements	2023	11	INV	Paid	12.00	80568 10788881	HRA Admin fees-October	10/30/2023	11/16/2023
NAVIA AP	001.06.007.51423.522300.	HRA Medical Reimbursements	2023	11	INV	Paid	32.80	80568 10788881	HRA Admin fees-October	10/30/2023	11/16/2023
NAVIA AP	001.09.014.52220.522300.	HRA Medical Reimbursements	2023	11	INV	Paid	0.40	80568 10788881	HRA Admin fees-October	10/30/2023	11/16/2023
NAVIA AP	001.06.075.51810.522300.	HRA Medical Reimbursements	2023	11	INV	Paid	7.20	80568 10788881	HRA Admin fees-October	10/30/2023	11/16/2023
NAVIA AP	001.04.004.51531.522300.	HRA Medical Reimbursements	2023	11	INV	Paid	12.00	80568 10788881	HRA Admin fees-October	10/30/2023	11/16/2023
NAVIA AP	001.13.000.51810.541000.	Professional Svcs - General	2023	11	INV	Paid	50.00	80568 10788880	FSA Admin fees-October	10/30/2023	11/16/2023
NAVIA AP	001.12.019.57680.522300.	HRA Medical Reimbursements	2023	11	INV	Paid	1.20	80568 10788881	HRA Admin fees-October	10/30/2023	11/16/2023
NAVIA AP	001.12.028.57680.522300.	HRA Medical Reimbursements	2023	11	INV	Paid	24.00	80568 10788881	HRA Admin fees-October	10/30/2023	11/16/2023
NAVIA AP	001.14.031.55860.522300.	HRA Medical Reimbursements	2023	11	INV	Paid	23.20	80568 10788881	HRA Admin fees-October	10/30/2023	11/16/2023
NAVIA AP	001.08.009.52110.522300.	HRA Medical Reimbursements	2023	11	INV	Paid	11.04	80568 10788881	HRA Admin fees-October	10/30/2023	11/16/2023
NAVIA AP	001.08.009.52121.522300.	HRA Medical Reimbursements	2023	11	INV	Paid	4.00	80568 10788881	HRA Admin fees-October	10/30/2023	11/16/2023
NAVIA AP	001.08.009.52122.522300.	HRA Medical Reimbursements	2023	11	INV	Paid	39.60	80568 10788881	HRA Admin fees-October	10/30/2023	11/16/2023
NAVIA AP	001.08.009.52131.522300.	HRA Medical Reimbursements	2023	11	INV	Paid	8.00	80568 10788881	HRA Admin fees-October	10/30/2023	11/16/2023
NAVIA AP	001.16.035.54230.522300.	HRA Medical Reimbursements	2023	11	INV	Paid	6.00	80568 10788881	HRA Admin fees-October	10/30/2023	11/16/2023
NAVIA AP	001.16.019.54290.522300.	HRA Medical Reimbursements	2023	11	INV	Paid	3.20	80568 10788881	HRA Admin fees-October	10/30/2023	11/16/2023
NAVIA AP	014.08.012.52110.522300.	HRA Medical Reimbursements	2023	11	INV	Paid	4.96	80568 10788881	HRA Admin fees-October	10/30/2023	11/16/2023
NAVIA AP	014.08.012.52122.522300.	HRA Medical Reimbursements	2023	11	INV	Paid	44.00	80568 10788881	HRA Admin fees-October	10/30/2023	11/16/2023
NAVIA AP	310.13.200.59418.522300.	HRA Medical Reimbursements	2023	11	INV	Paid	2.22	80568 10788881	HRA Admin fees-October	10/30/2023	11/16/2023
NAVIA AP	310.13.200.59476.522300.	HRA Medical Reimbursements	2023	11	INV	Paid	3.16	80568 10788881	HRA Admin fees-October	10/30/2023	11/16/2023

NAVIA AP	310.13.200.59590.522300.	HRA Medical Reimbursements	2023	11	INV	Paid	3.12	80568 10788881	HRA Admin fees-October	10/30/2023	11/16/2023
NAVIA AP	401.18.019.53410.522300.	HRA Medical Reimbursements	2023	11	INV	Paid	1.80	80568 10788881	HRA Admin fees-October	10/30/2023	11/16/2023
NAVIA AP	401.18.037.53481.522300.	HRA Medical Reimbursements	2023	11	INV	Paid	10.00	80568 10788881	HRA Admin fees-October	10/30/2023	11/16/2023
NAVIA AP	401.19.019.53915.522300.	HRA Medical Reimbursements	2023	11	INV	Paid	0.80	80568 10788881	HRA Admin fees-October	10/30/2023	11/16/2023
NAVIA AP	401.19.039.53935.522300.	HRA Medical Reimbursements	2023	11	INV	Paid	6.00	80568 10788881	HRA Admin fees-October	10/30/2023	11/16/2023
NAVIA AP	402.20.019.53510.522300.	HRA Medical Reimbursements	2023	11	INV	Paid	2.00	80568 10788881	HRA Admin fees-October	10/30/2023	11/16/2023
NAVIA AP	402.20.040.53580.522300.	HRA Medical Reimbursements	2023	11	INV	Paid	20.00	80568 10788881	HRA Admin fees-October	10/30/2023	11/16/2023
NAVIA AP	403.22.019.53110.522300.	HRA Medical Reimbursements	2023	11	INV	Paid	1.60	80568 10788881	HRA Admin fees-October	10/30/2023	11/16/2023
NAVIA AP	403.22.050.53130.522300.	HRA Medical Reimbursements	2023	11	INV	Paid	12.00	80568 10788881	HRA Admin fees-October	10/30/2023	11/16/2023
NAVIA AP	403.22.030.53190.522300.	HRA Medical Reimbursements	2023	11	INV	Paid	8.00	80568 10788881	HRA Admin fees-October	10/30/2023	11/16/2023
NAVIA AP	417.13.200.59431.522300.	HRA Medical Reimbursements	2023	11	INV	Paid	2.80	80568 10788881	HRA Admin fees-October	10/30/2023	11/16/2023
NAVIA AP	417.13.200.59434.522300.	HRA Medical Reimbursements	2023	11	INV	Paid	5.60	80568 10788881	HRA Admin fees-October	10/30/2023	11/16/2023
NAVIA AP	417.13.200.59435.522300.	HRA Medical Reimbursements	2023	11	INV	Paid	5.60	80568 10788881	HRA Admin fees-October	10/30/2023	11/16/2023
NAVIA AP	501.23.019.54861.522300.	HRA Medical Reimbursements	2023	11	INV	Paid	0.60	80568 10788881	HRA Admin fees-October	10/30/2023	11/16/2023
NAVIA AP	501.23.051.54868.522300.	HRA Medical Reimbursements	2023	11	INV	Paid	6.00	80568 10788881	HRA Admin fees-October	10/30/2023	11/16/2023
NAVIA AP	502.11.020.51888.522300.	HRA Medical Reimbursements	2023	11	INV	Paid	32.00	80568 10788881	HRA Admin fees-October	10/30/2023	11/16/2023
NAVIA AP	510.24.019.51820.522300.	HRA Medical Reimbursements	2023	11	INV	Paid	0.20	80568 10788881	HRA Admin fees-October	10/30/2023	11/16/2023
NAVIA AP	510.24.053.51820.522300.	HRA Medical Reimbursements	2023	11	INV	Paid	6.10	80568 10788881	HRA Admin fees-October	10/30/2023	11/16/2023
NB CHEVY	501.23.051.54868.531301.	Repair Parts	2023	11	INV	Paid	349.30	80569 13682	#304 Pickup tail light damage	10/31/2023	11/16/2023
NFE	403.22.030.53190.548000.	Repair & Maintenance Services	2023	11	INV	Paid	1,059.83	80570 9514	Dumpster service for Stellar boardwalk disposal	10/23/2023	11/16/2023
NFE	403.22.030.53190.548000.	Repair & Maintenance Services	2023	11	INV	Paid	923.95	80570 9522	Dumpster service for whitaker bridge deck disposal	11/3/2023	11/16/2023
NHC	001.14.032.55860.541040.	Engineering Services	2023	11	INV	Paid	1,857.50	80571 30228	The Rails	10/2/2023	11/16/2023
Nicole Wiebe	001.28.057.57390.531900.	Miscellaneous Supplies	2023	11	INV	Paid	811.21	80572 Reimb N. Wiebe 11-23	City holiday lighting supplies-light bulbs	11/6/2023	11/16/2023
OTAK	001.14.031.55860.541080.	Environmental Services	2023	11	INV	Paid	197.01	80573 92300116	Environmental Reconnaissance #2524079033	9/13/2023	11/16/2023
Patrick Fry	417.13.200.59434.523100.	Clothing Allowance	2023	11	INV	Paid	608.20	80574 Reimb P. Fry	Union clothing allowance	11/6/2023	11/16/2023
PEI	001.14.031.55860.541040.	Engineering Services	2023	11	INV	Paid	18,924.50	80575 20220203.000-5	Comprehensive plan	10/10/2023	11/16/2023
PEI	001.14.032.55860.541040.	Engineering Services	2023	11	INV	Paid	1,050.00	80575 00023042.0001-4	Site plan review	10/9/2023	11/16/2023
PEI	001.14.032.55860.541040.	Engineering Services	2023	11	INV	Paid	4,733.26	80575 22222-217	Parcel S22	7/10/2023	11/16/2023
PEI	001.14.032.55860.541040.	Engineering Services	2023	11	INV	Paid	27,939.16	80575 00023042.0000-233	Timber Trails	10/9/2023	11/16/2023
PEI	001.14.032.55860.541040.	Engineering Services	2023	11	INV	Paid	1,575.00	80575 23042-230	Parcel S14	7/10/2023	11/16/2023
PEI	417.13.455.59435.541060.	Eagle Lake Reclam Design	2023	11	INV	Paid	1,037.50	80575 00023042.0000-233	Class A Reservoir cultural resources	10/9/2023	11/16/2023
PROSPECT	417.13.454.59435.563000.	WRF Improve Construction	2023	11	INV	Paid	331,075.45	80576 2	Water reclamation facility-Building, shelter	11/1/2023	11/16/2023
PSE	001.16.035.54263.547100.	Electricity	2023	11	INV	Paid	21.51	80577 431306 11-23	Electricity	11/2/2023	11/16/2023
PSE	001.16.035.54263.547100.	Electricity	2023	11	INV	Paid	11.75	80577 456550 11-23	Electricity	11/2/2023	11/16/2023
PSE	001.16.035.54263.547100.	Electricity	2023	11	INV	Paid	19.02	80577 577403 11-23	Electricity	11/2/2023	11/16/2023
PSE	001.16.035.54263.547100.	Electricity	2023	11	INV	Paid	16.38	80577 577445 11-23	Electricity	11/2/2023	11/16/2023
PSE	001.16.035.54263.547100.	Electricity	2023	11	INV	Paid	120.41	80577 617464 11-23	Electricity	11/2/2023	11/16/2023
PSE	001.16.035.54263.547100.	Electricity	2023	11	INV	Paid	1,517.19	80577 639966 11-23	Electricity	11/2/2023	11/16/2023
PSE	001.16.035.54263.547100.	Electricity	2023	11	INV	Paid	31.96	80577 742043 11-23	Electricity	11/2/2023	11/16/2023
PSE	001.16.035.54263.547100.	Electricity	2023	11	INV	Paid	57.33	80577 780111 11-23	Electricity	11/2/2023	11/16/2023
PSE	001.16.035.54263.547100.	Electricity	2023	11	INV	Paid	11.95	80577 780137 11-23	Electricity	11/2/2023	11/16/2023
PSE	401.18.037.53481.547100.	Electricity	2023	11	INV	Paid	11,456.95	80577 004220 11-23	Electricity	10/30/2023	11/16/2023
PSE	401.18.037.53482.547100.	Electricity	2023	11	INV	Paid	6,275.93	80577 004220 11-23	Electricity	10/30/2023	11/16/2023
PSE	401.19.039.53935.547100.	Electricity	2023	11	INV	Paid	11.75	80577 103385 11-23	Electricity	11/2/2023	11/16/2023
PSE	401.19.039.53935.547100.	Electricity	2023	11	INV	Paid	2,370.65	80577 436232 11-23	Electricity	11/2/2023	11/16/2023
PSE	401.19.039.53935.547100.	Electricity	2023	11	INV	Paid	12.63	80577 794782 11-23	Electricity	11/2/2023	11/16/2023
PSE	402.20.045.53565.547100.	Electricity	2023	11	INV	Paid	20.20	80577 241392 11-23	Electricity	11/2/2023	11/16/2023
PSE	402.20.045.53565.547100.	Electricity	2023	11	INV	Paid	163.52	80577 241418 11-23	Electricity	11/2/2023	11/16/2023
PSE	510.24.053.51820.547100.	Electricity	2023	11	INV	Paid	323.75	80577 133972 11-23	Electricity	11/2/2023	11/16/2023
PSE	510.24.053.51820.547100.	Electricity	2023	11	INV	Paid	76.47	80577 198066 11-23	Electricity	11/2/2023	11/16/2023
PSE	510.24.053.51820.547100.	Electricity	2023	11	INV	Paid	39.37	80577 198082 11-23	Electricity	11/2/2023	11/16/2023
PSE	510.24.053.51820.547100.	Electricity	2023	11	INV	Paid	11.39	80577 400820 11-23	Electricity	11/2/2023	11/16/2023
PSE	510.24.053.51820.547100.	Electricity	2023	11	INV	Paid	61.40	80577 549936 11-23	Electricity	11/2/2023	11/16/2023
PSE	510.24.053.51820.547100.	Electricity	2023	11	INV	Paid	1,459.63	80577 885592 11-23	Electricity	11/2/2023	11/16/2023
PSTEST	001.08.009.52110.549200.	Dues-Subscriptions-Memberships	2023	11	INV	Paid	216.00	80578 2023-1135	Subscription fees-police officer recruiting etc	10/12/2023	11/16/2023
ROBERTH	502.11.023.59418.541190.	Temporary Agency Personnel	2023	11	INV	Paid	3,600.00	80579 62651033	IT Contract worker - Asker	10/5/2023	11/16/2023
ROBERTH	502.11.023.59418.541190.	Temporary Agency Personnel	2023	11	INV	Paid	3,600.00	80579 62742132	It contract worker - Asker	10/26/2023	11/16/2023
RRI Company	417.00.000.22340.223400.	Const Contract Retainage	2023	11	INV	Paid	-5,256.26	80580 20234#3	Retainage	11/1/2023	11/16/2023
RRI Company	417.13.471.59431.548155.	Urb Forest Trees Maint-Replace	2023	11	INV	Paid	114,481.29	80580 20234#3	2023 Urban Forest Improv: const @ storm damage	11/1/2023	11/16/2023
SCORE	001.08.009.52360.541504.	Jail Services - SCORE	2023	11	INV	Paid	10,214.00	80581 7325	SCORE Snoqualmie inmates Sept 2023	10/10/2023	11/16/2023
SCORE	001.08.009.52360.541504.	Jail Services - SCORE	2023	11	INV	Paid	6,169.00	80581 7218	SCORE Snoqualmie inmates Aug 2023	9/13/2023	11/16/2023
SHI INT	001.08.009.52110.549200.	Dues-Subscriptions-Memberships	2023	11	INV	Paid	234.33	80582 817578865	PD - 2 adobe pro licenses	11/3/2023	11/16/2023

SNOQ VS	014.08.012.52122.532100.	Gasoline/Diesel Fuel	2023	11	INV	Paid	3,931.18	80583 7824	NB police gas/diesel fuel	11/8/2023	11/16/2023
SNOQ VS	501.23.051.54868.532100.	Gasoline/Diesel Fuel	2023	11	INV	Paid	11,120.88	80583 7824	Fleet and NB police fuel	11/8/2023	11/16/2023
STAVE	001.13.117.51591.541111.	Public Defender Services	2023	11	INV	Paid	400.00	80584 Stav_9547798559	Public Defender-Sno case 205-1797	10/28/2023	11/16/2023
STORMLK	403.22.030.53190.531300.	Repair & Maintenance Supplies	2023	11	INV	Paid	373.61	80585 23-687	Plants for silent creek/McCullough corner	10/13/2023	11/16/2023
SYSDESIG	001.09.014.52270.541090.	Financial Services	2023	11	INV	Paid	1,798.18	80586 20232180	Aug/Sept EMS billing	10/30/2023	11/16/2023
TTD	001.14.031.55860.541000.	Professional Svcs - General	2023	11	INV	Paid	927.75	80587 52018348	Mitigation plan for flooding	1/27/2023	11/16/2023
TTD	001.14.031.55860.541000.	Professional Svcs - General	2023	11	INV	Paid	1,295.86	80587 52088772	Mitigation plan for rflooding	6/27/2023	11/16/2023
TWIS	001.06.007.51423.549200.	Dues-Subscriptions-Memberships	2023	11	INV	Paid	556.00	80588 7108888	Federal grants Mgmt handbook subscription	10/3/2023	11/16/2023
UFS/BART	403.22.030.53190.541000.	Professional Svcs - General	2023	11	INV	Paid	2,400.00	80589 2023-1131	Steller Way Soils report	10/27/2023	11/16/2023
UFS/BART	403.22.030.53190.541000.	Professional Svcs - General	2023	11	INV	Paid	3,106.25	80589 2023-1147	Timbers forest assessment report	10/27/2023	11/16/2023
ULINE	403.22.030.53190.531300.	Repair & Maintenance Supplies	2023	11	INV	Paid	925.93	80590 169008506	Work Gloves & office chairs	9/27/2023	11/16/2023
UNITEDSI	403.22.050.53130.548000.	Repair & Maintenance Services	2023	11	INV	Paid	185.00	80591 2055739	Portable toilet service for DOC operations	9/30/2023	11/16/2023
VALLEYD	001.13.117.51591.541111.	Public Defender Services	2023	11	INV	Paid	6,650.00	80592 Sept 2023	Public defense services -Sno cases-Sept 2023	10/1/2023	11/16/2023
VALLEYD	001.13.117.51591.541111.	Public Defender Services	2023	11	INV	Paid	6,650.00	80592 Aug-23	Public defender services-Sno cases-Aug 2023	9/1/2023	11/16/2023
VALLEYD	001.13.117.51591.541111.	Public Defender Services	2023	11	INV	Paid	7,350.00	80592 Nov-23	Public defender services-Sno cases-Oct 2023	11/1/2023	11/16/2023
VERIZ 3	502.11.020.51888.542010.	Cellular Telephone	2023	11	INV	Paid	1,942.51	80593 9947057250	PD Cell phones Sept-Oct	10/16/2023	11/16/2023
VERIZCS	502.11.020.51888.542010.	Cellular Telephone	2023	11	INV	Paid	6,239.68	80594 9947016130	monthly cellular telephone service	10/16/2023	11/16/2023
VFG	001.14.032.55860.541000.	Professional Svcs - General	2023	11	INV	Paid	50.00	80595 441308	NW RR Museum	9/20/2023	11/16/2023
VFG	001.14.032.55860.541000.	Professional Svcs - General	2023	11	INV	Paid	275.00	80595 441309	Timber Trails	9/20/2023	11/16/2023
VFG	001.14.032.55860.541000.	Professional Svcs - General	2023	11	INV	Paid	675.00	80595 441310	The Rails	9/20/2023	11/16/2023
VFG	001.14.032.55860.541000.	Professional Svcs - General	2023	11	INV	Paid	700.00	80595 441311	Self storage Phase 3	9/20/2023	11/16/2023
VFG	001.14.032.55860.541000.	Professional Svcs - General	2023	11	INV	Paid	3,575.00	80595 441312	Dish wireless	9/20/2023	11/16/2023
VFG	001.14.032.55860.541000.	Professional Svcs - General	2023	11	INV	Paid	1,375.00	80595 441313	CG2023-0004 Drainage Realignment	9/20/2023	11/16/2023
WSP BF	001.08.009.52110.541000.	Professional Svcs - General	2023	11	INV	Paid	132.50	80596 12402216	Fingerprinting background check - Oct 2023	11/1/2023	11/16/2023

City of Snoqualmie

Claims presented to the City to be paid in the amount of \$166,862.85

For claims warrants numbered 80597 through 80649 & dated 11/21/2023

#58												
VENDOR NAME	ACCOUNT	ACCOUNT DESC	YEAR	PERIOD	TYPE	STATUS	AMOUNT	CHECK NO	INVOICE #	FULL DESC	INVOICE DATE	CHECK DATE
ALLPURP	001.12.028.57680.548000.	Repair & Maintenance Services	2023	11	INV	Paid	420.35	80597	29742	Centennial park bathroom door repair	10/3/2023	11/21/2023
ALLPURP	510.24.053.51820.548000.	Repair & Maintenance Services	2023	11	INV	Paid	370.26	80597	29852	Facility parts & supplies	11/3/2023	11/21/2023
APINCH	012.13.115.57320.549100.	City-Sponsored Expenses	2023	11	INV	Paid	553.40	80598	11-9-23	Winter Mural	11/9/2023	11/21/2023
APINCH	012.13.115.57320.549100.	City-Sponsored Expenses	2023	11	INV	Paid	553.40	80598	11.13.23	Winter Mural - Ridge Library	11/13/2023	11/21/2023
AUTOGATE	510.24.053.51820.548000.	Repair & Maintenance Services	2023	11	INV	Paid	419.27	80599	236972	Gate and gate access repair	10/18/2023	11/21/2023
BERRDUN	502.11.023.59418.541040.	Financial System Project Mgmt.	2023	11	INV	Paid	4,620.00	80600	433542	Consulting -Financial system project management	7/28/2023	11/21/2023
COI	001.08.009.52122.541511.	Dispatch Services	2023	11	INV	Paid	29,253.10	80601	23000483	Dispatch Services Snoqualmie 60%	11/13/2023	11/21/2023
COI	014.08.012.52122.541511.	Dispatch Services	2023	11	INV	Paid	19,502.06	80601	23000483	Dispatch Services NB 40%	11/13/2023	11/21/2023
COMP PD	001.08.009.52121.531000.	Office Supplies	2023	11	INV	Paid	72.41	80602	2245018-0	Binders	10/18/2023	11/21/2023
COMP PD	001.08.009.52122.531000.	Office Supplies	2023	11	INV	Paid	48.56	80602	2242666-0	Bath Tissue, CR 123 batteries, copy paper	10/6/2023	11/21/2023
COMP PD	001.08.009.52122.531000.	Office Supplies	2023	11	INV	Paid	271.05	80602	2245018-0	Dry erase markers, laminate pouches, folders	10/18/2023	11/21/2023
COMP PD	001.08.009.52122.531000.	Office Supplies	2023	11	INV	Paid	76.32	80602	2245996-0	Pens	10/23/2023	11/21/2023
COMP PD	001.08.009.52122.531000.	Office Supplies	2023	11	INV	Paid	279.44	80602	2246621-0	Memory Cards, folders	10/25/2023	11/21/2023
COMP PD	001.08.009.52122.531910.	Operating Supplies	2023	11	INV	Paid	100.58	80602	2239131-0	2032 and AAA batteries	9/20/2023	11/21/2023
COMP PD	001.08.009.52122.531910.	Operating Supplies	2023	11	INV	Paid	421.46	80602	2242666-0	Bath Tissue, CR 123 batteries, copy paper	10/6/2023	11/21/2023
COMP PD	001.08.009.52122.531910.	Operating Supplies	2023	11	INV	Paid	131.45	80602	2245018-0	AA batteries	10/18/2023	11/21/2023
COMP PD	001.08.009.52122.531910.	Operating Supplies	2023	11	INV	Paid	64.39	80602	2245996-0	paper towels	10/23/2023	11/21/2023
COMP PD	510.24.053.51820.531340.	Custodial & Cleaning Supplies	2023	11	INV	Paid	401.78	80602	2240170-0	Disinfecting wipes, hand sanitizer, dust pan	9/26/2023	11/21/2023
CORPPAY	001.08.009.52110.542300.	Postage & Freight	2023	11	INV	Paid	8.74	80603	M. Liebetrau 10-23	Postage for package	10/23/2023	11/21/2023
CORPPAY	001.08.009.52110.549900.	Miscellaneous Services	2023	11	INV	Paid	12.74	80603	M. Liebetrau 10-23	KC Superior court clerk doc request ref evid retur	10/23/2023	11/21/2023
CORPPAY	001.08.009.52122.531050.	Uniforms & Protective Gear	2023	11	INV	Paid	335.41	80603	M. Liebetrau 10-23	D. Ward jacket patch changeout - dry cleaner	10/23/2023	11/21/2023
CORPPAY	001.08.009.52140.543000.	Training & Travel	2023	11	INV	Paid	631.28	80603	M. Black 10-23	C. Werre -lodging for Basic homicide investigation	10/23/2023	11/21/2023
CORPPAY	001.08.009.52140.543000.	Training & Travel	2023	11	INV	Paid	1,548.78	80603	M. Liebetrau 10-23	C. Werre -Det class airfare, lodging	10/23/2023	11/21/2023
CORPPAY	001.08.009.52150.535210.	Office Furnishings	2023	11	INV	Paid	0.01	80603	M. Liebetrau 10-23	SISEESOL storage locker	10/23/2023	11/21/2023
CORPPAY	014.08.012.52122.531050.	Uniforms & Protective Gear	2023	11	INV	Paid	21.78	80603	M. Liebetrau 10-23	C. Smith Patch changeout -cleaners	10/23/2023	11/21/2023
CREATIVE	001.28.057.57390.541000.	Professional Svcs - General	2023	11	INV	Paid	3,484.80	80604	23915	Ice carver demo/installation - Winter Lights	11/15/2023	11/21/2023
DOE	402.20.019.53510.523300.	Reimb - Dues, Licenses & Cert	2023	11	INV	Paid	135.00	80605	op-24bagley8393	Certification abagley	11/13/2023	11/21/2023
DOE	402.20.019.53510.523300.	Reimb - Dues, Licenses & Cert	2023	11	INV	Paid	135.00	80605	op-24beach7543	Certification lbeach	11/13/2023	11/21/2023
DOE	402.20.019.53510.523300.	Reimb - Dues, Licenses & Cert	2023	11	INV	Paid	135.00	80605	op-24george9277	Certification lgeorge	11/13/2023	11/21/2023
DOLI2	401.18.037.53481.548000.	Repair & Maintenance Services	2023	11	INV	Paid	161.65	80606	332673	South Well elevator	11/15/2023	11/21/2023
DRIFTMIE	310.13.701.59418.541060.	Facilities Maint - Design	2023	11	INV	Paid	1,150.00	80607	8458	Architectural design city hall safety plan	10/31/2023	11/21/2023
Dylan Gamble	001.12.019.57680.543000.	Training & Travel	2023	11	INV	Paid	87.16	80608	Reimb D. Gamble	Mileage for PW supervisor training (4 days)	11/16/2023	11/21/2023

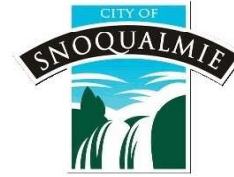
Dylan Gamble	401.18.019.53410.543000.	Training & Travel	2023	11	INV	Paid	87.16	80608	Reimb D. Gamble	Mileage for PW supervisor training (4 days)	11/16/2023	11/21/2023
Dylan Gamble	403.22.019.53110.543000.	Training & Travel	2023	11	INV	Paid	87.16	80608	Reimb D. Gamble	Mileage for PW supervisor training (4 days)	11/16/2023	11/21/2023
ER	501.23.051.54868.541082.	Recycling Services	2023	11	INV	Paid	334.12	80609	93008158	Recycle service for used produced motor oil	10/18/2023	11/21/2023
FEI	401.18.037.53481.531300.	Repair & Maintenance Supplies	2023	11	INV	Paid	4,641.86	80610	19000	3/4 meter registers	10/30/2023	11/21/2023
GIRARD	401.18.037.53481.541000.	Professional Svcs - General	2023	11	INV	Paid	330.00	80611	91625	Northern St. Vactor job	10/18/2023	11/21/2023
GRAINGER	510.24.053.51820.531300.	Repair & Maintenance Supplies	2023	11	INV	Paid	214.19	80612	9882325138	Stapler and staples	10/24/2023	11/21/2023
Handcraft, Inc	001.02.002.51160.549100.	City-Sponsored Expenses	2023	11	INV	Paid	300.00	80613	102523	New panels in City Hall lobby display case	10/25/2023	11/21/2023
HANDY	001.28.057.57390.541000.	Professional Svcs - General	2023	11	INV	Paid	2,361.70	80614	8.25.23	Holiday lights light installation	8/25/2023	11/21/2023
HARGIS	310.13.701.59418.541040.	Facilities Maint - Const Mgmt	2023	11	INV	Paid	1,215.00	80615	179288	Fire station boiler replacement	10/25/2023	11/21/2023
HDF	401.18.037.53481.531300.	Repair & Maintenance Supplies	2023	11	INV	Paid	53.46	80616	16555605	Canyon springs repair parts	10/27/2023	11/21/2023
HDF	401.18.037.53481.531300.	Repair & Maintenance Supplies	2023	11	INV	Paid	10,320.33	80616	16558062	Theft replacement brass	10/31/2023	11/21/2023
HDF	401.18.037.53481.531300.	Repair & Maintenance Supplies	2023	11	INV	Paid	1,612.46	80616	16558066	Parts for falls water service	10/31/2023	11/21/2023
HDF	401.18.037.53481.531300.	Repair & Maintenance Supplies	2023	11	INV	Paid	4,944.81	80616	16558069	Hydrant storz caps	10/31/2023	11/21/2023
HDFACIL	510.24.053.51820.531300.	Repair & Maintenance Supplies	2023	11	INV	Paid	7.67	80617	9219592312	Deadbolt hole cover	10/13/2023	11/21/2023
Holmes Weddle	001.04.004.51541.541103.	S. Randall Legal Fees	2023	11	INV	Paid	668.00	80618	830354	Randall BIA Matters	11/13/2023	11/21/2023
Hunter Ross	310.00.000.31760.317600.	TBD Vehicle Fees	2023	11	INV	Paid	20.00	80619	VLR H. Ross 11-23	Vehicle license renewal refund	11/14/2023	11/21/2023
KC 710	001.08.009.52360.541503.	Jail Services - King County	2023	11	INV	Paid	4,585.23	80620	30044428	Booking, housing, med, psych services-sno inmates	9/13/2023	11/21/2023
KC 710	502.11.020.51888.542200.	INET Internet Network Services	2023	11	INV	Paid	1,023.00	80620	11014015	KCIT INET service and tech support	9/30/2023	11/21/2023
KC 710	502.11.020.51888.542200.	INET Internet Network Services	2023	11	INV	Paid	1,023.00	80620	11014068	KCIT INET PD and City hall tech support	10/31/2023	11/21/2023
KC RADIO	001.08.009.52150.542100.	Cellular Telephone	2023	11	INV	Paid	1,466.09	80621	20247	Officer portable radios NB and Snoq	10/26/2023	11/21/2023
KC RADIO	014.08.012.52150.542100.	Cellular Telephone	2023	11	INV	Paid	1,466.09	80621	20247	Officer portable radios NB and Snoq	10/26/2023	11/21/2023
KDBC	001.08.009.52150.535900.	Small Tools & Equipment	2023	11	INV	Paid	789.06	80622	14685	B. Lynch-mount for MDT-Chevy Tahoe	10/23/2023	11/21/2023
LEXIPOL	001.08.009.52110.549200.	Dues-Subscriptions-Memberships	2023	11	INV	Paid	2,631.17	80623	INVPR120334	Inventory mgmt & police one acad subscription	11/1/2023	11/21/2023
LNCs	001.08.009.52110.523100.	Clothing Allowance	2023	11	INV	Paid	22.00	80624	INV752069	Flex badges PD officers	10/3/2023	11/21/2023
LNCs	001.08.009.52110.523100.	Clothing Allowance	2023	11	INV	Paid	178.60	80624	INV753565	B. Lynch - Stryke pants (2)	10/6/2023	11/21/2023
LNCs	001.08.009.52110.523100.	Clothing Allowance	2023	11	INV	Paid	656.61	80624	INV754360	B. Lynch holster, vapor boot, jacket, stryke pant	10/10/2023	11/21/2023
LNCs	001.08.009.52121.531050.	Uniforms & Protective Gear	2023	11	INV	Paid	22.00	80624	INV752069	Flex badges PD officers	10/3/2023	11/21/2023
LNCs	001.08.009.52121.531050.	Uniforms & Protective Gear	2023	11	INV	Paid	68.27	80624	INV754632	D. Doucett polo shirt	10/11/2023	11/21/2023
LNCs	001.08.009.52122.531050.	Uniforms & Protective Gear	2023	11	INV	Paid	302.36	80624	INV745421	S. Butler, shirts (4) w/ embroidery	9/13/2023	11/21/2023
LNCs	001.08.009.52122.531050.	Uniforms & Protective Gear	2023	11	INV	Paid	219.98	80624	INV752069	Flex badges PD officers	10/3/2023	11/21/2023
LNCs	001.08.009.52131.531050.	Uniforms & Protective Gear	2023	11	INV	Paid	229.77	80624	INV752220	D. Doucett Stryke pants (2) , polo shirt	10/3/2023	11/21/2023
LNCs	001.08.009.52131.531050.	Uniforms & Protective Gear	2023	11	INV	Paid	55.10	80624	INV753411	D. Doucett - name tapes	10/6/2023	11/21/2023
LNCs	001.08.009.52131.531050.	Uniforms & Protective Gear	2023	11	INV	Paid	106.35	80624	INV756520	D. Doucett-stryke pant	10/18/2023	11/21/2023
LNCs	014.08.012.52122.531050.	Uniforms & Protective Gear	2023	11	INV	Paid	230.13	80624	INV744954	M. Black Pants (2)	9/11/2023	11/21/2023
LNCs	014.08.012.52122.531050.	Uniforms & Protective Gear	2023	11	CRM	Paid	-88.47	80624	CM39265	M. Sanchez job shirt & patch installation Credit	10/10/2023	11/21/2023
LNCs	014.08.012.52122.531050.	Uniforms & Protective Gear	2023	11	INV	Paid	165.06	80624	INV745419	M. Sanchez shirt (2), embroidery, patch, key	9/13/2023	11/21/2023
LNCs	014.08.012.52122.531050.	Uniforms & Protective Gear	2023	11	INV	Paid	253.61	80624	INV745429	M. Sanchez- class A pants, shirt , patch	9/13/2023	11/21/2023
LNCs	014.08.012.52122.531050.	Uniforms & Protective Gear	2023	11	INV	Paid	117.80	80624	INV747177	C. Smith pistol taco, belt, polo shirt	9/18/2023	11/21/2023
LNCs	014.08.012.52122.531050.	Uniforms & Protective Gear	2023	11	INV	Paid	93.27	80624	INV747386	C. Smith Pants	9/19/2023	11/21/2023
LNCs	014.08.012.52122.531050.	Uniforms & Protective Gear	2023	11	INV	Paid	426.67	80624	INV748176	M. Sanchez struke pants, name tag, shell jacket	9/22/2023	11/21/2023
LNCs	014.08.012.52122.531050.	Uniforms & Protective Gear	2023	11	INV	Paid	1,865.46	80624	INV751450	M. Sanchez-carrier, panel set, trauma plate	9/29/2023	11/21/2023
LNCs	014.08.012.52122.531050.	Uniforms & Protective Gear	2023	11	INV	Paid	153.99	80624	INV752069	Flex badges PD officers	10/3/2023	11/21/2023
LNCs	014.08.012.52122.531050.	Uniforms & Protective Gear	2023	11	INV	Paid	147.51	80624	INV756588	M. Bostick-Polo shirts (2) w/ embroidery	10/18/2023	11/21/2023
LNCs	014.08.012.52122.531050.	Uniforms & Protective Gear	2023	11	INV	Paid	153.59	80624	INV757453	M. Sanchez-MOAB boots	10/20/2023	11/21/2023
LNCs	014.08.012.52122.531050.	Uniforms & Protective Gear	2023	11	INV	Paid	106.35	80624	INV757504	M. Sanchez-Stryke pants	10/20/2023	11/21/2023
MP	001.01.001.51310.549300.	Printing	2023	11	INV	Paid	43.56	80625	91756	Corrected M. Chambliss Business cards	11/13/2023	11/21/2023
OD 32559	402.20.040.53580.531000.	Office Supplies	2023	11	INV	Paid	215.62	80626	335656211001	Speaker for meetings at computer	10/13/2023	11/21/2023
ORKIN	510.24.053.51820.548000.	Repair & Maintenance Services	2023	11	INV	Paid	173.14	80627	245186890	Monthly pest control	6/19/2023	11/21/2023
ORKIN	510.24.053.51820.548000.	Repair & Maintenance Services	2023	11	INV	Paid	220.65	80627	246555763	Monthly pest control	7/17/2023	11/21/2023
ORKIN	510.24.053.51820.548000.	Repair & Maintenance Services	2023	11	INV	Paid	154.63	80627	246557782	Monthly pest control	7/12/2023	11/21/2023
ORKIN	510.24.053.51820.548000.	Repair & Maintenance Services	2023	11	INV	Paid	285.31	80627	250758886	Monthly pest control	10/11/2023	11/21/2023
ORKIN	510.24.053.51820.548000.	Repair & Maintenance Services	2023	11	INV	Paid	220.65	80627	250758889	Monthly pest control	10/11/2023	11/21/2023
PARAMET	310.13.702.59418.541000.	Community Ctr - Prof'l Svcs	2023	11	INV	Paid	3,467.50	80628	49207	Comm Ctr design/build support services	10/13/2023	11/21/2023
PC	001.16.019.54290.541000.	Professional Svcs - General	2023	11	INV	Paid	1,687.91	80629	2023-8423	Steve Clark Consulting Services	11/6/2023	11/21/2023
PETEK	001.08.009.52110.541000.	Professional Svcs - General	2023	11	INV	Paid	1,360.00	80630	2006	Pre-employment eval Bostick/med exam	9/7/2023	11/21/2023
PETEK	001.08.009.52110.541000.	Professional Svcs - General	2023	11	INV	Paid	2,335.00	80630	2046	Pre-employment eval Rasmussen/med exams	10/5/2023	11/21/2023
PETEK	001.08.009.52110.541000.	Professional Svcs - General	2023	11	INV	Paid	2,515.00	80630	2087	Pre-employment evals Husby, Johnston, Hoyla, Benso	11/10/2023	11/21/2023
PLATT	510.24.053.51820.531300.	Repair & Maintenance Supplies	2023	11	INV	Paid	10.21	80631	4N12664	Light bollard electrical parts	10/19/2023	11/21/2023
PLATT	510.24.053.51820.531300.	Repair & Maintenance Supplies	2023	11	INV	Paid	63.92	80631	4N14152	Electrical supplies	10/19/2023	11/21/2023
POA-OR	502.11.020.51888.545200.	Rent - Furniture & Equipment	2023	11	INV	Paid	595.96	80632	764845	Copier image overage	10/23/2023	11/21/2023
PSE	001.08.009.52150.547100.	Electricity	2023	11	INV	Paid	1,504.38	80633	300000002083 PD 9-23	Electricity	9/29/2023	11/21/2023
PSE	001.16.035.54263.547100.	Electricity	2023	11	INV	Paid	31.13	80633	001499 11-3-23	Electricity	11/3/2023	11/21/2023

PSE	401.18.037.53481.547100.	Electricity	2023	11	INV	Paid	17.28	80633 037989 11-3-23	Electricity	11/3/2023	11/21/2023
REGA	633.13.000.58930.589304.	KC Pet License Fees Remittance	2023	11	INV	Paid	30.00	80634 11-9-23	Pet license application - 458505	11/9/2023	11/21/2023
ROBERTH	502.11.023.59418.541190.	Temporary Agency Personnel	2023	11	INV	Paid	3,600.00	80635 62772979	IT Contract Worker - Asker	11/2/2023	11/21/2023
Samantha Brumfield	001.06.075.51810.549100.	City-Sponsored Expenses	2023	11	INV	Paid	82.73	80636 Reimb S. Brumfield	Food & drinks for wellness Committee-all city meet	11/14/2023	11/21/2023
SNOQ TR	001.02.002.51160.543000.	Training & Travel	2023	11	INV	Paid	180.00	80637 271	Snoqualmie Valley Gov't Assoc-11-23	11/13/2023	11/21/2023
SNOQ TR	001.01.001.51310.543000.	Training & Travel	2023	11	INV	Paid	60.00	80637 271	Snoqualmie Valley Gov't Assoc-11-23	11/13/2023	11/21/2023
SNOQ VC	001.14.066.55870.541000.	Professional Svcs - General	2023	11	INV	Paid	8,000.00	80638 2272	Wedding Guide - Port grant	11/15/2023	11/21/2023
SPOK	401.19.039.53935.542000.	Telephone Service	2023	11	INV	Paid	29.01	80639 G0303878V	Irrigation pager monthly service	10/14/2023	11/21/2023
The Gordian Group	310.13.701.59418.563006.	Facilities Maint - Construct	2023	11	INV	Paid	1,143.71	80640 2023-04F	Installing temp sensor in server room	10/27/2023	11/21/2023
TSI LW	401.18.037.53482.548000.	Repair & Maintenance Services	2023	11	INV	Paid	19,557.74	80641 8162-006	South well, well 6&7, winery work	10/23/2023	11/21/2023
TWWP	401.19.039.53935.523100.	Clothing Allowance	2023	11	INV	Paid	384.74	80642 2532	J. Ren union approved clothing allowance	11/2/2023	11/21/2023
TWWP	501.23.051.54868.523100.	Clothing Allowance	2023	11	INV	Paid	313.72	80642 2517	Kevin S Union Clothing allowance	10/24/2023	11/21/2023
USAB	402.20.040.53555.531300.	Repair & Maintenance Supplies	2023	11	INV	Paid	1,045.92	80643 inv00107231	Blow off valve for blowers	7/17/2023	11/21/2023
USAB	402.21.047.53970.531300.	Repair & Maintenance Supplies	2023	11	INV	Paid	294.39	80643 inv00086027	Skimmers for filters	7/27/2023	11/21/2023
VFG	001.14.032.55860.541000.	Professional Svcs - General	2023	11	INV	Paid	725.00	80644 442081	NW Railway museum	10/31/2023	11/21/2023
WED	501.23.051.54868.531301.	Repair Parts	2023	11	INV	Paid	452.32	80645 7305077-00	Replacement recycler kit (mower)	10/26/2023	11/21/2023
WESTPAY	001.08.009.52110.549200.	Dues-Subscriptions-Memberships	2023	11	INV	Paid	216.11	80646 849055045	Clear research database monthly fee	10/1/2023	11/21/2023
WESTPAY	001.08.009.52110.549200.	Dues-Subscriptions-Memberships	2023	11	INV	Paid	216.11	80646 849219818	Clear research database monthly fee	11/1/2023	11/21/2023
WLACE	402.20.045.53565.531300.	Repair & Maintenance Supplies	2023	11	INV	Paid	40.32	80647 15310289	Heater for honey farm pump station	10/12/2023	11/21/2023
WMG	401.19.039.53935.541000.	Professional Svcs - General	2023	11	INV	Paid	4,004.98	80648 21808	Nov. 2023 Maxicom monitoring services	10/31/2023	11/21/2023
WML	401.18.037.53481.541000.	Professional Svcs - General	2023	11	INV	Paid	390.00	80649 215748	October 2023 bacteria samples	10/26/2023	11/21/2023
WML	401.18.037.53481.541000.	Professional Svcs - General	2023	11	INV	Paid	30.00	80649 215458	September 2023 arsenic Sample	10/17/2023	11/21/2023
WML	401.18.037.53481.541000.	Professional Svcs - General	2023	11	INV	Paid	90.00	80649 215923	Oct arsenic sample iron & manganese sample	10/30/2023	11/21/2023

Accounts Payable

Blanket Voucher Approval Document

User: ITreptow
 Printed: 11/16/2023 - 1:41PM
 Warrant Request Date: 11/16/2023
 DAC Fund:



Batch: 00001.11.2023 - UB Refunds & Business Lic

#57

City of Snoqualmie

Claims presented to the City to be paid in the amount of \$ 1,136.02,
 for claims warrants numbered 62326 through 62327 & dated 11/16/2023.

Line	Claimant	Voucher No.	Amount
1	A BETTER ROOFING COMPANY	000062326	50.00
2	ACME CONCRETE PAVING INC	000062327	1,086.02
Page Total:			\$1,136.02
Grand Total:			\$1,136.02

Accounts Payable

Check Detail

User: ITreptow
Printed: 11/29/2023 - 2:10PM



Item 9.

Check Number	Check Date				Amount
LP-A BE - A BETTER ROOFING COMPANY Line Item Account					
62326	11/16/2023				
Inv					
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>		
11/15/2023	LP Refund		001-00-000-213-10-00-000		50.00
Inv Total					50.00
62326 Total:					50.00
LP-A BE - A BETTER ROOFING COMPANY Total:					50.00
UB*03134 - ACME CONCRETE PAVING INC Line Item Account					
62327	11/16/2023				
Inv					
<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>		
11/08/2023	Refund Check		401-00-000-213-10-00-000		1,086.02
Inv Total					1,086.02
62327 Total:					1,086.02
UB*03134 - ACME CONCRETE PAVING INC Total:					1,086.02
Total:					1,136.02

Claims Report for 12-11-23 council meeting

Final Audit Report

2023-12-01

Created:	2023-11-29
By:	Ilyse Treptow (itreptow@snoqualmiewa.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAArd3n2amDvAFjSOT-jP-UEdSLUjrOPmbv

"Claims Report for 12-11-23 council meeting" History



Document created by Ilyse Treptow (itreptow@snoqualmiewa.gov)

2023-11-29 - 10:45:10 PM GMT



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

2023-11-29 - 10:45:44 PM GMT



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

Signature Date: 2023-12-01 - 1:37:04 AM GMT - Time Source: server



Agreement completed.

2023-12-01 - 1:37:04 AM GMT





BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB23-138
December 11, 2023
Consent Agenda

Item 10.

AGENDA BILL INFORMATION

TITLE:	AB23-138: Recommendation for Lodging Taxes 2024 Allocation	<input type="checkbox"/> Discussion Only
PROPOSED ACTION:	Approve LTAC Funding Recommendations	<input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

REVIEW:	Department Director	Emily Arteche	11/21/2023
	Finance	Janna Walker	11/22/2022
	Legal	David Linehan	11/23/2022
	City Administrator	Mike Chambless	11/28/2023

DEPARTMENT:	Community Development		
STAFF:	Nicole Wiebe, Community Liaison		
COMMITTEE:	Finance & Administration	COMMITTEE DATE: December 5, 2023	
EXHIBITS:	1. Memo of Recommendation		

AMOUNT OF EXPENDITURE	\$ 175,000
AMOUNT BUDGETED	\$ 350,000
APPROPRIATION REQUESTED	\$ 0

SUMMARY

INTRODUCTION

The Lodging Tax Fund Advisory Committee (LTAC) is responsible for requesting, receiving, and evaluating applications requesting funds for tourism-related programs in Snoqualmie; determining eligibility of the applicants; and providing a recommendation of hotel/motel tax allocations to the City Council.

BACKGROUND

The City of Snoqualmie Lodging Tax Fund Advisory Committee (LTAC) was established in January of 2005 by Ordinance 948 in accordance with RCW 67.28. The committee is responsible for requesting, receiving, and evaluating applications; determining eligibility and value of the applications; and providing a recommendation of lodging tax allocations to the City Council.

ANALYSIS

LTAC reviewed the twelve applications submitted for funding and ten applicants were chosen for recommended allocation, as outlined in the memo.

BUDGET IMPACTS

Administration recommends approving LTAC's 2024 proposal for allocations in the amount of \$175,000. To date, \$47,341 has been spent against the \$350,000 Hotel-Motel Tax Fund (#110) biennial budget appropriation and \$127,658 encumbered. Therefore, \$175,000 remains available in budget appropriation for 2024 allocations. Once accounting for the 2024 allocations in the current agenda bill, Fund #110 will have no remaining budget. Therefore, sufficient appropriation exists within the current 2023-2024 Biennial Budget (Hotel-Motel Tax Fund (#110) to fund the 2024 allocations.

Hotel-Motel Tax Fund

2023-2024 Amended Biennial Budget		
Beginning Budget	\$	350,000
Expenditures	\$	(47,341)
Outstanding Contract Value	\$	(127,659)
Current Available Budget	\$	175,000
2024 LTAC Proposal	\$	(175,000)
Available Budget after LTAC Proposal	\$	-

NEXT STEPS

12/4/23: Finance and Administration Committee review and approve to move forward at the December 11, 2023, City Council consent agenda.

PROPOSED ACTION

Move to approve Lodging Tax Advisory Committee 2024 Funding Recommendations.



Nicole Wiebe, Community Liaison
425-888-1155
nwiebe@snoqualmiewa.gov

Memorandum

To: Snoqualmie City Council Members

From: Council Member Bryan Holloway, Chair, Lodging Tax Advisory Committee

Cc: Mayor Katherine Ross
Mike Chambless, City Administrator
Richard Anderson, Committee Member, Northwest Railway Museum
Kelly Coughlin, Committee Member, Snoqualmie Valley Chamber
Alan Stephens, Committee Member, Salish Lodge & Spa
Laurie Hay, Committee Member, Snoqualmie Hotel
Nicole Wiebe, Staff Liaison, Community Liaison

Date: November 22, 2023

Subject: Recommendation for Lodging Taxes to Be Allocated 2024

The City of Snoqualmie Lodging Tax Fund Advisory Committee (LTAC) was established in January of 2005 by Ordinance 948 in accordance with RCW 67.28. The committee is responsible for requesting, receiving, and evaluating applications; determining eligibility and value of the applications; and providing a recommendation of lodging tax allocations to the City Council.

Additional Lodging Tax Informational Resources: [Snoqualmie Municipal Code Chapter 2.11](#), [Revised Code of Washington Chapter 67.28.1816](#), [MRSC Overview of Lodging Tax Revenues](#)

LTAC Project Applicant	Project	Funding Requested	Funding offered
City of Snoqualmie	Snoqualmie Winter Lights	18,000	19,000
Northwest Railway Museum	Snoqualmie Days	7,000	7,200
Northwest Railway Museum	Train Shed	27,000	27,000
Northwest Railway Museum	Marketing	40,100	40,100
Snoqualmie Inn Hotel America*	Snoqualmie Winter Lights	5,000	0
Snoqualmie Valley Chamber	2024 International Block Party	10,000	10,000
Snoqualmie Valley Chamber	Chamber Co-Op with WA State	10,000	10,000
Snoqualmie Valley Chamber	APP/Mobile Concierge	9,500	9500
Snoqualmie Valley Chamber	Marketing	45,000	45,000
Snoqualmie Valley Historical Society*	Twin Peaks Exhibit	6,000	6,000
Snoqualmie Valley Historical Society	Weekend Staffing Year-Round	10,200	1,200
The Line Bike Experience*	Trailhead Mountain Bike Experience	5,000	0
Total		\$192,800.00	\$175,000.00

*Snoqualmie Inn Hotel America's application was for holiday lighting of private property

*The Line Bike Experience application was marketing for private entity

*Snoqualmie Valley Historical Society, Twin Peaks exhibit to be located in Snoqualmie

*Snoqualmie Valley Historical Society, Weekend Staffing, City of North Bend primary funding source, Snoqualmie LTAC secondary



BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB23-146
December 11, 2023
Consent Agenda

AGENDA BILL INFORMATION

TITLE:	Snoqualmie Valley Economic Alliance Memorandum of Understanding, MOU	<input type="checkbox"/> Discussion Only
PROPOSED ACTION:	Approve MOU pertaining Snoqualmie Valley Economic Alliance and authorize the Mayor to sign	<input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

REVIEW:	Department Director	Emily Arteche	12/5/2023
	Finance	n/a	Click or tap to enter a date.
	Legal	David Linehan	12/7/2023
	City Administrator	Mike Chambless	12/7/2023

DEPARTMENT:	Community Development		
	STAFF: Emily Arteche		
	COMMITTEE: Community Development		COMMITTEE DATE: November 20, 2023
	EXHIBITS: 1. Snoqualmie Valley Economic Alliance MOU 2. Economic Development Commission Recommendation of Economic Alliance and MOU 3. Economic Alliance Snoqualmie Valley Presentation 9_20_2023		

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

SUMMARY

INTRODUCTION

The City of Snoqualmie would like to join with Snoqualmie Valley cities, the Snoqualmie Tribe and King County Department of Local Services in promoting and coordinating the community's economic development efforts in a Snoqualmie Valley Economic Alliance, (see Exhibit 1. Snoqualmie Valley Economic Alliance MOU).

LEGISLATIVE HISTORY

The Snoqualmie Valley Economic Alliance MOU was presented and discussed at the Economic Development Commission on September 20, 2023, (see Exhibits 2. and 3. Economic Development Commission Recommendation of Economic Alliance and MOU and Economic Alliance Snoqualmie Valley Presentation 9-20-2023) and the Community Development Committee on October 2, 2023 and November 20, 2023.

BACKGROUND

Washington State's Snoqualmie Valley consists of the rural unincorporated areas of King County and the small cities of Carnation, Duvall, North Bend, and Snoqualmie. While rural in nature for the lower population density, open green space, and containing the last remaining farmland in the state's most populous county, only unincorporated areas have official rural designation. The Snoqualmie Valley continues to evolve and become more ethnically and socially diverse, reflecting the regional changes seen elsewhere in King County.

ANALYSIS

The Economic Alliance will provide a framework for future endeavors that will allow for competitive applications for governmental and private grants.

BUDGET IMPACTS

N/A

NEXT STEPS

Approve the MOU and authorize the Mayor to sign

PROPOSED ACTION

Move to approve the MOU and authorize the Mayor to sign.

PREAMBLE

Washington State’s Snoqualmie Valley consists of the rural unincorporated areas of King County and the small cities of Carnation, Duvall, North Bend, and Snoqualmie. While rural in nature for the lower population density, open green space, and containing the last remaining farmland in the state’s most populous county, only unincorporated areas have official rural designation. The Snoqualmie Valley continues to evolve and become more ethnically and socially diverse, reflecting the regional changes seen elsewhere in King County.¹

Snoqualmie Valley wishes to strengthen local economies in a way that honors our past, gives opportunity to sustain and preserve our rural character going forward, all while ensuring success regardless of residents’ income or size of business.

Memorandum of Understanding

WHEREAS the cities of Snoqualmie Valley - Carnation, Duvall, North Bend, and Snoqualmie – find it beneficial to join with the Department of Local Services, representing unincorporated King County, and the Snoqualmie Valley Tribe (hereinafter referred to as “Parties”) in promoting and coordinating the community’s economic development efforts hereby creating the Snoqualmie Valley Economic Alliance (hereinafter referred to as the “Alliance”).

ADDITIONALLY for the success of the Alliance, the Parties partner with local organizations to enrich collaboration efforts including community associations, non-profits, greenway associations, school districts, chambers of commerce and tribes. Organizations partner voluntarily on a project-by-project basis. Snoqualmie Valley Innovation Center will serve as the coordinating 501c3 organization.

FURTHERMORE, the Alliance will focus on these areas of interest:

1. **Honor the historic role of Snoqualmie Valley**- Respect the rural vitality that the Snoqualmie Valley brings to King County, Washington State, and beyond.
2. **Healthy living through sustainability and Green Jobs**²- Center the environment and career sustainability of our fragile Pacific Northwest ecosystem by developing economic pathways³ that empower workers to pursue quality careers with sustainable wages.
3. **Diversity**- Honor the diversity of Snoqualmie Valley communities and ensure services for minority-owned businesses and historically underserved residents.

¹ 54.27% of Riverview School District Sixth to Eighth grade students surveyed in 2022 identified as a race/ethnicity other than White and 55% of 6-8th grade Snoqualmie Valley School District students identified as a race/ethnicity other than White.

² King County defines green jobs as living wage positions providing environmental benefits (such as clean energy deployment) in high-demand industry sectors of construction, manufacturing, transportation, and professional services. [SJI/King County Green Jobs Report - Seattle Jobs Initiative](#)

³ [Green Jobs Strategy - King County, Washington](#)

4. **Equity**- Promote access to capital, educate about small business best practices, reduce barriers to economic growth, and economically empower the residents and small business owners most impacted by environmental stressors (climate change, pandemics, economic recessions etc.).^{4,5}
5. **Preserve rural character**- Support King County's Creative Economy⁶ Initiatives and advocate to be included in state and federal incentives that benefit rural communities such as Snoqualmie Valley.
6. **Entrepreneurship**- Support the exploration of entrepreneurship and create opportunities for small business innovation. The Alliance will work to empower local Snoqualmie Valley small businesses and residents to scale their businesses and thrive economically.
7. **Economic empowerment** - Use creative strategies to empower businesses in all stages from inception to maturity with supportive services to help ensure their success.
8. **Youth Career Opportunities**- Engage and inspire youth through hands on learning opportunities with local businesses to support their career readiness, foster life-long-learning, and create tomorrow's entrepreneurs.
9. **Rural infrastructure improvement** – Strengthen safety for multimodal transportation networks by improving roads along SR 202/203. Focus on expansion of rural broadband access across the Snoqualmie Valley Corridor.
10. **Strengthening and supporting local business**- Work collaboratively to strengthen local small business and enhance the vibrancy of downtowns.

THEREFORE, this Alliance provides a framework for future endeavors that will allow for competitive applications for governmental and private grants. It demonstrates the common interests of all Parties and the Parties' willingness to work together knowing that there is scale in size and scope that individually would be difficult to achieve.

FURTHERMORE, this MOU creates no financial commitment nor obligation on the part of any of the Parties to commit staffing resources to Alliance projects or programs unless the parties involved later agree in a subsequent writing to participate in shared grant applications and are successful in their endeavors. In such cases, a separate contracting process with the Grantor and Grantees would apply. Let it be known there are no formal procedures nor a body of decisionmakers to administer this MOU. This Alliance simply allows all participating agencies to coordinate economic development efforts on a voluntary basis to achieve mutually beneficial interests.

THIS MOU REMAINS UNTIL December 31st 2026 after which it may be renewed and re-signed with interested parties. This MOU will commence on _____, 2023 however any signatory agency, government, or organization may opt-out at any time by providing written notice to the other Parties involved.

⁴ Fire, smoke, extreme temperatures, flood, storms etc.

⁵ Helgeson, J. , Aminpour Mohammadabadi, P. , Fung, J. , Roa Henriquez, A. , Zycherman, A. , Butry, D. , Nierenberg, C. and Zhang, Y. (2022), Natural hazards compound COVID-19 impacts on small businesses disproportionately for historically underrepresented group operators, International Journal of Disaster Risk Reduction, [online], <https://doi.org/10.1016/j.ijdr.2022.102845>, https://tsapps.nist.gov/publication/get_pdf.cfm?pub_id=932704 (Accessed September 6, 2023)

⁶ [Office of Economic Opportunity & Creative Economy - King County, Washington](#)

CITY OF SNOQUALMIE

Mayor Katherine Ross



COMMUNITY DEVELOPMENT DEPARTMENT

Item 11.

38624 SE River St
PO Box 987
Snoqualmie, WA 98065

Office: (425) 888-5337
Fax: (425) 831-6041

www.snoqualmiewa.gov

Mayor Ross and City of Snoqualmie Council,

This is a letter of support for the Economic Alliance, Memorandum of Understanding (MOU) between the City of Snoqualmie and the Economic Alliance.

In May of 2023 the City began working with King County Local Services on an MOU for the Snoqualmie Valley, including the city. The Alliance is supported by King County Executive Dow Constantine who announced the start of Economic Alliance Program in February 2023. It is a collaborative effort between the Department of Local Services and community organizations in unincorporated King County. This new program furthers businesses and individuals recovering from the economic slowdown of the last three years due to the COVID-19 pandemic.

Washington State's Snoqualmie Valley consists of rural unincorporated areas of King County and includes the small cities of Carnation, Duvall, North Bend, and Snoqualmie. While rural in nature for the lower population density, open green space, and containing the last remaining farmland in the state's most populous County, it lacks a rural designation by the current state standards. If signed Alliance members would have access to grant money. Federal small business incubation grants (like USDA's RISE Grant) require a partnership agreement documented through a formal MOU. This group plans to utilize the MOU to pursue funding individually and together. No financial commitment is associated with the MOU.

The MOU will be signed by local organizations to enrich collaboration efforts including community associations, non-profits, greenway associations, school districts, chambers of commerce and tribes. **It is the recommendation of the Economic Development Commission that the City authorize the Mayor to sign the MOU. Recommended by the City of Snoqualmie Economic Development Commission on the 20th of September 2023.**

Thank you,

bobbi harrison
bobbi harrison (Sep 28, 2023 10:58 PDT)

Economic Development Chair
Bobbi Harrison

Sep 28, 2023
Date

PREAMBLE

Washington State’s Snoqualmie Valley consists of rural unincorporated areas of King County and includes the small cities of Carnation, Duvall, North Bend, and Snoqualmie. While rural in nature for the lower population density, open green space, and containing the last remaining farmland in the state’s most populous county, it lacks a rural designation by the current state standards. The Snoqualmie Valley continues to evolve and become more ethnically and socially diverse reflecting the regional changes seen elsewhere.¹

There is a desire to create an ecosystem that honors our past and gives opportunity to sustain and preserve our rural character going forward while ensuring success regardless of residents’ income or size of business.

Memorandum of Understanding

WHEREAS the cities of Snoqualmie Valley - Carnation, Duvall, North Bend, and Snoqualmie – find it beneficial to join with the Department of Local Services representing unincorporated King County – in promoting and coordinating the rural community’s economic development efforts hereby creating the Snoqualmie Valley Economic Alliance (hereinafter referred to as the “Alliance”).

ADDITIONALLY for the success of the Alliance, we partner with local organizations to enrich collaboration efforts including community associations, non-profits, greenway associations, school districts, chambers of commerce and tribes. Organizations partner voluntarily on a project-by-project basis. Snoqualmie Valley Innovation Center will serve as the coordinating 501c3 organization.

FURTHERMORE, the Alliance will focus on these areas of interest:

1. **Honor the historic role of Snoqualmie Valley**- Respect the vitality that the Snoqualmie Valley brings to King County, Washington State and beyond.
2. **Healthy living through sustainability and Green Jobs**²- Center the environment and career sustainability of our fragile Pacific Northwest ecosystem by developing economic pathways³ that empower workers to pursue quality careers with sustainable wages such as: Residential Green Building Contractors, HVAC Mechanics and Installers, Electrical Contractors, Wastewater Treatment, Landscaping, Green Manufacturing and Sustainable Farming and Transportation.
3. **Diversity**- Honoring the diversity of Snoqualmie Valley communities and ensuring services for minority-owned businesses and historically underserved residents.
4. **Equity**- the Snoqualmie Valley Economic Alliance will promote access to capital, educate around small business best practices, reduce barriers to economic growth, and economically empower

¹ 54.27% of Riverview School District Sixth to Eighth grade students surveyed in 2022 identified as a race/ethnicity other than White and 55% of 6-8th grade Snoqualmie Valley School District students identified as a race/ethnicity other than White.

² King County defines green jobs as living wage positions providing environmental benefits (such as clean energy deployment) in high-demand industry sectors of construction, manufacturing, transportation, and professional services. [SJ/ King County Green Jobs Report - Seattle Jobs Initiative](#)

³ [Green Jobs Strategy - King County, Washington](#)

our residents and small business owners most impacted by environmental stressors (climate change⁴, pandemics, economic recessions etc.)⁵.

5. **Preserve rural character**- Support King County's Creative Economy⁶ Initiatives and advocate to be included in state and federal incentives that benefit rural communities like the Snoqualmie Valley.
6. **Entrepreneurship**- Support the exploration of entrepreneurship and create opportunities for small business innovation. The Alliance will work to empower local Snoqualmie Valley small businesses and residents to scale their business and thrive economically.
7. **Economic Empowerment** - Utilize creative strategies to empower businesses in all stages from inception to maturity with supportive services to help ensure their success.
8. **Curiosity**- We look to involve and inspire young people in the exploration of new business development and living wage careers while providing opportunities to support our local ecosystem through experiential learning and project management.
9. **Rural SR 202/203 Corridor Infrastructure Improvement** – Strengthening safety for multimodal transportation networks, roads, and rural broadband access across Snoqualmie Valley Corridor.
10. **Preserving and Supporting Local Business**- Work collaboratively to diversify local small business networks and avoid displacement of residents and local economies.

THEREFORE, this Alliance provides the framework of future endeavors which will allow for competitive applications for governmental and private grants. It demonstrates the common interests of all parties and our willingness to work together knowing that there is scale of size and scope that individually would be difficult to achieve.

FURTHERMORE, there is no financial commitment unless the parties involved agree to participate in shared grant applications and are successful in their endeavors. In such case, a separate contracting process with the Grantor and Grantees would apply. Let it be known there are no formal procedures or a body of decisionmakers. This Alliance simply allows all participating agencies to coordinate efforts to achieve mutually beneficial interests.

THIS AGREEMENT REMAINS IN PERPETUITY commencing on _____, 2023 however any signatory agency, government, or organization may opt-out at any time by providing written notice to the other parties involved.

⁴ Fire, smoke, extreme temperatures, flood, storms etc.

⁵ Helgeson, J. , Aminpour Mohammadabadi, P. , Fung, J. , Roa Henriquez, A. , Zycherman, A. , Butry, D. , Nierenberg, C. and Zhang, Y. (2022), Natural hazards compound COVID-19 impacts on small businesses disproportionately for historically underrepresented group operators, International Journal of Disaster Risk Reduction, [online], <https://doi.org/10.1016/j.ijdr.2022.102845>, https://tsapps.nist.gov/publication/get_pdf.cfm?pub_id=932704 (Accessed September 6, 2023)

⁶ [Office of Economic Opportunity & Creative Economy - King County, Washington](#)



King County Economic Alliance

**COVID-19 Recovery for Unincorporated
Areas**

9/20/23

Unincorporated King County Economic Alliance

Mission: Center equitable and sustainable economic recovery from COVID-19 on our most-vulnerable and hardest-hit community members in unincorporated King County.

Vision: Co-create pathways to economic recovery with those in unincorporated King County who were hit hardest by the COVID-19 public health crisis.



Pro-equity framework

We are also challenging business as usual. The journey toward equity is necessarily disruptive. We must question existing systems of power and privilege by undoing the systems that have perpetuated unfair outcomes, and creating new spaces for learning and growth.

[King County Equity and Social Justice Strategic Plan](#)



King County Economic Alliance

The King County Council appropriated \$5.25 million CLFR funding to Local Services to form an economic alliance focusing on serving unincorporated areas.

Collaborate with alliance members and contracted partners to provide economic recovery from COVID-19 in unincorporated King County.

Programing timeline:
2022 through 2024

Item 11.



Partnership structure



Workflow and function

**Contracted partners
operate programing**

1. Career Connector
2. Business Builder
3. Community Innovator

**Monthly Alliance
meetings** coordinate
COVID-19 economic
recovery across
unincorporated areas

Alliance Members
**partner in creating
equitable pathways to
business ownership
and/or living wage
careers** for our most
vulnerable residents



Programing strategies



SnoValley Economic Alliance- History

Community Partners of the UKC Economic Alliance convened a group of Economic Development and CBO partners including the Snoqualmie Valley Innovation Center to define regional economic development values and priorities for the Snoqualmie Valley.

The cities of **Snoqualmie Valley - Carnation, Duvall, North Bend, and Snoqualmie** – find it beneficial to join with **the Department of Local Services** representing unincorporated King County – in promoting and coordinating King County’s rural area economic development efforts by creating the Snoqualmie Valley Economic Alliance.

Federal small business incubation grants (like USDA’s RISE Grant) require a partnership agreement documented through a formal MOU. This group plans to utilize the MOU to pursue funding individually and together.

The MOU will be signed by local organizations to enrich collaboration efforts including community associations, non-profits, greenway associations, school districts, chambers of commerce and tribes. Snoqualmie Valley Innovation Center is the coordinating 501c3 organization.

Priorities and Values Identified

- Honor the historic role of Snoqualmie Valley
- Healthy living through sustainability and Green Jobs
- Diversity
- Equity
- Preserve rural character
- Entrepreneurship
- Economic empowerment
- Curiosity
- Rural SR 202/203 Corridor Infrastructure Improvement
- Preserving and supporting local business

Things to note

- The MOU outlines economic development values and priorities which were identified by city staff and community partners who participated in monthly meetings between March 2023 and September 2023.
- **There will be no costs associated with this MOU.** The Snoqualmie Valley Economic Alliance MOU will provide the required documentation for interested parties to pursue federal, state, and private economic development funding.

Timeline:

- **September 2023:** Partners review final draft of MOU- send through legal review and edit, if necessary.
- **End of Sep/October 2023:** Snoqualmie Valley Innovation Center, Snoqualmie Valley Chamber of Commerce, and DLS present MOU to each city council for deliberation.
- **November 2023:** Cities vote to sign the MOU. Once cities and county (DLS) signatures are obtained, the MOU will be extended to community partners to sign.
- **December 2023:** Planning and final signature adoption.
- **Jan 2024-June 2024:**
 - Apply to relevant funding opportunities such as USDA RISE Grant
 - Support Snoqualmie Innovation Center in hosting learning series for small business success tools
 - Support Farmers & Makers Markets across Snoqualmie Valley through Regional coordination
 - Align with Regional King County Creative Economy and Green Jobs Strategies



Questions?



BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB23-141
December 11, 2023
Ordinance

Item 12.

AGENDA BILL INFORMATION

TITLE:	2024 Utility Fiscal Health and Rate Study Adjustment	<input type="checkbox"/> Discussion Only
PROPOSED ACTION:	Adopt Ordinance 1284 amending Utility Rates for 2024	<input checked="" type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input checked="" type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

REVIEW:	Department Director	Jeff Hamlin	11/22/2023
	Finance	Janna Walker	11/22/2023
	Legal	David Linehan	12/5/2023
	City Administrator	Mike Chambless	11/22/2023

DEPARTMENT:	Parks & Public Works		
	STAFF: Dylan Gamble, CIP Manager		
	COMMITTEE: Finance & Administration		COMMITTEE DATE: November 21, 2023
	EXHIBITS: 1. Ordinance 1284 2. Snoqualmie 2024 Fiscal Health Review (Presentation)		

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

SUMMARY

INTRODUCTION

The purpose of Ordinance 1284 is to amend the Utility Rates for the year of 2024. The recommended rate changes are intended to reduce the negative financial impacts of increased inflation to City Utilities. The recommended rate changes are based on a 2024 Fiscal Health Review 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 accordingly.

Utility Rate changes for the year of 2024 have been first review at City Council on November 27th, 2023 at both at Council Roundtable discussion and review of Ordinance 1284. The second review, and Public hearing, will be conducted 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, determine the one-time charge imposed on new development as a condition of service, and develop rates reflecting the fiscal sustainability and equity goals of Council. Council requested a review and recommendation to reduce the negative budgetary impacts of increased inflation to capital projects since the 2021 Utility Rate Study.

ANALYSIS

A 2024 updated fiscal health report will present several alternative funding strategies and rates for Committee/Council Review.

NEXT STEPS

Following any decision made as part of the 2024 fiscal health review and utility rate study, staff will begin work on the 2025-2030 Utility Rate Study. This document and process will be a complete review of the utility rates maintained by the City's Utilities.

PROPOSED ACTION

Motion to approve Ordinance 1284 amending City of Snoqualmie Utility Rates for the year of 2024 on December 11th, 2023.

ORDINANCE NO. 1284

AN ORDINANCE OF THE CITY OF SNOQUALMIE, WASHINGTON, ESTABLISHING RATES FOR THE CITY'S COMBINED UTILITY FOR THE YEAR 2024, 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, 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 providing 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 (a) identify the general location, proposed location, and capacity of the City's existing and proposed water, sewer and stormwater utility facilities; (b) set forth a forecast of the future needs for such capital facilities; (c) show the proposed locations and capacities of expanded or new capital facilities; and (d) provide 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 among other things 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 2024 fiscal utility health review was conducted by Financial Consulting Solutions (FCS) Group that developed proposed rates and general facilities charges for each utility for the period from 2024 through 2026; and

WHEREAS, the 2024 fiscal health review 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 December 11, 2023, 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
	\$78.99	\$80.57	\$82.16	\$83.76 <u>\$84.62</u>	\$85.37	\$86.99

- 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
	\$62.87	\$62.13	\$61.35	\$60.53 <u>\$63.19</u>	\$59.67	\$58.76

- C. Rates for residential sewer service outside the corporate limits shall be 1.5 times the rates within the City limits.
- 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	2021	2022	2023	2024	2025	2026
Base monthly unit charge, for water consumption up to 600 cubic feet						
Low Commercial	\$97.92	\$99.88	\$101.85	\$103.84 <u>\$104.91</u>	\$105.83	\$107.84
High Commercial	\$121.72	\$126.19	\$130.78	\$129.07 <u>\$134.70</u>	\$140.31	\$145.20
Volume charge, for each additional 100 cubic feet or portion thereof (above 600 cubic feet)						
Low Commercial	\$7.09	\$7.23	\$7.37	\$7.51 <u>\$7.59</u>	\$7.65	\$7.80
High Commercial	\$9.64	\$9.99	\$10.35	\$10.22 <u>\$10.66</u>	\$11.11	\$11.50

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	2022	2023	2024	2025	2026
3/4"	\$34.36	\$35.63	\$36.95	\$38.32 <u>\$39.17</u>	\$39.74	\$41.21
1"	\$43.14	\$44.74	\$46.40	\$48.12 <u>\$49.18</u>	\$49.90	\$51.75
1-1/2"	\$71.50	\$74.15	\$76.89	\$79.73 <u>\$81.50</u>	\$82.68	\$85.74
2"	\$119.30	\$123.71	\$128.29	\$133.04 <u>\$135.99</u>	\$137.96	\$143.06
3"	\$179.13	\$185.76	\$192.63	\$199.76 <u>\$204.19</u>	\$207.15	\$214.81
4"	\$238.81	\$247.65	\$256.81	\$266.31 <u>\$272.22</u>	\$276.16	\$286.38
6"	\$357.98	\$371.23	\$384.97	\$399.21 <u>\$408.07</u>	\$413.98	\$429.30
8"	\$477.35	\$495.01	\$513.33	\$532.32 <u>\$544.13</u>	\$552.02	\$572.44

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	2022	2023	2024	2025	2026
0-300 cf	\$2.26	\$2.34	\$2.43	\$2.52 <u>\$2.58</u>	\$2.61	\$2.71
301-800 cf	\$3.80	\$3.94	\$4.09	\$4.24 <u>\$4.34</u>	\$4.40	\$4.56
Over 801 cf	\$4.75	\$4.93	\$5.11	\$5.30 <u>\$5.42</u>	\$5.50	\$5.70

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.

C. 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.

1. 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:

Base Charge	2021	2022	2023	2024	2025	2026
Per unit	\$30.16	\$29.80	\$29.42	\$29.03 <u>\$31.19</u>	\$28.62	\$28.18

2. 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	2021	2022	2023	2024	2025	2026
Per 100 cf	\$2.70	\$2.67	\$2.64	\$2.60 <u>\$2.80</u>	\$2.56	\$2.52

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

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

1. 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	2021	2022	2023	2024	2025	2026
3/4"	\$41.56	\$43.66	\$45.80	\$46.34 <u>\$48.55</u>	\$50.16	\$52.38
1"	\$52.17	\$54.81	\$57.49	\$58.18 <u>\$60.94</u>	\$62.96	\$65.74
1-1/2"	\$86.46	\$90.84	\$95.28	\$96.42 <u>\$101.00</u>	\$104.35	\$108.96
2"	\$144.25	\$151.56	\$158.97	\$160.88 <u>\$168.51</u>	\$174.10	\$181.80
3"	\$216.59	\$227.55	\$238.68	\$241.53 <u>\$253.00</u>	\$261.40	\$272.96
4"	\$288.76	\$303.38	\$318.22	\$322.01 <u>\$337.31</u>	\$348.51	\$363.92
6"	\$432.86	\$454.76	\$477.01	\$482.70 <u>\$505.63</u>	\$522.42	\$545.52
8"	\$577.18	\$606.40	\$636.06	\$643.66 <u>\$674.22</u>	\$696.60	\$727.41

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	2021	2022	2023	2024	2025	2026
Per 100 cf	\$3.49	\$3.67	\$3.85	\$3.89 \$4.08	\$4.21	\$4.40

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.

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	2022	2023	2024	2025	2026
Per ESU	\$24.12	\$25.35	\$26.64	\$28.00 \$28.57	\$29.43	\$30.93

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

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

APPROVED by the Mayor of the City of Snoqualmie on this 11th day of December 2023.

Katherine Ross, Mayor

ATTEST:

APPROVED AS TO FORM:

Deana Dean, City Clerk

David Linehan, Interim City Attorney



2024 Utilities Fiscal Health Review

Item 12.

Presented by
Sergey Tarasov, Principal
Paul Quinn, Project Manager

November 27, 2023

Presentation Overview

- **Overview of the rate setting process**
- **Background**
- **Summary of findings**
 - » Sewer
 - » Water
 - » Stormwater
- **Recommendations / Questions / discussion**
- **Next steps**



Overview of the Rate Setting Process

Fiscal Policies – Set the Management Foundation

Step 1:
Revenue Requirement
(defining overall needs)

Revenue

Debt

Reserves

O&M

Capital

Step 2:
Cost of Service
(equity evaluation)

Define Customer Classes

Allocate Costs

Step 3:
Design Rates
(collect target revenue)

Fixed Charge

Variable Charge

Background

Item 12.

- **Previous study completed in 2020-2021**

- » Revenue requirement: resulted in a multi-year rate plan for each utility

Utility	2021	2022	2023	2024	2025	2026
Water	0.0%	3.70%	3.70%	3.70%	3.70%	3.70%
Sewer	0.0%	2.00%	1.97%	1.95%	1.92%	1.90%
Stormwater	0.0%	5.10%	5.10%	5.10%	5.10%	5.10%

Note : No increases in 2021 to assist with the impacts from the global pandemic.

- » Cost of service: interclass differences identified for water & sewer
 - Results of $\pm 5.0\%$ to 10.0% of average are within range of reasonableness

Water	2021 COSA
Residential	-1.03%
Multi Family	-43.28%
Commercial	6.33%
Retail Irrigation	63.48%
System Average	0.00%

Sewer	2021 COSA
Residential	-17.50%
Multi Family	-25.29%
Commercial Low	-0.46%
Commercial High	82.65%
Reclaimed Water	31.43%
System Average	0.00%

Background (continued)

Item 12.

- A gradual multi-year phase-in was developed, targeting approximately 40% progress by 2026 for non-residential classes combined

Water	2022	2023	2024	2025	2026
Residential	3.70%	3.70%	3.70%	3.70%	3.70%
Multi Family	-1.18%	-1.26%	-1.34%	-1.43%	-1.52%
Commercial	5.06%	4.89%	4.73%	4.57%	4.42%
Retail Irrigation	7.50%	7.50%	7.50%	7.50%	7.50%
System Average	3.70%	3.70%	3.70%	3.70%	3.70%

Sewer	2022	2023	2024	2025	2026
Residential	2.00%	1.97%	1.95%	1.92%	1.90%
Multi Family	-1.18%	-1.26%	-1.34%	-1.43%	-1.52%
Commercial Low	2.00%	1.97%	1.95%	1.92%	1.90%
Commercial High	3.67%	3.64%	3.63%	3.53%	3.49%
Reclaimed Water	3.00%	3.00%	3.00%	3.00%	3.00%
System Average	2.00%	1.97%	1.95%	1.92%	1.90%

- Selected alternative targeted
 - System average increase for residential
 - No increases for combined average bills for multi family
 - Non-residential made up the difference, not to exceed 8% impact

Class	Average Customer Impact by Class (All Utilities)				
	2022	2023	2024	2025	2026
Residential	3.07%	3.07%	3.07%	3.07%	3.07%
Multi Family	0.00%	0.00%	0.00%	0.00%	0.00%
Commercial Low	3.64%	3.60%	3.57%	3.53%	3.50%
Commercial High	4.40%	4.36%	4.32%	4.25%	4.20%

Background (continued)

- **Rate design**
 - » No structure change evaluated; increases applied on an across-the-board basis
- **General facilities charges**
 - » Updated charges to account for the system planning capital improvement program and capacity data

Water	
Meter	GFCs
3/4"	\$ 10,465
1"	17,476
1.5"	34,847
2"	55,776
3"	104,645
4"	174,443
6"	348,782
Sewer	
	GFCs
per ERU	\$ 8,354
Storm	
	GFCs
per ESU	\$ 2,706
Total Res.	\$ 21,525

Note: charges increased with CCI thereafter.



Today's Focus

- **Significant changes have occurred since the completion of the last study**
 - » Above average inflation due to the continuing impacts of the global pandemic
- **Prior to the 2024 Comprehensive Rate Study Update the City would like to perform a fiscal health review for the adopted 2024 rate strategy**
 - » Review historical actual vs. budget performance
 - May impact upcoming rate study
 - » Intent is to confirm or adjust 2024 only
 - Utilizing the prior study models to
 - Account for unanticipated inflation for O&M and CIP
 - Update growth and GFC revenue projections
 - Update beginning fund balances
 - Keep all other components unchanged
- **Upcoming rate study will update forecast for future years**



Actual vs. Budget Review: Sewer

Rate Revenue After Increase	2020	2021	2022
Annual Budget	\$ 5,912,548	\$ 5,968,243	\$ 6,147,692
Actual Performance	5,480,578	5,803,647	5,920,532
Actual vs. Budget	\$ (431,970)	\$ (164,596)	\$ (227,160)
Actual % of Budget	93%	97%	96%

O&M Expenses	2020	2021	2022
Annual Budget	\$ 2,864,953	\$ 2,868,358	\$ 2,939,523
Actual Performance	3,004,669	2,838,118	3,036,803
Actual vs. Budget	\$ 139,716	\$ (30,240)	\$ 97,280
Actual % of Budget	105%	99%	103%

Annual CIP	2020	2021	2022	Total
Annual Budget	\$ 5,731,329	\$ 5,874,228	\$ 4,240,713	\$ 15,846,270
Actual Performance	867,845	1,163,740	1,825,379	3,856,963
Actual vs. Budget	\$ (4,863,484)	\$ (4,710,489)	\$ (2,415,334)	\$ (11,989,306)
Actual % of Budget	15%	20%	43%	24%

- **Rate revenue has come in below budget in every year**
 - » Driven by residential, casino and reclaimed revenue projection
 - » Growth appears below projections
- **O&M expenses have come in close to budget**
- **Annual CIP has been executed below budget**



2024 Sewer Projection

- **Considerations**

- » Growth has not materialized at projected levels: 1.16% - 2.50% per year
 - Impacts rate revenue and GFCs: projected \$1.8MM GFC revenue in 2023, which has not occurred
 - Future GFC projections were between \$1.9MM in 2024 to \$1.0MM thereafter
- » 2024 O&M expenses are projected at \$310k above 2020 study
 - Does not include current labor negotiations

- **Bookend for consideration before 2024 rate study**

- » Conservative option: no growth / GFC revenue
- » Optimistic option: original 2020 study growth

2024 Sewer Projection (continued)

- **Original 1.95% 2024 overall increase can be maintained**
 - » Reduced fund balances compared to 2020 rate study projections
 - » Received one-time GFC payment from Casino alleviates pressure on CIP
- **Depending on inflation, and additional budgetary impacts, greater increases may be required in 2024 (e.g., 3.00%)**



Actual vs. Budget Review: Water

Rate Revenue After Increase	2020	2021	2022
Annual Budget	\$ 4,493,808	\$ 4,424,734	\$ 4,736,953
Actual Performance	4,376,295	4,637,773	4,700,466
Actual vs. Budget	\$ (117,513)	\$ 213,039	\$ (36,487)
Actual % of Budget	97%	105%	99%

O&M Expenses	2020	2021	2022
Annual Budget	\$ 2,892,515	\$ 2,933,424	\$ 2,999,123
Actual Performance	2,742,282	2,581,206	2,554,942
Actual vs. Budget	\$ (150,233)	\$ (352,218)	\$ (444,181)
Actual % of Budget	95%	88%	85%

Annual CIP	2020	2021	2022	Total
Annual Budget	\$ 2,573,208	\$ 4,461,015	\$ 1,286,622	\$ 8,320,845
Actual Performance	1,856,512	3,062,110	997,076	5,915,698
Actual vs. Budget	\$ (716,696)	\$ (1,398,905)	\$ (289,546)	\$ (2,405,147)
Actual % of Budget	72%	69%	77%	71%

Weather Data	Study Baseline	2020	2021	2022
Cooling Degree Days	53	76	157	149
Jun-Sep Rainfall (inches)	6.57	5.24	5.04	3.15

- **Rate revenue has come in close to budget**
 - » Lower growth appears to be offset by warmer / dryer weather patterns
- **O&M expenses have come in below budget**
 - » Unfilled positions, budget vs. actual professional services
- **Annual CIP has been executed below budget**



2024 Water Projection

- **Considerations**

- » Growth has not materialized at projected levels: 1.16% - 2.50% per year
 - Impacts rate revenue and GFCs: projected \$1.3MM GFC revenue in 2023, which has not occurred
 - Future GFC projections were between \$1.4MM in 2024 to \$700k thereafter
 - 2024 O&M expenses are projected at 2020 study levels
 - Does not include current labor negotiations

- **Bookend for consideration before 2024 rate study**

- » Conservative option: no growth / GFC revenue
- » Optimistic option: original 2020 study growth



2024 Water Projection (continued)

- **Original 3.70% 2024 overall increase can be maintained**
 - » Conservative option: 2025 and thereafter may required greater than 3.70% increases and more debt than originally anticipated
 - E.g., 6.0% in 2025-2027 instead of 3.70%
 - » Optimistic option: relatively close to 2020 rate study
- **Depending on inflation, and additional budgetary impacts, greater increases may be required in 2024 (e.g., 6.00%)**



Actual vs. Budget Review: Stormwater

Rate Revenue After Increase	2020	2021	2022
Annual Budget	\$ 2,429,000	\$ 2,467,716	\$ 2,623,654
Actual Performance	2,440,297	2,549,118	2,709,664
Actual vs. Budget	\$ 11,297	\$ 81,402	\$ 86,010
Actual % of Budget	100%	103%	103%

O&M Expenses	2020	2021	2022
Annual Budget	\$ 1,244,639	\$ 1,331,978	\$ 1,364,163
Actual Performance	977,985	1,206,004	1,318,860
Actual vs. Budget	\$ (266,654)	\$ (125,974)	\$ (45,303)
Actual % of Budget	79%	91%	97%

Annual CIP	2020	2021	2022	Total
Annual Budget	\$ 2,193,452	\$ 2,003,818	\$ 2,907,488	\$ 7,104,759
Actual Performance	496,405	3,823,559	835,230	5,155,194
Actual vs. Budget	\$ (1,697,047)	\$ 1,819,741	\$ (2,072,259)	\$ (1,949,565)
Actual % of Budget	23%	191%	29%	73%

- Rate revenue has come in at or above budget
- O&M expenses have come in relatively close to budget in most recent year
 - » Primary difference in 2020 due to unfilled positions
- Annual CIP has been executed below budget except 2021



2024 Stormwater Projection

- **Considerations**

- » Revenues appear at or above projections; growth needs to be reviewed
 - GFC revenue much smaller for stormwater utility: \$82k - \$42k
 - Lower impacts on projections if below forecast
 - 2024 O&M expenses are projected \$363k above 2020 rate study
 - Does not include labor negotiations

- **Bookend for consideration before 2024 rate study**

- » Conservative option: no growth / GFC revenue
- » Optimistic option: original 2020 rate study growth

2024 Stormwater Projection (continued)

- **Original 5.10% 2024 overall increase can be maintained**
 - » Conservative option: may be very close to reserve targets in future years
 - May require more debt than 2020 rate study
 - » Optimistic option: relatively close to 2020 rate study
- **Depending on inflation, and additional budgetary impacts, greater increases may be required in 2024 (e.g., 7.25%)**



Findings & Recommendations for 2024

- **Sewer**

- » O1: maintain 1.95% overall increases - follow 2020 cost of service phase-in
- » O2: adjust all classes by 3.00% in anticipation of increased inflation

- **Water**

- » O1: maintain 3.70% overall increase - follow 2020 cost of service phase-in
- » O2: adjust all classes by 6.00% in 2024 in anticipation of increased inflation

- **Stormwater**

- » O1: maintain 5.10% overall increases for all classes of service
- » O2: adjust all classes by 7.25% in 2024 in anticipation of increased inflation

- **Future rate strategy may change based on results of the comprehensive 2024 rate study**



Findings & Recommendations for 2024

Average Residential Monthly Bill	2023 Existing	2024 Original	2024 Modified
Water (3/4", 7 ccf)	\$ 60.60	\$ 62.84	\$ 64.24
Sewer	82.16	83.76	84.62
Stormwater	26.64	28.00	28.57
Total Monthly Bill	\$ 169.40	\$ 174.60	\$ 177.43
<i>\$ Difference vs. 2023</i>		\$ 5.20	\$ 8.03
<i>% Difference vs. 2023</i>		3.07%	4.74%

Next Steps

- **Incorporate feedback / direction**
- **Second reading December 11, 2023**
- **2024 rates effective January 1, 2024**
- **Comprehensive Rate Study Update in 2024**

Thank you! Questions?

www.fcsgroup.com



BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB23-136
November 27, 2023
Ordinance

AGENDA BILL INFORMATION

TITLE:	AB23-136: School Impact Fees for 2024	<input type="checkbox"/> Discussion Only
PROPOSED ACTION:	Adopt Ordinance 1283 Adopting Snoqualmie Valley School District School Impact Fees for 2024	<input checked="" type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input checked="" type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

REVIEW:	Department Director	Emily Arteche	11/15/2023
	Finance	n/a	Click or tap to enter a date.
	Legal	David Linehan	11/15/2023
	City Administrator	Mike Chambless	11/16/2023

DEPARTMENT:	Community Development		
STAFF:	Emily Arteche, Community Development Director		
COMMITTEE:	Finance & Administration	COMMITTEE DATE: November 21, 2023	
EXHIBITS:	1. Draft Ordinance 1283 2. Snoqualmie Valley School District School CFP		

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

SUMMARY

INTRODUCTION

Annual update to the school impact fees for 2024 on behalf of the Snoqualmie Valley School District No. 410.

LEGISLATIVE HISTORY

The City Council adopted the 2023 school impact fees via AB22-100 and Ordinance 1266, and prior years school impact fees via other ordinances.

BACKGROUND

The City of Snoqualmie adopted Ordinance 826 in 1998, providing for the assessment and collection of school impact fees for new construction. Section 1 of the ordinance is codified as Chapter 20.10 of the Snoqualmie Municipal Code. Chapter 20.10 SMC establishes school impact fees and requires the district to submit an annual update, an updated fee calculation/revised fee schedule; and an annual report on the school impact fee account, showing the source and amount of all moneys collected, earned, or received, and the public improvements that were financed in whole or in part by impact fees. The District's Capital Facilities Plan (CFP) is the basis for the school impact fee and contains the details of how the fee is calculated. The City's

Comprehensive Plan provides that the update of the District's Capital Facilities Plan be approved by the City Council by Resolution. The updated school impact fees are adopted separately by ordinance.

ANALYSIS

The Snoqualmie Valley School District submitted the required information to the City, including the updated Capital Facilities Plan (CFP), updated fee calculation (in the updated CFP), revised fee schedule (in the updated CFP), and an annual report. The adoption of the Ordinance establishing school impact fees for 2024 in accordance with the Snoqualmie Valley School District No. 410 Capital Facilities Plan 2023-2028 will change the school impact fee for average single-family residences from \$16,202.85 to 9,230.89 (down \$6,971.96), and for multifamily residences from \$5,534.14 to \$6,391.47 (up \$857.33). The new school impact fees would be effective on January 1, 2024.

BUDGET IMPACTS

N/A

NEXT STEPS

A first reading by the City Council is schedule on November 27, 2023, and a second reading/adoption on December 11, 2023.

PROPOSED ACTION

November 27, 2023: First reading of Ordinance 1283.

December 11, 2023: Second reading of Ordinance 1283. Move to approve Ordinance 1283 Adopting Snoqualmie Valley School District School Impact Fees for 2024.

ORDINANCE NO. 1283

AN ORDINANCE OF THE CITY OF SNOQUALMIE, WASHINGTON, UPDATING SCHOOL IMPACT FEES PURSUANT TO ORDINANCE NO. 826 AND CHAPTER 20.10 OF THE SNOQUALMIE MUNICIPAL CODE

WHEREAS, the City of Snoqualmie adopted Ordinance No. 826 on September 28, 1998, adopting Chapter 20.10 of the Snoqualmie Municipal Code and setting school impact fees as authorized by the Growth Management Act based upon the Snoqualmie Valley School District No. 410 Capital Facilities Plan 1998; and

WHEREAS, the City Council has approved the Snoqualmie Valley School District No. 410 Capital Facilities Plan 2023-2028 by Resolution 1674, and it is deemed adopted by reference as provided in the City of Snoqualmie Comprehensive Plan; and

WHEREAS, the City should update the school impact fees based on the most recent Snoqualmie Valley School District No. 410 Capital Facilities Plan adopted by reference by the City;

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

Section 1. School impact fees to be collected pursuant to Chapter 20.10 of the Snoqualmie Municipal Code as of the date as set forth in Section 2 are hereby established as follows:

Impact fee per single-family dwelling unit	\$9,230.89
Impact fee per multi-family dwelling unit	\$6,391.47

Section 2. This ordinance shall be effective from and after its adoption and the expiration of five days after its publication as provided by law, provided, the impact fees established herein shall be effective from and after January 1, 2024.

PASSED by the City Council of the City of Snoqualmie, Washington, this 11th day of December 2023.

Katherine Ross, Mayor

ATTEST:

Deana Dean, City Clerk

APPROVED AS TO FORM:

David Linehan, Interim City Attorney

Date Published: _____



Snoqualmie Valley

Public Schools

Item 13.

8001 Silva Avenue S.E., P.O. Box 400, Snoqualmie, WA 98065
Phone (425) 831-8100 ♦ Fax (425) 831-8040 ♦ www.svsd410.org

June 13, 2023

Emily Arteche, Director
Department of Community Development
City of Snoqualmie
PO Box 987
Snoqualmie, WA 98065

Dear Ms. Arteche:

Enclosed is the Snoqualmie Valley School District #410
2023 Six Year Capital Facilities Plan. Adopted 6/8/2023

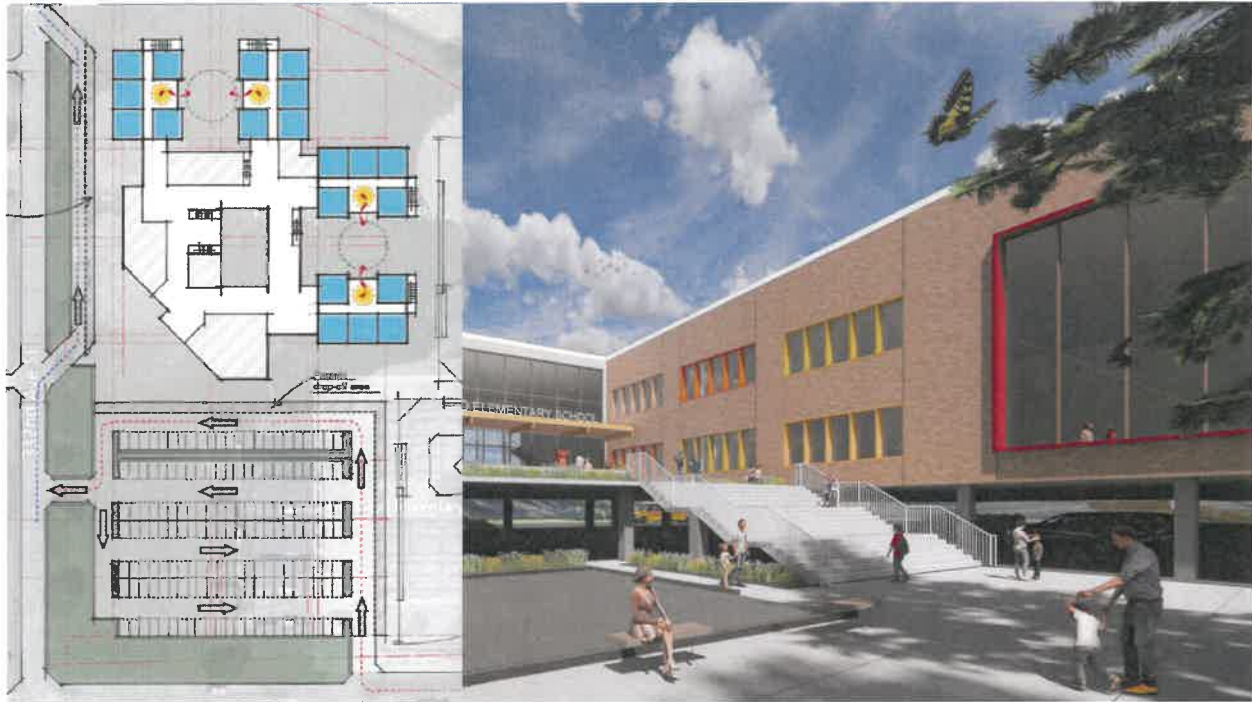
As you go through your adoption process, please let me know if you would like me to attend any council or committee meetings to address any questions.

Sincerely,

Ryan Stokes
stokesr@svsd410.org
Assistant Superintendent of Finance & Operations

SNOQUALMIE VALLEY SCHOOL DISTRICT 410

CAPITAL FACILITIES PLAN 2023



Snoqualmie Valley School District No. 410 hereby provides to the King County Council this Capital Facilities Plan documenting the present and future school facility requirements of the District. The Plan contains all elements required by the Growth Management Act and King County Code Title 21A.43, including a six (6) year financing plan component.

Adopted on June 8, 2023

SNOQUALMIE VALLEY SCHOOL DISTRICT NO. 410

2023-2028

SIX-YEAR CAPITAL FACILITIES PLAN

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

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

Board of Directors

	<u>Position Number</u>	<u>Term</u>
Melissa Johnson, President	1	1/1/22 - 12/31/25
Geoff Doy	2	1/1/20 - 12/31/23
Carolyn Simpson	3	1/1/20 - 12/31/23
Gary Fancher	4	1/1/22 - 12/31/25
Ram Dutt Vedullapalli, Vice President	5	1/1/20 - 12/31/23

Central Office Administration

Superintendent	Dan Schlotfeldt
Assistant Superintendent - Finance & Operations	Ryan Stokes
Assistant Superintendent - Teaching and Learning	Ginger Callison
Executive Director of Student Services	Nicole Fitch
Executive Director of Human Resources	Beth Porter

Snoqualmie Valley School District No. 410
Snoqualmie, Washington

Administration Building

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

Dan Schlotfeldt, Superintendent

Mount Si High School

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

Two Rivers School

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

Snoqualmie Middle School

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

Chief Kanim Middle School

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

Twin Falls Middle School

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

Cascade View Elementary

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

Snoqualmie Elementary

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

North Bend Elementary

400 East Third Street
North Bend, WA 98045
Stephanie Shepherd, Principal

Fall City Elementary

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

Timber Ridge Elementary

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

Opstad Elementary

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

Section 1. Executive Summary

This Six-Year Capital Facilities Plan (the “Plan”) has been prepared by the Snoqualmie Valley School District (the “District”) as the organization’s primary facility planning document, in compliance with the requirements of the State of Washington's Growth Management Act and King County Code 21A.43. This plan was prepared using data available in the spring of 2023 and is consistent with prior capital facilities plans adopted by the District; however, this plan is not intended to be the sole plan for all the organization's needs.

For impact fees to be collected in the unincorporated areas of King County, the King County Council must adopt this plan, as proposed by the District. The Snoqualmie Valley School District also includes the incorporated cities of Snoqualmie and North Bend, as well as a portion of the city of Sammamish. The cities of Snoqualmie, North Bend, and Sammamish have each adopted a school impact fee policy and ordinance like the King County model.

Pursuant to the requirements of the Growth Management Act and the local implementing ordinances, this plan will be updated on an annual basis with any changes in the fee schedule adjusted accordingly. See Appendix A for the current single-family residence and multi-family residence calculations.

The District’s Plan establishes a "standard of service" in order to ascertain current and future capacity. This standard of service is reflective of current student/ teacher ratios that the District hopes to be able to maintain during the period reflected in this Capital Facilities Plan. The Standard of Service has been updated to incorporate class size reduction at the K-3 level but **does not** incorporate additional class size reductions for all other grades, as outlined in Initiative 1351, which was approved by voters in November 2014. Future updates to this plan will consider incorporating those class sizes as the implementation of Initiative 1351 progresses.

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

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

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

School capacity for the 2023-24 school year is based on the District standard of service and use of existing inventory. Existing inventory includes both permanent and relocatable classrooms (i.e. portable classroom units). The District's 2023-24 overall permanent capacity is 6,524 students (with an additional 2,027 student capacity available in portable classrooms). Enrollment in the Fall of 2022 totaled 6,813 full time equivalents ("FTE"). Due primarily to smaller kindergarten cohorts in recent years, the District anticipates a slight decrease in overall enrollment over the duration of this plan, with enrollment then beginning to grow in the years subsequent to this plan. Demographer projections based on recent census data, economic trends, housing projections and birth rates, among other factors project a decrease of 1% to 6,741 in 2028, based on the mid-range of enrollment projections. However, several factors may affect these projections in the near term, including anticipated housing growth in North Bend, continuing uncertainty regarding the impact of COVID on recent enrollment trends (and return of students to District enrollment), and recent experience of high school students opting for traditional education over the previous numbers enrolling in Running Start. As such, the District believes these projections to be conservative and will continue to carefully monitor annual enrollment.

Washington State House Bill 2776, which was enacted in 2010, required all kindergarten classes in the State to convert to full day kindergarten by 2018. The District converted to full day kindergarten in 2016. This transition doubled the number of classrooms needed for kindergarteners and increased classrooms needed to serve kindergarteners requiring additional special educational services. HB 2776 also stipulated K-3 class sizes to be reduced to 17 students per teacher by 2018 (down from the 21:1 average previously funded). This reduction in class sizes also required significant increases in the number of classrooms needed to adequately serve our K-3 population. These factors, combined with significant enrollment growth over the past two decades has increased the need for permanent classroom capacity across all grade levels in the District.

Though areas of growth are seen in various areas of the District, the most notable growth continues to be in the Snoqualmie Ridge and North Bend areas. United States Census data released in 2021 indicated the City of Snoqualmie grew by 32.3% over the last decade, while the City of North Bend grew by 31.8% over the same period. The cities of Snoqualmie and North Bend both anticipate future housing growth beyond 2028, while growth in unincorporated King County and the city of Sammamish should experience minimal housing growth in the District, unless annexations occur.

Previously, the need for additional classroom capacity has been addressed via the construction of Cascade View Elementary in 2005, Twin Falls Middle School in 2008, a 12-classroom portable expansion at Mount Si High School in 2009, the conversion of Snoqualmie Middle School into a Freshman Campus for Mount Si High School in 2013, the relocation of the 12-classroom portable expansion from Mount Si High School to Snoqualmie Middle School, the construction of Timber Ridge Elementary in 2016 and the replacement of Mount Si High School in 2019. In addition, the District has added numerous portable classrooms throughout the District during that same time frame. While two elementary schools have been opened in the last two decades, elementary school portable classrooms currently provide the equivalent capacity of two additional elementary schools, or approximately one-third of all elementary student capacity. See Section 7 for further details.

With the completion of the two school additions (Timber Ridge and Mount Si) related to the District's most recent bond proposition (2015), the District has begun to consider the ongoing facility needs throughout the District. In order to reassess overall District needs and to begin to prioritize projects for potential future bond propositions, the District launched a citizen's committee to review districtwide facilities needs related to educating students (which continues to evolve in the 21st century) with consideration for future projected enrollment growth.

The goal of the committee is to develop a 20-year long-range facilities plan, with the first phase expected to reflect the six-year window of this plan. The committee has currently presented a preliminary recommendation to rebuild and expand North Bend Elementary and Fall City Elementary, given projected enrollment trends, the disproportionate number of portables and the age and location of these elementaries. These expansions create capacity to serve elementary growth, while also eliminating a significant number of portable classrooms currently at those buildings. Expanding and renovating older elementary schools also saves operations and maintenance costs when compared to constructing a seventh elementary school and trying to continue to maintain aged buildings. Both elementary schools are also the District's oldest facilities, and a replacement/renovation of each alleviates ongoing and growing maintenance issues and costs associated with aging structures. Improvements to these buildings would also provide more equitable learning and support spaces that are present in other buildings and necessary to meet student educational needs.

The committee also has preliminarily recommended the replacement of Snoqualmie Middle School, as it similarly does not have equitable facilities and learning spaces compared to the District's other two middle schools and has a significant number of classroom doors that open to the exterior which present an ongoing safety and security concern associated with the increase of violence in public schools.

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

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

King County Code 21A.06 refers to a "standard of service" that each school district must establish in order to ascertain its overall capacity. The standard of service identifies the program year, the class size, the number of classrooms, students and programs of special need, and other factors (determined by the district), which would best serve the student population. Relocatables (i.e. portable classroom units) may be included in the capacity calculation using the same standards of service as the permanent facilities.

The standard of service outlined below reflects only those programs and educational opportunities provided to students that directly affect the capacity of the school buildings. The special programs listed below require classroom space; thus, the permanent capacity of some of the buildings housing these programs has been reduced to account for those needs. Standard of Service has been updated to incorporate anticipated class size reduction at the K-3 level but **does not** incorporate additional class size reductions for all other grades, as outlined in Initiative 1351, which was approved by voters in November 2014. Future updates to this plan will consider incorporating those class sizes as the state implementation of Initiative 1351 progresses.

Standard of Service for Elementary Students

- Average target class size for grades K - 2: 17 students
- Average target class size for grade 3: 17 students
- Average target class size for grades 4-5: 27 students
- Special Education for students with disabilities may be provided in a self-contained classroom. Average target class size: 12 students

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

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

Standard of Service for Secondary Students

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

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

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

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

Room Utilization at Secondary Schools

It is not possible to achieve 100% utilization of regular teaching stations because of scheduling conflicts for student programs, the need for specialized rooms for certain programs, and the need for teachers to have a workspace during their planning periods. Based on actual utilization due to these considerations, the District uses a standard utilization rate of 83% (5 out of 6 periods) for determining middle school capacity.

Beginning in the 2019-20 school year, Mount Si High School converted to a 7-period schedule. Teachers teach 5 of those periods, resulting in an expected room utilization of only 71% (5 out of 7). As enrollment grows, we would expect a need for some teachers to share classrooms throughout the day, resulting in a slightly higher utilization rate of 75%. As a result of lower room utilization rates, the average target class size for capacity purposes for Mount Si has also been increased from 27 to 30. Adjustments to the class size and classroom utilization rates may occur in future revisions to this plan, based on revisions to the new high school schedule as it is implemented.

Section 3. Inventory and Evaluation of Current Permanent Facilities

The District's current overall capacity for the 2023-24 school year is expected to be 8,551, comprised of permanent classroom capacity of 6,524 students, and temporary classroom capacity of 2,027 students. October enrollment for the 2022-23 school year was 6,620 for purpose of the building inventory below. Districtwide, October 2022 enrollment totaled 6,813 full time equivalents ("FTE"), which includes students attending Parent Partnership Program and out-of-district placements.

Calculations of elementary, middle, and high school capacities have been made in accordance with the current standards of service. Due to changes in instructional programs, student needs (including special education) and other current uses, some changes in building level capacity have occurred at some schools. An inventory of the District's schools arranged by level, name, and current permanent capacity are summarized in the following table. In addition, a summary of overall capacity and enrollment for the next six years is discussed further in Section 7.

The physical condition of the District's facilities was evaluated by the 2023 State Study and Survey of School Facilities completed in accordance with WAC 180-25-025. As schools are modernized, the State Study and Survey of School Facilities report is updated. That report is incorporated herein by reference.

**Inventory of Permanent School Facilities and Related Program Capacity
2023-24 School Year**

ELEMENTARY LEVEL				
Facility	Address	Grade Span	Permanent Capacity *	2022-23 Enrollment **
CASCADE VIEW	34816 SE Ridge Street Snoqualmie, Washington	K thru 5	495	547
FALL CITY	33314 SE 42nd Place Fall City, Washington	K thru 5	280	461
NORTH BEND	400 E 3rd Street North Bend, Washington	K thru 5	325	456
OPSTAD	1345 Stilson Av SE North Bend, Washington	K thru 5	452	563
SNOQUALMIE	39801 SE Park Street Snoqualmie, Washington	K thru 5 & Preschool	261	420
TIMBER RIDGE	34412 SE Swenson Drive Snoqualmie, Washington	K thru 5	583	621
Total Elementary School			2,396	3,068
MIDDLE SCHOOL LEVEL				
Facility	Address	Grade Span	Permanent Capacity *	2022-23 Enrollment **
CHIEF KANIM	32627 SE Redmond-Fall City Rd Fall City, Washington	6, 7 & 8	697	579
SNOQUALMIE	9200 Railroad Ave SE Snoqualmie, Washington	6, 7 & 8	336	503
TWIN FALLS	46910 SE Middle Fork Road North Bend, Washington	6, 7 & 8	765	543
Total Middle School			1,798	1,625
HIGH SCHOOL LEVEL				
Facility	Address	Grade Span	Permanent Capacity *	2022-23 Enrollment **
MOUNT SI / TWO RIVERS	8651 Meadowbrook Way SE Snoqualmie, Washington	9 thru 12	2,330	1,927
Total High School			2,330	1,927
TOTAL DISTRICT			6,524	6,620

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

** Difference between enrollment (pg.13) is due to rounding, Parent Partner Program, and out-of-district placements.

Section 4. Relocatable (Portable) Classrooms

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

The District inventory includes 94 portable classrooms that provide standard capacity and special program space as outlined in Section 2. The District inventory of portables provides approximately 24% of capacity districtwide. The rebuild and expansion of Mount Si High School and the re-opening of Snoqualmie Middle schools has significantly reduced the percentage of secondary students in portable classrooms. At the elementary level, 36% of facility capacity is housed in portable classrooms, which is the equivalent of over 2 entire elementary schools. Based on projected enrollment growth and timing of anticipated permanent facilities, the District anticipates the need to acquire and/or relocate additional portables at the elementary level during the next six-year period.

As enrollment fluctuates, portables provide flexibility to accommodate immediate needs and interim housing. Because of this, new and modernized school sites are all planned to accommodate the potential of adding portables to address temporary fluctuations in enrollment. In addition, the use and need for portables will be balanced against program needs. Portables are not a solution for housing students on a permanent basis, and the District would like to continue to reduce the percentage of students that are housed in portable classrooms.

The cost of portables also varies widely based on the location, jurisdictional permitting requirements and intended use of the classrooms.

The District has an additional 10 portable classrooms in its inventory that are used for special program purposes or districtwide support services and are not available for regular classroom needs.

Two Rivers School relocated to the Mount Si High School campus in the fall of 2021. The District is currently working on facility improvements of that modular classroom facility and expects to bring that building back into available capacity in the Fall of 2024, when it will house the preschool program currently housed at Snoqualmie Elementary.

Section 5. Six-Year Enrollment Projections

The District contracts with Flo Analytics ("FLO") to project student enrollment over the next six-years. FLO provides the District a low, middle and high-range projections that are based on historic growth trends, future housing construction plans and availability, birth rates, as well as economic and various other factors that contribute to overall population growth. Based on the mid-range projection provided in 2023 by FLO, enrollment is expected to decrease by 72 students (1%) over the next six years, with slight declines in enrollment the 6-12 level, but growth in K-5 enrollment. However, as discussed below, the District views these projections as conservative and will continue to monitor enrollment closely.

The enrollment projections shown below have been adjusted beginning in 2016 to account for the conversion of half-day kindergarten students to full-day kindergarten students, as required by Washington State House Bill 2776, which was enacted in 2010. While this change did not increase the number of students (headcount), doubling the amount of time the students are in school also doubled the number of kindergarten classrooms needed to serve that grade level.

Given enrollment variability in recent years, the District acknowledges that the demographer's ability to project enrollment could be impacted by several variable factors in the near term including: anticipated housing growth in North Bend, continuing uncertainty regarding the impact of COVID on recent enrollment trends (and return of students to District enrollment), and recent experience of high school students opting for traditional education over the previous numbers enrolling in Running Start. A few years prior to the construction of the new Mount Si High School, the District saw a significant increase in the number of students choosing to enroll in Running Start programs. With the opening of the new Mount Si High School and increased availability of dual credit and advanced placement offerings, we anticipate an increase of student retention in the 11th and 12th grades. Additional program enhancements, such as the relocation of Two Rivers onto the Mount Si High School campus, should also improve student outcomes and retention. These factors are not included in the demographer projections below but may result in higher high school enrollment at Mount Si High School over the next six years. We will continue to update enrollment projections in future updates to this plan.

Snoqualmie Valley School District No. 410
Actual Full-Time Equivalent Enrollment through 2022 and Projected Enrollment from 2023 through 2028

GRADE:	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Enrollment Projections through 2028					
	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Kindergarten **	233	257	245	267	241	548	508	548	603	402	546	491	517	499	504	514	528	543
1st Grade	490	495	540	530	578	526	574	530	552	561	475	531	505	533	514	519	530	544
2nd Grade	501	491	504	559	536	614	560	569	549	516	593	485	550	523	552	532	537	549
3rd Grade	522	510	509	515	567	559	608	564	572	519	549	579	493	556	528	558	538	543
4th Grade	493	534	517	509	566	597	566	585	566	534	525	546	581	493	556	528	558	538
5th Grade	517	492	528	538	526	570	596	557	584	554	545	523	545	579	492	554	527	557
K-5 Subtotal	2,756	2,779	2,843	2,918	3,014	3,414	3,412	3,353	3,426	3,086	3,233	3,155	3,191	3,183	3,146	3,205	3,218	3,274
6th Grade	491	504	472	514	570	529	580	582	574	581	548	538	527	549	584	497	558	531
7th Grade	480	488	512	481	525	572	511	581	590	550	594	536	537	526	548	581	495	556
8th Grade	473	481	476	505	486	508	563	514	570	558	554	595	532	534	522	544	576	492
6-8 Subtotal	1,444	1,473	1,460	1,500	1,581	1,609	1,654	1,677	1,734	1,689	1,696	1,669	1,596	1,609	1,654	1,622	1,629	1,579
9th Grade	408	467	477	489	525	475	510	567	523	571	581	565	600	537	539	527	549	582
10th Grade	400	406	473	469	473	500	472	499	556	507	576	566	558	592	530	532	520	542
11th Grade	385	364	369	396	357	310	360	317	369	381	411	461	419	414	439	393	395	385
12th Grade	372	410	363	388	372	321	283	315	338	376	379	397	442	402	397	421	378	379
9-12 Subtotal	1,565	1,647	1,682	1,742	1,727	1,606	1,625	1,698	1,786	1,835	1,947	1,989	2,019	1,945	1,905	1,873	1,842	1,888

K-12 TOTAL	5,765	5,899	5,985	6,160	6,322	6,629	6,691	6,728	6,946	6,610	6,876	6,813	6,806	6,737	6,705	6,700	6,689	6,741
	0.3%	2.3%	1.5%	2.9%	2.6%	4.9%	0.9%	0.6%	3.2%	-4.8%	4.0%	-0.9%	-0.1%	-1.0%	-0.5%	-0.1%	-0.2%	0.8%

* Enrollment Projections above reflect mid-range enrollment projections provided by Flo Analytics: January 2023.

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

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

Section 6. Six-Year Planning and Construction Plan

The District plans to use the following strategies in order to address future needs districtwide:

- Planning and construction of new elementary school capacity;
- Use of additional portables to provide housing of students not provided for under other strategies;
- Acquisition of land needed for expansion of transportation facility needs related to growth.

In the fall of 2014, the Board adopted a 2015 bond proposition to construct a newly expanded Mount Si High School with modernization of certain existing components, as well as a new, sixth elementary school. The bond proposition was passed by the voters in February 2015.

The expanded and modernized Mount Si High School, completed in 2021, facilitated the relocation of the freshman campus onto the main high school campus, which in turn created needed middle school capacity by converting the current Freshman Campus back to a middle school (Snoqualmie Middle School).

The 2015 voter-approved proposition also included funds to construct a new Elementary School #6. The construction of Timber Ridge Elementary, completed in 2016, provided initial capacity at all elementary schools to implement full day kindergarten, reduce K-3 class sizes and provide for enrollment growth, as all District elementary schools underwent a re-boundary process in preparation for the opening of Timber Ridge.

Despite the addition of Timber Ridge and recent additions of portable classrooms, the significant reductions in K-3 class sizes have resulted in most elementary schools operating at capacity. Future enrollment growth, when combined with reduced class sizes, will require additional future elementary school capacity. Portable classrooms may provide some short-term relief, however, many of the District's current elementary schools have reached the capacity to add more portable classrooms due to several factors, including land availability, building code restrictions, and capacity of corresponding common areas such as parking, bathrooms, specialist classrooms and building support services. As the District has more than two elementary schools of capacity in portable classroom, we anticipate future Elementary construction projects to include the reduction of portables within the District. For example, Snoqualmie, Fall City and North Bend Elementaries have approximately 50% of total capacity in portable classrooms.

In the spring of 2020, the District launched a Facilities Study Committee to begin the process of determining the appropriate solution for future elementary capacity needs, while also attempting to address the large amounts of portable classroom capacity. While still in process at the time of the development of the annual update to this plan, the committee has made a preliminary recommendation that the highest priority projects for the District should be to rebuild and expand Fall City Elementary, North Bend Elementary and Snoqualmie Middle School.

As part of the committee work, it was determined that North Bend Elementary cannot be remodeled due to its location within the floodway, which requires that the entire

building be floodproofed if improved by greater than 50% of its value. As such, any significant improvements to this building would require a new-in-lieu construction. While not in the floodway, Fall City Elementary is like North Bend Elementary in terms of being the oldest buildings in the District and having the largest relative percentage of portable classroom capacity. Rebuild and expansion projects for these two schools will add capacity for future enrollment growth, while also eliminating 29 portable classrooms from District inventory. The committee will be spending the spring/summer of 2023 gathering additional feedback and input from our community regarding this preliminary recommendation, as well as other projects evaluated and considered as part of the process; which included expansion and renovation of Opstad Elementary and the construction of a 7th elementary school. Regardless of the projects selected, future elementary capacity will need to be achieved via construction of a new facility, and this is reflected in the current six-year plan.

The committee also recommended a rebuild and expansion of Snoqualmie Middle School, via construction of a new Middle School on District property on Snoqualmie Ridge. This project would significantly improve safety and security, equity of middle school facilities, educational effectiveness of student spaces, and reduce the demand for District transportation.

Before the School Board takes action on the committee recommendation, the District will be performing further due diligence and community feedback opportunities regarding the preliminary recommendation. If the Board takes formal action that is different from the current plan, those changes will be incorporated in the next annual Capital Facilities Plan update.

The 2015 bond proposition also included consideration for the construction of a separate preschool facility that will serve the growing special education needs of the District. This facility would increase the capacity at the elementary school which currently houses the preschool program and will allow for expansion of our preschool capacity in response to overall population growth. The Board has approved the remodel and expansion of the old Two Rivers facility in North Bend for this purpose. Given floodplain considerations, the District is still in the process of planning and permitting of this new facility. Once complete, the relocation of the preschool program will create some additional capacity at Snoqualmie Elementary, which is noted in the capacity projections in this plan.

The District also needs to identify additional land for an expanded transportation facility to serve enrollment growth adequately. The District's current transportation facility is inadequate for meeting future District needs. This capacity concern has been somewhat masked by recent driver staffing shortages. However, as the District hires more drivers to meet the current student population, this need will become more relevant. In planning for the 2015 bond measure, the Board considered adding a new transportation facility to the project list. While this facility was one of the higher priorities recommended for consideration when developing the 2015 bond measure, it was not included given the overall cost of the other school construction projects. In preparation for a future bond measure to fund this need, additional land must be identified to meet likely short-term needs, as well as to develop a long-term plan more fully for a full-scale transportation facility that will support the future enrollment growth of the District.

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

The following table summarizes the permanent and portable projected capacity to serve students during the periods of this Plan.

As demonstrated in the table, the District has continuing permanent capacity needs at the elementary school level. Some of those needs were partially addressed with the opening of Timber Ridge Elementary School. However, given the conversion to full day kindergarten and reduced elementary class sizes required by 2018, combined with current enrollment growth from new development, even after opening Timber Ridge, the District faces a need to plan for additional capacity at the K-5 level. Some of those additional capacity needs may require remediation in the short-term with portable classrooms as well as the construction of a separate preschool facility that will increase the capacity at the elementary school which currently houses the preschool program and will allow for expansion of our preschool capacity in response to overall population growth. The construction of additional permanent elementary capacity will address the longer-term capacity and educational needs of students. For purposes of this plan, we anticipate North Bend Elementary school to be rebuilt and expanded by 2028, with a similar rebuild and expansion of Fall City Elementary to be completed in 2030.

With the completion and opening of MSHS, the District has provided available capacity to serve new growth at grades 9 through 12. The expansion of Mount Si High School results in significant improvements in permanent capacity at the high school and middle school levels, with remaining capacity to serve anticipated growth over the six-year planning period.

The District is anticipated to have 24% of its districtwide classroom capacity in portable classrooms for the 2023-24 school year. At the elementary level, 37% of the anticipated classroom capacity is in portable classrooms. With the associated reduction of portable classrooms associated with the elementary capacity addition projects, the District would have 21% of its overall classroom capacity in portable classrooms in 2028.

The District will continue to work towards reducing the percentage of students housed in portable classrooms, while also monitoring the future elementary school needs.

PROJECTED CAPACITY TO HOUSE STUDENTS

Elementary School K-5

PLAN YEARS: *	2023	2024	2025	2026	2027	2028
Permanent Capacity **	2,396	2,396	2,456	2,456	2,456	2,456
New Construction: <i>Preschool, Elementary Capacity</i>	-	60	-	-	-	325
Permanent Capacity subtotal:	2,396	2,456	2,456	2,456	2,456	2,781
Projected Enrollment:	3,191	3,183	3,146	3,205	3,218	3,274
Surplus/(Deficit) of Permanent Capacity:	(795)	(727)	(690)	(749)	(762)	(493)
Portable Capacity Available:	1,377	1,377	1,377	1,377	1,377	1,419
Portable Capacity Changes (+/-):	-	-	-	-	42	(280)
Surplus/(Deficit) with Portables:	582	650	687	628	657	646

Middle School 6-8

PLAN YEARS: *	2023	2024	2025	2026	2027	2028
Permanent Capacity	1,798	1,798	1,798	1,798	1,798	1,798
	-	-	-	-	-	-
Permanent Capacity subtotal:	1,798	1,798	1,798	1,798	1,798	1,798
Projected Enrollment:	1,596	1,609	1,654	1,622	1,629	1,579
Surplus/(Deficit) of Permanent Capacity:	202	189	144	176	169	219
Portable Capacity Available:	650	650	650	650	650	650
Portable Capacity Changes (+/-):	-	-	-	-	-	-
Surplus/(Deficit) with Portables:	852	839	794	826	819	869

High School 9-12

PLAN YEARS: *	2023	2024	2025	2026	2027	2028
Permanent Capacity	2,330	2,330	2,330	2,330	2,330	2,330
	-	-	-	-	-	-
Total Capacity:	2,330	2,330	2,330	2,330	2,330	2,330
Projected Enrollment:	2,019	1,945	1,905	1,873	1,842	1,888
Surplus/(Deficit) Permanent Capacity:	311	385	425	457	488	442
Portable Capacity Available:	0	0	0	0	0	0
Portable Capacity Changes (+/-):	-	-	-	-	-	-
Surplus/(Deficit) with Portables:	311	385	425	457	488	442

K-12 TOTAL

PLAN YEARS: *	2023	2024	2025	2026	2027	2028
Total Permanent Capacity:	6,524	6,584	6,584	6,584	6,584	6,909
Total Projected Enrollment:	6,806	6,737	6,705	6,700	6,689	6,741
Surplus/(Deficit) Permanent Capacity:	(282)	(153)	(121)	(116)	(105)	168
Total Portable Capacity	2,027	2,027	2,027	2,027	2,069	1,789
Total Permanent and Portable Capacity	8,551	8,611	8,611	8,611	8,653	8,698
Surplus/(Deficit) with Portables:	1,745	1,874	1,906	1,911	1,964	1,957

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

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

Section 8. Impact Fees and the Finance Plan

By law, impact fees cannot be the sole source of funding new growth capacity. The school impact fee formula ensures that new development only pays for a portion of the cost of the facilities necessitated by new development. The following impact fee calculations examine the costs of housing the students generated by each new single family dwelling unit and each new multi-family dwelling unit. These are determined using student generation factors, which indicate the number of students that each dwelling produces based on recent historical data. The student generation factor is applied to the anticipated school construction costs (construction cost only, **not** total project cost), which is intended to calculate the construction cost of providing capacity to serve each new dwelling unit during the six-year period of this Plan. The formula does not require new development to contribute the costs of providing capacity to address needs created by existing housing units.

The construction cost, as described above, is reduced by any State matching dollars anticipated to be awarded to the District, and the present value of future tax payments related to the debt service on school construction bonds. This adjusted construction cost quantifies the cost of additional capacity per new residence during the six-year period of this Plan.

In accordance with the regulations of King County and the cities of Sammamish, Snoqualmie and North Bend, the local community must share 50% of each cost per new residence. As such, the final impact fee proposed by the District to its respective municipalities for collection reflects this additional required reduction to the cost per new residence.

The impact of these factors renders impact fees charged and collected insufficient to fully fund school construction projects. Local support via bonds will constitute most of the funding required to construct new facilities.

It may be of interest to the reader, especially those in our communities, that the District qualified for State matching dollars for both the Timber Ridge Elementary and Mount Si High School projects. The amounts awarded via 'State Match' are determined at the State level and represented approximately 11% of the total expected costs of both projects - essentially covering the sales tax that school projects are required to charge on publicly funded projects. So, like impact fees, State Match dollars will typically only make minor contributions towards actual construction project costs.

The finance plan below demonstrates how the Snoqualmie Valley School District plans to finance improvements for the years 2023 through 2028. The financing components include secured funding (via the approved 2015 bond proposition) for the preschool facility but will also require additional bonds to be approved. The District currently owns undeveloped land in both Snoqualmie and North Bend, either of which could be used for additional school capacity projects. The District must also plan for additional land and facilities to meet identified transportation facility needs. Future updates to this Plan will include updated information regarding these capacity-related projects and their associated construction costs.

2023 FINANCING PLAN

Facility:	Estimated Cost	Unsecured Source of Funds:			Secured Source of Funds:			
		Bonds/Local	State Match*	Impact Fees	Bonds	State Match	Impact Fees	Other Sources
Preschool	\$5,000,000	\$0	\$0	\$150,000	\$4,700,000	\$0	\$150,000	\$0
Elementary School Construction	\$94,300,000	\$89,300,000	\$3,000,000	\$2,000,000	\$0	\$0	\$0	\$0
Portable Classrooms - ES	\$670,000	\$0	\$0	\$495,000	\$0	\$0	\$175,000	\$0
Land Acquisition/Development - Transportation Facility Expansion	\$6,000,000	TBD	\$0	\$0	\$0	\$0	\$0	\$0

* Listed here are estimated total project costs as adjusted for cost escalation through anticipated bid year.

Please note that only construction cost (not total anticipated project cost) is used in the calculation of school impact fees. Those are estimated as follows:

Added Elementary School Capacity: Estimated total project cost = \$94,300,000 Estimated cost of construction = \$74,800,000

For the purposes of this Plan's construction costs, the District is using actual costs for recent portable acquisitions. The estimated cost for the elementary capacity project is based off cost estimates prepared by NAC Architecture, using costs based on recent elementary construction bid awards, and estimated cost inflation through the midpoint of the planned project. Other projects' costs have been estimated internally based on market rates and preliminary design work in progress.

The District has also updated State match availability estimates from OSPI. A district can be eligible for potential State matching funds for 1) new construction, and 2) modernization/new-in-lieu construction. Matching funds are calculated using grade level capacity grouped into two categories: grades K-8 and grades 9-12.

For K-8 facilities, the District would currently qualify for state matching funds for some new construction and modernization. Even with the equivalent of two elementary schools in portable classrooms, the District only qualifies for state match funding for approximately half of the square footage of a new elementary school. Modernization funding is specific to individual buildings. Based on the estimates provided by OSPI, the combined state matching funds for modernization and new construction would only cover between 4% and 11 % of construction costs, for North Bend Elementary and Fall City Elementary, respectively.

We are hopeful that in the coming years, the State will address this obvious deficiency in the adequacy of state funding for facilities.

Appendix A: Single Family Residence Impact Fee Calculation

Site Aquisition Cost Per Residence

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

	Site Size	Cost / Acre	Facility Size	Student Factor	
Elementary	15	\$0	n/a	0.2860	\$0.00
Middle	25	\$0	n/a	0.1190	\$0.00
High	40	\$0	n/a	0.1300	\$0.00
A----->					\$0.00

Permanent Facility Construction Cost Per Residence

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

	Facility Cost	Facility Capacity	Student Factor	Footage Ratio	
Elementary	\$74,800,000	650	0.2860	0.8541	\$28,110.14
Middle	\$0	0	0.1190	0.9013	\$0.00
High	\$0	0	0.1300	1.0000	\$0.00
B----->					\$28,110.14

Temporary Facilities Cost Per Residence

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

	Facility Cost	Facility Capacity	Student Factor	Footage Ratio	
Elementary	\$335,000	20	0.2860	0.1459	\$698.93
Middle	\$0	27	0.1190	0.0987	\$0.00
High	\$0	28	0.1300	0.0000	\$0.00
C----->					\$698.93

State Match Credit Per Residence (if applicable)

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

	CCCA	SPI Footage	District Match	Student Factor	
Elementary	\$246.83	90	4.00%	0.2860	\$254.14
Middle	\$246.83	117	n/a	0.1190	n/a
High	\$246.83	130	n/a	0.1300	n/a
D----->					\$254.14

Tax Credit Per Residence

Average Residential Assessed Value	\$1,090,100
Current Debt Service Tax Rate	\$1.1178
Annual Tax Payment	\$1,218.51
Bond Buyer Index Annual Interest Rate	3.58%
Discount Period (Years Amortized)	10
TC----->	\$10,093.16

Fee Per Residence Recap:

Site Acquisition Cost	\$0.00
Permanent Facility Cost	\$28,110.14
Temporary Facility Cost	\$698.93
Subtotal	\$28,809.07
State Match Credit	(\$254.14)
Tax Payment Credit	(\$10,093.16)
Subtotal	\$18,461.77
50% Local Share	(\$9,230.89)
Impact Fee, net of Local Share	\$9,230.89

Appendix A: Multi-Family Residence Impact Fee Calculation

Site Acquisition Cost Per Residence

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

	Site Size	Cost / Acre	Facility Size	Student Factor	
Elementary	15	\$0	n/a	0.1600	\$0.00
Middle	25	\$0	n/a	0.0560	\$0.00
High	40	\$0	n/a	0.0640	\$0.00
A----->					\$0.00

Permanent Facility Construction Cost Per Residence

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

	Facility Cost	Facility Capacity	Student Factor	Footage Ratio	
Elementary	\$74,800,000	650	0.1600	0.8541	\$15,726.52
Middle	\$0	0	0.0560	0.9013	\$0.00
High	\$0	0	0.0640	1.0000	\$0.00
B----->					\$15,726.52

Temporary Facilities Cost Per Residence

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

	Facility Cost	Facility Capacity	Student Factor	Footage Ratio	
Elementary	\$335,000	20	0.1600	0.1459	\$391.01
Middle	\$0	27	0.0560	0.0987	\$0.00
High	\$0	28	0.0640	0.0000	\$0.00
C----->					\$391.01

State Match Credit Per Residence (if applicable)

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

	CCCA	SPI Footage	District Match %	Student Factor	
Elementary	\$246.83	90	4.00%	0.1600	\$142.17
Middle	\$246.83	117	n/a	0.0560	n/a
High	\$246.83	130	n/a	0.0640	n/a
D----->					\$142.17

Tax Credit Per Residence

Average Residential Assessed Value	\$344,792	
Current Debt Service Tax Rate	<u>\$1.1178</u>	
Annual Tax Payment	\$385.41	
Bond Buyer Index Annual Interest Rate	3.58%	
Discount Period (Years Amortized)	10	
	TC----->	\$3,192.41

Fee Per Residence Recap:

Site Acquisition Cost	\$0.00
Permanent Facility Cost	\$15,726.52
Temporary Facility Cost	\$391.01
Subtotal	\$16,117.53
State Match Credit	(\$142.17)
Tax Payment Credit	(\$3,192.41)
Subtotal	\$12,782.95
50% Local Share	(\$6,391.47)
Impact Fee, net of Local Share	\$6,391.47

Appendix B: Composite Student Generation Factors

Single Family Dwelling Units:

	Auburn	Federal Way	Issaquah	Lake Washington	Northshore	Average [^]
Elementary	0.303	0.171	0.316	0.317	0.324	0.286
Middle	0.133	0.068	0.138	0.140	0.118	0.119
High	0.151	0.096	0.135	0.147	0.120	0.130
Total	0.587	0.335	0.589	0.604	0.562	0.535

Multi-Family Dwelling Units:

	Auburn	Federal Way*	Issaquah	Lake Washington	Northshore	Average [^]
Elementary	0.440	0.710	0.089	0.039	0.071	0.160
Middle	0.150	0.367	0.029	0.016	0.027	0.056
High	0.172	0.367	0.029	0.022	0.034	0.064
Total	0.762	1.444	0.147	0.077	0.132	0.280

**For purposes of the MF student generation rates, the FWSD figures are for information only and not used to calculate the MF average.*

[^]Figures are rounded.

Note: The above student generation rates represent unweighted averages, based on King County school districts that measure student generation rates. Average rates were used for the purpose of calculating the impact fees in Appendix A.

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

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

For the first time ever, the District also analyzed student generation rates within Snoqualmie Valley this year, and found the following rates:

2022–23 District K–12 Students per Housing Unit Built 2017–2021

Housing Type	Housing Units	K–5 Students	6–8 Students	9–12 Students	K–5	6–8	9–12	K–12 Total
Single-family	753	204	67	71	0.271	0.089	0.094	0.454
Multifamily ¹	306	91	39	47	0.297	0.127	0.154	0.578

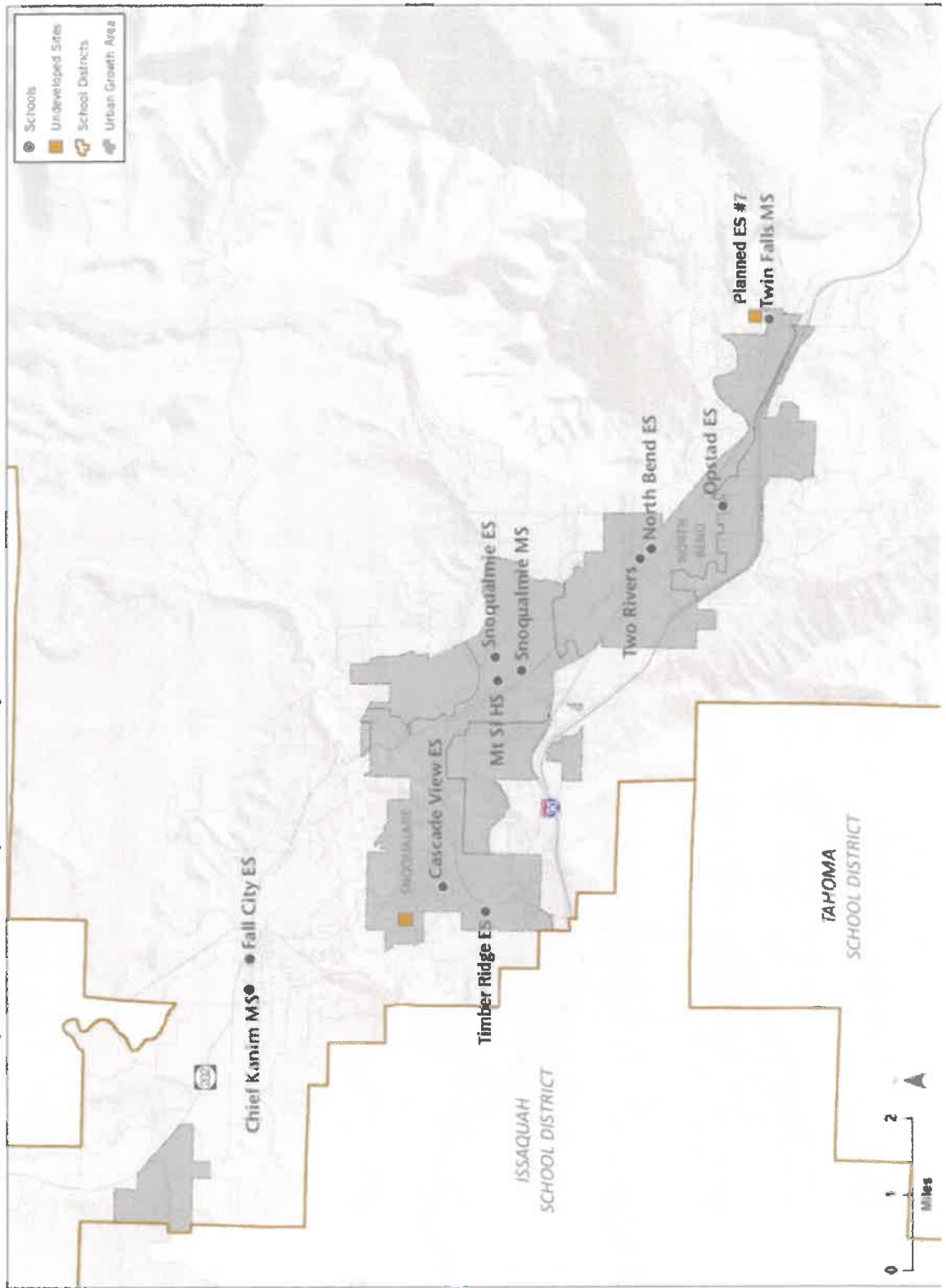
Table 1 sources: Snoqualmie Valley School District October 2022 Student Information System enrollment, King County GIS parcel areas, and King County Department of Assessments residential building, apartment complex, and condo complex data with year built 2017–2021. Analysis conducted by FLO Analytics.

1. Multifamily includes apartments, condominiums, duplexes, triplexes, 4-plexes, and townhomes.

The above multi-family rate was determined from four separate developments constructed in the measurement period. Of those, two multi-family developments had student generation rates higher than the single family rate. While one of those was an affordable housing complex, it is interesting to note that a market-rate development had nearly similar student generation. Multi-family developments can vary widely and the number of students generated depends on the nature of the developments, including affordability, number of bedrooms, and even proximity to local schools. The District has chosen to use the King County averages for the purpose of calculating the 2023 Impact Fees but will likely revisit this analysis in the next update to the CFP.

The District also notes that local cities and jurisdictions are currently updating their comprehensive plans to be able to provide housing for their proportional share of future expected housing needs in King County. Given constraints on developable land, potential changes to zoning, density and annexation might also impact the student generation outlook in future updates to the CFP, as well as capital facilities to house future additional students.

Schools and Undeveloped Sites in Snoqualmie Valley School District





BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB23-143
December 11, 2023
Committee Report

AGENDA BILL INFORMATION

TITLE:	AB23-143: Collective Bargaining Agreement between the Professional, & Office-Clerical Employees and Drivers (Teamsters) Local Union No. 763 and the City of Snoqualmie	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed:
RECOMMENDED ACTION:	Approve the Collective Bargaining Agreement between the Public, Professional, & Office-Clerical Employees and Drivers (Teamsters) Local Union No. 763 and the City of Snoqualmie and authorize the Mayor to sign.	<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

DEPARTMENT:	Administration	
STAFF:	Mike Chambless, City Administrator Sofia Mabee, City Attorney Janna Walker, Budget Manager	
COMMITTEE:	Finance & Administration	Meeting Date: December 5, 2023
COUNCIL LIAISON:	James Mayhew	Bryan Holloway Louis Washington
EXHIBITS:	1. Summary of Changes 2. Agreement 3. Agreement (Tracked Changes)	

AMOUNT OF EXPENDITURE	\$ 735,142
AMOUNT BUDGETED	\$ N/A
APPROPRIATION REQUESTED	\$ 661,406

SUMMARY

SUMMARY STATEMENT

The City of Snoqualmie (City) recently completed negotiations with the Public, Professional, & Office-Clerical Employees and Drivers (Teamsters) Local Union No. 763. The resultant collective bargaining agreement ("CBA"), if approved by council, will last through the end of 2026 and apply retroactively to January 1, 2023.

BACKGROUND

Teamsters Local Union No. 763 (Teamsters) represents the Public, Professional, Office-Clerical Employees, and Drivers of the City of Snoqualmie. The previous CBA spanned a length of one years from 2022-2023 (Exhibit A). Regular negotiation meetings with Teamsters began in the fourth quarter of 2022 and lasted through October 2023. The City contracted for consulting services with Summit Law Group to assist with the negotiation of this agreement.

ANALYSIS

The term of the agreement is January 1, 2023, through December 31, 2026. The City of Snoqualmie (City) and Teamsters Local Union No. 763 (Teamsters) settled on a four-year agreement. The new agreement increases salaries to the 60th percentile, improves fiscal security regarding uniforms, and modifies the overtime language to simplify it while removing “double-time”. Additionally, the agreement accounts for a 6% COLA in 2023, a 4% COLA in 2024 and a range between 1.5% and 3% for the remaining two years. Finally, much time was spent working through the entire agreement to bring it up to date with current labor laws and standards and to make it easier to read and interpret.

BUDGET IMPACTS

The Administration recommends approving the 2023-2026 Collective Bargaining Agreement (CBA) with Teamsters. The CBA includes a new salary schedule based on the 60th percentile recommended by HRGov, as presented to Council on February 13, 2023 as part of Agenda Bill AB23-017, adding in a 6% COLA in 2023, a 4% COLA in 2024 and a range between 1.5% and 3% for the remaining two years. This is expected to cost the City an additional \$537,397 in wages and wage-based benefits (Social Security, Medicare, pension, etc.) over the amounts budgeted in the 2023-24 Biennial Budget. This estimate assumes full staffing. The City approved a 2023-2024 Biennial Budget across various funds with a 3.4% cost-of-living adjustment for 2023 and a 3.5% cost-of-living adjustment for 2024. The City’s budget also included 2-6% increases annually in medical, dental, and vision benefits.

Since the adoption of the 2023-2024 Biennial Budget, some vacancies have resulted in salary savings and several positions have new hires rather than experienced employees, resulting in actual salary and benefit costs that are less than the amounts budgeted. These savings are applied against the CBA’s total expected cost of \$735,142, resulting in a needed additional appropriation of \$537,397, plus Internal Service allocations. The remaining \$197,745 of the expenditures related to the new CBA are expected to be absorbed by the current biennial budget. The Administration will bring forth an amendment in 2024 to account for this required appropriation of \$537,397, plus Internal Service estimates shown in Table 2.

The adjacent chart and Table 1 break down the impact of the COLA on the four “buckets” of funds and the many departments and divisions impacted.

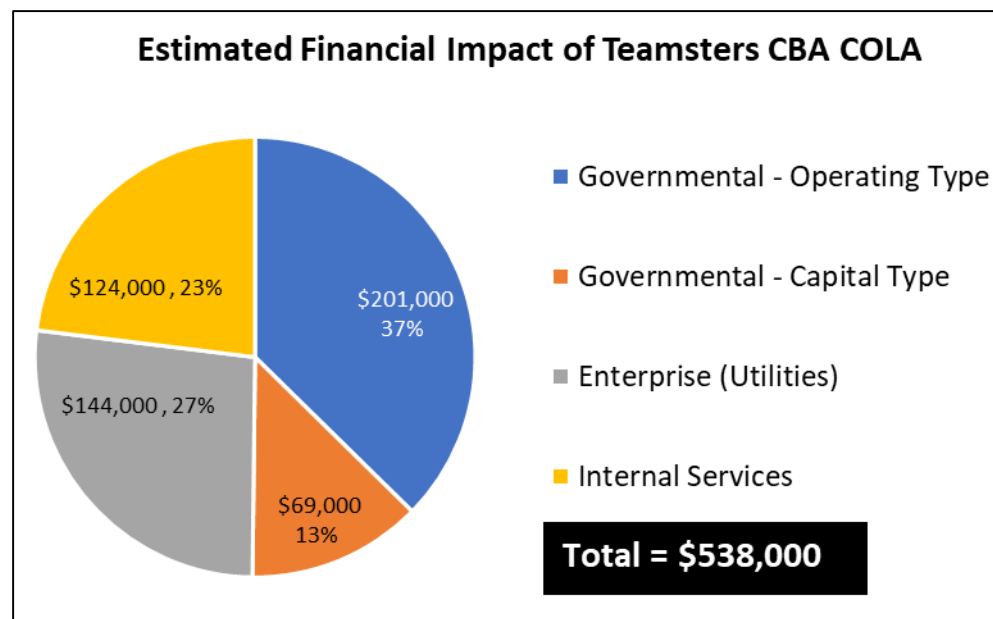


Table 1

Department/Division/ Functional Classification	Fund	2023 Retroactive Cost (A)	2023 Appropriation Needed (B)	2024 Cost (C)
Administration ¹	001	45,456	45,456	59,462
Police (Snoqualmie) ²	001	23,676	23,676	25,786
Fire & Emergency	001	3,710	-	10,795
Parks	001	26,637	-	21,656
Community Development	001	10,323	-	-
Streets	001	11,366	-	13,872
General Fund	001	121,168	69,132	131,571
Non-Utility Capital	310	8,484	8,484	9,346
Utilities Capital	417	24,527	24,527	26,627
Water Operations	401	50,640	-	65,620
Sewer Operations	402	53,509	-	57,665
Stormwater Operations	403	41,559	-	20,418
Equipment Repair Replacment	501	18,444	18,444	18,568
Information Technology	502	35,172	35,172	22,075
Facilities Maintenance	510	18,997	18,997	10,751
Total		372,500	174,756	362,642
Total Cost (A + C)				735,142
Required Appropriation (B + C)				537,397

¹Includes Finance and Communications

²Includes Snoqualmie and North Bend Police Costs

The Internal Service funds (#5XX) will be allocated across all funds, resulting in revenue to the Internal Service Funds and additional expenditures from the remaining funds as estimated in the table below, increasing the \$537,397 original appropriation requested by \$124,008, for a total requested appropriation of \$661,406:

Table 2

Internal Service Allocations	2023	2024
Administration ¹	8,942	5,471
Police (Snoqualmie) ²	18,814	13,538
Fire & Emergency	13,962	9,863
Parks	4,843	3,825
Community Development	4,051	2,517
Streets	2,201	1,817
General Fund	52,812	37,030
Non-Utility Capital	782	481
Utilities Capital	1,526	927
Water Operations	6,034	4,714
Sewer Operations	5,562	4,258
Stormwater Operations	3,056	2,152
Equipment Repair Replacment	1,017	621
Information Technology	1,339	908
Facilities Maintenance	484	304
Total	72,613	51,395
Required Appropriation for 2023 & 2024	124,008	

RECOMMENDED ACTION

Move to approve the Collective Bargaining Agreement between the Public, Professional & Office-Clerical Employees and Drivers (Teamsters) Local Union No. 763 and the City of Snoqualmie and authorize the Mayor to sign.

AGREEMENT
by and between
CITY OF SNOQUALMIE, WASHINGTON
and
PUBLIC, PROFESSIONAL & OFFICE-CLERICAL EMPLOYEES AND DRIVERS
LOCAL UNION NO. 763

January 01, 2023 through December 31, 2026

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AGREEMENT
by and between
CITY OF SNOQUALMIE, WASHINGTON
and
PUBLIC, PROFESSIONAL & OFFICE-CLERICAL EMPLOYEES AND DRIVERS
LOCAL UNION NO. 763

January 01, 2023 through December 31, 2026

THIS AGREEMENT is by and between the CITY OF SNOQUALMIE, WASHINGTON, hereinafter referred to as the Employer, and PUBLIC, PROFESSIONAL & OFFICE-CLERICAL EMPLOYEES AND DRIVERS LOCAL UNION NO. 763, affiliated with the International Brotherhood of Teamsters, hereinafter referred to as the Union.

ARTICLE 1 RECOGNITION, UNION MEMBERSHIP AND PAYROLL DEDUCTION

1.1 Recognition – The Employer recognizes the Union as the exclusive bargaining representative for all full-time and part-time classifications contained in Appendix A, A.1.

1.2 Payroll Deduction – The Employer agrees to deduct from the paycheck of each employee who has so authorized it, in accordance with RCW 41.56.110, the regular initiation fee, regular monthly dues, assessments and other fees as certified by the Union. The amounts deducted shall be transmitted monthly to the Union on behalf of the employees involved. The performance of this function is recognized as a service to the Union by the Employer. The Union agrees to indemnify and hold the Employer harmless from all claims, demands, suits or other forms of liability that arise against the Employer for deducting dues from Union members including all issues related to the deduction of dues or fees.

An employee's request to revoke authorization for payroll deductions must be in writing and submitted to the Union. After the Employer receives confirmation from the Union that the employee has revoked authorization for deductions, the Employer shall end the deduction no later than the second pay cycle after receipt of the confirmation.

1.3 Union Notification – Within ten (10) calendar days or as soon as possible from the date of hire of a new employee, the Employer will forward to the Union the name, address, work email, and personal telephone number of the new employee. Social security numbers will be provided to the Union when authorized by the employee. The Employer will promptly notify the Union of all employees leaving its employment.

1.3.1 New-Hire Orientation - The Union and shop steward will have 30 minutes to provide information on the Teamsters benefits and rights to all employees eligible for membership. This ideally will happen within fourteen (14) calendar days of the employee's hire date but will not be later than ninety (90) calendar days. Employees have the option to attend or not attend the orientation.

- 1.4 Temporary Workers – A “Temporary” employee is defined as an employee employed for less than twelve hundred (1200) hours in a twelve (12) consecutive month period.

	Less than 1200 hours in a consecutive 12-month period	More than 1200 hours in a consecutive 12-month period
In the bargaining unit and covered by the CBA?	No	Yes

In the event a Temporary employee is employed for more than 1200 hours in a consecutive 12-month period, the employee shall become a member of this bargaining unit. Temporary employees who are members of the bargaining unit will be entitled to the Temporary rate of pay as outlined in Appendix A and have access to the following sections of this Agreement:

Article 1	Article 4	Article 5	Article 6	Article 11
All	4.2 Rest Periods	5.1 Wages	6.2 Seniority	11.1 Safety
	4.3 Meal Periods		6.5 Job Vacancies	Equipment &
	4.6 Overtime			Protective Gear
Article 14	Article 15	Article 16	Article 17	Article 18
Limited to alleged violations pertaining to hourly wages and union membership issues	All	All	All	All

- 1.5 Limited Term Employee – A Limited Term employee is a regular full or part-time employee hired into the bargaining unit for a specified period of time, generally up to two (2) years.

ARTICLE 2 NON-DISCRIMINATION

- 2.1 The Employer and the Union agree not to unlawfully discriminate against any person based on any protected status such as:

- sex
- race
- sexual orientation and gender identity
- religion
- disability
- marital status
- age
- national origin
- pregnancy
- genetic information
- union membership

- 2.2 The Union may pursue a grievance for violation of this Article to Step 2 of the grievance process. Failing to reach a resolution at Step 2, the employee may take the issue to the appropriate government agency (EEOC, Washington State Human Rights Commission) for investigation and appropriate action in lieu of pursuing the grievance to Step 3. This does not stop the Union from pursuing charges with PERC (Public Employment Relations Commission) and a grievance.

ARTICLE 3 UNION RIGHTS

- 3.1 Union officials (Shop Stewards or members of the Bargaining Committee) will have a reasonable amount of time off with pay to investigate grievances and fulfill their duties as a Union official as long as those activities do not interfere with normal routine functions of the Department.
- 3.2 Union Investigative and Visitation Rights - The Business Agent of the Union can visit the work location of employees covered by this Agreement at any reasonable time, but cannot interfere with employees work activities. The Business Agent will follow any required L&I safety rules.
- 3.3 Bulletin Board - The Employer will provide space for a bulletin board at each work location which can be used by the Union for official union business.

ARTICLE 4 HOURS OF WORK, CALLBACK AND OVERTIME

- 4.1 Hours of Work - The FLSA (Federal Labor Standards Act) work week begins Sunday at 12:01 am and ends the following Saturday at midnight, unless an employee works a 9/80 schedule in which case the FLSA (Federal Labor Standards Act) workweek begins at the midpoint of the 8-hour shift.

The normal workweek for all employees consists of five (5) consecutive days of eight (8) consecutive hours, or four (4) consecutive days of ten (10) consecutive hours excluding meal periods as assigned by the Department Head. Workweeks that include a Saturday and/or a Sunday shall be assigned by shift bidding by departmental seniority. Seniority bids will take place on a quarterly basis.

Part-Time Employees: The Employer will schedule part-time employees based on the requirements of the position.

- 4.1.1 Alternative Schedules - By written mutual agreement between the Employer and the employee, an employee may be assigned a work schedule other than those set forth in Section 4.1, such as flex-time, staggered start times, alternate schedules, or telecommuting, if there is adequate coverage for the Employer's established work day. There will be no pyramiding of overtime as a result of this provision.
- 4.1.2 Notice of Schedule Change – With the exception of emergency conditions and changes requested by an employee, notice of a schedule change will be no less than ten (10) calendar days. The Employer cannot change an employee's schedule to circumvent them from receiving overtime.

- 4.2 Rest Periods - The following rest periods supersede WAC 296-126-092 pursuant to RCW 49.12.187. Employees will receive a paid rest period of fifteen (15) minutes for each four (4) hour work period. For employees who do not have the discretion to take rest periods at their convenience, rest periods will be scheduled as near as possible to the midpoint of each four (4) hour work period or as otherwise directed by the employee's supervisor for operational reasons. No employee will be required to work more than three (3) hours without a rest period. Rest periods may not be combined with meal periods or used to arrive late or leave early.
- 4.3 Meal Periods - The following meal periods supersede WAC 296-126-092 pursuant to RCW 49.12.187. Employees will receive an unpaid meal period of thirty (30) minutes scheduled by the employee's supervisor. No employee is required to work more than five (5) consecutive hours without a meal period. An employee who is directed by the Employer to work during their meal period will be paid overtime for the meal period. The meal period may be increased to one hour, as long as it is mutually agreed to between the Employer and the employee. A meal period may be waived by an employee, with prior approval of the Employer, on an individual basis.
- 4.4 Meal Reimbursement Whenever an employee is authorized to work on a non-scheduled overtime basis (i.e. overtime due to an emergency or call-in) and it has been at least five (5) hours since their last meal period, the employee will be provided with a meal or a meal payment of fifteen dollars (\$15.00), subject to payroll taxes. In such instances, employees shall receive an additional meal or payment for every five (5) hours in excess of the initial five (5) hour period. Meal periods will not be taken as a result of working overtime.
- 4.5 Callback - An employee who has left work and is called back to work in person after completion of a regular shift or on a regularly scheduled day off will be paid a minimum of three (3) hours at the overtime rate. Employees will not be entitled to additional minimum payments for each callout within the initial three (3) hour callout, but instead shall be paid only for actual time worked. There will be no pyramiding of overtime as a result of this provision. An employee who is called in prior to the start of a regular shift will be paid only for actual time worked, and is not entitled to a three-hour minimum payment under this section if the callout is less than three hours from the start of the regular shift. If the call back can be handled via Virtual Private Network from the Employee's home or otherwise handled remotely, the employee will be paid in fifteen (15) minute increments at the overtime rate for actual time worked.
- 4.6 Overtime - All work performed and which has been authorized by the Employer in excess of the employee's regularly scheduled shift length in any one (1) day or forty (40) hours in any one (1) week shall constitute overtime and be paid at one and one-half (1-1/2) times the employee's regular straight-time hourly rate of pay.
- 4.6.1 Overtime Increments - Overtime shall be paid in increments of fifteen (15) minutes round up to the nearest fifteen (15) minutes.
- 4.6.2 Time Worked Includes Holidays - In computing overtime, all contractual holidays shall be considered as time worked. ****Bargaining Note- the city understands that sick, comp & vacation do count as time worked*****

- 4.6.3 Compensatory Time – Instead of overtime pay, an employee may choose to accrue compensatory time, up to a maximum balance of sixty (60) hours. An employee may at any time elect to be paid for some or all of the employee's accrued compensatory time at the employee's regular straight time rate of pay. No more than twenty-four (24) hours of compensatory time shall be carried over from year to year. All excess compensatory time will be paid as overtime pay. All accrued compensatory time over twenty-four (24) hours will be paid at the employee's regular straight time rate of pay at the end of each year. Upon request of the employee and approval of the City Administrator or designee, the carryover limit may be increased due to winter season emergency overtime, in order to allow added time for the employee to schedule their compensatory time off.
- 4.6.4 Non-Emergent Overtime - All non-emergent overtime will be offered to qualified employees as follows:
- 4.6.4.1 The employer first distributes notice of an overtime opportunity, and a signup sheet for the event via e-mail to all employees in the division covered by this Agreement at least forty-eight (48) hours prior to the start of the overtime work. Any employee desiring to work overtime for that event must respond within twenty-four (24) hours of the notice, indicating their intent to work the overtime. Should no one sign up, then other qualified employees in the department will be given twenty-four (24) hours to sign up. Should no one sign up, then other qualified employees in the bargaining unit will be offered the opportunity to sign up. An employee who signs up for an overtime event commits to work that event, absent a bona fide emergency as determined in the discretion of the Employer.
- 4.6.4.2 The non-emergent overtime signup/notices will contain the following:
- a) The date and time of the event;
 - b) The deadline for signing up;
 - c) A listing of any special skill, experience and/or personal protective equipment ("PPE") required or essential; and
 - d) The contact information of the person in charge.
- 4.6.4.3 The Employer will assign non-emergent overtime by seniority to the employees who have timely responded to the notice. In the event that an insufficient number of qualified employees timely respond, the Employer will assign the overtime to qualified employee(s) beginning with the least senior employee.
- Employees may express a preference for particular shifts. While the Employer will make an attempt to accommodate shift preferences, the Employer's shift assignments under this section will be final.
- 4.6.5 Emergent Overtime - For emergent call outs, seniority rotation shall not apply. Emergent overtime is assigned based on operational need, including qualifications.

- 4.7 Standby Duty - Unless an exception is granted and approved by the Employer, an employee must be able to report to the employees work site within sixty (60) minutes of receiving notification they are being called out. Standby Duty is assigned by Division and rotate on a weekly basis or by shift bid among those crew members who have indicated a desire to serve on Standby and who are qualified to fulfill the responsibilities of Standby. In the event that there are not enough qualified employees who volunteer for Standby Duty in the Division, the Employer will offer the Standby Duty to those qualified employees outside of the Division in rotation. In the event that no qualified employees volunteer for the Standby Duty, the Employer will assign Standby by rotation, beginning with the least senior qualified employee. Members who are on Standby must make sure that they are able to respond in a timely manner. Employees on Standby are obligated to respond when called in to work. Employees will not report to work while on Standby Duty in a condition that would violate the Drug Free Workplace Policy.
- 4.7.1 Standby Duty Compensation - Employees will be compensated for 6.75 hours at their overtime rate of pay per week while on Standby.
- 4.8 Definition of Divisions - For purposes of this Article, the Departments are divided into ten (10) divisions, the Water Division, the Parks and Streets Division, the Stormwater and Urban Forestry Division, the Wastewater Division, the Fleet and Facilities Division, the Building Division, the IT Division, the Engineering Division, Police Division and the Administrative Division.

ARTICLE 5 WAGES

- 5.1 The classifications of employees covered by this Agreement and the corresponding rates of pay are set forth within Appendix "A".
- 5.2 Following a soft launch, the Employer will transition to a semi-monthly payroll cycle effective January 1, 2024.

ARTICLE 6 PROBATION PERIOD, SENIORITY, LAYOFF, RECALL AND JOB VACANCIES

- 6.1 Probation Period – At date of hire a new employee will be subject to a six (6) month probation period with no access to the grievance process to contest their dismissal. The probation period will automatically extend during any leaves of absence. While on probation an employee is at-will and may be released from employment at any time by the Employer. In order to extend the probation period up to ninety (90) days, the Employer must identify the areas of improvement and have mutual agreement with the Union.
- 6.1.1 Probation for Promoted Employees – An employee who promotes to a higher classification will be subject to a four (4) month probation period in the new position. The probationary period will extend during any leaves of absence. During the promotional probationary period, the employee will be evaluated by the Employer and is subject to removal at the sole discretion of the Employer. A promoted employee who does not successfully complete their promotional probation may return to their prior position provided it is vacant.

- 6.2 Seniority - An employee's seniority is defined as that period from the employee's date of hire or rehire in the bargaining unit, whichever is most recent.
- 6.2.1 Break in Seniority - An employee's seniority ceases upon:
- Justifiable discharge;
 - Voluntary quit;
 - Layoff or leave of absence exceeding twenty-four (24) months.
- 6.3 Layoff - In case of a layoff, the least senior employee in the affected job classification will be laid off first, provided those employees remaining on the job are qualified to perform the work left by the vacancy. The Employer will provide an employee with four (4) weeks' notice of layoff. The employee designated for layoff may bump a less senior employee in any lower job classification for which the more senior employee is qualified. Qualified means having demonstrated skills and required experience to perform the job. If there is no employee in the next lower job classification who is less senior than the person scheduled for layoff, that person may look progressively to the next lower job classification for such bumping rights. The employee who is bumped by the affected employee has the same rights under this Article.
- 6.4 Recall - In the case of recall, those employees laid off last will be recalled first. An employee on layoff must keep both the Employer and the Union informed of the address and telephone number where they can be contacted. The Employer will send written notice of recall, postage paid, certified U.S. Mail to the last address provided in City employment records.
- 6.4.1 Termination of Recall Rights - If the former employee does not respond to the offer of recall, the Union will be notified. If neither the Union nor the Employer are able to contact the employee within seven (7) calendar days from the time the Union is notified, the Employer's obligation to recall the employee ceases. The Employer has no obligation to recall an employee after the employee has been on continuous layoff for a period of two (2) years. Should an employee not return to work when recalled, the Employer has no further obligation to recall the employee.
- 6.5 Job Vacancies - When a permanent job vacancy occurs in the bargaining unit, present employees who apply and meet the qualifications for the vacancy will be offered an interview. In applying this provision, it is the intent to promote qualified employees and to permit the Employer to fill vacancies with the most qualified applicant.
- 6.5.1 Notice of Job Vacancies - Notice of permanent job vacancies in the bargaining unit will be emailed to the members at least seven (7) calendar days prior to the closing date. Present employees who desire consideration for such openings shall submit any required materials by the deadline.

6.6 Seniority List – Upon request, but not more than quarterly, the Employer will provide the Union with a seniority list showing:

1. The name of each employee within the bargaining unit,
2. Current mailing address,
3. Present classification,
4. Work location
5. Personal and work emails
6. Personal and work cell phones
7. Date of hire
8. and present rate of pay.

ARTICLE 7 HOLIDAYS

7.1 Employees will receive thirteen (13) paid holidays as set forth below:

New Year's Day	January 1st
Civil Rights Day (a/k/a MLK)	3rd Monday of January
President's Day	3rd Monday of February
Memorial Day	Last Monday of May
Juneteenth	June 19th
Independence Day	July 4th
Labor Day	1st Monday of September
Veteran's Day	November 11th
Thanksgiving Day	4th Thursday of November
Day After Thanksgiving Day	
Christmas Day	December 25th
(2) Floating Holidays	Designated by the Employee

7.2 Observation of Holidays - When any holiday fall on a Saturday, the holiday will be observed on the preceding Friday and when the holiday falls on a Sunday, the holiday will be observed on the following Monday.

7.3 Worked Holiday - An employee who is required to work on a holiday will be paid at the overtime rate for all hours worked.

7.4 Floating Holidays - An employee may select two (2) personal holidays each calendar year as Floating Holidays and the Employer will grant the days subject to the following conditions:

7.4.1 The employee has been or is scheduled to be continuously employed by the Employer for more than four (4) months.

7.4.2 The employee has given not less than seven (7) days notice to the Employer; provided however, the employee and the Employer may agree upon an earlier date.

7.4.3 Seniority will be used in granting time-off when more than one (1) employee requests the same day.

- 7.4.4 The personal holidays will be use it or lose it in the calendar year, unless the employee's request to use a personal holiday was denied.
- 7.4.5 Upon termination, the first floating holiday will be paid to the employee if it has not been used. The second floating holiday will not be paid to the employee unless it has not been used and the employee's last day of employment with the Employer is after July 1st of the year.
- 7.5 Holidays will be compensated based on the number of regularly scheduled hours in the employee's workday.

ARTICLE 8 VACATION

- 8.1 Each regular employee after six (6) months of continuous service from the most recent date of hire with the Employer accrues vacation with pay on the following basis:

<u>Years of Continuous Service</u>	<u>Annual Accrual (hours)</u>	<u>Accrual per pay period (hours)</u>
0 through 2	80	3.33
3 through 6	120	5.00
7 through 10	160	6.67
11 through 14	180	7.50
15 through 18	200	8.33
through 19+	240	10.00

- 8.2 Maximum Accrual - An employee may accrue up to four hundred (400) hours of vacation . Employees are not eligible to use vacation during probation. When an Employee reaches the maximum accrual amount, the employee will cease to accrue leave until under the maximum accrual amount.
- 8.3 Vacation Use - Vacations will be scheduled at the employee's request, subject to the needs of the Department. In the event scheduling conflicts occur, the employee with seniority will be given preference, provided the employee's request is submitted and received by the Employer prior to March 1.

ARTICLE 9 LEAVES

- 9.1 Sick Leave - Employees accumulate sick leave with pay at the rate of eight hours (8) per month of service; provided however, no employee may carryover greater than seven hundred twenty (720) hours from one calendar year to the next.
- 9.1.1 Use of Sick Leave - Physical illness or injury of the employee or an employee's child, doctor and dental appointments, as well as forced quarantine of the employee in accordance with State or community health regulations or care of any family member defined under the Family Care Act or State law will be approved grounds for sick leave. Sick leave may also be used for reasons authorized by Employer policy.

- 9.1.2 Sick Leave Verification - The Employer may require that the employee, after more than three (3) days of consecutive sick leave use, furnish verification of the need for sick leave according to Employer policy.
- 9.1.3 Annual Sick Leave Cashout - Should an employee's sick leave accrual exceed 720 hours at the end of a calendar year, the employee will receive compensation equal to twenty-five percent (25%) of the sick leave hours which exceed 720 hours at the employee's regular straight-time hourly rate of pay. Requests for sick leave cashout must be submitted to the Employer in writing on or before November 10.
- 9.1.4 On-the-Job Injuries - Whenever any employee suffers a temporary total disability due to an on-the-job injury, the following will apply:
- A. All on-the-job injuries will be promptly reported to their Department Head and the Administrative Services Director, or designee.
 - B. A letter from the employee's physician will be provided to the Administrative Services Director verifying the temporary total disability.
 - C. All time missed (time loss) due to temporary total disability will be reported on the employee's time card as sick, vacation and/or comp leave, and the employee will receive their regular pay from using such leave. Alternatively, the employee can choose not to use their accrued leave.
 - D. Upon the employee's receipt of the worker's compensation wage loss benefit check from the Department of Labor and Industries, the employee will endorse and deliver the check to the City (Administrative Services Director or the Sr. Acct. Clerk/Payroll).
 - E. Upon receipt of the Department of Labor and Industries check from the employee, the Employer will restore the employee's leave balance(s) in an amount equivalent to the time loss check. If an employee did not have enough accrued leave or chose not to use their accrued leave, then an amount equivalent to the time loss check will be credited and paid to the employee as sick leave.
 - F. During the period of temporary total disability, the employee will continue to receive all contracted benefits.
 - G. When an employee is unable to perform regular duties due to a job related injury or illness and the employee is able to work light duty, the employee will perform light duty tasks as the employer may require, subject to approval of the treating physician. A letter of said approval from the treating physician will be provided to the Administrative Services Director. An employee working light duty will receive regular wages for work performed.
 - H. Upon the employee's return to regular duty, a letter from the treating physician stating the employee is now able to return to regular duty will be provided to the Administrative Services Director.
- 9.2 Bereavement Leave - In the event of a death in the employee's immediate family, an employee will be granted forty (40) hours off with pay.

9.2.1 Definition of Immediate Family - The term "immediate family" is defined as:

- Spouse or spousal equivalent
- Children or stepchildren
- State registered domestic partner
- Parent,
- Sibling
- Mother-in-law, father-in-law, daughter-in-law, son-in-law
- Grandchild
- Grandparents, or
- Other relative living in the employee's household.

9.2.2 Release for Funeral - An employee may be excused by their Department Head to attend funeral services of a deceased City employee without loss of pay.

9.3 Disability/Pregnancy and Childbirth Leave - The Employer will comply with applicable statutes and regulations and will continue a Disability/Pregnancy and Childbirth Leave Policy.

9.4 Jury Duty and Other Court Duty Leave – It is the civic obligation of each employee to serve on a jury if called.

9.4.1 While on jury duty, or while appearing as a legally required witness in their official capacity as an employee of the Employer, an employee will receive full pay from the City. An employee will receive full pay when subpoenaed for a deposition, or appearing as a witness involving the employee's role as a City employee. An employee will not be paid for time served as a plaintiff, defendant, or witness in a civil matter not involving the employee's role as a City employee, unless that time is taken as accrued vacation leave.

9.4.2 The employee will endorse and deliver to the Employer the amount received from the court for jury duty or witness fees, exclusive of travel and parking.

9.4.3 Employees who are absent from work because of jury duty will retain seniority and all benefits. The time away will not affect vacation or sick leave accruals.

9.4.4 When an employee is waiting to be impaneled or released from jury duty or as a witness by the court during the employee's work day, the employee is to immediately inform an appropriate supervisor and report to work if requested to do so.

9.4.5 If an employee is summoned during a critical work period, the City may ask the employee to request a waiver from duty.

9.5 Leave of Absence without Pay – The Mayor may grant leaves of absence without pay for absence from work not covered by any other type of leave or if other leave balances are exhausted. Examples of situations for which leave without pay may be granted include time off work for personal reasons, such as prolonged illness, parenting, caring for an ill relative, or pursuing an education. Such leaves shall not constitute a break in service.

- 9.5.1 Eligibility to Request Leave Without Pay - Only regular full-time and part-time employees who have satisfactorily completed their probationary period are eligible for leave without pay. The following requirements apply:
- 9.5.2 Accrued compensatory time, if any, and vacation leave must be exhausted prior to taking any leave without pay.
- 9.5.3 Leave may be granted to an employee for a period of up to ninety (90) days upon the approval of the City Administrator. Further extensions are at the discretion of the City Administrator.
- 9.5.4 An employee's benefits (except medical insurance) are suspended during the period of unpaid leave until the employee returns to work. Vacation, sick leave and/or any other benefits do not accrue while an employee is on leave without pay for more than a full month. Employees are required to pay their medical insurance costs for leaves in excess of thirty (30) days or may suspend medical insurance coverage for the remainder of the Leave of absence.
- 9.5.5 An employee who fails to report promptly at the end of the unpaid leave is presumed to have resigned.
- 9.5.6 An employee returning from a temporary disability may return to the same position or similar position at a comparable rate of pay.
- 9.5.7 If the leave without pay is due to an illness, the City may require a doctor's certificate stating that the employee is capable of returning to work and performing the work, duties and responsibilities of the employee's position.
- 9.6 Family Leave - The Employer will comply with applicable statutes, regulations and will continue its current Family Medical Leave Act Policy.
- 9.7 Washington State Paid Family Medical Leave – Eligible employees are covered by Washington's Paid Family and Medical Leave Program, RCW 50A.04. Eligibility for leave and benefits is established by Washington law and is therefore independent of this Agreement. Employees will pay through payroll deductions the maximum allowable charges for both family leave and medical leave premiums, as stated by RCW 50A.10.030 and updated annually by the Employment Security Department. The Employer will pay any remaining portion as required by law.

ARTICLE 10 HEALTH AND WELFARE

- 10.1 Medical Insurance - The Employer will pay each month one hundred percent (100%) of the premium necessary for the purchase of employee and dependent coverage under the Association of Washington Cities, Regence Blue Shield, AWC HealthFirst 250 Plan for year 2015 and thereafter.
- 10.1.1 Preventive Care - The Employer will pay the cost for all preventative vaccinations as needed by employees for occupational related diseases (i.e. Tetanus, Hepatitis B etc.) not otherwise covered by the health plan.

- 10.1.2 Employer Funded HRA – The Employer will fund the following amounts in a Health Reimbursement Account (HRA); three thousand dollars (\$3,000.00) per year for one employee, six thousand dollars (\$6,000.00) per year for an employee and eligible dependents. There will be no roll-over from year to year. Employees will be provided with a debit card linked to the HRA account to pay for federally approved eligible expenses.
- 10.2 Dental Insurance - The Employer will pay each month one hundred percent (100%) of the premium necessary for the purchase of employee and dependent coverage under the Association of Washington Cities, Washington Dental Service, Plan F.
- 10.2.1 Orthodontia - The Employer will pay one hundred percent (100%) of the premium necessary to provide for two thousand dollars (\$2,000.00) Orthodontia Plan V coverage of Orthodontia treatments for the employee, spouse and dependents.
- 10.3 Vision Insurance - The Employer will pay each month one hundred percent (100%) of the premium necessary for the purchase of employee and dependent coverage under the Association of Washington Cities, Vision Service Plan (\$10.00 deductible).
- 10.4 Life Insurance - The Employer will pay each month one hundred percent (100%) of the premium necessary to purchase Group Basic Term Life Insurance for each employee at the fifty thousand dollar (\$50,000.00) benefit level under the Association of Washington Cities Group Life Insurance Plan naming a beneficiary selected by the employee.
- 10.5 Deferred Compensation Match - The Employer matches an employee's contribution to the Employer provided Deferred Compensation Plan up to two hundred dollars (\$200.00) per month.
- 10.5.1 Deferred Compensation Contribution - The Employer contributes fifty dollars (\$50.00) per month to the Deferred Compensation Plan of each employee who is represented under this agreement. This fifty dollar (\$50.00) contribution does not require a match by the employee.
- 10.5.1.1 Enrollment in Deferred Compensation - It is the employee's responsibility to enroll in the Deferred Compensation Plan. The contribution cited in Section 10.5.1 begins at the employee's enrollment date.

ARTICLE 11 MISCELLANEOUS

- 11.1 Safety Equipment and Protective Gear - The Employer will furnish all required and necessary protective gear and safety equipment.
- 11.2 Clothing Allowance - Beginning in 2024, the Employer will provide a clothing allowance of seven hundred and fifty dollars (\$750.00) once per year in February to each field worker in the Parks & Public Works Department. An employee who separates service after February will return a prorated portion of the allowance back to the Employer in their final paycheck, unless waived by the Employer. New employees will receive a prorated amount of the allowance upon hire. The clothing purchased will be appropriate work attire for the employee's job duties, as determined by the supervisor, and will include:

- pair dark blue denim jeans
- hats (solid in winter, mesh in summer)
- coveralls as needed for mechanics
- insulated coveralls
- foul weather gear
- appropriate safety footwear
- one winter weight jacket and one light weight jacket

- 11.2.1 The Employer will provide each Parks & Public Works Department field worker five (5) long-sleeve shirts or sweatshirts and five (5) short-sleeve shirts within six (6) months of the execution of this Agreement, and as needed thereafter.
- 11.2.2 Office-Clerical Workers - The Office-Clerical workers, as outlined in Article IV, will receive two (2) shirts each year. The shirts must be approved by the Employer and bear the City of Snoqualmie logo. Additionally, these employees will receive one (1) lightweight jacket every other year, as needed.
- 11.2.3 The shirts, coats and hats will have the "City of Snoqualmie" logo and employee names on them. Employees in the Public Works Department as outlined in Article IV, Section 4.8, are required to wear the Employer provided uniforms while at work.
- 11.2.4 Police Department Workers - The Police Support Officer and Evidence Technician positions receive one (1) pair of standard department footwear, three (3) pairs of pants, three (3) shirts, and one light weight jacket, as needed and approved by the Police Chief. Replacement is on a fair wear and tear basis.
- 11.2.5 All uniforms and equipment issued by the Employer to each employee remain the property of the Employer, including all clothing containing a City logo. Employees are responsible for the cleaning of their clothing and they are expected to begin each workday in clean and presentable clothing.
- 11.3 Training - Training which an employee is required to attend by the Employer which is not part of the employee's regular schedule will be paid at the overtime rate with a maximum of eight (8) hours per day; provided that temporary employees will be paid their hourly rate for time in such training. An employee is not eligible for any overtime resulting from attendance at any training school or session in lieu of a scheduled work day (maximum regularly scheduled number of shift hours), provided, training and travel time does not exceed the regular scheduled days work. Any time spent in excess of the regular scheduled day will be paid at time and one-half (1-1/2) the employee's regular rate of pay.
- 11.3.1 Employees who attend training that requires overnight accommodations will be paid at the straight-time rate for all travel and lodging time associated with the training with a maximum of eight (8) hours per day or regularly scheduled work shift; provided that they are traveling during a regularly scheduled work day, or if on a day off and the training was voluntary, no compensation will be paid for travel and lodging time. Pay for travel time will be as provided by applicable state or federal law.

- 11.4 Higher Classification - In the event an employee is assigned to work by their department head with the approval of the City Administrator in a higher classification in the bargaining unit than that to which the employee is regularly assigned for a period of three (3) consecutive work days or more, the employee will be paid at the next higher rate of pay in the higher classification with a minimum increase of five percent (5%) and a maximum increase of ten percent (10%) and provided further, that this provision does not apply when the employee is in training status. An employee assigned on an interim basis outside the bargaining unit will be compensated in accordance with a side MOU.
- 11.5 Job Descriptions – A job description will be maintained for every position. The Employer will conduct reviews of job descriptions as needed.
- 11.6 Benefits for Regular Part-Time Employees - Regular part-time employees will receive holidays, vacation, leaves and health and welfare benefits on a pro rata basis. For example, if a regular part-time employee normally works twenty (20) hours per week and the department's normal work week is forty (40) hours, the employee will receive 20/40ths, or fifty percent (50%) of the benefits received by a full-time employee.
- 11.7 Drug and Alcohol Testing - Employees required to have a Commercial Drivers License (CDL) are subject to the Drug and Alcohol Testing Policy and Procedure as agreed to by the Union and the Employer.
- 11.8 Non-Disclosure Agreement - In order to protect the Employer's confidential information to which IT department employees have access in the performance of their job responsibilities, IT department employees will sign a Non-Disclosure Agreement in the form attached hereto as Appendix B as a condition of employment.

ARTICLE 12 MAINTENANCE OF STANDARDS

- 12.1 It is not the intent of the parties to reduce the hourly rates of pay or benefits that are not expressly amended by this Agreement. The parties agree to review any unintended consequence that may be affected by the Agreement.

ARTICLE 13 DISCIPLINE

- 13.1 Just Cause. Without just cause, the Employer will not discipline an employee who has successfully completed probation.. Probationary employees may not use the grievance procedure to contest any discipline or termination decision by the City.
- 13.2 Delivery of Discipline. A copy of discipline will be sent to the Union at such time it is presented to the employee.
- 13.3 Progressive Discipline. Discipline will be progressive unless the gravity of the offense or extenuating circumstances justify a more severe response. Theft, gross insubordination, intoxication on duty, workplace violence, and/or issues of parallel magnitude may result in immediate discharge.

- 13.4 Timeline. Discipline will be issued within thirty (30) calendar days after the conclusion of the investigation absent extenuating circumstances. If an investigation takes longer than thirty (30) calendar days, an update will be provided to the employee and the Union. Time limitations contained in this section do not apply to any discipline issued based on conduct that would violate any statute, regulation, ordinance or policy prohibiting discrimination and/or harassment.
- 13.5 Written reprimands will not be used for progressive discipline purposes after twenty-four (24) months, unless there is a pattern of similar behavior..

ARTICLE 14 GRIEVANCE PROCEDURE

- 14.1 A grievance is an alleged violation of the express provisions of this Agreement arising during the term of this Agreement. It is the intent of the parties that the following procedure is the exclusive remedy for resolving grievances. The employee has the right to Union representation during the grievance procedure. The employee, the Union or the Employer can file a grievance at Step One.
- 14.1.1 Timelines. When the term “days” is used in this Article, it refers to calendar days. If the last day of a timeline lands on a weekend or holiday, the time line is automatically extended to the next business day at 5:00 P.M. By mutual written agreement between the Employer and the Union, timelines contained in this Article may be extended.
- 14.2 Step One - The grievance must first be presented to the employee’s Department Head or designee in writing containing: (a) the facts on which the grievance is based; (b) a reference to the provision in this agreement allegedly violated; and (c) the remedy sought. The grievant must submit the grievance within fourteen (14) calendar days of its occurrence or reasonable knowledge of the occurrence, otherwise the grievance is invalid and subject to no further processing.
- The Department Head or designee will meet with the employee or Union representative within fourteen (14) calendar days and issue a written response to the grievance within fourteen (14) calendar days of the meeting.
- 14.3 Step Two - If the grievance is denied at Step One, the grievance must be submitted to the Mayor or designee by the employee or Union representative within fourteen (14) calendar days of the Step One response. The Mayor or designee will meet with the employee and/or Union representative within ten (10) calendar days and issue a written response within fourteen (14) calendar days after the meeting.
- 14.4 Step Three - If the grievance is denied at Step Two, the Union may request the grievance be referred to a neutral third party within twenty (20) calendar days of the Step Two response by sending written notice to the Mayor. Representatives from the Employer and the Union will consult within seven (7) calendar days to attempt to agree on an arbitrator. If the parties cannot agree, the parties will jointly request the Federal Mediation and Conciliation Service (FMCS) to provide a list of nine (9) arbitrators with offices in Washington or Oregon. The Employer and the Union will alternatively strike from the list until one name remains. The order of striking will be determined by coin toss, the loser striking the first name. The one name remaining will be the arbitrator.

- 14.5 The arbitrator will hold a hearing at which the parties may submit their case concerning the grievance. The arbitrator has no power to render a decision that adds to, subtracts from, alters, changes or modifies the terms of this Agreement. The arbitrator's power is limited to interpretation and application of the express terms of this Agreement. The decision of the arbitrator is final and binding on the Employer, the Union and the employees involved.
- 14.6 The cost of the Arbitrator will be borne equally by the Employer and the Union. Each party bears its costs of presenting its own case including attorney's fees.
- 14.7 There may be some instance where an outside agency or party may be used for mediation of a grievance, if both the Employer and Union agree.
- 14.8 The arbitrator's decision will be issued in writing within thirty (30) calendar days following the close of the hearing or the submission of briefs by the parties, whichever is later, unless the parties agree to an extension.

ARTICLE 15 MANAGEMENT RIGHTS

- 15.1 Management Rights - The Union recognizes any and all rights, powers and authorities, which are not modified by this agreement, as being retained by the Employer. These rights include but are not limited to the following:
- To maintain efficiency and to make, alter, and enforce reasonable policies and procedures to be observed by the employees.
 - To direct, hire, promote, transfer, and for just cause, suspend, issue oral and/or written reprimands, or dismiss employees.
 - To evaluate jobs and positions, classify positions, establish qualification requirements of employees and specify the employee's duties and work hours.
 - To manage and operate City services in all respects and without restrictions.
 - To establish the services to be rendered, the methods, the work procedures, the type of equipment to be used; to select, control and direct the use of all materials required in the operation of the service provided and performed.
 - To schedule work, to make, alter and enforce policies and regulations governing the use of material, equipment and services that may be deemed necessary.
 - To contract out any work it deems necessary in the interests of efficiency, economy, improved work product or emergency. There will be no reduction of positions or workforce as a result of contracting out in the classifications that the contracted work is to be performed or is performed.
 - To assign bargaining unit work to temporary replacement employees.

- 15.2 The above is intended to be exclusive and does not exclude any historical or normal rights of management.

ARTICLE 16 SEPARABILITY AND SAVINGS

- 16.1 Should any provision of this Agreement be held invalid by operation of law or by a tribunal of competent jurisdiction, or if compliance with or enforcement of any provision is restrained by such tribunal, the remainder of this Agreement will not be affected and the parties will enter into immediate collective bargaining negotiations for the purpose of arriving at a mutually satisfactory replacement of such provision.

ARTICLE 17 PERSONNEL POLICIES

- 17.1 The City's Personnel Policies as they now exist or may hereafter be amended apply to all matters not expressly covered by this Collective Bargaining Agreement. The City will give the Union at least thirty (30) calendar days notice of its intent to amend the Personnel Policies. The Union reserves the right to bargain changes in the Personnel Policies, provided that such bargaining obligations will apply to the impacts of City changes required to meet mandates by State or Federal Law.

ARTICLE 18 DURATION

- 18.1 This Agreement shall be effective January 01, 2023 and shall remain in full force and effect through December 31, 2026.
- 18.2 Notwithstanding the provisions of Section 18.1, this Agreement and all of its terms and provisions shall continue to remain in full force and effect during the course of negotiations on a new Labor Agreement until such time as the terms of a new Agreement have been reached or an impasse has been reached and declared by the Employer and/or the Union, whichever is the sooner; provided however, in no event shall an impasse be declared earlier than one (1) year following the expiration date of this Agreement.
- 18.3 The parties agree to begin bargaining for a successor agreement no later than October of 2026.

PUBLIC, PROFESSIONAL & OFFICE-
CLERICAL EMPLOYEES AND DRIVERS
LOCAL UNION NO. 763, affiliated with the
International Brotherhood of Teamsters

CITY OF SNOQUALMIE, WASHINGTON

By _____
Chad Baker, Secretary-Treasurer

By _____
Katherine Ross, Mayor

Date _____

Date _____

APPENDIX "A"
to the
AGREEMENT
by and between
CITY OF SNOQUALMIE, WASHINGTON
and
PUBLIC, PROFESSIONAL & OFFICE-CLERICAL EMPLOYEES AND DRIVERS
LOCAL UNION NO. 763

January 01, 2023 through December 31, 2026

THIS APPENDIX is supplemental to the AGREEMENT by and between the CITY OF SNOQUALMIE, WASHINGTON, hereinafter referred to as the Employer, and PUBLIC, PROFESSIONAL & OFFICE-CLERICAL EMPLOYEES AND DRIVERS LOCAL UNION NO. 763, affiliated with the International Brotherhood of Teamsters, hereinafter referred to as the Union.

A.1 Effective January 01, 2023, classification covered by this Agreement shall be as follows:

Old Job Title	New Job Title	Grade
	Stormwater & Urban Forestry Superintendent	10
Wastewater Supervisor	Wastewater Superintendent	10
Parks Supervisor	Parks & Streets Superintendent	10
Water Division Supervisor	Water Division Superintendent	10
Fleet & Facilities Supervisor	Fleet & Facilities Superintendent	10
Project Engineer	Project Engineer	8
Systems Engineer	IT Systems Engineer	8
Senior Planner	Senior Planner	7
	Wastewater Lead L4	7
Urban Forester	Stormwater & Urban Forestry Maint. Tech. L3	7
	Fleet Mechanic L3	6
Police Support Officer	Police Support Officer	6
Senior Operator	Wastewater Senior Operator L3	6
Senior Mechanic	Fleet Mechanic L3	6
	Wastewater Senior Industrial Maintenance Tech L3	6
Financial Analyst	Budget Analyst	6
Associate Planner	Associate Planner	5
Parks Lead Worker	Park & Street Maintenance Technician L3	5
Laboratory Analyst	Wastewater Laboratory Analyst L3	5
IT Systems Support	IT Systems Support	5
GIS Systems Analyst	GIS Systems Analyst	5
Mechanic II	Fleet Mechanic L2	5
Deputy Building Official	Deputy Building Official	5
	Irrigation Maintenance Technician L3	5

Old Job Title	New Job Title	Grade
Building Inspector	Building Inspector	4
Utility Inspector	Utility Inspector	4
Accountant	Accountant	4
Administrative Coordinator	Administrative Specialist L3	4
	Wastewater Industrial Maint. Technician L2	4
Facilities Tech II	Facilities Maintenance Technician L2	4
Maintenance Tech II	Water Maintenance Technician L2	4
Operator II	Wastewater Operator L2	4
	Stormwater & Urban Forestry Maint. Tech. L2	4
Service Desk Technician	Service Desk Technician	4
Senior Account Clerk	Financial Specialist L3	4
Evidence Records Technician	Evidence Records Technician	4
Assistant Planner	Assistant Planner	3
Administrative Assistant II	Administrative Specialist L2	3
Communications Assistant	Administrative Specialist L2	3
Administrative Assistant	Administrative Specialist L1	3
	Water Maintenance Technician L1	3
	Wastewater Operator L1	3
	Facilities Maintenance Technician L1	3
	Fleet Mechanic L1	3
Receptionist - Office Assistant	Financial Specialist L1	2
Permit Technician/Account Clerk	Permit Technician	2
Planning Technician	Planning Technician	2
Parks Maintenance Worker	Park & Street Maintenance Technician L2	2
Records Technician	Records Technician	2
	Park & Street Maintenance Technician L1	1

A.2 Effective January 01, 2023, the hourly rates of pay for each classification covered by this Agreement shall be as follows: (60th Percentile with 6% COLA)

Job Title	Grade	1	2	3	4	5	6	7
Stormwater & Urban Forestry Superintendent	10	\$50.84738	\$53.81352	\$56.77965	\$59.74578	\$62.71191	\$65.67804	\$68.64417
Wastewater Superintendent	10	\$50.84738	\$53.81352	\$56.77965	\$59.74578	\$62.71191	\$65.67804	\$68.64417
Parks & Streets Superintendent	10	\$50.84738	\$53.81352	\$56.77965	\$59.74578	\$62.71191	\$65.67804	\$68.64417
Water Division Superintendent	10	\$50.84738	\$53.81352	\$56.77965	\$59.74578	\$62.71191	\$65.67804	\$68.64417

Job Title	Grade	1	2	3	4	5	6	7
Fleet & Facilities Superintendent	10	\$50.84738	\$53.81352	\$56.77965	\$59.74578	\$62.71191	\$65.67804	\$68.64417
Project Engineer	8	\$44.00019	\$46.56687	\$49.13355	\$51.70023	\$54.26690	\$56.83358	\$59.40026
IT Systems Engineer	8	\$44.00019	\$46.56687	\$49.13355	\$51.70023	\$54.26690	\$56.83358	\$59.40026
Senior Planner	7	\$40.93027	\$43.31790	\$45.70554	\$48.09317	\$50.48080	\$52.86843	\$55.25607
Wastewater Lead L4	7	\$40.93027	\$43.31790	\$45.70554	\$48.09317	\$50.48080	\$52.86843	\$55.25607
Stormwater & Urban Forestry Maint. Tech. L3	7	\$38.07489	\$40.29588	\$42.51687	\$44.73786	\$46.95885	\$49.17984	\$51.40083
Water Maintenance Technician L3	6	\$38.07489	\$40.29588	\$42.51687	\$44.73786	\$46.95885	\$49.17984	\$51.40083
Fleet Mechanic L3	6	\$38.07489	\$40.29588	\$42.51687	\$44.73786	\$46.95885	\$49.17984	\$51.40083
Police Support Officer	6	\$38.07489	\$40.29588	\$42.51687	\$44.73786	\$46.95885	\$49.17984	\$51.40083
Wastewater Senior Operator L3	6	\$38.07489	\$40.29588	\$42.51687	\$44.73786	\$46.95885	\$49.17984	\$51.40083
Wastewater Senior Industrial Maintenance Tech L3	6	\$38.07489	\$40.29588	\$42.51687	\$44.73786	\$46.95885	\$49.17984	\$51.40083
Budget Analyst	6	\$38.07489	\$40.29588	\$42.51687	\$44.73786	\$46.95885	\$49.17984	\$51.40083
Deputy Building Official	5	\$50.84738	\$53.81352	\$56.77965	\$59.74578	\$62.71191	\$65.67804	\$68.64417
Associate Planner	5	\$35.41827	\$37.48433	\$39.55040	\$41.61647	\$43.68253	\$45.74860	\$47.81466
Park & Street Maintenance Technician L3	5	\$35.41827	\$37.48433	\$39.55040	\$41.61647	\$43.68253	\$45.74860	\$47.81466
Wastewater Laboratory Analyst L3	5	\$35.41827	\$37.48433	\$39.55040	\$41.61647	\$43.68253	\$45.74860	\$47.81466
Irrigation Maintenance Technician L3	5	\$35.41827	\$37.48433	\$39.55040	\$41.61647	\$43.68253	\$45.74860	\$47.81466
IT Systems Support	5	\$35.41827	\$37.48433	\$39.55040	\$41.61647	\$43.68253	\$45.74860	\$47.81466

Job Title	Grade	1	2	3	4	5	6	7
GIS Systems Analyst	5	\$35.41827	\$37.48433	\$39.55040	\$41.61647	\$43.68253	\$45.74860	\$47.81466
Fleet Mechanic L2	5	\$35.41827	\$37.48433	\$39.55040	\$41.61647	\$43.68253	\$45.74860	\$47.81466
Accountant	4	\$33.87057	\$35.84635	\$37.82213	\$39.79790	\$41.77368	\$43.74946	\$45.72524
Financial Specialist L3	4	\$33.87057	\$35.84635	\$37.82213	\$39.79790	\$41.77368	\$43.74946	\$45.72524
Irrigation Maintenance Technician L3	4	\$33.87057	\$35.84635	\$37.82213	\$39.79790	\$41.77368	\$43.74946	\$45.72524
Water Maintenance Technician L2	4	\$33.87057	\$35.84635	\$37.82213	\$39.79790	\$41.77368	\$43.74946	\$45.72524
Wastewater Operator L2	4	\$33.87057	\$35.84635	\$37.82213	\$39.79790	\$41.77368	\$43.74946	\$45.72524
Stormwater & Urban Forestry Maint. Tech. L2	4	\$33.87057	\$35.84635	\$37.82213	\$39.79790	\$41.77368	\$43.74946	\$45.72524
Facilities Maintenance Technician L2	4	\$33.87057	\$35.84635	\$37.82213	\$39.79790	\$41.77368	\$43.74946	\$45.72524
Administrative Specialist L3	4	\$33.87057	\$35.84635	\$37.82213	\$39.79790	\$41.77368	\$43.74946	\$45.72524
Stormwater & Urban Forestry Maint. Tech. L2	4	\$33.87057	\$35.84635	\$37.82213	\$39.79790	\$41.77368	\$43.74946	\$45.72524
Wastewater Industrial Maint. Technician L2	4	\$33.87057	\$35.84635	\$37.82213	\$39.79790	\$41.77368	\$43.74946	\$45.72524
Water Maintenance Technician L2	4	\$33.87057	\$35.84635	\$37.82213	\$39.79790	\$41.77368	\$43.74946	\$45.72524
Service Desk Technician	4	\$33.87057	\$35.84635	\$37.82213	\$39.79790	\$41.77368	\$43.74946	\$45.72524
Building Inspector	4	\$33.87057	\$35.84635	\$37.82213	\$39.79790	\$41.77368	\$43.74946	\$45.72524
Utility Inspector	4	\$33.87057	\$35.84635	\$37.82213	\$39.79790	\$41.77368	\$43.74946	\$45.72524
Evidence Records Technician	4	\$33.87057	\$35.84635	\$37.82213	\$39.79790	\$41.77368	\$43.74946	\$45.72524
Assistant Planner	3	\$31.50748	\$33.34541	\$35.18334	\$37.02126	\$38.85919	\$40.69712	\$42.53505
Administrative Specialist L2	3	\$31.50748	\$33.34541	\$35.18334	\$37.02126	\$38.85919	\$40.69712	\$42.53505

Job Title	Grade	1	2	3	4	5	6	7
Financial Specialist L1	3	\$31.50748	\$33.34541	\$35.18334	\$37.02126	\$38.85919	\$40.69712	\$42.53505
Water Maintenance Technician L1	3	\$31.50748	\$33.34541	\$35.18334	\$37.02126	\$38.85919	\$40.69712	\$42.53505
Wastewater Operator L1	3	\$31.50748	\$33.34541	\$35.18334	\$37.02126	\$38.85919	\$40.69712	\$42.53505
Facilities Maintenance Technician L1	3	\$31.50748	\$33.34541	\$35.18334	\$37.02126	\$38.85919	\$40.69712	\$42.53505
Fleet Mechanic L1	3	\$31.50748	\$33.34541	\$35.18334	\$37.02126	\$38.85919	\$40.69712	\$42.53505
Park & Street Maintenance Technician L2	2	\$29.30951	\$31.16126	\$33.01301	\$34.86475	\$36.71650	\$38.56825	\$40.42000
Administrative Specialist L1	2	\$29.30951	\$31.16126	\$33.01301	\$34.86475	\$36.71650	\$38.56825	\$40.42000
Permit Technician	2	\$29.30951	\$31.16126	\$33.01301	\$34.86475	\$36.71650	\$38.56825	\$40.42000
Planning Technician	2	\$29.30951	\$31.16126	\$33.01301	\$34.86475	\$36.71650	\$38.56825	\$40.42000
Records Technician	2	\$29.30951	\$31.16126	\$33.01301	\$34.86475	\$36.71650	\$38.56825	\$40.42000
Park & Street Maintenance Technician L1	1	\$27.26442	\$28.85485	\$30.44527	\$32.03570	\$33.62612	\$35.21655	\$36.80697

- A.3 Effective January 1, 2024, the rate of pay for each classification covered by this Agreement shall be increased by four percent (4%).
- A.4 Effective January 1, 2025, the rate of pay for each classification covered by this Agreement shall be increased by 100% of the Seattle-Tacoma-Bellevue CPI-W (June to June) with a minimum of 1% and a maximum of 3.5%.
- A.5 Effective January 1, 2026, the rate of pay for each classification covered by this Agreement shall be increased by 100% of the Seattle-Tacoma-Bellevue CPI-W (June to June) with a minimum of 1% and a maximum of 3.5%.
- A.6 Each Step is automatic after 12 months.
- A.7 The hourly rates of pay for Temporary employees covered by this Agreement as defined in Article 1.4 shall be as follows:

\$17.00 or minimum wage, whichever is higher

The City has the discretion to increase the Temporary employee wage on an annual basis at the same rate as the across-the-board increase identified in this

Agreement.

- A.8 Longevity Pay - All employees will receive monthly Longevity Pay in addition to their monthly rates of pay as follows:

<u>SERVICE TIME</u>	<u>PERCENTAGE OF BASE MONTHLY WAGE</u>
After 5 years	1%
After 10 years	2%
After 15 years	4%
After 20 years	5%

- A.9 Labor Management Committee – The Labor Management Committee will meet for the purposes of establishing an open dialogue and discussion of issues that are not covered by this agreement. The Committee will consist of the Union Shop Stewards and at least two members of management, for example, City Administrator and a Department Head. The Committee will meet at the request of either the Employer or the Union.

PUBLIC, PROFESSIONAL & OFFICE-
CLERICAL EMPLOYEES AND DRIVERS
LOCAL UNION NO. 763, affiliated with the
International Brotherhood of Teamsters

CITY OF SNOQUALMIE, WASHINGTON

By _____
Chad Baker, Secretary-Treasurer

By _____
Katherine Ross, Mayor

Date _____

Date _____

APPENDIX "B"
to the
AGREEMENT
by and between
CITY OF SNOQUALMIE, WASHINGTON
and
PUBLIC, PROFESSIONAL & OFFICE-CLERICAL EMPLOYEES AND DRIVERS
LOCAL UNION NO. 763

January 01, 2023 through December 31, 2026

THIS APPENDIX is part of the AGREEMENT by and between the CITY OF SNOQUALMIE, WASHINGTON, hereinafter referred to as the Employer, and PUBLIC, PROFESSIONAL & OFFICE-CLERICAL EMPLOYEES AND DRIVERS LOCAL UNION NO. 763, affiliated with the International Brotherhood of Teamsters, hereinafter referred to as the Union.

The parties agree that as a condition of employment, IT department employees are required to sign a Non-Disclosure Agreement in the following form:

THIS NON-DISCLOSURE AGREEMENT is given by the undersigned, hereinafter "the Employee," to the City of Snoqualmie, hereinafter "the Employer," in consideration of Employer's employment of Employee.

I. RECITALS

- A. Employee is employed by Employer in a position within the IT Department, which position is within the bargaining unit represented by Teamsters Local 763, hereinafter "the Union."
- B. Employee's job responsibilities may from time to time include monitoring computer use by other employees to guard against misuse of the Employer's computer system, including email policies, Web browsing policies, storage, use or dissemination of pornography; storage, use or dissemination of illegal music or video files; and other similar violations of Employer's email and computer use policies.
- C. In order to perform the job duties of IT System Support, Employee necessarily has the abilities and responsibilities as may be directed:
 - 1. To remotely monitor and control all computers connected to the City's network, and to capture and print screen shots without the user's knowledge;
 - 2. To log internet sites visited by users of all computers connected to the City's network;
 - 3. To open and review emails of any user of the City's network email system;
 - 4. To view and modify the properties of any computer file, including the date created and date modified;
 - 5. To copy, open, view, modify, delete or otherwise manipulate any computer file, either on the City's network servers or on the local drives of City-owned computers; and
 - 6. To restore and retrieve any deleted file or email message.

- D. Employer maintains information in computer files and conducts communications by email. Some of Employer's information and communications is confidential in nature as relating to labor policy, strategy or negotiations, discipline, administrative or court proceedings, or other similarly confidential topics, hereinafter "the Employer's Confidential Information."
- E. Employee through exercise of the abilities set forth in Recital C has access to the Employer's Confidential Information, misuse of which could cause irreparable harm to Employer.
- F. Employee's access as a member of the Union to Employer's Confidential Information creates a potential conflict of interest, which it is the purpose of this Non-Disclosure Agreement to address.

II. AGREEMENT

1. Employee will not disclose to any person any information or communications obtained or observed in the course of Employee's employment, except as specifically requested and directed by the City Administrator, or by any person to whom the City Administrator has delegated such authority in writing. The term "person" as used herein includes any organization of any nature whatsoever. This includes not only the copying, forwarding or printing emails or computer files but also providing written or verbal descriptions of information or communications obtained. This applies to all information and communications maintained on Employer's computer system or backups thereof.
2. Employee will not disclose the existence, nature or content of any emails or computer files Employee recognizes as related in any way to Employer's Confidential Information. In the event Employee in the course of monitoring computer use of other employees or elected or appointed City officials or their attorneys or consultants observes any email, document, or keystrokes Employee recognizes as related in any way to Employer's Confidential Information, Employee will cease monitoring the same, log the occurrence and provide a weekly report of all occurrences logged to the City Administrator.
3. Violation of this Agreement constitutes cause for discipline pursuant to the City's disciplinary policies. Intentional disclosure of any of Employer's Confidential Information constitutes cause for immediate termination of employment, subject to applicable provisions of the collective bargaining agreement.

Print Name: _____

Signed: _____

Date: _____

PUBLIC, PROFESSIONAL & OFFICE-
CLERICAL EMPLOYEES AND DRIVERS
LOCAL UNION NO. 763, affiliated with the
International Brotherhood of Teamsters

CITY OF SNOQUALMIE, WASHINGTON

By _____
Chad Baker, Secretary-Treasurer

By _____
Katherine Ross, Mayor

Date _____

Date _____

Supplemental to Snoqualmie Voting Document

Item 14.

These are the changes based on the Explanation Meeting on 11.27.2023 at the City of Snoqualmie:

4.1.2 add "The Employer cannot change an employee's schedule to circumvent them from receiving overtime."

4.6.2 It should read "Overtime shall be paid in increments of fifteen (15) minutes round up to the nearest fifteen (15) minutes."

A.1 & A.2 These changes need to be made to the grades:

Deputy Building Official needs to be moved to a grade 5

Stormwater & Urban Forestry Maintenance Tech 3 needs to grade 7

Irrigation Maintenance Technician L3 needs to be grade 5

Title Changes in A.1 (any Changes in A.1 needs to changed in A.2 also.)

Old Job Title	New Job Title	Grade
-	Stormwater & Urban Forestry Superintendent	10
Wastewater Supervisor	Wastewater Superintendent	10
Parks Supervisor	Parks & Streets Superintendent	10
Water Division Supervisor	Water Division Superintendent	10
Fleet & Facilities Supervisor	Fleet & Facilities Superintendent	10
Senior Mechanic	Fleet Mechanic L3	6
-	Wastewater Senior Industrial Maintenance Tech L3	6
Deputy Building Official	Deputy Building Official	5
-	Irrigation Maintenance Technician L3	5



Department Reports November 2023



Communications Division

Danna McCall, Communications Coordinator

38624 SE River Street, Snoqualmie, Washington 98065

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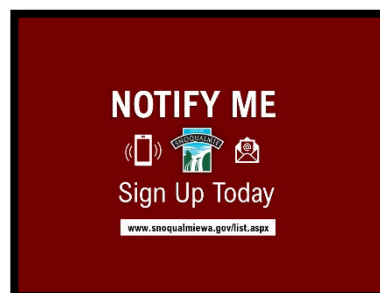
Social Media

- Facebook reach: 213.5K (largest monthly reach to date); 6259 followers (105 new)
- Twitter - 3698 followers (16 new); 56.4K impressions.
- Instagram - 2.6K reach; 2757 followers (22 new).
- Top Posts: Historic Falls photo (top performing post to date with 170k reach); sunrise over Snoqualmie photo; Chief Lynch swearing in.
- Utilized new Echo Glen escape notification which was highly shared by residents across social platforms.



Website

- Website users: 17k; website sessions: 23k; pageviews: 37k
- Top website sections: News Flash (news release section); Facilities (parks section); Twin Peaks. These three pages continue to be top sections.
- Alert Center section of website was heavily visited when Echo Glen Escape messaging was utilized.
- Website emergency alert system now has 961 subscribers, approximately 500 more than 1 year ago.



Engagement, Initiatives & Support

- Mayor: Veteran's Day Flag Raising ceremony, business opening, Ross Report, Quarterly newsletter.
- Parks & Public Works: Green Snoqualmie event, Community Center Expansion project, Parks and Open Space Plan, snowplow routes utility insert.
- Fire/OEM: Thanksgiving cooking safety, Stop the Bleed & Opioid Education class, ongoing FD blotter.
- Police: Echo Glen escape, vehicle vs. pedestrian incident, ongoing PD blotter.
- Winter Lights and free skate event marketing.
- Community Survey results and presentation prep.



E-News

- 750 subscribers (15 new)
- 53% open rate; 5% click through rate.
- Industry average: 40% open rate; 6.5% click through rate.





Community Development Department

Emily Arteche, Director

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November 2023

Building Permit Activity

Permit applications to the Community Development Department remain relatively low. Inspections are picking up as a number of homes are under construction in the recently-approved Snoqualmie Ridge II Plat 29/Cascade Pointe.

Building	November 2023	YTD
Permit Applications	37	514
Permits Issued	31	477
Total Inspections	46	801

Planning	October, 2023	YTD
Business Licenses	24	65
Pre Applications	3	9
Sign Permits	2	7

Boards and Commissions:

Economic Development Commission: on November 15, discussion on the Historic Downtown Overlay ratios and recommendation to Community Development Committee for review, and consideration for policy update.

Planning Commission 11/6 and 11/20 – completed work on the Transportation and began work on the Capital Facilities and Utilities Element draft goals and policies. A recommendation will be forward to the CD Committee for their review. The Commission also began work on the Environmental element.

Community Development Committee, 11/6 and 11/20 - Review of Land Use, Housing and Economic Development element and with a recommendation to move the elements to the Council.

Arts Commission prepared for their presentation to Council on 11/13.

Land Use Planning Projects:

NWRM: The applicant would like to clear and grade the property to expand the existing museum to include a roundhouse.

Timber Trails (Plat 30): Clearing and Grading permit was submitted to being preparing the parcel for a 46 single-family residential (duplexes and townhomes) lots.

Model Train Museum/Park: In December 2022 the Council authorized the Mayor to approval a Memorandum of Understanding, to develop a park/museum on City property which will showcase a model train. The proposed project includes a 20,000 square foot building, outdoor parking, community event space, a gift shop and other interactive features as well as an outdoor recreational park with picnic benches and other improvements. The City Council met in August with representatives of model train and approved an extension to the timeline of project of three months before moving forward with an approval of the draft lease and development agreement.

The Rails: City Staff are reviewing a building permit from Tracy Hovinga for the vacant parcel, 784920-1430. The proposed project would construct a 3-story mixed use building including 11 apartments, approximately 2,000 square feet of retail/office space, and associated parking and other site improvements.

Snoqualmie Ridge Self-Storage: City Staff are reviewing a building permit for the expansion of Snoqualmie Ridge Self-Storage. The applicant proposes to expand the existing self-storage facility by constructing a new 3-story building with approximately 29,000 square feet of floor space to replace the existing RV storage area in the northwest corner of the property.

Crabb Commercial: City Staff are reviewing a building permit for a new commercial building on Railroad Avenue. The proposed development is a 2 story building , 2632 square feet.

Mixed-Use Final Plan Amendment: Preparation for an amendment to Snoqualmie Ridge 1 was presented to the Planning Commission on November 6th. This involves amending the SR-I Mixed Use Final Plan to remove or amend conditions as needed, to allow for more retail.

Repetitive Loss Analysis: The Annual Flood Report was prepared and mailed out to property owners within the Flood Plain in October. This is part of the City's participation in the National Flood Insurance Program (NFIP) and Community Rating System (CRS) program continue with completion of the Repetitive Loss Analysis this month.

Comprehensive Plan Outreach: Over 350 total public comments have been received from open houses, business roundtables, surveys, the Ridge Business Owners and the Snoqualmie Tribe. The Planning Commission has made recommendations to the Community Development Committee on the land use element. The Economic Development and Housing elements are moving through the Planning Commission.

Community Engagement, Events, Marketing, and Tourism: November and Early December

Marketing:

- Snoqualmie Winter Lights Tree Lighting, Snoqualmie Winter Lights Month Long Lighting Displays, Snoqualmie Inn and City of Snoqualmie Partnership for Snoqualmie Winter Lights Room Package, Historic Downtown Merchants Association, month long December event programming partnership, and December SnoKing Free Skate Event. Advertising buys with 425 Magazine and Seattle's Child.
- Project Management of the holiday lighting program installations, by City Parks Department and outside vendor.

Community Events:

- Snoqualmie Winter Lights Tree Lighting, December 2, well-attended event, by residents, as well as Eastside cities and Seattle visitors.



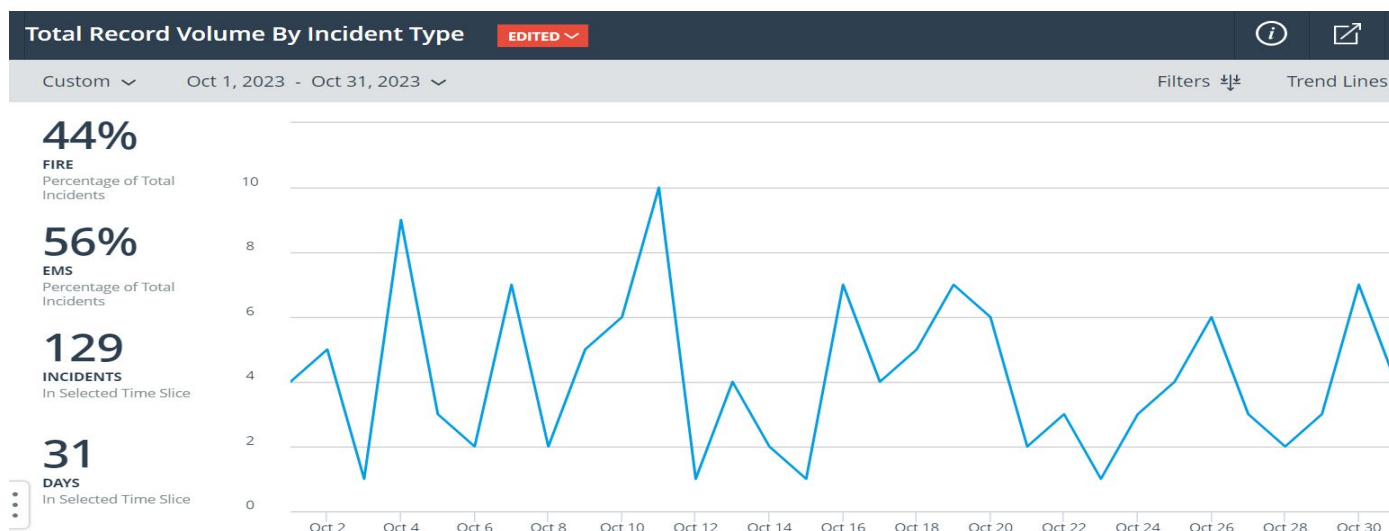


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Fire Department Activity October 2023

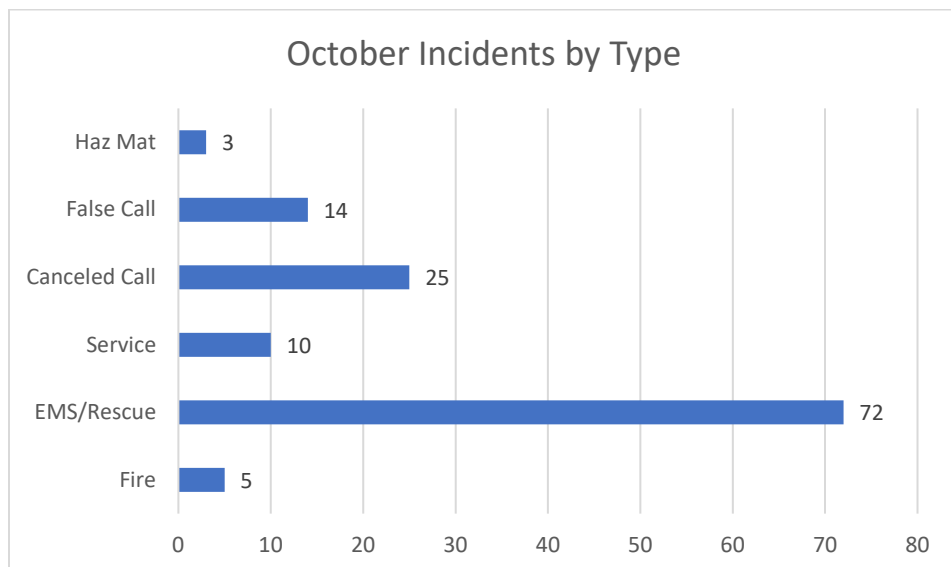
Incident Count October

The Fire Department responded to 129 incidents in October. 56% of the incidents were emergency medical services and 44% were fire related incidents. The following chart displays incident count per day.



Incident Count by Type:

The following is a count breakdown of incidents by type.



EMS Transports

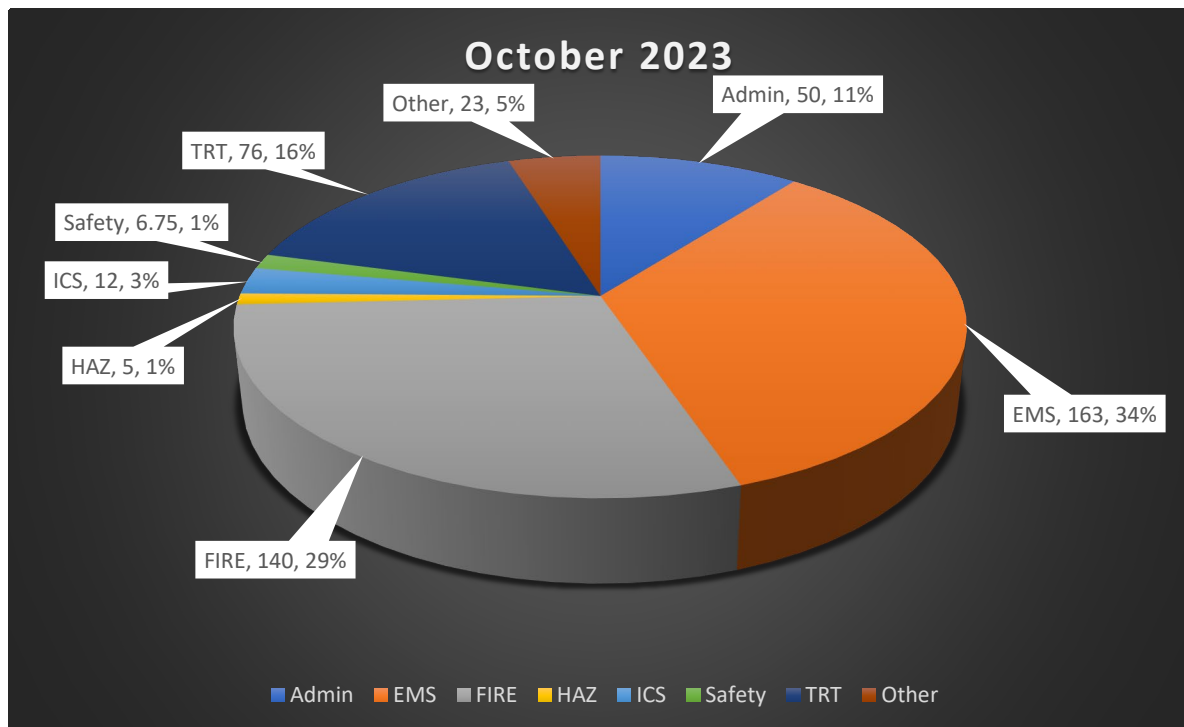
Item 19.

The Fire Department responded to 72 EMS incidents in October and transported 29 patients to local hospitals. Patients were transported to Swedish Issaquah 41% of the time and Snoqualmie Valley Hospital 52% of the time.

Hospital	Week 1	Week 2	Week 3	Week 4	Week 5	Total
Overlake Hospital	0	1	0	0	1	2
Snoqualmie Valley Hospital	1	3	1	8	2	15
Swedish/Issaquah	0	4	3	2	3	12
Total	1	8	4	10	6	29

Training:

Firefighters trained over 475 hours in October. The training covered all different categories with the majority being medical (34%) followed closely by suppression and fire response (29%). The following chart compares the training hours by type:



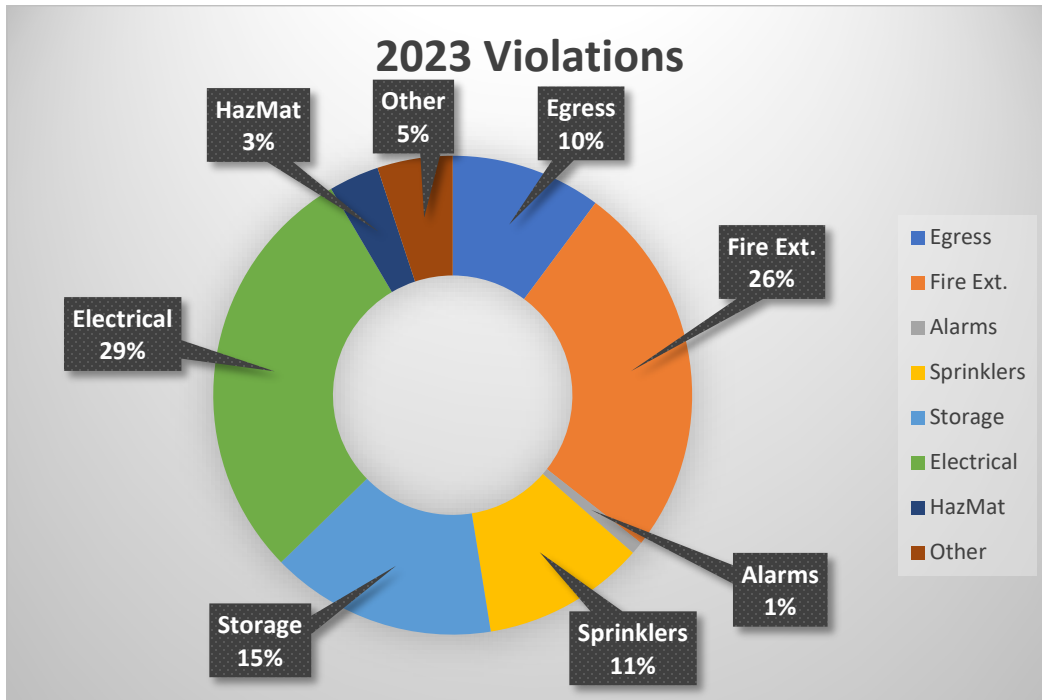
(Admin=Administrative; Haz=Hazmat; ICS=incident command systems; TRT=Technical Rescue Training)

Training – Highlights/Major Topics:

- Hazardous Materials – Material ID and Rapid Rescue
- Technical Rope Rescue – Highline Operations, CMC Clutch usage
- Medical: Run Review - Pediatrics
- Firefighter – Line of Duty Death reviews
- Command – Large Occupancy initial command and control
- Safety – Driver Training

Inspections

Fire crews resumed fire and life safety occupancy inspections in October as Fire Prevention Month wrapped up. Three inspections were completed noting 3 violations. The violations were a direct reflection of a continued inspection practice and keeping occupants informed of what constitutes a code violation. All infractions were resolved onsite. The following chart is a summary of YTD inspection violations:



Public Education

In addition to normal operations, the fire department participated in a national initiative for Fire Prevention Month with the theme of "Cooking safety starts with you. Pay attention to fire prevention." During this time firefighters visited classrooms, gave fire engine tours, shared important safety tips, and practiced with kids how to be safe in the homes. October public education and outreach reported the following activities:

- 14 Classroom visits (4 schools, 805 students)
- Stop the Bleed and Opioid Education
- 2 Station tours

Volunteer Activity

During the month of October, the following activity was recorded for the volunteer group

- 21 Duty Shifts
- 42 Calls responded to
- 311 Total hours spent volunteering



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Fire Department Activity November 2023

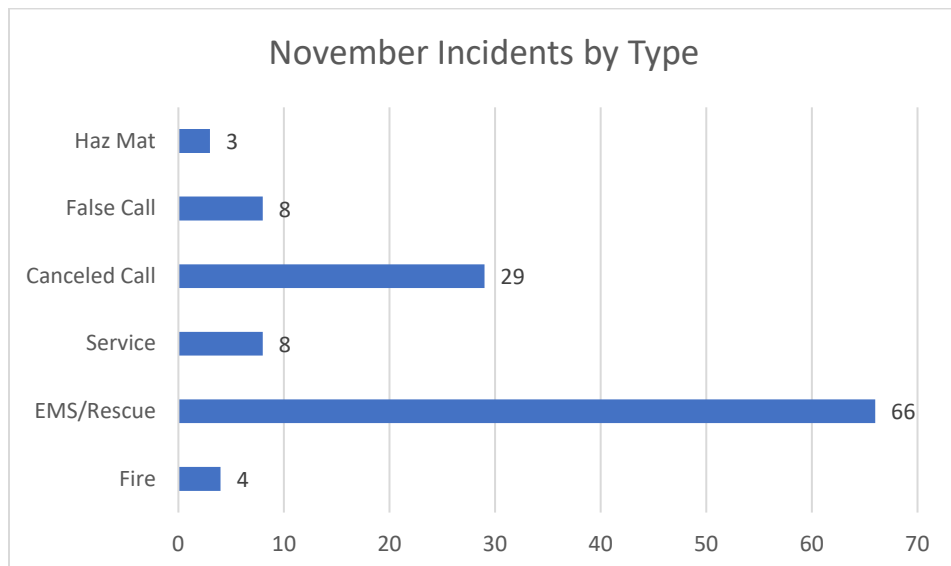
Incident Count November

The Fire Department responded to 118 incidents in November. 55% of the incidents were emergency medical services and 45% were fire related incidents. The following chart displays incident count per day.



Incident Count by Type:

The following is a count breakdown of incidents by type.



EMS Transports

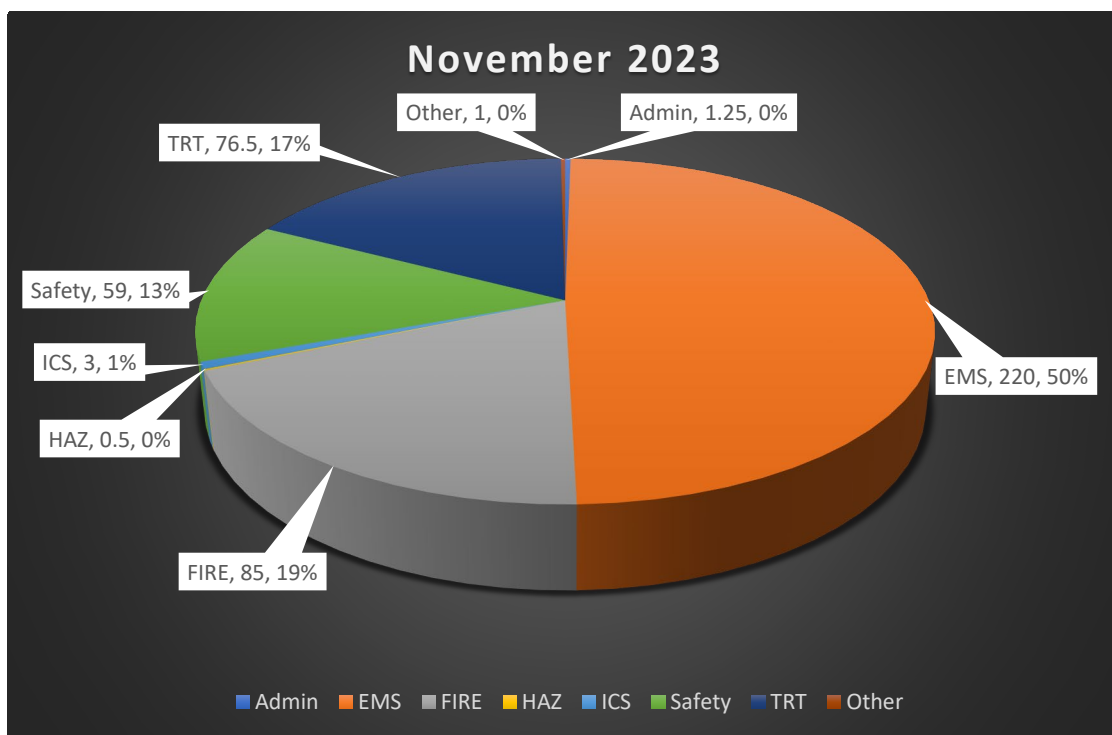
Item 19.

The Fire Department responded to 66 EMS incidents in November and transported 24 patients to local hospitals. Patients were transported to Swedish Issaquah 42% of the time and Snoqualmie Valley Hospital 50% of the time.

Hospital	Week 1	Week 2	Week 3	Week 4	Week 5	Total
Overlake Hospital	0	1	0	0	1	2
Snoqualmie Valley Hospital	0	3	5	4	0	12
Swedish/Issaquah	3	1	2	2	2	10
Total	3	5	7	6	3	24

Training:

Firefighters trained over 445 hours in November. The training covered all different categories with the majority being medical (50%) followed closely by suppression and fire response (15%). The following chart compares the training hours by type:



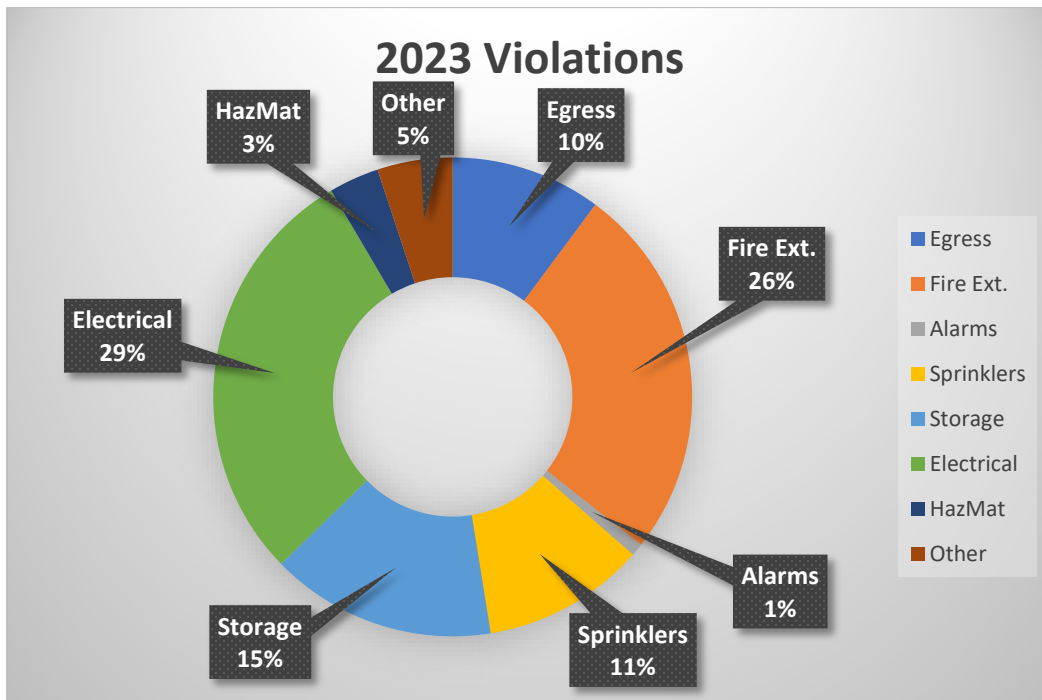
(Admin=Administrative; Haz=Hazmat; ICS=incident command systems; TRT=Technical Rescue Training)

Training – Highlights/Major Topics:

- Hazardous Materials – Placarding and SDS systems
- Technical Rope Rescue – Team oriented pick-off
- Medical: Advanced Airway Techniques (certifications) and OBGYN emergencies
- Firefighter – Company evolutions and fire pump operations
- Command – Command Procedures – imminent rescue
- Safety – Near-Miss and Line of Duty Death review

Inspections

Fire crews conducted fire and life safety occupancy inspections in November, now that weather dependent items are wrapped up. Twenty-four (24) inspections were completed noting 19 violations. The violations were a direct reflection of a continued inspection practice and keeping occupants informed of what constitutes a code violation. Most infractions were resolved onsite with other scheduled for reinspection over the next several weeks. The following chart is a summary of YTD inspection violations:



Public Education

November public education and outreach reported the following activities:

- 2 Station tours
- Escort of MSHS Cross Country Team
- 2024 Planning
- 2 Station tours

Volunteer Activity

During the month of November, the following activity was recorded for the volunteer group

- 23 Duty Shifts
- 49 Calls responded to
- 253 Total hours spent volunteering.



Snoqualmie Police Department

Item 19.

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November 2023

Calls for Service

	Oct. 2023	Nov. 2023	Nov. 2022
Snoqualmie	646	558	577
North Bend	467	399	467

Average Response Times (in minutes & seconds)

October	Priority 1	Priority 2	Priority 3
Snoqualmie	5:36	3:22	3:10
North Bend	3:07	3:16	4:35
September			
Snoqualmie	3:11	3:40	6:10
North Bend	6:48	6:13	6:18

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.

November	Thefts	Vehicle Prowls	Vehicle Thefts
Snoqualmie	15	8	0
North Bend	10	1	4
October	Thefts	Vehicle Prowls	Vehicle Thefts
Snoqualmie	12	5	4
North Bend	21	6	4

Year to Date Theft Comparison

Jan. 1 – Nov. 30

Snoqualmie	2023	2022
Thefts	114	174
Vehicle Prowls	77	140
Vehicle Thefts	20	32

North Bend	2023	2022
Thefts	208	233
Vehicle Prowls	40	65
Vehicle Thefts	22	28

Crisis Intervention Contacts

Nov. 1 - 30

	2023	2022
Snoqualmie	30	22
North Bend	0	2

Items of Importance

Command Staff – Vacancies: Captain position opened 12/1, Admin Sergeant.

Patrol – Vacancies: 0 Patrol Officer openings. 1 officer cadet graduated from FTO on 11/13, 1 officer cadet ongoing FTO, 1 officer recruit started 11/27 so now 2 officer recruits awaiting academy date, 2 additional candidates hired with start dates established 12/4 and 12/18. New round of oral boards scheduled in December to establish an eligibility list.

Administrative Staff – Vacancies: Records Technician. Reclassifications of former Records Tech and Records/Evidence Tech into Admin Specialist positions.

Community Events

December 2 – Snoqualmie Winter Lights

Mental Health Professional Contacts

Nov. 1 - 30

	2023	2022
Snoqualmie	26	11
North Bend	13	6

Public Records Requests

Nov. 2023	47
2023 YTD	516