



CITY COUNCIL ROUNDTABLE MEETING, 6:30 PM
CITY COUNCIL REGULAR MEETING, 7:00 PM
Tuesday, November 12, 2024
Snoqualmie City Hall, 38624 SE River Street & Zoom

MAYOR & COUNCIL MEMBERS

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

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

Join by Telephone: To listen to the meeting via telephone, please call **253.215.8782** and enter Webinar ID **813 0614 8787** and Password **1800110121** if prompted.
Press *9 to raise your hand to speak. Raising your hand signals the meeting moderator that you have a comment.
Press *6 to mute and unmute.

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1) Click this [link](#)
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3) If prompted for Webinar ID, enter **813 0614 8787**; Enter Password **1800110121**
4) Please confirm that your audio works prior to participating.

ROUNDTABLE AGENDA, 6:30 PM

CALL TO ORDER & ROLL CALL

AGENDA APPROVAL

SPECIAL BUSINESS

1. Utility Rate Study Presentation.

ADJOURNMENT

REGULAR AGENDA, 7 PM

CALL TO ORDER & ROLL CALL

PLEDGE OF ALLEGIANCE

AGENDA APPROVAL

PUBLIC HEARINGS, PRESENTATIONS, PROCLAMATIONS, AND APPOINTMENTS

Public Hearings

2. **AB24-105 and AB24-106:** Certifying an Increase in Property Taxes and 2025 Property Tax Levy.

Appointments

Presentations

Proclamations

- [3.](#) Proclamation 24-22: Native American Heritage Month.

PUBLIC COMMENTS AND REQUESTS FOR ITEMS NOT ON THE AGENDA

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

CONSENT AGENDA

- [4.](#) Approve the City Council Meeting Minutes dated October 28, 2024.
- [5.](#) Approve the Claims Report dated November 12, 2024.
- [6.](#) **AB24-062:** Meadowbrook Farm Docent Services Memorandum of Understanding (MOU).

ORDINANCES

- [7.](#) **AB24-055:** Amendments to Snoqualmie Municipal Code Titles 14 and 15, Implementing Senate Bill 5290.

Proposed Action: Second Reading of Ordinance 1293. Move to adopt Ordinance 1293 amending the Snoqualmie Municipal Code to comply with the requirements of Senate Bill 5290.

- [8.](#) **AB24-089:** School Impact Fees for 2025.

Proposed Action: Second Reading of Ordinance 1294. Move to adopt Ordinance 1294 updating Snoqualmie Valley School District's Impact Fees for 2025.

- [9.](#) **AB24-105:** Certifying an Increase in Property Taxes.

Proposed Action: First Reading of Ordinance 1299.

- [10.](#) **AB24-106:** 2025 Property Tax Levy.

Proposed Action: First Reading of Ordinance 1298.

COMMITTEE REPORTS

Public Safety Committee:

Community Development Committee:

- [11.](#) **AB24-118:** Workforce Housing Development Request for Qualifications (RFQ).

Proposed Action: Move to authorize issuance of an RFQ for a Workforce Housing Development project.

Parks & Public Works Committee:

Finance & Administration Committee:

12. **AB24-111:** Appointment of the City Hearing Examiner and Authorize Execution of a Professional Services Agreement.

Proposed Action: Move to confirm the Mayor's appointment of Peregrin Sorter as City Hearing Examiner and authorize the execution of a professional services agreement.

Committee of the Whole:

13. 2025 Legislative Priorities.

REPORTS

14. Mayor's Report

15. Commission/Committee Liaison Reports

16. Department Reports for October 2024.

EXECUTIVE SESSION

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

ADJOURNMENT

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



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

**AB24-105
November 12, 2024
Ordinance**

Item 2.

AGENDA BILL INFORMATION

TITLE:	AB24-105: Certifying an Increase in Property Taxes	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input checked="" type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
PROPOSED ACTION:	Adopt Ordinance No. 1299 certifying an increase in regular property taxes for the fiscal year commencing January 1, 2025 (Introduce 11/12/24, Action 11/25/24).	

REVIEW:	Department Director	Drew Bouta	Click or tap to enter a date.
	Finance	Janna Walker	Click or tap to enter a date.
	Legal	David Linehan	Click or tap to enter a date.
	City Administrator	Mike Chambless	11/4/2024

DEPARTMENT:	Finance		
STAFF:	Janna Walker, Budget Manager		
COMMITTEE:	Finance & Administration	COMMITTEE DATE: November 5, 2024	
EXHIBITS:	1. Ord. 1299 Certifying an Increase in Property Taxes 2. Property Tax Council Report 3. King County Assessor’s Office Worksheet for the City of Snoqualmie		

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

SUMMARY

INTRODUCTION

The City of Snoqualmie requires a regular levy in the amount of \$8,813,555 which includes an 0.89% increase in property tax revenue in the amount of \$76,504 from the previous year in order to discharge the expected expenses and obligations of the City of Snoqualmie.

ANALYSIS

Please see the exhibit AB24-105x2 entitled “2025 Property Tax Council Report.”

BUDGET IMPACTS

The property tax is a significant source of revenue for the General Fund (#001) and has been incorporated, including estimated percentage increases and dollar amount available to the City of Snoqualmie, into the 2025-2026 Biennial Budget. Please see the exhibit entitled “2025 Property Tax Council Report” for more information.

NEXT STEPS

The second reading of the ordinance is scheduled for November 25, 2024.

PROPOSED ACTION

First Reading – November 12, 2024: No action required.

Second Reading and Proposed Adoption – November 25, 2024: Move to adopt Ordinance No. 1299 certifying an increase in the regular property tax revenue for the fiscal year commencing January 1, 2025 on all property both real and personal in the City of Snoqualmie which is subject to taxation for the purpose of paying sufficient revenue to carry on the departments of the City for the ensuing year; and providing for severability and an effective date.

ORDINANCE NO. 1299

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SNOQUALMIE, WASHINGTON, CERTIFYING AN INCREASE IN THE REGULAR PROPERTY TAX REVENUE FOR THE FISCAL YEAR COMMENCING JANUARY 1, 2025, ON ALL PROPERTY BOTH REAL AND PERSONAL, IN SAID CITY WHICH IS SUBJECT TO TAXATION, FOR THE PURPOSE OF PAYING SUFFICIENT REVENUE TO CARRY ON THE DEPARTMENTS OF SAID CITY FOR THE ENSUING YEAR; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, pursuant to RCW 84.55.120 and duly given public notice, the Snoqualmie City Council held a public hearing on November 12, 2024, to consider the City’s current expense budget (also known as “General Fund”) for the 2025 calendar year and possible increases in property tax revenues to the same; and

WHEREAS, the City Council of the City of Snoqualmie, after hearing and after duly considering all relevant evidence and testimony presented, has determined that the City of Snoqualmie requires a regular levy in the amount of \$8,813,555, which includes an increase in regular property tax revenue from the previous year, and amounts resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property, and amounts authorized by law as a result of any annexations that have occurred and refunds made, in order to discharge the expected expenses and obligations of the district and in its best interest;

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

SECTION 1. Increase in Regular Property Tax Revenue. An increase in the regular property tax revenue is hereby authorized for the 2024 regular property tax levy in the amount of

\$76,504, which is a percentage increase of 0.89% from the previous year. The increase is exclusive of additional revenue resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property, and any additional resulting from any annexations that have occurred and refunds made.

SECTION 2. Publication and Effective Date. This ordinance shall be published in the official newspaper of the City and shall take effect and be in full force five (5) days after the date of publication therein.

SECTION 3. Severability. If any portion or section of this ordinance is found to be invalid or unenforceable for any reason, such finding shall not affect the validity or enforceability of any other portion or section of this ordinance.

SECTION 4. Corrections by the City Clerk or Code Reviser. Upon approval of the City Attorney, the City Clerk and Code Reviser are authorized to make necessary corrections to this ordinance, including the correction of clerical errors; references to other local, state, or federal laws, codes, rules, or regulations, or ordinance numbering and section/subsection numbering.

PASSED by the City Council of the City of Snoqualmie, Washington this 25th day of November 2024.

Katherine Ross, Mayor

ATTEST:

APPROVED AS TO FORM:

Deana Dean, City Clerk

David Linehan, Interim City Attorney



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Snoqualmie, WA 98065

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www.snoqualmiewa.gov

MEMORANDUM

DATE: November 12, 2024
TO: City Council
FROM: Janna Walker, Budget Manager
SUBJECT: Adopting the 2025 City of Snoqualmie Property Tax Levy

SUMMARY

Per the requirements outlined in RCW 35A.33.050 and RCW 84.52.020, the City Council must annually approve an ordinance(s) estimating the “amounts to be raised by taxation on the assessed valuation” of property within the City and file the ordinance(s) with the county clerk “on or before the thirtieth (30th) day of November.

BACKGROUND

Ordinance #1: The Property Tax Levy Ordinance

Annually, Council adopts an ordinance levying a “regular” property tax amount. The City of Snoqualmie (“City”) uses the amount of regular property tax collected to fund important services such as police, fire, and parks and streets maintenance in addition to other necessities. If voters approve a bond that pledged property taxes as the source of repayment, then Council may need to levy an “excess” property tax amount within the same ordinance. The City does not currently levy any “excess” property taxes.

Ordinance #2: The Increase Ordinance

Furthermore, Council annually adopts a separate ordinance referred to as the “increase ordinance”. The adoption of this ordinance would allow the City to increase the amount of regular property tax collected up to an “allowable percentage increase”, or less, over the amount of regular property tax assessed in 2024. In the State of Washington, the increase in total property tax collected by the City is not based on the increasing value of property, but rather on the amount of property tax assessed citywide in the prior year (“last year’s actual regular levy”).

COUNCIL DECISIONS

The City of Snoqualmie Council must certify two ordinances before November 30th, 2024. Following certification, Finance will send the ordinances to the King County Assessor’s Office for inclusion into a King County ordinance that requires passage. Prior to certification, Council will need to answer the following questions:

Question #1: Should the City of Snoqualmie increase the regular property tax levy amount **up to the allowable percentage increase, or less**, over the amount of regular property tax assessed in 2024 (the “increase ordinance”)?

If Council decides to increase the regular property tax levy amount less than the allowable percentage increase, but greater than zero percent, then Council must still certify the “increase ordinance”.

If Council declines to increase the regular property tax levy amount by any percentage (zero percent), then Council will need to answer the following conditional question:

Question #2: Should the City of Snoqualmie “bank” the allowable percentage increase?

If Council decides to “bank” or preserve the 2025 allowable percentage increase for future levying and use, then Council must certify an “increase ordinance” that states a zero percent increase. The adoption of this modified ordinance effectively allows the City of Snoqualmie to retain the ability to approve the 2025 allowable percentage increase in a future year.

CALCULATING THE 2025 PROPERTY TAX LEVY AMOUNT

The following information in the below table is subject to change. The King County Assessor’s Office is still collecting data that may alter two values, the assessed valuation of new construction, and as a consequence, the overall assessed valuation for the City. In addition, the “increase in utility value” is completely unknown. It will not be known until the Washington State Department of Revenue releases the change in valuation of state-assessed utility infrastructure (power, gas distribution, cable, telephone, etc.) to the King County Assessor’s Office in early December, well after the November 30th deadline. Therefore, to capture property tax from increases in utility infrastructure valuation, the City will insert a high estimate into the property tax levy ordinance. If the increase in utility value is determined to be less than estimated, the King County Assessor’s Office will reduce the regular property tax amount appropriately. If Council passes an ordinance underestimating the increase in utility value, the King County Assessor’s Office will not increase the regular property tax amount accordingly. This is because passage of the property tax levy ordinance represents the Council’s commitment to a maximum “no more than” amount of regular property tax. The table below estimates the amount of property tax the City anticipates collecting in 2025 and compares the amount to the previous year.

	2024	2025
Last Year’s Actual Regular Levy	\$8,521,537	\$8,624,067
Allowable Percentage Increase	0.89%	0.89%
Allowable Increase Amount	\$75,726	\$76,504
Increase in New Construction	\$17,164	\$6,877
Increase in Utility Value	\$0	\$90,979
Refunds	\$9,640	\$15,128
Regular Property Tax Amount¹	\$8,624,067	\$8,813,555
Excess Property Tax Amount	-	-
Total City Property Tax Amount	\$8,624,067	\$8,813,555

¹ The estimated regular property tax amount for 2025 assumes passage of the increase ordinance with the 0.89% allowable percentage increase.

Last Year’s Actual Regular Levy: Represents the amount of property tax actually levied in the previous year inclusive of any council approvals, new construction, increases in utility value, or refunds.

Allowable Percentage Increase: The allowable percentage increase authorized or proposed in the “increase ordinance” from last year’s actual regular levy.

Allowable Increase Amount: If City of Snoqualmie Council passes the “increase ordinance” with a 0.89% allowable percentage increase, then the City can expect to collect an additional \$76,504 in regular property taxes proportionally shared by property owners.

Increase in New Construction: This captures the construction or improvement of any property which resulted in an increase in the value of property. The City receives an amount equal to the increase in assessed value due to construction multiplied by the current year levy rate. The City of Snoqualmie expects at present time to collect \$6,877 in property tax due to such construction improvements in 2024.

Increase in Utility Value: This captures the change in valuation of state-assessed utility infrastructure (power, gas distribution, cable, telephone, etc.). The City receives an amount equal to the increase in utility assessed value multiplied by the current year levy rate. Given the lack of information regarding this value until after the November 30th deadline to pass ordinances, the City has incorporated \$90,979 into the table as an estimate, which is equal to a \$50,000,000 increase in the valuation of state-assessed utility infrastructure. The only year in which the City exceeded \$90,979 over the past decade was in 2015, which was the last year that the City generated any significant increase in utility value.

Refunds: Tax refunds are made by King County for various reasons. Refunds are “reassessed” to the balance of taxpayers and represent an added revenue for the City.

Regular Property Tax Amount: The sum of last year’s actual regular levy, levy increase amount, increase in new construction, increase in utility value, and any refunds. The City expects to collect \$8,813,555 in 2025 from regular property tax. This represents a 2.20% increase over 2024 equal to \$189,488. However, if the increase in utility value equals \$0, then the City expects to collect \$8,722,576 in 2025 regular property tax. This new value represents a 1.14% increase over 2024 property tax equal to \$98,509.

Excess Property Tax Amount: The levy of additional taxes over and above the regular property tax amount. Voters in 2002 approved an excess levy to fund the construction of the fire station. In 2022, this bond was retired and the excess levy is no longer being collected.

Total City Property Tax Amount: The sum of the regular property tax and excess property tax amounts.

Total Assessed Valuation for the City of Snoqualmie:

The total assessed valuation for the City is critical to calculating the City’s levy rate. Once the levy rate is known, then individual property owners can calculate their 2025 City property tax burden. The total assessed valuation for the City represents the summed value of all properties inside the boundaries of the City.

	2024	2025
City Assessed Valuation	\$4,739,576,034	\$4,863,838,545
Change from Previous Year	-14.7%	2.62%

Between 2024 and 2025, the total assessed valuation for the City is anticipated to increase \$124,262,511, equivalent to a 2.62% increase. However, if the increase in state-assessed utilities equals \$0, then the City anticipates total assessed valuation increasing \$74,262,511, equivalent to a 1.57% increase.

The Levy Rate for the City of Snoqualmie:

The City levy rate allows individual property owners to calculate how much they will owe the City in 2025 property taxes. The levy rate is determined by dividing the total City property tax amount by the City assessed valuation.

	2024	2025
Regular Property Tax Levy Rate Per \$1,000/Assessed Value	\$1.82	\$1.81
Excess Property Tax Levy Rate Per \$1,000/Assessed Value	-	-
Total Property Tax Levy Rate Per \$1,000/Assessed Value	\$1.82	\$1.81

An increasing levy rate occurs when the percentage change in total assessed valuation minus the change in assessed valuation due to new construction and utility value is less than the proposed allowable levy percentage increase. That is, the 0.89% increase of \$76,504 is diffused over a valuation of established properties that increased \$74,262,511 (assuming no increase in state-assessed utilities).

CHANGES IN CONSTITUENT PROPERTY TAXES

Calculating the 2025 property tax levy amount is a complex endeavor. While this memorandum attempts to simplify where possible, it can be difficult to provide an immediate answer to a question you may receive from constituents and property owners:

How much will the property tax I pay go up (or down) in 2025?

The correct answer is that *it depends*. Not only does it depend on the actions of Council, but also on the actions of other overlapping jurisdictions such as King County, the State of Washington, and the Snoqualmie Valley School District. In addition, to find an answer, we would need to calculate how the assessed valuation of your constituent’s home or property changed relative to the change in assessed valuation for the City of Snoqualmie as a whole. It is possible that your constituent’s property taxes may decrease despite an increase in their assessed valuation. For the City of Snoqualmie’s portion of property tax, Finance has put together a model that can help you and your constituent answer this important question.

THE IMPACT OF THE ALLOWABLE LEVY PERCENTAGE INCREASE

The 0.89% allowable levy percentage increase is equal to \$76,504. When divided by the total assessed valuation for the City, the 0.89% allowable levy percentage increase adds approximately \$0.0159 per \$1,000 of assessed valuation to the levy rate. The following table, while acknowledging the statements made in the previous section, estimates the annual contribution of the 0.89% increase to the property taxes of a homeowner with a certain 2025 assessed value.

Assessed Value of a Home	2025 Property Tax Increase
\$500,000	\$7.95
\$600,000	\$9.54
\$700,000	\$11.12
\$800,000	\$12.71
\$900,000	\$14.30
\$1,000,000	\$15.89
\$1,100,000	\$17.48

\$1,200,000	\$19.07
\$1,300,000	\$20.66
\$1,400,000	\$22.25
\$1,500,000	\$23.84

RECOMMENDATION

The City of Snoqualmie uses the amount of regular property tax collected to fund important services such as police, fire, and parks and streets maintenance in addition to other necessities. Given the inclusion of the allowable percentage increase in the development of the 2025-2026 Biennial Budget, the increase in consumer prices (i.e., inflation), and the realized and potential wage adjustments for multiple bargaining units, the exercise of the 0.89% allowable percentage increase appears to be prudent.

Preliminary Worksheet 10.24.2024

TAXING DISTRICT **City of Snoqualmie**

2024 Levy for 2025 Taxes

IPD:

Item 2.

A. Highest regular tax which could have been lawfully levied beginning with the 1985 levy (refund levy not included).					
Year	2024	8,614,427	x	1.01000	= 8,700,571
		<small>Highest Lawful Levy Since 1985</small>		<small>Limit Factor/Max Increase 101%</small>	
B. Current year's assessed value of new construction, improvements, and wind turbines, solar, biomass, and geothermal facilities in original districts before annexation occurred times last year's levy rate (if an error occurred or an error correction was made in the previous year, use the rate that would have been levied had no error occurred).					
	3,778,424	*	1.81995	÷	1,000 = 6,877
	<small>A.V.</small>		<small>Last Year's Levy Rate</small>		
C. Tax Increment finance area increment AV increase (RCW 84.55.010(1)€) (value included in B & D cannot be included in C)					
	0	*	1.81995	÷	1,000 = 0
	<small>A.V.</small>		<small>Last Year's Levy Rate</small>		
D. Current year's state assessed property value less last year's state assessed property value. The remainder is to be multiplied by last year's regular levy rate (or the rate that should have been levied).					
	234,769,541	-	234,769,541	=	0
	<small>Current Year's A.V.</small>		<small>Previous Year's A.V.</small>		
	0	*	1.81995	÷	1,000 = 0
	<small>Remainder from Line D</small>		<small>Last Year's Levy Rate</small>		

E. 1st Year Lid Lift & Limit Factor > 1%

F. Regular property tax limit: A+B+C+D+E = 8,707,448

Parts G through I are used in calculating the additional levy limit due to annexation.

G. To find the rate to be used in H, take the levy limit as shown in Line F above and divide it by the current assessed value of the district, excluding the annexed area.					
	8,707,448	÷	4,813,838,545	*	1,000 = 1.80883
	<small>Total in Line F</small>		<small>Assessed Value Less Annexed AV</small>		
H. Annexed area's current assessed value including new construction and improvements, times the rate in Line G.					
	0	*	1.80883	÷	1,000 = 0
	<small>Annexed Area's A.V.</small>		<small>Annexation Rate</small>		
I. Regular property tax limit including annexation F+H = 8,707,448					

J. Statutory maximum calculation					
Only enter fire/RFA rate, library rate, & firefighter pension fund rate for cities annexed to a fire/RFA or library or has a firefighter pension fund.					
	3.60000	-	0.24805	+	0.00000 = 3.35195
	<small>District base levy rate</small>		<small>Library Rate</small>		<small>Firefighter Pension Fund</small>
					<small>Statutory Rate Limit</small>
	4,813,838,545	*	3.35195	÷	1,000 = 16,135,746
	<small>Regular Levy AV</small>		<small>Reg Statutory Rate Limit</small>		<small>Statutory Amount</small>

K. Highest Lawful Levy For This Tax Year (Lesser of I and J) = 8,707,448

L. New highest lawful levy since 1985 (Lesser of I minus C and J, unless A (before limit factor increase) is greater, then A) 8,707,448

M. Lesser of J and K	8,707,448
N. Refunds	15,128
O. Total: M+N (unless stat max)	8,722,576
P. Levy Corrections	Year of Error: _____ Did the district cause the error?
1. Minus amount over levied (if applicable)	0
2. Plus amount under levied (if applicable)	0
Q. Total Allowable Levy	8,722,576

R. Tax Base For Regular Levy	
1. Total district taxable value (including state-assessed property, and excluding boats, timber assessed value, and the senior citizen exemption for the regular levy)	4,813,838,545
S. Tax Base for Excess, Voted Bond Levies and Sr Exempt Lid Lifts	
2. Excess AV	4,797,902,065
3. Plus Timber Assessed Value (TAV)	34,386
4. Tax base for excess and voted bond levies (2+3)	4,797,936,451

T. Increase Information	
1. Levy rate based on allowable levy	1.81197
2. Last year's ACTUAL regular levy	8,624,067
3. Dollar Increase over last year other than New Construction (-) Annexation	76,504
4. Percent Increase over last year other than New Construction (-) Annexation	0.88710%



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

**AB24-106
November 12, 2024
Ordinance**

Item 2.

AGENDA BILL INFORMATION

TITLE:	AB24-106: 2025 Property Tax Levy	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input checked="" type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
PROPOSED ACTION:	Adopt Ordinance No. 1298 levying regular property taxes for the fiscal year commencing January 1, 2025 (First Reading 11/12/24, Second Reading and Adopt 11/25/24)	

REVIEW:	Department Director	Drew Bouta	Click or tap to enter a date.
	Finance	Janna Walker	10/30/2024
	Legal	David Linehan	Click or tap to enter a date.
	City Administrator	Mike Chambless	11/4/2024

DEPARTMENT:	Finance		
STAFF:	Janna Walker, Budget Manager		
COMMITTEE:	Finance & Administration	COMMITTEE DATE: November 5, 2024	
EXHIBITS:	1. Ordinance No. 1298 Adopting the 2025 Property Tax Levy 2. 2025 Property Tax Overview 3. King County Assessor’s Office Worksheet for the City of Snoqualmie		

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

SUMMARY

INTRODUCTION

The City of Snoqualmie requires a 2025 regular levy in the amount of \$8,813,555 which includes a max 1% increase in property tax revenue from the previous year, amounts resulting from the addition of new construction and improvements to property, increases in the value of state-assessed property, amounts authorized by law as a result of any annexations, and refunds made by King County. Property tax revenues are required in order to cover expected expenditures and obligations of the City of Snoqualmie.

LEGISLATIVE HISTORY

BACKGROUND

ANALYSIS

Please see Exhibit 3 entitled “2025 Property Tax Report”.

BUDGET IMPACTS

Property taxes are a significant source of revenue for the General Fund (#001) and have been incorporated into the 2025-2026 Biennial Budget. Please see Exhibit 3 “2025 Property Tax Report” for more information.

NEXT STEPS

The second reading of Ordinance 1298 is scheduled for November 25, 2024.

PROPOSED ACTION

First Reading – November 12, 2024, no action required.

Second Reading and Proposed Adoption – November 25, 2024: Move to adopt Ordinance 1298 Levying Regular Property Taxes for the fiscal year commencing January 1, 2025, 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 cover departmental operations of the City for the ensuing year; and providing for severability and an effective date.

ORDINANCE NO. 1298

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SNOQUALMIE, WASHINGTON, LEVYING REGULAR PROPERTY TAXES FOR THE FISCAL YEAR COMMENCING JANUARY 1, 2025, ON ALL PROPERTY BOTH REAL AND PERSONAL, IN SAID CITY WHICH IS SUBJECT TO TAXATION, FOR THE PURPOSE OF PROVIDING SUFFICIENT REVENUE TO COVER DEPARTMENTAL OPERATIONS OF SAID CITY FOR THE ENSUING YEAR; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, pursuant to RCW 84.55.120 and duly given public notice, the Snoqualmie City Council held a public hearing on November 12, 2024 to consider the City’s current expense budget (also known as “General Fund”) for the 2025 calendar year and possible increases in property tax revenues to the same; and

WHEREAS, the City Council of the City of Snoqualmie, after hearing and after duly considering all relevant evidence and testimony presented, has determined that the City of Snoqualmie requires a regular levy in the amount of \$8,813,555, which includes an increase in regular property tax revenue from the previous year, and amounts resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property, and amounts authorized by law as a result of any annexations that have occurred and refunds made, in order to discharge the expected expenses and obligations of the district and in its best interest;

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

SECTION 1. Regular Property Tax Levy. The regular property tax levy is hereby authorized in the amount of **\$8,813,555**, which amount shall be levied in the year 2024 and be payable and collectable in the year 2025.

SECTION 2. Certification of Ordinance to King County Council. This ordinance shall be certified to the King County Council, as provided by law, and the taxes herein levied shall be collected and paid to the Director of Finance of the City of Snoqualmie at the time and in the manner provided by the laws of the State of Washington for collection of taxes for non-chartered code cities.

SECTION 3. Publication and Effective Date. This ordinance shall be published in the official newspaper of the City and shall take effect and be in full force five (5) days after the date of publication therein.

SECTION 4. Severability. If any portion or section of this ordinance is found to be invalid or unenforceable for any reason, such finding shall not affect the validity or enforceability of any other portion or section of this ordinance.

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

PASSED by the City Council of the City of Snoqualmie, Washington this 25th day of November 2024.

Katherine Ross, Mayor

ATTEST:

APPROVED AS TO FORM:

Deana Dean, City Clerk

David Linehan, Interim City Attorney



38624 SE River Street
PO Box 987
Snoqualmie, WA 98065

Office: 425-888-1555
Fax: 425-831-6041

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MEMORANDUM

DATE: November 12, 2024
TO: City Council
FROM: Janna Walker, Budget Manager
SUBJECT: Adopting the 2025 City of Snoqualmie Property Tax Levy

SUMMARY

Per the requirements outlined in RCW 35A.33.050 and RCW 84.52.020, the City Council must annually approve an ordinance(s) estimating the “amounts to be raised by taxation on the assessed valuation” of property within the City and file the ordinance(s) with the county clerk “on or before the thirtieth (30th) day of November.

BACKGROUND

Ordinance #1: The Property Tax Levy Ordinance

Annually, Council adopts an ordinance levying a “regular” property tax amount. The City of Snoqualmie (“City”) uses the amount of regular property tax collected to fund important services such as police, fire, and parks and streets maintenance in addition to other necessities. If voters approve a bond that pledged property taxes as the source of repayment, then Council may need to levy an “excess” property tax amount within the same ordinance. The City does not currently levy any “excess” property taxes.

Ordinance #2: The Increase Ordinance

Furthermore, Council annually adopts a separate ordinance referred to as the “increase ordinance”. The adoption of this ordinance would allow the City to increase the amount of regular property tax collected up to an “allowable percentage increase”, or less, over the amount of regular property tax assessed in 2024. In the State of Washington, the increase in total property tax collected by the City is not based on the increasing value of property, but rather on the amount of property tax assessed citywide in the prior year (“last year’s actual regular levy”).

COUNCIL DECISIONS

The City of Snoqualmie Council must certify two ordinances before November 30th, 2024. Following certification, Finance will send the ordinances to the King County Assessor’s Office for inclusion into a King County ordinance that requires passage. Prior to certification, Council will need to answer the following questions:

Question #1: Should the City of Snoqualmie increase the regular property tax levy amount **up to the allowable percentage increase, or less**, over the amount of regular property tax assessed in 2024 (the “increase ordinance”)?

If Council decides to increase the regular property tax levy amount less than the allowable percentage increase, but greater than zero percent, then Council must still certify the “increase ordinance”.

If Council declines to increase the regular property tax levy amount by any percentage (zero percent), then Council will need to answer the following conditional question:

Question #2: Should the City of Snoqualmie “bank” the allowable percentage increase?

If Council decides to “bank” or preserve the 2025 allowable percentage increase for future levying and use, then Council must certify an “increase ordinance” that states a zero percent increase. The adoption of this modified ordinance effectively allows the City of Snoqualmie to retain the ability to approve the 2025 allowable percentage increase in a future year.

CALCULATING THE 2025 PROPERTY TAX LEVY AMOUNT

The following information in the below table is subject to change. The King County Assessor’s Office is still collecting data that may alter two values, the assessed valuation of new construction, and as a consequence, the overall assessed valuation for the City. In addition, the “increase in utility value” is completely unknown. It will not be known until the Washington State Department of Revenue releases the change in valuation of state-assessed utility infrastructure (power, gas distribution, cable, telephone, etc.) to the King County Assessor’s Office in early December, well after the November 30th deadline. Therefore, to capture property tax from increases in utility infrastructure valuation, the City will insert a high estimate into the property tax levy ordinance. If the increase in utility value is determined to be less than estimated, the King County Assessor’s Office will reduce the regular property tax amount appropriately. If Council passes an ordinance underestimating the increase in utility value, the King County Assessor’s Office will not increase the regular property tax amount accordingly. This is because passage of the property tax levy ordinance represents the Council’s commitment to a maximum “no more than” amount of regular property tax. The table below estimates the amount of property tax the City anticipates collecting in 2025 and compares the amount to the previous year.

	2024	2025
Last Year’s Actual Regular Levy	\$8,521,537	\$8,624,067
Allowable Percentage Increase	0.89%	0.89%
Allowable Increase Amount	\$75,726	\$76,504
Increase in New Construction	\$17,164	\$6,877
Increase in Utility Value	\$0	\$90,979
Refunds	\$9,640	\$15,128
Regular Property Tax Amount¹	\$8,624,067	\$8,813,555
Excess Property Tax Amount	-	-
Total City Property Tax Amount	\$8,624,067	\$8,813,555

¹ The estimated regular property tax amount for 2025 assumes passage of the increase ordinance with the 0.89% allowable percentage increase.

Last Year’s Actual Regular Levy: Represents the amount of property tax actually levied in the previous year inclusive of any council approvals, new construction, increases in utility value, or refunds.

Allowable Percentage Increase: The allowable percentage increase authorized or proposed in the “increase ordinance” from last year’s actual regular levy.

Allowable Increase Amount: If City of Snoqualmie Council passes the “increase ordinance” with a 0.89% allowable percentage increase, then the City can expect to collect an additional \$76,504 in regular property taxes proportionally shared by property owners.

Increase in New Construction: This captures the construction or improvement of any property which resulted in an increase in the value of property. The City receives an amount equal to the increase in assessed value due to construction multiplied by the current year levy rate. The City of Snoqualmie expects at present time to collect \$6,877 in property tax due to such construction improvements in 2024.

Increase in Utility Value: This captures the change in valuation of state-assessed utility infrastructure (power, gas distribution, cable, telephone, etc.). The City receives an amount equal to the increase in utility assessed value multiplied by the current year levy rate. Given the lack of information regarding this value until after the November 30th deadline to pass ordinances, the City has incorporated \$90,979 into the table as an estimate, which is equal to a \$50,000,000 increase in the valuation of state-assessed utility infrastructure. The only year in which the City exceeded \$90,979 over the past decade was in 2015, which was the last year that the City generated any significant increase in utility value.

Refunds: Tax refunds are made by King County for various reasons. Refunds are “reassessed” to the balance of taxpayers and represent an added revenue for the City.

Regular Property Tax Amount: The sum of last year’s actual regular levy, levy increase amount, increase in new construction, increase in utility value, and any refunds. The City expects to collect \$8,813,555 in 2025 from regular property tax. This represents a 2.20% increase over 2024 equal to \$189,488. However, if the increase in utility value equals \$0, then the City expects to collect \$8,722,576 in 2025 regular property tax. This new value represents a 1.14% increase over 2024 property tax equal to \$98,509.

Excess Property Tax Amount: The levy of additional taxes over and above the regular property tax amount. Voters in 2002 approved an excess levy to fund the construction of the fire station. In 2022, this bond was retired and the excess levy is no longer being collected.

Total City Property Tax Amount: The sum of the regular property tax and excess property tax amounts.

Total Assessed Valuation for the City of Snoqualmie:

The total assessed valuation for the City is critical to calculating the City’s levy rate. Once the levy rate is known, then individual property owners can calculate their 2025 City property tax burden. The total assessed valuation for the City represents the summed value of all properties inside the boundaries of the City.

	2024	2025
City Assessed Valuation	\$4,739,576,034	\$4,863,838,545
Change from Previous Year	-14.7%	2.62%

Between 2024 and 2025, the total assessed valuation for the City is anticipated to increase \$124,262,511, equivalent to a 2.62% increase. However, if the increase in state-assessed utilities equals \$0, then the City anticipates total assessed valuation increasing \$74,262,511, equivalent to a 1.57% increase.

The Levy Rate for the City of Snoqualmie:

The City levy rate allows individual property owners to calculate how much they will owe the City in 2025 property taxes. The levy rate is determined by dividing the total City property tax amount by the City assessed valuation.

	2024	2025
Regular Property Tax Levy Rate Per \$1,000/Assessed Value	\$1.82	\$1.81
Excess Property Tax Levy Rate Per \$1,000/Assessed Value	-	-
Total Property Tax Levy Rate Per \$1,000/Assessed Value	\$1.82	\$1.81

An increasing levy rate occurs when the percentage change in total assessed valuation minus the change in assessed valuation due to new construction and utility value is less than the proposed allowable levy percentage increase. That is, the 0.89% increase of \$76,504 is diffused over a valuation of established properties that increased \$74,262,511 (assuming no increase in state-assessed utilities).

CHANGES IN CONSTITUENT PROPERTY TAXES

Calculating the 2025 property tax levy amount is a complex endeavor. While this memorandum attempts to simplify where possible, it can be difficult to provide an immediate answer to a question you may receive from constituents and property owners:

How much will the property tax I pay go up (or down) in 2025?

The correct answer is that *it depends*. Not only does it depend on the actions of Council, but also on the actions of other overlapping jurisdictions such as King County, the State of Washington, and the Snoqualmie Valley School District. In addition, to find an answer, we would need to calculate how the assessed valuation of your constituent’s home or property changed relative to the change in assessed valuation for the City of Snoqualmie as a whole. It is possible that your constituent’s property taxes may decrease despite an increase in their assessed valuation. For the City of Snoqualmie’s portion of property tax, Finance has put together a model that can help you and your constituent answer this important question.

THE IMPACT OF THE ALLOWABLE LEVY PERCENTAGE INCREASE

The 0.89% allowable levy percentage increase is equal to \$76,504. When divided by the total assessed valuation for the City, the 0.89% allowable levy percentage increase adds approximately \$0.0159 per \$1,000 of assessed valuation to the levy rate. The following table, while acknowledging the statements made in the previous section, estimates the annual contribution of the 0.89% increase to the property taxes of a homeowner with a certain 2025 assessed value.

Assessed Value of a Home	2025 Property Tax Increase
\$500,000	\$7.95
\$600,000	\$9.54
\$700,000	\$11.12
\$800,000	\$12.71
\$900,000	\$14.30
\$1,000,000	\$15.89
\$1,100,000	\$17.48

\$1,200,000	\$19.07
\$1,300,000	\$20.66
\$1,400,000	\$22.25
\$1,500,000	\$23.84

RECOMMENDATION

The City of Snoqualmie uses the amount of regular property tax collected to fund important services such as police, fire, and parks and streets maintenance in addition to other necessities. Given the inclusion of the allowable percentage increase in the development of the 2025-2026 Biennial Budget, the increase in consumer prices (i.e., inflation), and the realized and potential wage adjustments for multiple bargaining units, the exercise of the 0.89% allowable percentage increase appears to be prudent.

Preliminary Worksheet 10.24.2024

TAXING DISTRICT **City of Snoqualmie**

2024 Levy for 2025 Taxes

IPD:

Item 2.

A.	Highest regular tax which could have been lawfully levied beginning with the 1985 levy (refund levy not included).				
Year	2024	8,614,427	x	1.01000	= 8,700,571
		<small>Highest Lawful Levy Since 1985</small>		<small>Limit Factor/Max Increase 101%</small>	
B.	Current year's assessed value of new construction, improvements, and wind turbines, solar, biomass, and geothermal facilities in original districts before annexation occurred times last year's levy rate (if an error occurred or an error correction was made in the previous year, use the rate that would have been levied had no error occurred).				
	3,778,424	*	1.81995	÷	1,000 = 6,877
	<small>A.V.</small>		<small>Last Year's Levy Rate</small>		
C.	Tax Increment finance area increment AV increase (RCW 84.55.010(1)€) (value included in B & D cannot be included in C)				
	0	*	1.81995	÷	1,000 = 0
	<small>A.V.</small>		<small>Last Year's Levy Rate</small>		
D.	Current year's state assessed property value less last year's state assessed property value. The remainder is to be multiplied by last year's regular levy rate (or the rate that should have been levied).				
	234,769,541	-	234,769,541	=	0
	<small>Current Year's A.V.</small>		<small>Previous Year's A.V.</small>		
	0	*	1.81995	÷	1,000 = 0
	<small>Remainder from Line D</small>		<small>Last Year's Levy Rate</small>		

E. 1st Year Lid Lift & Limit Factor > 1%

F. Regular property tax limit: A+B+C+D+E = 8,707,448

Parts G through I are used in calculating the additional levy limit due to annexation.

G.	To find the rate to be used in H, take the levy limit as shown in Line F above and divide it by the current assessed value of the district, excluding the annexed area.				
	8,707,448	÷	4,813,838,545	*	1,000 = 1.80883
	<small>Total in Line F</small>		<small>Assessed Value Less Annexed AV</small>		
H.	Annexed area's current assessed value including new construction and improvements, times the rate in Line G.				
	0	*	1.80883	÷	1,000 = 0
	<small>Annexed Area's A.V.</small>		<small>Annexation Rate</small>		
I.	Regular property tax limit including annexation F+H = 8,707,448				

J.	Statutory maximum calculation				
	Only enter fire/RFA rate, library rate, & firefighter pension fund rate for cities annexed to a fire/RFA or library or has a firefighter pension fund.				
	3.60000	-	0.24805	+	0.00000 = 3.35195
	<small>District base levy rate</small>		<small>Fire or RFA Rate</small>		<small>Library Rate</small>
					<small>Firefighter Pension Fund</small>
					<small>Statutory Rate Limit</small>
	4,813,838,545	*	3.35195	÷	1,000 = 16,135,746
	<small>Regular Levy AV</small>		<small>Reg Statutory Rate Limit</small>		<small>Statutory Amount</small>

K. Highest Lawful Levy For This Tax Year (Lesser of I and J) = 8,707,448

L. New highest lawful levy since 1985 (Lesser of I minus C and J, unless A (before limit factor increase) is greater, then A) 8,707,448

M.	Lesser of J and K		8,707,448
N.	Refunds		15,128
O.	Total: M+N (unless stat max)		8,722,576
P.	Levy Corrections Year of Error: _____ Did the district cause the error?		
	1. Minus amount over levied (if applicable)		0
	2. Plus amount under levied (if applicable)		0
Q.	Total Allowable Levy		8,722,576

R.	Tax Base For Regular Levy		
	1. Total district taxable value (including state-assessed property, and excluding boats, timber assessed value, and the senior citizen exemption for the regular levy)		4,813,838,545
S.	Tax Base for Excess, Voted Bond Levies and Sr Exempt Lid Lifts		
	2. Excess AV		4,797,902,065
	3. Plus Timber Assessed Value (TAV)		34,386
	4. Tax base for excess and voted bond levies (2+3)		4,797,936,451

T.	Increase Information		
	1. Levy rate based on allowable levy		1.81197
	2. Last year's ACTUAL regular levy		8,624,067
	3. Dollar Increase over last year other than New Construction (-) Annexation		76,504
	4. Percent Increase over last year other than New Construction (-) Annexation		0.88710%



Proclamation

WHEREAS, Native American Heritage Month honors the rich tapestry of Indigenous peoples interwoven into the history of this country and celebrates their rich and diverse cultures, traditions, and histories; and

WHEREAS, Native Americans are descendants of the original, indigenous inhabitants of what is now the United States; and

WHEREAS, Native American people have made important contributions, have enriched our heritage, and continue to add to all aspects of our society; and

WHEREAS, our country is blessed by the character and strength exemplified by the Native Americans who have answered the call of service in our armed forces in greater numbers per capita than any other group in the United States; and

WHEREAS, during the month of November, we honor our native people, specifically our local Snoqualmie Indian Tribe, and recognize their continued contributions in strengthening the diversity of our society.

NOW, THEREFORE, I, Katherine Ross, Mayor of the City of Snoqualmie do hereby proclaim November 2024 as

NATIVE AMERICAN HERITAGE MONTH

in the City of Snoqualmie and encourage all residents to honor and recognize the indigenous people of this land.

APPROVED, this 12th day of November 2024.

Katherine Ross, Mayor
Proclamation No. 24-22





CITY COUNCIL REGULAR MEETING MINUTES

October 28, 2024

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

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

Mayor Katherine Ross was also present.

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

Excuse CM Washington from this evening's meeting.

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

City Staff:

David Linehan, Interim City Attorney; Mike Chambless, City Administrator; Deana Dean, City Clerk; Danna McCall, Communications Coordinator; Brian Lynch, Police Chief; Mike Bailey, Fire Chief; Jeff Hamlin, Parks & Public Works Director; Drew Bouta, Finance Director; Fletcher Lacroix, IT Director; Patrick Fry, Project Engineer; Andrew Vining, Project Engineer; Nicole Wiebe, Community Liaison; Emily Arteche, Community Development Director; Janna Walker, Budget Manager; Kim Johnson, HR Manager; and Andrew Jongekryg, IT Support.

PLEDGE OF ALLEGIANCE

AGENDA APPROVAL

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

Approve the agenda.

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

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

Amend the agenda to add an Executive Session.

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

PUBLIC HEARINGS, PRESENTATIONS, PROCLAMATIONS, AND APPOINTMENTS

Public Hearings

Appointments

Presentations

1. King County Library System. Presentation and handout provided by Regional Library Manager Mary Comstock. Also present from the library were Jeong Kim and Jenifer Loomis. Topics covered a snapshot of Snoqualmie Library's collection compared to other local libraries as well as overall through the King County Library System, year-to-date statistics, programs/outreach/partnerships, and fall 2024 programs. Council questions followed.

Proclamations

2. **Proclamation 24-21:** Kindness Month. The proclamation was read into the record by Mayor Ross. Sara Tarp from Empower Youth Network was present and spoke to Council.

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

CONSENT AGENDA

3. Approve the City Council Meeting Minutes dated October 14, 2024.
4. Approve the Claims Report dated October 28, 2024.
5. **AB24-099:** North East King County Regional Public Safety Communications Agency (NORCOM) 2025 Budget Allocation.
6. **AB24-113:** Award a Public Works Contract to Forma Construction Company for Police Station Improvements.

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

Approve the consent agenda.

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

ORDINANCES

10. **AB24-055:** Snoqualmie Municipal Code (SMC) Amendments to Titles 14 and 15 Implementing Senate Bill (SB) 5290. Introduction read into the record by CM Johnson. Clarification provided by Consultant Andrew Levins.

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

Adopt Ordinance 1293 amending the Snoqualmie Municipal Code to comply with the requirements of Senate Bill 5290.

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

Clarify Table 1 related to permit applications by adding a footnote indicating those applications are exempt from the 65-day timeline.

Motion withdrawn by agreement.

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

Table this item to the next committee meeting to make corrections.

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

11. **AB24-102:** Revising the Corporate Boundary of the City of Snoqualmie to Include a Portion of 384th Ave SE Right-of-Way. The introduction was read into the record by CM Benson. Additional information provided by Project Engineer Patrick Fry.

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

Adopt Ordinance 1297 revising the corporate boundary of the City of Snoqualmie to include a portion of 384th Ave SE right-of-way.

PASSED: 5-1 (Benson, Wotton, Cotton, Christensen, Johnson) Nay: Holloway

12. **AB24-089:** School Impact Fees for 2025. Introduction read into the record by CM Holloway. This is the first reading of Ordinance 1294. The second reading and proposed adoption will be heard at the November 12, 2024, City Council meeting. Consultant Andrew Levins reviewed the proposed changes to adopt fees specified by Snoqualmie Valley School District Capital Facilities Plan. Ryan Stokes from Snoqualmie Valley School District was also present.

COMMITTEE REPORTS

Public Safety Committee: No report.

Community Development Committee: No report.

Parks & Public Works Committee:

10. **AB24-116:** Reclaimed Water System Improvements Project. Introduction by Project Engineer Andrew Vining and presentation provided by Barney Santiago (remote) from RH2 Engineering. Alicia Pettibone (remote) from RH2 was also present. Topics included an update on the Reclaimed Water Distribution System Improvements and included an overview of the existing reclaimed water system, alternatives analysis, financial considerations, and new infrastructure.

The public comment period was opened at 7:40 pm. Questions posed by CM Cotton, CM Benson, CM Holloway, and CM Christensen. The public comment portion closed at 7:45 pm.

11. **AB24-112:** Reclaimed Water System Improvements Project Amendment to RH2 Services Agreement. Introduction read into the record by CM Benson.

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

Approve Amendment No. 2 to the Eagle Lake Water Reclamation Basin Improvements Services Agreement with RH2 Engineering for Design Services.

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

12. **AB24-117:** Agreement with Northwest Hydraulic Consultants (NHC) for the 2025 Stormwater Comprehensive Plan. Introduction read into the record by CM Benson. Presentation provided by Project Engineer Patrick Fry and covered the stormwater system plan contract, introduction, background, existing system plan chapters, 2024 scope of work, and budget. Council comments and questions followed.

It was moved by CM Benson, seconded by CM Cotton to:

Adopt Resolution 1699 awarding a Professional Services Agreement to Northwest Hydraulic Consultants for the 2025 Stormwater Comprehensive Plan Update.

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

Finance & Administration Committee:

13. **AB24-090:** Adoption of Snoqualmie Valley School District Capital Facilities Plan 2024-2029. Introduction read into the record by CM Holloway. Explanation provided by Consultant Andrew Levins. Ryan Stokes from Snoqualmie Valley School District was also present. Council questions followed with Andrew and Ryan providing additional information.

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

Approve Resolution 1696 adopting the Snoqualmie Valley School District No. 410 Capital Facilities Plan 2024-2029.

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

14. **AB24-104:** 2025 Salary Schedule for Non-Represented Management & Professional Employees. Introduction read into the record by CM Holloway. Additional information provided by Finance Director Drew Bouta. Council comments and questions followed.

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

Approve the 2025 Salary Schedule for Non-Represented Management and Professional (M&P) Employees with a 2.68% COLA.

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

Revise motion to reflect approval of the 2025 Salary Schedule for Non-Represented Management and Professional (M&P) Employees with a 3.63% COLA.

PASSED: 4-2 (Benson, Wotton, Cotton, Christensen) Nay: Holloway and Johnson

Committee of the Whole:

13. 2025 Legislative Priorities. CM Holloway led the discussion indicating Public Safety and Finance & Administration have had brief discussions at the committee level. The Community Development and Parks & Public Works Committees to review the draft in anticipation of future discussion with the legislators. Council was asked to send revisions to CM Holloway. Parks & Public Works Committee start time for the November 5, 2024, meeting will be 4:30 pm.

REPORTS

14. Mayor's Report:

- Happy National First Responders Day in honor of our police and fire personnel who work to keep Snoqualmie safe.
- The Mayor attended a ribbon cutting for Ash Fine Arts on Saturday. Ash Fine Arts is on the second floor on Railroad Avenue above the Art Gallery and the owner has recently been appointed as an Arts Commissioner.
- The Mayor noted our hearts go out to the Humiston family and the Fall City community.

15. Council Liaison Reports – There were no reports.

EXECUTIVE SESSION - ADD ON

Executive Session pursuant to RCW 42.30.110(1)(a)(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 lasting approximately 15 minutes. No action is anticipated following the Executive Session.

At 8:30 pm, Council took a 5-minute break and reconvened in Executive Session at 8:35 pm which is expected to end at 8:50 pm.

At 8:50 pm, Council extended Executive Session until 9:25 pm.

ADJOURNMENT

Meeting was adjourned at 9:25 pm.

CITY OF SNOQUALMIE

Katherine Ross, Mayor

Attest:

Deana Dean, City Clerk



Drew Bouta, Director of Finance
38624 SE River St. | PO Box 987
Snoqualmie, Washington 98065
(425) 888-1555 | dbouta@snoqualmiewa.gov

To: City Council
Finance & Administration Committee

From: Drew Bouta, Director of Finance

Date: November 12, 2024

Subject: CLAIMS REPORT
Approval of payments for the period: October 17, 2024, through October 29, 2024

BACKGROUND

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

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

ANALYSIS

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

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

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

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

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

CLAIMS							
Batch ID	Date	Warrants			ACH		CLAIMS TOTAL
		From #	Thru #	Amount	Qty	Amount	
119	10/17/2024	83015	83086	\$ 322,325.71			322,325.71
120	10/24/2024	83087	83148	\$ 1,149,752.89			1,149,752.89
							-
							-
							-
<i>Grand Total</i>							1,472,078.60

MISCELLANEOUS DISBURSEMENTS				
Date	Description	ACH Amount	Wire Amount	MISC TOTAL
10/22/2024	Navia Benefits Solutions	\$ 4,123.41		\$ 4,123.41
10/28/2024	Navia Benefits Solutions	\$ 416.68		\$ 416.68
10/29/2024	Navia Benefits Solutions	\$ 3,954.22		\$ 3,954.22
10/29/2024	Dept. of Revenue - Monthly Excise Tax	\$ 52,437.23		\$ 52,437.23
				\$ -
				\$ -
<i>Grand Total</i>				60,931.54

PAYROLL (including Payroll Benefits)							
Batch ID	Date	Warrants			ACH		PAYROLL TOTAL
		From #	Thru #	Amount	Qty	Amount	
PR 10-22-24	10/22/2024	72755	72755	\$ 2,563.53	109	\$ 371,530.93	374,094.46
PRV 10-22-2	10/22/2024	62604	62609	\$ 5,460.47	12	\$ 267,136.15	272,596.62
							-
							-
<i>Grand Total</i>							646,691.08

Total **2,179,701.22**

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

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

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

Drew Bouta

Oct 30, 2024

Drew Bouta, Director of Finance

Date

FINANCE & ADMINISTRATION COMMITTEE RECOMMENDATION: Approve / Not Approve

City of Snoqualmie

Claims presented to the City to be paid in the amount of \$322,325.71

For claims warrants numbered 83015 through 83086 & dated 10/17/2024

#119

VENDOR NAME	ACCOUNT	ACCOUNT DESC	YEAR	PERIOD	TYPE	STATUS	AMOUNT	CHECK NO	INVOICE	FULL DESC	INVOICE DATE	CHECK DATE
AM TEST	40253585 541000	Professional Svcs - General	2024	10	INV	Paid	180.00	83015	A24G0858	3rd Party Lab	9/10/2024	10/17/2024
AM TEST	40253585 541000	Professional Svcs - General	2024	10	INV	Paid	280.00	83015	A24G0865	3rd Party Lab	9/10/2024	10/17/2024
ANGELARM	POL52122 531050	Uniforms & Protective Gear	2024	10	INV	Paid	2,141.28	83016	INV10476	Flex & Stealth carriers D. Vladis, J. Westman	7/30/2024	10/17/2024
ANGELARM	POL52122 531050	Uniforms & Protective Gear	2024	10	INV	Paid	707.40	83016	INV10582	D. Moate Flex & Stealth carriers, Air Chnl insert	8/9/2024	10/17/2024
ANGELARM	01452122 531050	Uniforms & Protective Gear	2024	10	INV	Paid	695.11	83016	INV10476	Flex & Stealth carriers D. Vladis, J. Westman	7/30/2024	10/17/2024
ANGELARM	01452122 531050	Uniforms & Protective Gear	2024	10	INV	Paid	707.39	83016	INV10582	D. Moate Flex & Stealth carriers, Air Chnl insert	8/9/2024	10/17/2024
BERGER	31126060 541076	Riverwalk Phase I - Design	2024	10	INV	Paid	1,353.04	83017	0000037034	Riverwalk NW of Sandy Cove Design/Engineering	9/13/2024	10/17/2024
BERGER	31126060 541076	Riverwalk Phase I - Design	2024	10	INV	Paid	15,568.00	83017	36470	Riverwalk NW of Sandy Cove Design/Engineering	3/6/2024	10/17/2024
CCDC	40153482 531500	Water Treatment Chemicals	2024	10	INV	Paid	3,709.04	83018	905987	salt for canyon springs chlorine generator	9/12/2024	10/17/2024
CDW GOVT	50251881 531820	Info Tech Components	2024	10	INV	Paid	3,379.72	83019	AA4GT3B	IT- Eric Ditommaso Macbook Pro M3 Max	8/30/2024	10/17/2024
CDW GOVT	50251881 531820	Info Tech Components	2024	10	INV	Paid	266.73	83019	AA4IX6G	IT- Eric DiTommaso Macbook warranty	9/3/2024	10/17/2024
CDW GOVT	50251881 531820	Info Tech Components	2024	10	INV	Paid	63.82	83019	AA5R16F	USB-C to Ethernet Adapters	9/11/2024	10/17/2024
CDW GOVT	50259418 564100	IT Shared System Hardware	2024	10	INV	Paid	266.73	83019	AA5GY9V	Danna McCall - AppleCare 3 yr. warranty	9/13/2024	10/17/2024
CDW GOVT	50259418 564100	IT Shared System Hardware	2024	10	INV	Paid	2,533.49	83019	AA5PY1V	Danna McCall Apple MacBook Pro	9/10/2024	10/17/2024
CDW GOVT	50259418 564100	IT Shared System Hardware	2024	10	INV	Paid	2,178.27	83019	AA5QS2X	FD-Chief Bailey laptop replacement	9/11/2024	10/17/2024
CDW GOVT	50259418 564100	IT Shared System Hardware	2024	10	INV	Paid	114.17	83019	RX41327	FI- J Knutsen Laptop Replcmt 3 yr warranty support	6/21/2024	10/17/2024
CENLINK	50251888 542000	Telephone Service	2024	10	INV	Paid	1,387.06	83020	300575004 9/24	Snoq. police land lines Sept 20-Oct 19	9/20/2024	10/17/2024
CENTURYLINK	50251888 542000	Telephone Service	2024	10	INV	Paid	710.86	83021	300568001 9/24	Monthly Telephone Service	9/20/2024	10/17/2024
CENTURYLINK	50251888 542000	Telephone Service	2024	10	INV	Paid	90.52	83021	300570848 9/24	Monthly Telephone Service	9/20/2024	10/17/2024
CENTURYLINK	50251888 542000	Telephone Service	2024	10	INV	Paid	655.65	83021	300571491 9/24	Monthly Telephone Service	9/20/2024	10/17/2024
CENTURYLINK	50251888 542000	Telephone Service	2024	10	INV	Paid	136.57	83021	300573862 9/24	Monthly Telephone Service	9/20/2024	10/17/2024
CENTURYLINK	50251888 542000	Telephone Service	2024	10	INV	Paid	211.74	83021	300576080 9/24	Monthly Telephone Service	9/20/2024	10/17/2024
CENTURYLINK	50251888 542000	Telephone Service	2024	10	INV	Paid	46.37	83021	402478791 9/24	Monthly Telephone Service	9/20/2024	10/17/2024
CENTURYLINK	50251888 542000	Telephone Service	2024	10	INV	Paid	1,586.33	83021	411746240 9/24	Monthly Telephone Service	9/20/2024	10/17/2024
Chinook Lumber	STR54230 531300	Repair & Maintenance Supplies	2024	10	INV	Paid	520.46	83022	2060062	Fence supplies	9/20/2024	10/17/2024
Chinook Lumber	STR54230 531300	Repair & Maintenance Supplies	2024	10	INV	Paid	195.36	83022	2061413	Fence supplies	9/25/2024	10/17/2024
COI	POL52360 541502	Jail Services - Issaquah	2024	10	INV	Paid	18,366.66	83023	24000274	Iss jail housing, misc med-Snoq. inmates -May 2024	6/26/2024	10/17/2024
COMP PD	POL52122 531000	Office Supplies	2024	10	INV	Paid	38.75	83024	2298962-0	Card Stock, paper, urinal screens	7/24/2024	10/17/2024
COMP PD	51051821 531340	Custodial & Cleaning Supplies	2024	10	INV	Paid	81.28	83024	2298962-0	Card Stock, paper, urinal screens	7/24/2024	10/17/2024
COMP PD	51051821 531340	Custodial & Cleaning Supplies	2024	10	INV	Paid	137.82	83024	2299665-0	Paper towels x2	7/26/2024	10/17/2024
CRIMINAL	POL52140 543000	Training & Travel	2024	10	INV	Paid	150.00	83025	201140020	P. Mandery & M. Libetrau Evid & Prop Rm Mgt trng	9/13/2024	10/17/2024
CRIMINAL	01452140 543000	Training & Travel	2024	10	INV	Paid	600.00	83025	201139966	M. Peter Instructor Development Training reg fee	9/12/2024	10/17/2024
CRIMINAL	01452140 543000	Training & Travel	2024	10	INV	Paid	800.00	83025	201140006	N. Schulgen handgun red dot sight Trng reg fee	9/13/2024	10/17/2024
CRIMINAL	01452140 543000	Training & Travel	2024	10	INV	Paid	50.00	83025	201140020	P. Mandery & M. Libetrau Evid & Prop Rm Mgt trng	9/13/2024	10/17/2024
CRYSR	POL52150 545000	Operating Rentals & Leases	2024	10	INV	Paid	265.65	83026	5310053 090824	water cooler rental, drinking water, delivery fee	9/8/2024	10/17/2024
CTV	FIR52220 531910	Operating Supplies	2024	10	INV	Paid	15.25	83027	B385937	electric tape	9/12/2024	10/17/2024
CTV	FIR52220 531910	Operating Supplies	2024	10	INV	Paid	40.20	83027	B386011	light bulb	9/13/2024	10/17/2024
CTV	PKF57680 531300	Repair & Maintenance Supplies	2024	10	INV	Paid	13.08	83027	B384792	assorted repair & maint. supplies	8/27/2024	10/17/2024
CTV	PKF57680 531300	Repair & Maintenance Supplies	2024	10	INV	Paid	79.54	83027	B384800	assorted repair & maint. supplies	8/27/2024	10/17/2024
CTV	PKF57680 531300	Repair & Maintenance Supplies	2024	10	INV	Paid	15.57	83027	B384829	assorted repair & maint. supplies	8/27/2024	10/17/2024
CTV	PKF57680 531300	Repair & Maintenance Supplies	2024	10	INV	Paid	115.90	83027	B385001	assorted repair & maint. supplies	8/30/2024	10/17/2024
CTV	PKF57680 531300	Repair & Maintenance Supplies	2024	10	INV	Paid	28.34	83027	B385033	assorted repair & maint. supplies	8/30/2024	10/17/2024
CTV	PKF57680 531300	Repair & Maintenance Supplies	2024	10	INV	Paid	23.99	83027	B385466	assorted repair & maint. supplies	9/5/2024	10/17/2024
CTV	PKF57680 531300	Repair & Maintenance Supplies	2024	10	INV	Paid	32.51	83027	B385973	assorted repair & maint. supplies	9/13/2024	10/17/2024
CTV	PKF57680 531300	Repair & Maintenance Supplies	2024	10	INV	Paid	19.53	83027	B386185	assorted repair & maint. supplies	9/16/2024	10/17/2024
CTV	PKF57680 531300	Repair & Maintenance Supplies	2024	10	INV	Paid	14.17	83027	B386371	assorted repair & maint. supplies	9/19/2024	10/17/2024
CTV	PKF57680 531300	Repair & Maintenance Supplies	2024	10	INV	Paid	47.96	83027	B386429	assorted repair & maint. supplies	9/20/2024	10/17/2024
CTV	STR54230 531300	Repair & Maintenance Supplies	2024	10	INV	Paid	14.17	83027	B384855	assorted repair & maint. supplies	8/28/2024	10/17/2024
CTV	STR54230 531300	Repair & Maintenance Supplies	2024	10	INV	Paid	67.61	83027	B386437	assorted repair & maint. supplies	9/20/2024	10/17/2024
CTV	STR54230 531300	Repair & Maintenance Supplies	2024	10	INV	Paid	56.72	83027	B386822	assorted repair & maint. supplies	9/25/2024	10/17/2024
CTV	40153481 531300	Repair & Maintenance Supplies	2024	10	INV	Paid	14.17	83027	B385406	assorted repair & maint. supplies	9/4/2024	10/17/2024
CTV	40153481 531300	Repair & Maintenance Supplies	2024	10	INV	Paid	38.17	83027	B386331	assorted repair & maint. supplies	9/18/2024	10/17/2024

CTV	40353190 531300	Repair & Maintenance Supplies	2024	10	INV	Paid	346.94	83027 B386223	wheelbarrow	9/16/2024	10/17/2024
CTV	51051821 531300	Repair & Maintenance Supplies	2024	10	INV	Paid	48.60	83027 B386190	assorted repair & maint. supplies	9/16/2024	10/17/2024
CTV	51051821 531300	Repair & Maintenance Supplies	2024	10	INV	Paid	32.89	83027 B386241	assorted repair & maint. supplies	9/17/2024	10/17/2024
CTV	FIR52220 531910	Operating Supplies	2024	10	INV	Paid	10.86	83028 B386706	fire hardware	9/23/2024	10/17/2024
CTV	PKF57680 531300	Repair & Maintenance Supplies	2024	10	INV	Paid	3.32	83028 B384835	assorted repair & maint. supplies	8/27/2024	10/17/2024
CTV	PKF57680 531300	Repair & Maintenance Supplies	2024	10	INV	Paid	10.90	83028 B385330	assorted repair & maint. supplies	9/3/2024	10/17/2024
CTV	STR54230 531300	Repair & Maintenance Supplies	2024	10	INV	Paid	12.63	83028 B385930	assorted repair & maint. supplies	9/12/2024	10/17/2024
CTV	STR54230 531300	Repair & Maintenance Supplies	2024	10	INV	Paid	12.63	83028 B386250	assorted repair & maint. supplies	9/17/2024	10/17/2024
CTV	40153481 531300	Repair & Maintenance Supplies	2024	10	INV	Paid	4.35	83028 B384888	assorted repair & maint. supplies	8/28/2024	10/17/2024
CTV	40153481 531300	Repair & Maintenance Supplies	2024	10	INV	Paid	9.26	83028 B385498	assorted repair & maint. supplies	9/4/2024	10/17/2024
DOE	40353145 541050	Engineering Services	2024	10	INV	Paid	6,178.00	83029 24-RS-WAR045718-1	For 2024 SAM Water Quality Program Fee	9/4/2024	10/17/2024
DONSMALL	50154868 532100	Gasoline/Diesel Fuel	2024	10	INV	Paid	3,863.48	83030 5264091	Generator Diesel #G-24 1040 ps	9/13/2024	10/17/2024
DONSMALL	50154868 532100	Gasoline/Diesel Fuel	2024	10	INV	Paid	4,764.75	83030 5264092	Generator Diesel Jacobia Pump Station	9/13/2024	10/17/2024
Epicenter Services	00131020 541082	Recycling Services	2024	10	INV	Paid	15,100.00	83031 SNO202402	Completion of Task 3 & 4 of Solid Waste Contract	8/30/2024	10/17/2024
EVOQUA	40253560 531500	Uniforms & Protective Gear	2024	10	INV	Paid	5,378.90	83032 906648586	odor and corrosion control	9/10/2024	10/17/2024
Ferguson Water Works	40153481 531300	Repair & Maintenance Supplies	2024	10	INV	Paid	84.84	83033 0055879	water meter gaskets	9/25/2024	10/17/2024
GENDIGIT	HUM51810 549200	Dues-Subscriptions-Memberships	2024	10	INV	Paid	155.76	83034 COS0033	Sept Norton LifeLock for 14 employees	9/15/2024	10/17/2024
GOBLE	40153481 531300	Repair & Maintenance Supplies	2024	10	INV	Paid	986.09	83035 BINV0011824	valve diaphragm for canyon spgs chlorine generator	9/27/2024	10/17/2024
GRAINGER	51051821 531300	Repair & Maintenance Supplies	2024	10	INV	Paid	36.96	83036 9248974173	Chair rail - police captain requested	9/16/2024	10/17/2024
HD Fowler	40153481 531300	Repair & Maintenance Supplies	2024	10	INV	Paid	5,204.57	83037 16719888	hydrant storz caps and valve extension	6/4/2024	10/17/2024
K&L Gates	LEG51541 541100	Outside Legal Services - Gen	2024	10	INV	Paid	2,694.45	83038 100075444	Legal Advice- Snoqualmie Tribe Agreements	9/23/2024	10/17/2024
KC #27	FIR52220 541190	Temp Personnel - Shared Staff	2024	10	INV	Paid	1,791.36	83039 524-03	Shared staffing- Steve Bandy	9/10/2024	10/17/2024
Ken Knowles	50154861 523300	Reimb - Dues, Licenses & Cert	2024	10	INV	Paid	140.00	83040 RE K Knowles 10/24	Reimb. K. Knowles CDL Physical	10/8/2024	10/17/2024
KI 2	FIR52210 541000	Professional Svcs - General	2024	10	INV	Paid	629.00	83041 11390	Rescue patch gold and silver (25/175)	9/9/2024	10/17/2024
Kissler	40253555 548000	Repair & Maintenance Services	2024	10	INV	Paid	2,204.04	83042 11360	Transport biosolids to application site	9/11/2024	10/17/2024
Kissler	40253555 548000	Repair & Maintenance Services	2024	10	INV	Paid	2,203.34	83042 11377	Transport biosolids	9/17/2024	10/17/2024
Kissler	40253555 548000	Repair & Maintenance Services	2024	10	INV	Paid	4,456.07	83042 11387	Transport biosolids	9/24/2024	10/17/2024
LAI	FIR52220 531912	EMS Supplies & Equipment	2024	10	INV	Paid	384.66	83043 1509565	Test strips and exam gloves	9/12/2024	10/17/2024
LAI	FIR52220 531912	EMS Supplies & Equipment	2024	10	INV	Paid	39.10	83043 1511164	sodium chloride	9/17/2024	10/17/2024
LAI	FIR52220 531912	EMS Supplies & Equipment	2024	10	INV	Paid	137.25	83043 1512656	mega mover portable transport	9/23/2024	10/17/2024
Les Schwab Tires	50154868 548000	Repair & Maintenance Services	2024	10	INV	Paid	125.45	83044 36300711042	Front end alignment #403	9/20/2024	10/17/2024
LEVEL3	50251888 542000	Telephone Service	2024	10	INV	Paid	2,353.62	83045 700231956	Monthly Telephone Service	8/1/2024	10/17/2024
M Press Woodinville	FIR52210 549300	Printing	2024	10	INV	Paid	103.22	83046 52239	Business Cards	2/2/2024	10/17/2024
MATZKEN	POL52110 541000	Professional Svcs - General	2024	10	INV	Paid	250.00	83047 91724	polygraph examination -Ramel Turic	9/17/2024	10/17/2024
MCMMASTER	40253580 531300	Repair & Maintenance Supplies	2024	10	INV	Paid	334.14	83048 33732959	Shop air line project	9/23/2024	10/17/2024
MCMMASTER	40253580 531910	Operating Supplies	2024	10	INV	Paid	170.11	83048 33497845	Coffee for breakroom	9/18/2024	10/17/2024
Mike Bailey	FIR52245 543000	Training & Travel	2024	10	INV	Paid	30.00	83049 RE M Bailey 9/24	Reimb. M. Bailey 2 lunches - KC Fire Chiefs Summit	9/23/2024	10/17/2024
Miller's Equip & Ren	00280090 545000	Rental Equipment	2024	10	INV	Paid	2,394.74	83050 413329	Snoqualmie Days Stage Rental	8/19/2024	10/17/2024
Minuteman Press	FIR52210 549300	Printing	2024	10	CRM	Paid	-103.22	83051 CM 82163	Credit for orig.inv. 52239 on 2/2/24 s/b MM Woodvl	7/2/2024	10/17/2024
Minuteman Press	40153481 549300	Printing	2024	10	INV	Paid	208.47	83051 93688	assembly and mailing of backflow letters	9/24/2024	10/17/2024
MONROECC	40353145 548000	Repair & Maintenance Services	2024	10	INV	Paid	840.11	83052 MCC2408.0118	Storm pond & forest restoration maintenance	9/11/2024	10/17/2024
Nap Ventures	POL52122 531000	Office Supplies	2024	10	INV	Paid	124.63	83053 069967	office nameplates (6)	9/12/2024	10/17/2024
NB AUTOF	50154868 531301	Repair Parts	2024	10	INV	Paid	135.96	83054 040745	September ER&R parts (6400 Account)	8/27/2024	10/17/2024
NB AUTOF	50154868 531301	Repair Parts	2024	10	INV	Paid	151.59	83054 040748	September ER&R parts (6400 Account)	8/27/2024	10/17/2024
NB AUTOF	50154868 531301	Repair Parts	2024	10	INV	Paid	408.38	83054 040922	September ER&R parts (6400 Account)	8/28/2024	10/17/2024
NB AUTOF	50154868 531301	Repair Parts	2024	10	INV	Paid	324.56	83054 041542	September ER&R parts (6400 Account)	9/4/2024	10/17/2024
NB AUTOF	50154868 531301	Repair Parts	2024	10	INV	Paid	121.91	83054 041677	September ER&R parts (6400 Account)	9/5/2024	10/17/2024
NB AUTOF	50154868 531301	Repair Parts	2024	10	INV	Paid	384.02	83054 041806	September ER&R parts (6400 Account)	9/6/2024	10/17/2024
NB AUTOF	50154868 531301	Repair Parts	2024	10	INV	Paid	122.37	83054 042007	September ER&R parts (6400 Account)	9/9/2024	10/17/2024
NB AUTOF	50154868 531301	Repair Parts	2024	10	INV	Paid	93.67	83054 042008	September ER&R parts (6400 Account)	9/9/2024	10/17/2024
NB AUTOF	50154868 531301	Repair Parts	2024	10	INV	Paid	74.70	83054 042126	September ER&R parts (6400 Account)	9/10/2024	10/17/2024
NB AUTOF	50154868 531301	Repair Parts	2024	10	INV	Paid	153.33	83054 042218	September ER&R parts (6400 Account)	9/11/2024	10/17/2024
NB AUTOF	50154868 531301	Repair Parts	2024	10	INV	Paid	285.38	83054 042392	September ER&R parts (6400 Account)	9/12/2024	10/17/2024
NB AUTOF	50154868 531301	Repair Parts	2024	10	INV	Paid	375.12	83054 042725	September ER&R parts (6400 Account)	9/16/2024	10/17/2024
NB AUTOF	50154868 531301	Repair Parts	2024	10	INV	Paid	696.19	83054 042760	September 2024 ER&R parts (6400 Account)	9/16/2024	10/17/2024
NB AUTOF	50154868 531301	Repair Parts	2024	10	INV	Paid	322.95	83054 042837	September 2024 ER&R parts (6400 Account)	9/17/2024	10/17/2024
NB AUTOF	50154868 531301	Repair Parts	2024	10	INV	Paid	296.71	83054 042838	September 2024 ER&R parts (6400 Account)	9/17/2024	10/17/2024

NB AUTOF	50154868 531301	Repair Parts	2024	10	INV	Paid	261.50	83054 042880	September 2024 ER&R parts (6400 Account)	9/17/2024	10/17/2024
NB AUTOF	50154868 531301	Repair Parts	2024	10	INV	Paid	60.46	83054 042897	September 2024 ER&R parts (6400 Account)	9/17/2024	10/17/2024
NB AUTOF	50154868 531301	Repair Parts	2024	10	INV	Paid	70.50	83054 043183	September 2024 ER&R parts (6400 Account)	9/20/2024	10/17/2024
NB AUTOF	50154868 531301	Repair Parts	2024	10	INV	Paid	58.52	83054 043744	September 2024 ER&R parts (6400 Account)	9/25/2024	10/17/2024
NB AUTOF	50154868 531301	Repair Parts	2024	10	INV	Paid	131.09	83054 043747	September 2024 ER&R parts (6400 Account)	9/25/2024	10/17/2024
NB AUTOF	50154868 531301	Repair Parts	2024	10	INV	Paid	2.16	83055 043115	September 2024 ER&R parts (6400 Account)	9/19/2024	10/17/2024
NHC	PLN55860 541040	Engineering Services	2024	10	INV	Paid	1,232.50	83056 31839	City Charges (Snoq. River Trail)	9/13/2024	10/17/2024
Nicole Wiebe	EVE57390 531900	Miscellaneous Supplies	2024	10	INV	Paid	1,600.18	83057 RE N Wiebe 9/24 #2	Reimb. N. Wiebe Winter Lights Event supplies	9/30/2024	10/17/2024
NWSC	FIR52220 541000	Professional Svcs - General	2024	10	INV	Paid	804.47	83058 24-45550	Snoq Hotel, Parcel	5/28/2024	10/17/2024
NWSC	FIR52220 541000	Professional Svcs - General	2024	10	INV	Paid	919.71	83058 24-46205	Cleaning of Fire gear	8/5/2024	10/17/2024
Ofc Depot 32559	40253580 531910	Operating Supplies	2024	10	INV	Paid	201.61	83059 385289744001	Tyler ipad charger station	9/20/2024	10/17/2024
ORKIN	40253580 548200	Custodial & Cleaning Services	2024	10	INV	Paid	233.04	83060 257804896	rodent control	3/18/2024	10/17/2024
ORKIN	51051821 548000	Repair & Maintenance Services	2024	10	INV	Paid	926.50	83060 264391862	One time ant spray City Hall Little Si Rm	4/26/2024	10/17/2024
PACS	00280090 541000	Professional Svcs - General	2024	10	INV	Paid	900.00	83061 6548	Block Party Sound System	8/30/2024	10/17/2024
Perteet Eng	PLN55861 541040	Engineering Services	2024	10	INV	Paid	983.73	83062 00022222.0000-228	SRII, Parcel S22	9/10/2024	10/17/2024
Perteet Eng	PLN55861 541040	Engineering Services	2024	10	INV	Paid	10,350.79	83062 00023042.0000-244	Snoq Hotel, Parcel S 14, MSHS, The Rails, SVH	9/10/2024	10/17/2024
Perteet Eng	PLN55861 541040	Engineering Services	2024	10	INV	Paid	281.25	83062 20110015.000-145	Snoqualmie Ridge II- Centex	9/10/2024	10/17/2024
Perteet Eng	41134100 541060	Eagle Lake Reclam Design	2024	10	INV	Paid	1,760.00	83062 00023042.0005-4	Cultural Resources consulting services thru Sept 1	9/10/2024	10/17/2024
POA-OR	50251888 545200	Rent - Furniture & Equipment	2024	10	INV	Paid	1,304.61	83063 052160	Printer Scanner Maintenance	7/24/2023	10/17/2024
POA-OR	50251888 545200	Rent - Furniture & Equipment	2024	10	INV	Paid	454.69	83063 062621	Copier Kit Overage	2/29/2024	10/17/2024
POA-OR	50251888 545200	Rent - Furniture & Equipment	2024	10	INV	Paid	761.91	83063 355387	Printer Maintenance	7/2/2024	10/17/2024
POA-OR	50251888 545200	Rent - Furniture & Equipment	2024	10	INV	Paid	467.39	83063 396758	Copier Kit Overage	7/23/2024	10/17/2024
POA-OR	50251888 545200	Rent - Furniture & Equipment	2024	10	INV	Paid	274.88	83063 430446	Printer toner order	8/5/2024	10/17/2024
POA-OR	50251888 545200	Rent - Furniture & Equipment	2024	10	INV	Paid	14.77	83063 437130	Copier Kit Overage	8/8/2024	10/17/2024
POA-OR	50251888 545200	Rent - Furniture & Equipment	2024	10	INV	Paid	778.68	83063 469494	Copier Kit Overage	8/23/2024	10/17/2024
POA-OR	50251888 545200	Rent - Furniture & Equipment	2024	10	INV	Paid	137.66	83063 CSQ-2023	Monthly Printer Lease	8/15/2024	10/17/2024
POA-OR	50259118 577004	Copiers/Printers Lease Prin	2024	10	INV	Paid	1,552.91	83063 CSQ-2023	Monthly Printer Lease	8/15/2024	10/17/2024
POA-OR	50259418 564102	Council Chambers A/V Upgrade	2024	10	INV	Paid	72,561.37	83063 484456	Council Chambers AV System Upgrade	8/28/2024	10/17/2024
PRIDELEE	PKF57680 548000	Repair & Maintenance Services	2024	10	INV	Paid	441.80	83064 435736	Restroom auto locks	9/11/2024	10/17/2024
PSE	POL52150 547100	Electricity	2024	10	INV	Paid	85.99	83065 002083 8/24	Electricity	8/29/2024	10/17/2024
PSE	POL52150 547100	Electricity	2024	10	INV	Paid	1,892.74	83065 002083 9/24	Electricity	9/30/2024	10/17/2024
REFLECT	11057390 541000	Professional Svcs - General	2024	10	INV	Paid	8,174.32	83066 100016861	Holiday Lighting Deposit-LTAC Funds	8/20/2024	10/17/2024
RH2	40253510 541000	Professional Svcs - General	2024	10	INV	Paid	6,826.46	83067 97605	On call operational support	9/18/2024	10/17/2024
ROBERT HALF	FIN51423 541190	Temporary Agency Personnel	2024	10	INV	Paid	3,192.00	83068 64125191	S. Wong payroll specialist support (retro & other)	9/30/2024	10/17/2024
ROBERT HALF	PLN55860 541190	Temporary Agency Personnel	2024	10	INV	Paid	1,015.00	83068 64070393	A. Jain CD Support	9/16/2024	10/17/2024
SEAAUTO	50154868 531301	Repair Parts	2024	10	INV	Paid	555.23	83069 55-9433911	#501-503 chev. tire pressure monitor sensors	10/4/2024	10/17/2024
SEATIMES	CLK51420 541320	Legal Notices	2024	10	INV	Paid	170.00	83070 85090	Notice of Public Hearing-2025-2026 Biennial Budget	9/24/2024	10/17/2024
SHI INT	40253510 531820	Info Tech Components	2024	10	INV	Paid	1,903.80	83071 B18665204	Wastewater iPads	8/8/2024	10/17/2024
SHI INT	50251881 548860	Hardware-Software Maintenance	2024	10	INV	Paid	29,717.52	83071 B18118558	Adobe Licensing renewal	3/25/2024	10/17/2024
Spartan Windows	40158210 582108	Meter-Tank-Hydrant. Deposits	2024	10	INV	Paid	2,500.00	83072 976	Meter Deposit refund FH-24-007/FH-24-009	9/26/2024	10/17/2024
SPOK	40153935 542000	Telephone Service	2024	10	INV	Paid	29.75	83073 H0303878U	Monthly Irrigation Pager Bill	9/14/2024	10/17/2024
ST AUDITOR	FIN51423 541091	State Auditor Services	2024	10	INV	Paid	3,683.50	83074 L163207	Audit Services-2022-23 Federal/2021 August	9/11/2024	10/17/2024
TJE	40353190 548156	Emergency Tree Removal	2024	10	INV	Paid	3,109.35	83075 04428-I	Hazard Tree Removals, 8805 SE Swenson	9/12/2024	10/17/2024
Topsy Turvy Event	POL52110 549100	City-Sponsored Expenses	2024	10	INV	Paid	1,668.14	83076 30863167	Bouncer rentals for Natl' Night Out event	7/1/2024	10/17/2024
TRANSU	POL52110 549200	Dues-Subscriptions-Memberships	2024	10	INV	Paid	196.38	83077 944321-202408-1	credit check & contract charges 8/1-8/31 2024	9/1/2024	10/17/2024
TRANSU	POL52110 549200	Dues-Subscriptions-Memberships	2024	10	INV	Paid	294.57	83077 944321-202409-1	credit check & contract charges 9/1-9/30 2024	10/1/2024	10/17/2024
ULINE	40253580 531300	Repair & Maintenance Supplies	2024	10	INV	Paid	3,690.47	83078 181023141	containers for repair supplies in shop	7/25/2024	10/17/2024
URNW	40153481 545100	Rent - Shop Equipment	2024	10	INV	Paid	1,145.55	83079 235589951-003	monthly truck rental	9/7/2024	10/17/2024
VENTILAT	40253560 548801	Clean Sewer Collection System	2024	10	INV	Paid	14,202.64	83080 64666	Clean Pipes	9/19/2024	10/17/2024
VERIZCS	50251888 542010	Cellular Telephone	2024	10	INV	Paid	2,090.88	83081 9974066461	PD cell phones- Aug 17-Sept 16 2024	9/16/2024	10/17/2024
VISIONQ	51051821 548000	Repair & Maintenance Services	2024	10	INV	Paid	775.00	83082 001638	Window and louver cleaning City Hall and Police	9/24/2024	10/17/2024
Water Mgmt Group	40153935 541000	Professional Svcs - General	2024	10	INV	Paid	4,004.98	83083 21837	October 2024 Maxicom monthly monitoring	9/20/2024	10/17/2024
Water Mgmt Labs	40153481 541000	Professional Svcs - General	2024	10	INV	Paid	200.00	83084 223071	Lead and copper samples	9/13/2024	10/17/2024
Water Mgmt Labs	40153481 541000	Professional Svcs - General	2024	10	INV	Paid	694.00	83084 223321	2024 VOC samples	9/25/2024	10/17/2024
WEC	PKF57680 531300	Repair & Maintenance Supplies	2024	10	INV	Paid	2,182.00	83085 16746986	Fertilizer	8/22/2024	10/17/2024
WLACE	PKF57680 531300	Repair & Maintenance Supplies	2024	10	INV	Paid	45.35	83086 15313168	Park restroom supplies	9/23/2024	10/17/2024
WLACE	PKF57680 531300	Repair & Maintenance Supplies	2024	10	INV	Paid	101.40	83086 15313183	Painting supplies	9/25/2024	10/17/2024

WLACE	51051821 531300	Repair & Maintenance Supplies	2024	10	INV	Paid	21.78	83086 15313202	Wall cleaning eraser power pads	9/27/2024	10/17/2024
WLACE	51051821 531300	Repair & Maintenance Supplies	2024	10	INV	Paid	112.97	83086 15313252	trash bags, pliers for files move to CH old library	10/3/2024	10/17/2024

City of Snoqualmie

Claims presented to the City to be paid in the amount of \$1,149,752.89

For claims warrants numbered 83087 through 83148 & dated 10/24/2024

											#120	
VENDOR NAME	ACCOUNT	ACCOUNT DESC	YEAR	PERIOD	TYPE	STATUS	AMOUNT	CHECK NO	INVOICE	FULL DESC	INVOICE DATE	CHECK DATE
AMZONCAP	PKF57680 531300	Repair & Maintenance Supplies	2024	10	INV	Paid	159.41	83087	1GJK-XWW6-J6TW	rivets for signs	10/1/2024	10/24/2024
AMZONCAP	PLN55860 531000	Office Supplies	2024	10	INV	Paid	24.94	83087	1LPF-XVL1-4DWP	Teambuilding book Strengths Finder 2.0	9/12/2024	10/24/2024
AMZONCAP	STR54230 531300	Repair & Maintenance Supplies	2024	10	INV	Paid	160.00	83087	1GJK-XWW6-J6TW	rivets for signs	10/1/2024	10/24/2024
AMZONCAP	40153481 531000	Office Supplies	2024	10	INV	Paid	11.95	83087	1YFQ-C73H-4HX3	Holiday Decorations	10/5/2024	10/24/2024
AMZONCAP	40353110 531000	Office Supplies	2024	10	INV	Paid	12.00	83087	1YFQ-C73H-4HX3	Holiday Decorations	10/5/2024	10/24/2024
BAINA	40153482 531300	Repair & Maintenance Supplies	2024	10	INV	Paid	4,399.18	83088	1156	Flow meter probe for 1260 Jacobia	10/1/2024	10/24/2024
BUELLR	PKF57680 531300	Repair & Maintenance Supplies	2024	10	INV	Paid	266.91	83089	220630	Playground hardware and repair supplies	12/21/2023	10/24/2024
BUILDERS HARDWARE	51051821 531300	Repair & Maintenance Supplies	2024	10	INV	Paid	141.72	83090	S3857949.001	Keys cut for old library	9/26/2024	10/24/2024
CO	PLN55860 531000	Office Supplies	2024	10	INV	Paid	185.67	83091	2310069-0	Steno bk, mrkr, pen, coffee, post its, calcltr	9/20/2024	10/24/2024
COS	FIR52250 547300	Water - Sewer - Stormwater	2024	10	INV	Paid	830.75	83092	UB 9/24	COS UB 9/24	10/4/2024	10/24/2024
COS	NON51820 547300	Water - Sewer - Stormwater	2024	10	INV	Paid	203.65	83092	UB 9/24	COS UB 9/24	10/4/2024	10/24/2024
COS	PKF57680 547300	Water - Sewer - Stormwater	2024	10	INV	Paid	16,754.89	83092	UB 9/24	COS UB 9/24	10/4/2024	10/24/2024
COS	POL52150 547300	Water - Sewer - Stormwater	2024	10	INV	Paid	1,458.65	83092	UB 9/24	COS UB 9/24	10/4/2024	10/24/2024
COS	STR54230 547300	Water - Sewer - Stormwater	2024	10	INV	Paid	3,304.33	83092	UB 9/24	COS UB 9/24	10/4/2024	10/24/2024
COS	STR54270 547300	Water - Sewer - Stormwater	2024	10	INV	Paid	195.51	83092	UB 9/24	COS UB 9/24	10/4/2024	10/24/2024
COS	40153481 547300	Water - Sewer - Stormwater	2024	10	INV	Paid	884.17	83092	UB 9/24	COS UB 9/24	10/4/2024	10/24/2024
COS	40153935 547300	Water - Sewer - Stormwater	2024	10	INV	Paid	2,120.90	83092	UB 9/24	COS UB 9/24	10/4/2024	10/24/2024
COS	40253580 547300	Water - Sewer - Stormwater	2024	10	INV	Paid	12,583.28	83092	UB 9/24	COS UB 9/24	10/4/2024	10/24/2024
COS	40353130 547300	Water - Sewer - Stormwater	2024	10	INV	Paid	2,817.74	83092	UB 9/24	COS UB 9/24	10/4/2024	10/24/2024
COS	51051821 547300	Water - Sewer - Stormwater	2024	10	INV	Paid	6,433.21	83092	UB 9/24	COS UB 9/24	10/4/2024	10/24/2024
COS BD	31137010 541060	Facilities Maint - Design	2024	10	INV	Paid	2,621.08	83093	COM2024-016	Permit fee for City Hall Security Improvements	9/24/2024	10/24/2024
Dean Williams	NON34181 341810	Copies & Public Records Fees	2024	10	INV	Paid	25.65	83094	1169	Deposit Refund from PRR 24-515	10/8/2024	10/24/2024
DOE	40353145 541050	Engineering Services	2024	10	INV	Paid	9,943.00	83095	25-WAR045718-1	For FY 2025 Water Quality Program Fee	9/24/2024	10/24/2024
Emily Arteche	PLN55730 543000	Training & Travel	2024	10	INV	Paid	49.06	83096	RE E Arteche 10/24	Reimb. E. Arteche travel- KC Sm Bus mtg 10/7/24	10/7/2024	10/24/2024
Evergreen Courier LL	40253585 542300	Postage & Freight	2024	10	INV	Paid	250.80	83097	000161	Courier- samples to 3rd party lab	10/3/2024	10/24/2024
Evergreen Ford	50154868 531301	Repair Parts	2024	10	INV	Paid	2,449.63	83098	5209105	Replcmt spare wheels, covers, sensors #101 pickup	10/2/2024	10/24/2024
GRAINGER	PKF57680 531300	Repair & Maintenance Supplies	2024	10	INV	Paid	489.22	83099	9260986808	Bathroom supplies-soap dispenser	9/25/2024	10/24/2024
GRAINGER	40153481 531300	Repair & Maintenance Supplies	2024	10	INV	Paid	468.47	83099	9258369520	Combination padlocks	9/23/2024	10/24/2024
GRAINGER	40153481 531300	Repair & Maintenance Supplies	2024	10	INV	Paid	75.75	83099	9261473210	2 box end wrenches	9/25/2024	10/24/2024
GRAINGER	40153481 531300	Repair & Maintenance Supplies	2024	10	CRM	Paid	-663.98	83099	CM 9239833909	Credit returned paint - orig. invoice #9230177355	9/6/2024	10/24/2024
GRAINGER	40253580 531300	Repair & Maintenance Supplies	2024	10	INV	Paid	50.32	83099	9257597907	Supplies for repair of grit removal system	9/23/2024	10/24/2024
HD Supply Facil Main	51051821 531300	Repair & Maintenance Supplies	2024	10	INV	Paid	55.56	83100	9229871755	Door handle -Public Works	9/17/2024	10/24/2024
HD Supply Facil Main	51051821 531300	Repair & Maintenance Supplies	2024	10	INV	Paid	148.92	83100	9230211057	Chair rail hardware	9/27/2024	10/24/2024
JENKINSP	40253560 548801	Clean Sewer Collection System	2024	10	INV	Paid	1,355.31	83101	27275	CCTV pipe inspection	9/12/2024	10/24/2024
JENKINSP	40253565 548000	Repair & Maintenance Services	2024	10	INV	Paid	3,194.93	83101	29163	Cleaned 5 wet wells	9/25/2024	10/24/2024
JENKINSP	41759436 563000	WRF Improve Construction	2024	10	INV	Paid	2,796.00	83101	29099	Ownr excavation for unexpected subsrfce conditions	9/9/2024	10/24/2024
KC 710	50251888 542200	INET Internet Network Services	2024	10	INV	Paid	1,023.00	83102	11014965	King County INET	8/31/2024	10/24/2024
KCROUB	40153410 549010	Filing & Recording Fees	2024	10	INV	Paid	108.00	83103	10.2024 UB Liens	UB Claim of Liens Oct. 2024	10/15/2024	10/24/2024
KDBC	50154868 531301	Repair Parts	2024	10	INV	Paid	1,050.51	83104	16700	Uplit equipment pickup trucks, PW	9/26/2024	10/24/2024
KI 2	FIR52220 531050	Uniforms	2024	10	INV	Paid	3,223.03	83105	12732	16 carhart jackets	9/17/2024	10/24/2024
KI 2	FIR52220 531050	Uniforms	2024	10	INV	Paid	287.86	83105	12782	Navy Blue Trousers	9/30/2024	10/24/2024
Kim Johnson	HUM51810 543000	Training & Travel	2024	10	INV	Paid	269.04	83106	RE K Johnson 10/24	Reimb. K. Johnson, meals, travel -conf 10/8-10/10	10/15/2024	10/24/2024
KING COUNTY	PKF57680 544400	Taxes & Assessments	2024	10	INV	Paid	7.31	83107	KC Tax 2024 - 3	KC Property Tax 2024	4/18/2024	10/24/2024
KING COUNTY	40143481 544400	Taxes & Assessments	2024	10	INV	Paid	7.31	83107	KC Tax 2024 - 3	KC Property Tax 2024	4/18/2024	10/24/2024
KING COUNTY	40243580 544400	Taxes & Assessments	2024	10	INV	Paid	7.32	83107	KC Tax 2024 - 3	KC Property Tax 2024	4/18/2024	10/24/2024
KONE	51051821 548000	Repair & Maintenance Services	2024	10	INV	Paid	1,754.36	83108	871482727	City Hall elevator R&M, annual L&I inspection	10/1/2024	10/24/2024
LEVEL3	50251888 542000	Telephone Service	2024	10	INV	Paid	2,371.66	83109	708243899	Monthly Telephone Service	10/1/2024	10/24/2024
LOUDEDGE	00280090 541000	Professional Svcs - General	2024	10	INV	Paid	1,750.00	83110	COS-093024-A	Food truck and Halloween design	9/30/2024	10/24/2024
MADRONA	LEG51541 541100	Outside Legal Services - Gen	2024	10	INV	Paid	25,871.00	83111	12787	Interim City Attorney- Various matters	10/4/2024	10/24/2024
Minuteman Press	00280090 549300	Printing	2024	10	INV	Paid	1,167.98	83112	93768	Notify Me & Halloween events Util Bill insert	10/7/2024	10/24/2024

Minuteman Press	COM55720 549300	Printing	2024	10	INV	Paid	1,167.98	83112 93768	Notify Me & Halloween events Util Bill insert	10/7/2024	10/24/2024
Minuteman Press	FIN51423 549300	Printing	2024	10	INV	Paid	3,085.64	83112 93769	3rd Quarter B&O TaxMailing forms/envelopes	10/7/2024	10/24/2024
Minuteman Press	STR54290 549300	Printing	2024	10	INV	Paid	49.01	83112 92770	Business cards T. Barrett	5/1/2024	10/24/2024
Minuteman Press	40153481 531000	Office Supplies	2024	10	INV	Paid	242.87	83112 93767	Sept. 2024 Utility Bill Printing/Folding/Envelopes	10/7/2024	10/24/2024
Minuteman Press	40153481 549300	Printing	2024	10	INV	Paid	308.50	83112 93767	Sept. 2024 Utility Bill Printing/Folding/Envelopes	10/7/2024	10/24/2024
Minuteman Press	40253580 531000	Office Supplies	2024	10	INV	Paid	242.87	83112 93767	Sept. 2024 Utility Bill Printing/Folding/Envelopes	10/7/2024	10/24/2024
Minuteman Press	40253580 549300	Printing	2024	10	INV	Paid	308.49	83112 93767	Sept. 2024 Utility Bill Printing/Folding/Envelopes	10/7/2024	10/24/2024
Minuteman Press	40353130 531000	Office Supplies	2024	10	INV	Paid	242.87	83112 93767	Sept. 2024 Utility Bill Printing/Folding/Envelopes	10/7/2024	10/24/2024
Minuteman Press	40353130 549300	Printing	2024	10	INV	Paid	308.49	83112 93767	Sept. 2024 Utility Bill Printing/Folding/Envelopes	10/7/2024	10/24/2024
MSAG	01257321 541000	Arts Program Services	2024	10	INV	Paid	200.00	83113 09222024	Snoqualmie Arts Commission & KCLS Art Class	9/24/2024	10/24/2024
NB CHEVY	50154868 531301	Repair Parts	2024	10	INV	Paid	52.37	83114 14286	tpms tire sensor nuts Chev #502	10/8/2024	10/24/2024
NB CHEVY	50154868 548000	Repair & Maintenance Services	2024	10	INV	Paid	445.39	83114 CTCS41867	#504 body control module and reprogram	9/20/2024	10/24/2024
NHTS	FIR52250 548000	Repair & Maintenance Services	2024	10	INV	Paid	3,537.35	83115 51611	Fire hose, ladder, & nozzle & appliance testing	9/16/2024	10/24/2024
OTAK	PLN55860 541080	Environmental Services	2024	10	INV	Paid	617.50	83116 000092400112	Draft BAS Review (Comp Plan)	9/18/2024	10/24/2024
OTAK	PLN55861 541080	Environmental Services	2024	10	INV	Paid	787.50	83116 000092400113	Parcel S21 (SVH first submittal review)	9/18/2024	10/24/2024
OTAK	31175050 541064	Kimball Ck Bridges -Const Mgmt	2024	10	INV	Paid	14,983.20	83116 000092400342	Construction phase services Sept 6, 2024	9/27/2024	10/24/2024
PBBIPP	NON51890 542300	Postage & Freight	2024	10	INV	Paid	11.94	83117 PP 10/24	Purchase Power credit line	10/15/2024	10/24/2024
PFM FIN	FIN51423 541090	Financial Services	2024	10	INV	Paid	3,000.00	83118 132584	Quarterly Retainer for July-Sept 2024	10/1/2024	10/24/2024
PlanIT Geo	40353190 541000	Professional Svcs - General	2024	10	INV	Paid	736.10	83119 QB INV-23621	Tree Canopy cover assessment	7/31/2024	10/24/2024
PlanIT Geo	40353190 541000	Professional Svcs - General	2024	10	INV	Paid	6,614.45	83119 QB INV-24906	Tree Canopy Cover Assessment- GIS work	9/30/2024	10/24/2024
POA-OR	50251888 545200	Rent - Furniture & Equipment	2024	10	INV	Paid	25.97	83120 705670	Copier Kit Overage	9/8/2024	10/24/2024
POA-OR	50251888 545200	Rent - Furniture & Equipment	2024	10	INV	Paid	17.07	83120 718010	Copier Kit Overage	9/13/2024	10/24/2024
PRE-EMPL	HUM51810 541420	HR-Related Services	2024	10	INV	Paid	14.90	83121 381124	Background checks for 1 new hire	9/30/2024	10/24/2024
PREMIERM	00280090 541390	Advertising, Legal Notices etc	2024	10	INV	Paid	895.00	83122 2760-R	Halloween Web Ad- 425 magazine	10/1/2024	10/24/2024
PROCOM LLC	HUM51810 541420	HR-Related Services	2024	10	INV	Paid	338.00	83123 111243	DOT Drug testing C. Wilson, J. Stewart, J. Gentry	8/31/2024	10/24/2024
PROCRAFT	FIN51423 549300	Printing	2024	10	INV	Paid	336.91	83124 4755	1,000 laser checks for Accts Payable for Springbrk	10/5/2024	10/24/2024
PROSPECT	41759436 563000	WRF Improve Construction	2024	10	INV	Paid	521,133.37	83125 Pay Estimate #13	Construction thru 10/1/2024	10/1/2024	10/24/2024
PSE	PKF57680 547100	Electricity	2024	10	INV	Paid	149.93	83126 002042 10/24	Electricity	10/7/2024	10/24/2024
PSE	PKF57680 547100	Electricity	2024	10	INV	Paid	3,154.19	83126 007355 10/24	Electricity	10/7/2024	10/24/2024
PSE	STR54263 547100	Electricity	2024	10	INV	Paid	48.19	83126 001499 10/24	Electricity	10/4/2024	10/24/2024
PSE	STR54263 547100	Electricity	2024	10	INV	Paid	7,332.91	83126 001499 10/24 #2	Electricity	10/7/2024	10/24/2024
PSE	STR54263 547100	Electricity	2024	10	INV	Paid	13.29	83126 001499 9/24 #3	Electricity	9/30/2024	10/24/2024
PSE	STR54263 547100	Electricity	2024	10	INV	Paid	25.51	83126 431306 10/24	Electricity	10/1/2024	10/24/2024
PSE	STR54263 547100	Electricity	2024	10	INV	Paid	11.98	83126 456550 10/24	Electricity	10/3/2024	10/24/2024
PSE	STR54263 547100	Electricity	2024	10	INV	Paid	16.03	83126 577403 10/24	Electricity	10/3/2024	10/24/2024
PSE	STR54263 547100	Electricity	2024	10	INV	Paid	16.44	83126 577445 10/24	Electricity	10/3/2024	10/24/2024
PSE	STR54263 547100	Electricity	2024	10	INV	Paid	140.38	83126 617464 10/24	Electricity	10/3/2024	10/24/2024
PSE	STR54263 547100	Electricity	2024	10	INV	Paid	1,553.97	83126 639966 10/24	Electricity	10/3/2024	10/24/2024
PSE	STR54263 547100	Electricity	2024	10	INV	Paid	33.19	83126 742043 10/24	Electricity	10/3/2024	10/24/2024
PSE	STR54263 547100	Electricity	2024	10	INV	Paid	57.45	83126 780111 10/24	Electricity	10/3/2024	10/24/2024
PSE	STR54263 547100	Electricity	2024	10	INV	Paid	12.07	83126 780137 10/24	Electricity	10/3/2024	10/24/2024
PSE	STR54263 547100	Electricity	2024	10	INV	Paid	22.27	83126 943807 9/24	Electricity	9/13/2024	10/24/2024
PSE	40153481 547100	Electricity	2024	10	INV	Paid	16,154.81	83126 004220 9/24	Electricity	9/30/2024	10/24/2024
PSE	40153481 547100	Electricity	2024	10	INV	Paid	16.38	83126 037989 10/24	Electricity	10/4/2024	10/24/2024
PSE	40153482 547100	Electricity	2024	10	INV	Paid	8,397.49	83126 004220 9/24	Electricity	9/30/2024	10/24/2024
PSE	40153935 547100	Electricity	2024	10	INV	Paid	1,343.25	83126 002042 10/24	Electricity	10/7/2024	10/24/2024
PSE	40153935 547100	Electricity	2024	10	INV	Paid	11.86	83126 103385 10/24	Electricity	10/3/2024	10/24/2024
PSE	40153935 547100	Electricity	2024	10	INV	Paid	924.34	83126 436232 10/24	Electricity	10/3/2024	10/24/2024
PSE	40153935 547100	Electricity	2024	10	INV	Paid	12.80	83126 794782 10/24	Electricity	10/3/2024	10/24/2024
PSE	40253565 547100	Electricity	2024	10	INV	Paid	32.93	83126 007124 10/24	Electricity	10/7/2024	10/24/2024
PSE	40253565 547100	Electricity	2024	10	INV	Paid	94.43	83126 241392 10/24	Electricity	10/3/2024	10/24/2024
PSE	40253565 547100	Electricity	2024	10	INV	Paid	111.82	83126 241418 10/24	Electricity	10/3/2024	10/24/2024
PSE	40253580 547100	Electricity	2024	10	INV	Paid	1,480.14	83126 010474 10/24	Electricity	10/7/2024	10/24/2024
PSE	51051821 547100	Electricity	2024	10	INV	Paid	106.29	83126 005615 10/24	Electricity	10/7/2024	10/24/2024
PSE	51051821 547100	Electricity	2024	10	INV	Paid	320.93	83126 010474 10/24	Electricity	10/7/2024	10/24/2024
PSE	51051821 547100	Electricity	2024	10	INV	Paid	585.21	83126 133972 10/24	Electricity	10/3/2024	10/24/2024
PSE	51051821 547100	Electricity	2024	10	INV	Paid	68.51	83126 198066 10/24	Electricity	10/3/2024	10/24/2024

PSE	51051821 547100	Electricity	2024	10	INV	Paid	27.38	83126 198082 10/24	Electricity	10/3/2024	10/24/2024
PSE	51051821 547100	Electricity	2024	10	INV	Paid	11.52	83126 400820 10/24	Electricity	10/3/2024	10/24/2024
PSE	51051821 547100	Electricity	2024	10	INV	Paid	167.11	83126 549936 10/24	Electricity	10/3/2024	10/24/2024
PSE	51051821 547100	Electricity	2024	10	INV	Paid	1,630.25	83126 885592 10/24	Electricity	10/4/2024	10/24/2024
PSRFA	50154868 548000	Repair & Maintenance Services	2024	10	INV	Paid	122.38	83127 10091	#602 Truck valve maint.	9/17/2024	10/24/2024
PSRFA	50154868 548000	Repair & Maintenance Services	2024	10	INV	Paid	22.83	83127 10104	Maint. -#601 ALF truck water leaks at pump plumbing	9/17/2024	10/24/2024
PSRFA	50154868 548000	Repair & Maintenance Services	2024	10	INV	Paid	29.48	83127 10642	Fire Apparatus repair and service	9/30/2024	10/24/2024
PSRFA	50154868 548000	Repair & Maintenance Services	2024	10	INV	Paid	5,989.19	83127 10827	Fire Apparatus repair and service	10/3/2024	10/24/2024
PSTEST	POL52110 549200	Dues-Subscriptions-Memberships	2024	10	INV	Paid	224.00	83128 2024-1038	Subscription fees July-Septemeber 2024	10/7/2024	10/24/2024
Puget Paving & Const	31059532 563000	Street Resurface - Construct	2024	10	INV	Paid	191,921.65	83129 24-118-1	2024 Road R&M Project/parking lots crack seal	9/16/2024	10/24/2024
Puget Paving & Const	31126130 563000	Parks Parking Lots - Construct	2024	10	INV	Paid	26,226.00	83129 24-118-1	2024 Road R&M Project/parking lots crack seal	9/16/2024	10/24/2024
Pye Barker	51051821 548000	Repair & Maintenance Services	2024	10	INV	Paid	232.39	83130 IV00285947	Fire and Burg. alarm monitoring and service	10/1/2024	10/24/2024
Pye Barker	51051821 548000	Repair & Maintenance Services	2024	10	INV	Paid	281.49	83130 IV00285948	Fire and Burg. alarm monitoring and service	10/1/2024	10/24/2024
Pye Barker	51051821 548000	Repair & Maintenance Services	2024	10	INV	Paid	232.39	83130 IV00286003	Fire and Burg. alarm monitoring and service	10/1/2024	10/24/2024
REGA	63358930 589304	KC Pet License Fees Remittance	2024	10	INV	Paid	30.00	83131 102318	September pet licenses	10/4/2024	10/24/2024
RH2	40153410 541000	Professional Svcs - General	2024	10	INV	Paid	5,412.13	83132 97603	Reclaimed Water system design, plan update	9/18/2024	10/24/2024
RH2	40253510 541000	Professional Svcs - General	2024	10	INV	Paid	5,412.13	83132 97603	Reclaimed Water system design, plan update	9/18/2024	10/24/2024
RH2	41134100 541060	Eagle Lake Reclam Design	2024	10	INV	Paid	81,278.23	83132 97603	Reclaimed Water system design, plan update	9/18/2024	10/24/2024
RH2	41759436 541040	WRF Improve Const Mgmt	2024	10	INV	Paid	71,129.75	83132 97570	Construction Mgmt through Aug. 2024	9/10/2024	10/24/2024
ROBERT HALF	FIN51423 541190	Temporary Agency Personnel	2024	10	INV	Paid	3,108.00	83133 64097633	S. Wong-Payroll Specialist Support	9/23/2024	10/24/2024
SCORE	POL52360 541504	Jail Services - SCORE	2024	10	INV	Paid	5,804.16	83134 8157	SCORE Snoqualmie inmates September 2024	10/2/2024	10/24/2024
SEAAUTO	50154868 531301	Repair Parts	2024	10	INV	Paid	250.89	83135 S5-9405446	Tire pressure monitor sensors #107	9/23/2024	10/24/2024
SEATIMES	CLK51420 541330	Ordinance Publication	2024	10	INV	Paid	52.50	83136 86562	Ordinance 1296	10/7/2024	10/24/2024
SETINA	POL52122 531910	Operating Supplies	2024	10	INV	Paid	555.59	83137 292520	PD vehicle #101 Pit Wraps	9/11/2024	10/24/2024
SHI INT	FIN51423 531800	Department Software	2024	10	INV	Paid	203.11	83138 B18813195	Fl-Suk Wong Adobe Pro License	9/16/2024	10/24/2024
SHI INT	NON36991 369910	Miscellaneous Revenues	2024	10	CRM	Paid	-1,678.58	83138 CR-875890	SHI Credit Memo for orig. inv. # B16189969 FY2022	6/20/2024	10/24/2024
SHI INT	50251881 531820	Info Tech Components	2024	10	INV	Paid	1,502.10	83138 B18836299	PW-Replacement switch for pump station	9/20/2024	10/24/2024
SHI INT	50251881 531820	Info Tech Components	2024	10	INV	Paid	21.74	83138 B18846017	RJ45 Ethernet dust covers- 100 pack	9/23/2024	10/24/2024
SHI INT	50251881 531820	Info Tech Components	2024	10	INV	Paid	846.44	83138 B18850047	Cisco 3 Yr. DNA license for replacement switch	9/24/2024	10/24/2024
SKCDPH	40253580 547501	Hazardous Waste Program Fees	2024	10	INV	Paid	4,780.75	83139 Q3-2024	KC Hazardous waste collection fee Q3	10/1/2024	10/24/2024
SV School Dist	01452122 532100	Gasoline/Diesel Fuel	2024	10	INV	Paid	5,174.63	83140 8245	Fleet and NB Police Fuel	10/8/2024	10/24/2024
SV School Dist	50154868 532100	Gasoline/Diesel Fuel	2024	10	INV	Paid	8,734.00	83140 8245	Fleet and NB Police Fuel	10/8/2024	10/24/2024
TSI CARN	STC59564 563000	General Streets Signage	2024	10	INV	Paid	185.13	83141 19792	Street sign	9/24/2024	10/24/2024
ULINE	POL52122 531910	Operating Supplies	2024	10	INV	Paid	490.56	83142 183217923	Evidence tape roles x 25	9/17/2024	10/24/2024
VALLEYD	NON51591 541111	Public Defender Services	2024	10	INV	Paid	6,650.00	83143 Sept 24	Public defense svcs-Snoqualmie cases- Sept 2024	10/3/2024	10/24/2024
VERIZCS	40253510 542010	Cellular Telephone	2024	10	INV	Paid	1,504.10	83144 9974584575	SCADA Machine2machine comms	9/23/2024	10/24/2024
VISIONQ	51051821 548000	Repair & Maintenance Services	2024	10	INV	Paid	275.00	83145 001639	Window and louver cleaning- City Hall and Police	9/24/2024	10/24/2024
Water Buffalo, Inc	40158210 582108	Meter-Tank-Hydrant. Deposits	2024	10	INV	Paid	2,500.00	83146 963	Deposit refund FH-24-005	10/2/2024	10/24/2024
WESTEK	50251881 548860	Hardware-Software Maintenance	2024	10	INV	Paid	1,064.62	83147 082724-6	PD Stencil recording syst. maint. renewal	8/27/2024	10/24/2024
WESTPAY	POL52110 549200	Dues-Subscriptions-Memberships	2024	10	INV	Paid	238.16	83148 850854374	Clear research database monthly fee Sept 2024	10/1/2024	10/24/2024



Payroll
Blanket Voucher Document

Claims presented to the City to be paid on 10/22/24 in the amount of \$374,094.46 which includes claim warrants numbered 72755 through 72755, totaling \$2,563.53 and direct deposits totaling \$371,530.93

Payroll

ACH Check Register



User: 'Ttreptow'
 Printed: 10/21/2024 - 3:32PM
 Batch: 00002.10.2024 - October C1 2024
 Include Partial: TRUE

Check Date	Check Number	Partial ACH	Employee Name	Amount
10/22/2024	0	False	Bryan Holloway	483.05
10/22/2024	0	False	Catherine Cotton	434.69
10/22/2024	0	False	Louis Washington	334.69
10/22/2024	0	False	Ethan Benson	434.69
10/22/2024	0	False	Jolyon Johnson	434.69
10/22/2024	0	False	Robert Wotton	284.69
10/22/2024	0	False	Cara Christensen	437.46
10/22/2024	0	False	Katherine Ross	1,920.62
10/22/2024	0	False	Deana Dean	3,883.07
10/22/2024	0	False	Gretchen Garrett	2,511.73
10/22/2024	0	False	Tania Holden	3,249.70
10/22/2024	0	False	Jimmie Betts Jr.	2,997.84
10/22/2024	0	False	Brendon Ecker	2,238.06
10/22/2024	0	False	Andrew Latham	2,998.99
10/22/2024	0	False	Andrew Jongekryg	2,453.57
10/22/2024	0	False	Lafleche Lacroix	4,243.72
10/22/2024	0	False	Eric DiTommaso	3,567.17
10/22/2024	0	False	Samantha Brumfield	2,075.12
10/22/2024	0	False	Kimberly Johnson	3,734.03
10/22/2024	0	False	Nicole Wiebe	2,606.10
10/22/2024	0	False	Andrew Bouta	4,572.90
10/22/2024	0	False	Jennifer Hughes	3,622.12
10/22/2024	0	False	Heather Florida	2,775.70
10/22/2024	0	False	Kyla Henderson	3,045.84
10/22/2024	0	False	Janna Walker	4,247.81
10/22/2024	0	False	Miles Dewar	2,061.52
10/22/2024	0	False	Danna McCall	3,488.30
10/22/2024	0	False	Brian Lynch	4,566.86
10/22/2024	0	False	Melinda Black	2,996.65
10/22/2024	0	False	Stephanie Butler	1,296.90
10/22/2024	0	False	Austin Gutwein	3,983.21
10/22/2024	0	False	Joseph Spears	3,459.05
10/22/2024	0	False	Michael Peter	3,396.93
10/22/2024	0	False	Max Bostick	3,239.25
10/22/2024	0	False	Pamela Mandery	3,776.82
10/22/2024	0	False	Michael Liebetau	1,854.00
10/22/2024	0	False	Kobe Hoyla	2,135.39
10/22/2024	0	False	Craig Miller	7,946.05
10/22/2024	0	False	Daniel Moate	5,841.85
10/22/2024	0	False	Joseph Meadows	4,144.95
10/22/2024	0	False	Dylan Losvar	2,885.36
10/22/2024	0	False	Dong (Jack) Yang	3,019.06
10/22/2024	0	False	Cory Hendricks	2,655.79
10/22/2024	0	False	Nicholas Schulgen	5,300.59
10/22/2024	0	False	William Natkha	2,045.54
10/22/2024	0	False	Erik Rasmussen	3,248.85
10/22/2024	0	False	Chase Smith	4,732.62

Check Date	Check Number	Partial ACH	Employee Name	
10/22/2024	0	False	Jason Weiss	7,706.86
10/22/2024	0	False	Dmitriy Vladis	3,986.90
10/22/2024	0	False	Christopher Werre	3,619.00
10/22/2024	0	False	Gary Horejsi	3,597.99
10/22/2024	0	False	Jesse Westman	3,379.89
10/22/2024	0	False	Wyatt Schannauer	2,536.29
10/22/2024	0	False	Philip Bennett	4,588.54
10/22/2024	0	False	Justin Ren	2,834.79
10/22/2024	0	False	Kerry O'Neil	2,801.23
10/22/2024	0	False	Dalton Hawk	2,326.62
10/22/2024	0	False	Blake Lemoine	2,143.52
10/22/2024	0	False	Jason Battles	5,161.83
10/22/2024	0	False	Neil MacVicar	2,592.35
10/22/2024	0	False	Jorge Orozco	3,468.69
10/22/2024	0	False	Austin Hilton	2,378.03
10/22/2024	0	False	Ryan Barnett	3,422.74
10/22/2024	0	False	Michael Chambless	6,678.71
10/22/2024	0	False	Kyle Markwardt	2,590.24
10/22/2024	0	False	Christine Iverson	2,484.38
10/22/2024	0	False	Lyle Beach	3,174.12
10/22/2024	0	False	Patrick Fry	4,592.77
10/22/2024	0	False	Jeffrey Hamlin	3,255.05
10/22/2024	0	False	Andrew Vining	3,666.49
10/22/2024	0	False	Hind Ahmed	3,956.18
10/22/2024	0	False	Thomas Holmes	6,680.35
10/22/2024	0	False	Alec Bagley	4,503.08
10/22/2024	0	False	Joan Quade	2,406.37
10/22/2024	0	False	Ryan Dalziel	3,060.54
10/22/2024	0	False	Thai Pham	3,134.69
10/22/2024	0	False	Jaron Gentry	294.41
10/22/2024	0	False	Jake Stewart	2,070.32
10/22/2024	0	False	Jason George	5,757.64
10/22/2024	0	False	Kevin Halbert	2,036.63
10/22/2024	0	False	Timothy Barrett	3,776.73
10/22/2024	0	False	Donald Harris	4,449.53
10/22/2024	0	False	Kevin Snyder	3,874.68
10/22/2024	0	False	Kenneth Knowles	3,713.98
10/22/2024	0	False	Christopher Wilson	3,075.59
10/22/2024	0	False	Todd Shinn	3,451.14
10/22/2024	0	False	Matthew Hedger	4,881.57
10/22/2024	0	False	Richard Allen Hebel	2,872.20
10/22/2024	0	False	Ryan Neal	2,808.31
10/22/2024	0	False	John Cooper	3,745.63
10/22/2024	0	False	Emily Arteche	4,666.57
10/22/2024	0	False	Ilyse Treptow	3,198.83
10/22/2024	0	False	Rebecca Buelna	2,653.35
10/22/2024	0	False	Dylan Gamble	2,825.79
10/22/2024	0	False	Amy Jeffery	2,184.32
10/22/2024	0	False	Michael Bailey	5,241.31
10/22/2024	0	False	Jessica Rellamas	1,711.43
10/22/2024	0	False	Zachary Schumann	4,525.03
10/22/2024	0	False	Jacob Fouts	6,931.73
10/22/2024	0	False	Theresa Tozier	4,335.21
10/22/2024	0	False	Gregory Heath	5,348.26
10/22/2024	0	False	Albert Wolfe	5,329.24
10/22/2024	0	False	Nicholas Lathrop	4,059.68
10/22/2024	0	False	Matthew West	3,775.69

Check Date	Check Number	Partial ACH	Employee No	Employee Name	
10/22/2024	0	False		Robert Lasswell	6,405.12
10/22/2024	0	False		Benjamin Parker	4,679.29
10/22/2024	0	False		Peter O'Donnell	4,279.70
10/22/2024	0	False		Tyler Byrd	3,878.42
10/22/2024	0	False		Christopher Brown	4,301.77
					Partial ACH: 0.00
					Regular ACH: 371,530.93
					Total: 371,530.93
			Total Employees:	109	

Payroll

Computer Check Register

User: ITreptow
Printed: 10/22/2024 - 8:34AM
Batch: 00003.10.2024 - KIM - October C1 2024



Item 5.

Check No	Check Date		Amount
72755	10/22/2024	Eun Jung Kim	2,563.53
Total Number of Employees: 1		Total for Payroll Check Run:	2,563.53

Accounts Payable

Blanket Voucher Approval Document



PRV 10-22-24

User: ITreptow
Printed: 10/28/2024 - 7:57AM
Warrant Request Date: 10/22/2024
DAC Fund:

Batch: 00002.10.2024 - Reg PV 10/22/2024

City of Snoqualmie
Claims presented to the City to be paid in the amount of \$ 271,093.11
for claims warrants numbered 62604 through 62609 & dated 10/22/2024.

Line	Claimant	Voucher No.	Amount
1	Dept. of Labor & Industries	000000000	17,187.19
2	Employment Security Dept.	000000000	1,075.89
3	Employment Security Dept.	000000000	3,767.39
4	Employment Security Dept.	000000000	2,509.21
5	Dept. of Retirement Syst.-LEOFF	000000000	30,770.23
6	IAFF Firepac-Political Affairs Dept.	000062605	2.09
7	Teamsters Local Union #763	000062608	2,415.50
8	IAFF LOCAL #2878	000062606	1,399.20
9	Office of Support Enforcement - DSHS	000000000	664.50
10	Dept of Retirement Syst.-PERS	000000000	47,041.10
11	Dept. of Retirement Syst.- PSERS	000000000	908.40
12	IRS-Payroll EFTPS	000000000	134,995.24
13	Voya Institutional Trust Company	000000000	225.00
14	CITY OF SNOQUALMIE	000062604	416.68
15	ICMA Retirement Trust -303907	000000000	3,227.31
16	Dept. of Retirement Syst.- DCP	000000000	23,261.18
17	Snoqualmie Police Association	000062607	850.00
18	Western States Police Medical Trust	000062609	377.00

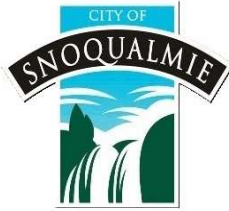
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Grand Total: \$271,093.11

Accounts Payable

Check Detail

User: ITreptow
Printed: 10/29/2024 - 8:18AM



Check Number	Check Date	Amount
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90010 - Dept. of Labor & Industries

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<u>Line Item Date</u>	<u>Line Item Description</u>	
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10/21/2024	PR Batch 00002.10.2024 L&I Employer	14,630.93
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90010 - Dept. of Labor & Industries Total:

17,187.19

90020 - Employment Security Dept.

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	Inv	
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/21/2024	PR Batch 00002.10.2024 Emp Sec- Unemployment Tax	1,075.89
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90020 - Employment Security Dept. Total:

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90022 - Employment Security Dept.

0	10/22/2024	
	Inv	
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/21/2024	PR Batch 00002.10.2024 WA Paid Fam. & Med. Leave	2,699.06
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90022 - Employment Security Dept. Total:

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90023 - Employment Security Dept.

0	10/22/2024		
	Inv		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	10/21/2024	PR Batch 00002.10.2024 WA Cares	2,509.21
	Inv Total		2,509.21
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90023 - Employment Security Dept. Total:			2,509.21
90030 - Dept. of Retirement Syst.-LEOFF			
0	10/22/2024		
	Inv		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	10/21/2024	PR Batch 00002.10.2024 LEOFF 2 Employee	19,097.27
	10/21/2024	PR Batch 00002.10.2024 LEOFF 2 Employer	11,672.96
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90030 - Dept. of Retirement Syst.-LEOFF Total:			30,770.23
90035 - IAFF Firepac-Political Affairs Dept.			
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	Inv		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
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62605 Total:			2.09
90035 - IAFF Firepac-Political Affairs Dept. Total:			2.09
90040 - Teamsters Local Union #763			
62608	10/22/2024		
	Inv		
	<u>Line Item Date</u>	<u>Line Item Description</u>	
	10/21/2024	PR Batch 00002.10.2024 Teamsters Union Dues	2,415.50
	Inv Total		2,415.50
62608 Total:			2,415.50

90040 - Teamsters Local Union #763 Total: 2,415.50

90045 - IAFF LOCAL #2878

62606 10/22/2024

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	
10/21/2024	PR Batch 00002.10.2024 IAFF-Local 2878 Fire	1,399.20

Inv Total 1,399.20

62606 Total: 1,399.20

90045 - IAFF LOCAL #2878 Total: 1,399.20

90060 - Office of Support Enforcement - DSHS

0 10/22/2024

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	
10/21/2024	PR Batch 00002.10.2024 Child Support	664.50

Inv Total 664.50

0 Total: 664.50

90060 - Office of Support Enforcement - DSHS Total: 664.50

90070 - Dept of Retirement Syst.-PERS

0 10/22/2024

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	
10/21/2024	PR Batch 00002.10.2024 PERS 3 Employee	3,053.87
10/21/2024	PR Batch 00002.10.2024 PERS 2 Employer	23,153.62
10/21/2024	PR Batch 00002.10.2024 PERS 2 Employer Correction	1.52
10/21/2024	PR Batch 00002.10.2024 PERS 3 Employer	4,667.71
10/21/2024	PR Batch 00002.10.2024 PERS2 Employee	16,164.38

Inv Total 47,041.10

0 Total: 47,041.10

90070 - Dept of Retirement Syst.-PERS Total: 47,041.10

90075 - Dept. of Retirement Syst.- PSERS

0 10/22/2024

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	
10/21/2024	PR Batch 00002.10.2024 PSERS Employee	377.43

10/21/2024	PR Batch 00002.10.2024 PSERS Employer	530.97
Inv Total		908.40

0 Total: 908.40

90075 - Dept. of Retirement Syst.- PSERS Total: 908.40

90085 - IRS-Payroll EFTPS

0 10/22/2024

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	
10/21/2024	PR Batch 00002.10.2024 Federal Income Tax	66,949.75
10/21/2024	PR Batch 00002.10.2024 FICA Employer	26,085.41
10/21/2024	PR Batch 00002.10.2024 Medicare Employee	7,991.70
10/21/2024	PR Batch 00002.10.2024 FICA Employee	26,085.41
10/21/2024	PR Batch 00002.10.2024 Medicare Employer	7,882.97

Inv Total 134,995.24

0 Total: 134,995.24

90085 - IRS-Payroll EFTPS Total: 134,995.24

90095 - Voya Institutional Trust Company

0 10/22/2024

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	
10/21/2024	PR Batch 00002.10.2024 Voya-Employer	100.00
10/21/2024	PR Batch 00002.10.2024 Voya-Employee	125.00

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0 Total: 225.00

90095 - Voya Institutional Trust Company Total: 225.00

90099 - CITY OF SNOQUALMIE

62604 10/22/2024

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	
10/21/2024	PR Batch 00002.10.2024 FSA	416.68

Inv Total 416.68

62604 Total: 416.68

90099 - CITY OF SNOQUALMIE Total: 416.68

90100 - ICMA Retirement Trust -303907

0 10/22/2024

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	
10/21/2024	PR Batch 00002.10.2024 ICMA-Employer	962.50
10/21/2024	PR Batch 00002.10.2024 Mission Square percentage	277.31
10/21/2024	PR Batch 00002.10.2024 ICMA-Employer Supplement	100.00
10/21/2024	PR Batch 00002.10.2024 ICMA-Employee	1,887.50

Inv Total 3,227.31

0 Total: 3,227.31

90100 - ICMA Retirement Trust -303907 Total: 3,227.31

90105 - Dept. of Retirement Syst.- DCP

0 10/22/2024

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	
10/21/2024	PR Batch 00002.10.2024 DCP-Employer	5,556.00
10/21/2024	PR Batch 00002.10.2024 Defferd Comp Roth Flat	1,846.00
10/21/2024	PR Batch 00002.10.2024 DCP-Employer-Supplement	1,337.50
10/21/2024	PR Batch 00002.10.2024 Deffered Comp Percentage	3,179.62
10/21/2024	PR Batch 00002.10.2024 Deffered Comp Roth Percentage	514.06
10/21/2024	PR Batch 00002.10.2024 DCP Flat Employee	10,828.00

Inv Total 23,261.18

0 Total: 23,261.18

90105 - Dept. of Retirement Syst.- DCP Total: 23,261.18

90180 - Snoqualmie Police Association

62607 10/22/2024

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	
10/21/2024	PR Batch 00002.10.2024 Police Union Dues	850.00

Inv Total 850.00

62607 Total: 850.00

90180 - Snoqualmie Police Association Total: 850.00

90400 - Western States Police Medical Trust

62609 10/22/2024

Inv		
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/21/2024	PR Batch 00002.10.2024 W States Police Medical Trust	377.00
Inv Total		377.00
62609 Total:		<hr/> 377.00
90400 - Western States Police Medical Trust Total:		<hr/> 377.00
Total:		<hr/> <hr/> 271,093.11

Accounts Payable

Blanket Voucher Approval Document



User: ITreptow
Printed: 10/28/2024 - 7:44AM
Warrant Request Date: 10/22/2024
DAC Fund:

PRV 10-22-24

Batch: 00003.10.2024 - KIM PV 10/22/2024

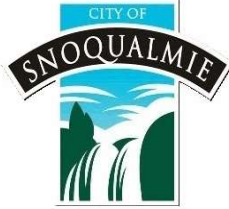
City of Snoqualmie
Claims presented to the City to be paid in the amount of \$ **1,503.51**
for claims warrants numbered _____ through _____ & dated 10/22/2024.

Line	Claimant	Voucher No.	Amount
1	Dept. of Labor & Industries	000000000	25.57
2	Employment Security Dept.	000000000	6.70
3	Employment Security Dept.	000000000	24.79
4	Employment Security Dept.	000000000	19.43
5	Dept of Retirement Syst.-PERS	000000000	472.77
6	IRS-Payroll EFTPS	000000000	729.25
7	Dept. of Retirement Syst.- DCP	000000000	225.00
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			Grand Total: \$1,503.51

Accounts Payable

Check Detail

User: ITreptow
Printed: 10/29/2024 - 8:22AM



Check Number	Check Date	Amount
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90010 - Dept. of Labor & Industries

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	Inv	
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90010 - Dept. of Labor & Industries Total:

25.57

90020 - Employment Security Dept.

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	Inv	
<u>Line Item Date</u>	<u>Line Item Description</u>	
10/22/2024	PR Batch 00003.10.2024 Emp Sec- Unemployment Tax	6.70
	Inv Total	6.70
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90020 - Employment Security Dept. Total:

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90022 - Employment Security Dept.

0	10/22/2024	
	Inv	
<u>Line Item Date</u>	<u>Line Item Description</u>	
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90023 - Employment Security Dept.

Check Number Check Date

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<u>Line Item Date</u>	<u>Line Item Description</u>								
10/22/2024	PR Batch 00003.10.2024 WA Cares	19.43							
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90070 - Dept of Retirement Syst.-PERS

0	10/22/2024	Inv										
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<u>Line Item Date</u>	<u>Line Item Description</u>											
10/22/2024	PR Batch 00003.10.2024 PERS 3 Employer	305.24										
10/22/2024	PR Batch 00003.10.2024 PERS 3 Employee	167.53										
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90070 - Dept of Retirement Syst.-PERS Total: 472.77

90085 - IRS-Payroll EFTPS

0	10/22/2024	Inv																			
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<u>Line Item Date</u>	<u>Line Item Description</u>																				
10/22/2024	PR Batch 00003.10.2024 Federal Income Tax	216.63																			
10/22/2024	PR Batch 00003.10.2024 Medicare Employee	48.58																			
10/22/2024	PR Batch 00003.10.2024 FICA Employer	207.73																			
10/22/2024	PR Batch 00003.10.2024 Medicare Employer	48.58																			
10/22/2024	PR Batch 00003.10.2024 FICA Employee	207.73																			
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90105 - Dept. of Retirement Syst.- DCP

0	10/22/2024	Inv													
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<u>Line Item Date</u>	<u>Line Item Description</u>														
10/22/2024	PR Batch 00003.10.2024 DCP-Employer-Supplement	25.00													
10/22/2024	PR Batch 00003.10.2024 DCP-Employer	100.00													
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90105 - Dept. of Retirement Syst.- DCP Total:	<hr/> 225.00
Total:	<hr/> <hr/> 1,503.51






Claims Approval Report F&A 11-5-24, CM 11-12-24

Final Audit Report

2024-10-30

Created:	2024-10-30
By:	Ilyse Treptow (itreptow@snoqualmiewa.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAJCPA81dwjzMVXaHd6bMLnjOUcMpGag44

"Claims Approval Report F&A 11-5-24, CM 11-12-24" History

-  Document created by Ilyse Treptow (itreptow@snoqualmiewa.gov)
2024-10-30 - 5:28:34 PM GMT
-  Document emailed to Drew Bouta (dbouta@snoqualmiewa.gov) for signature
2024-10-30 - 5:29:11 PM GMT
-  Email viewed by Drew Bouta (dbouta@snoqualmiewa.gov)
2024-10-30 - 5:32:26 PM GMT
-  Document e-signed by Drew Bouta (dbouta@snoqualmiewa.gov)
Signature Date: 2024-10-30 - 5:32:33 PM GMT - Time Source: server
-  Agreement completed.
2024-10-30 - 5:32:33 PM GMT



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

**AB24-062
November 12, 2024
Committee Report**

Item 6.

AGENDA BILL INFORMATION

TITLE:	AB24-062: Meadowbrook Farm Docent Services MOU	<input checked="" type="checkbox"/> Discussion Only
PROPOSED ACTION:	Approve the MOU between the Cities of North Bend and Snoqualmie and Meadowbrook Farm Preservation Association for Docent Services and authorize the Mayor to sign.	<input type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

REVIEW:	Department Director	Emily Arteche	10/25/2024
	Finance	Janna WalkerDrew Bouta	10/30/2024
	Legal	David Linehan	10/28/2024
	City Administrator	Mike Chambless	11/4/2024

DEPARTMENT:	Community Development		
STAFF:	Emily Arteche		
COMMITTEE:	Finance & Administration	COMMITTEE DATE: November 5, 2024	
EXHIBITS:	1. MOU Meadowbrook Farm Docent Services		

AMOUNT OF EXPENDITURE	\$ 14,000
AMOUNT BUDGETED	\$ 1,868,432
APPROPRIATION REQUESTED	\$ 0

SUMMARY

INTRODUCTION

The purpose of this MOU is to formalize the terms and conditions under which Meadowbrook Farm Preservation Association would provide Docent Services for Meadowbrook Farm. The full scope of services to be provided by the Association is set forth in Section 3 of the attached MOU, including such services as are described in the Association’s Educational Program Plan.

LEGISLATIVE HISTORY

An Inter-local Agreement between the cities of Snoqualmie and North Bend for the governance and management of Meadowbrook Farm was signed in 1993. On October 28, 2013, Resolution 1227 was approved for a Meadowbrook Farm Master Plan.

The Council adopted Resolution No. 1685 on April 8, 2024, approving a new Inter-Local Agreement between the Cities of Snoqualmie and North Bend for the Governance of Meadowbrook Farm. The Council adopted

Resolution No. 1670 approving an agreement between the Cities of North Bend and Snoqualmie and Si View Metropolitan Park District for operations and maintenance of Meadowbrook Farm.

BACKGROUND

The Cities of North Bend and Snoqualmie purchased Meadowbrook Farm property in 1994 in part with King County Conservation Futures Tax (“CFT”) grant funding, grant funding from the Washington State Recreation and Conservation Office (“RCO”), and funding from other sources. As conditions of CFT and RCO grant funding, the Cities agreed to certain restrictions on the use of the property as open space land for passive recreational uses, among other restrictions.

The 1998 Meadowbrook Farm Interlocal Agreement (ILA) between the two cities and the Meadowbrook Farm Preservation Association (MFPA, which was established to support the administration and management of Farm property) governed the management of the Farm property for 25 years, but recently expired on May 4, 2023. The City Council recently approved a new ILA between the cities of Snoqualmie and North Bend for the governance and management of Meadowbrook Farm, pursuant to Resolution No. 1685.

At about that time, the Cities approved a new agreement with Si View Metropolitan Park District in December 2023 to assume the operational and maintenance responsibilities previously handled by MFPA. At the October 9, 2023 Council meeting, Council approved Resolution 1670 for the Operations and Maintenance Agreement with North Bend and Si View Metropolitan Park District.

ANALYSIS

The proposed MOU reflects the MFPA’s role to act as docents to research, and to preserve and share the history of the Farm through educational and interpretive programming. The MFPA will continue to act as stewards of the rich Farm history, educating and engaging with the community consistent with legal restrictions on the use of the Farm and the shared objectives for the Farm set forth in the Interlocal Agreement between the Cities and the Meadowbrook Farm Master Plan.

BUDGET IMPACTS

This MOU commits both Snoqualmie and North Bend to provide an annual contribution of at least \$7,000 annually (\$14,000 per biennium) per city for the services contemplated in the MOU. The 2025-26 budget appropriates \$1,868,432 for this and other items with the Non-Departmental section of the General Fund (#001).

After accounting for the outstanding contract value of \$50,000 and the value of this MOU, the remaining biennial appropriation is \$1,804,432, as shown below. Therefore, sufficient appropriation exists within the 2025-26 Biennial Budget (General Fund #001) to fund the MOU.

Non-Departmental (#001)

	2025-2026 Biennial Budget	
Beginning Budget	\$	1,868,432
Expenditures	\$	-
Outstanding Contract Value <i>(Previously Approved)</i>	\$	(50,000)
Current Available Budget	\$	1,818,432
Value of this Expenditure <i>(AB24-097)</i>	\$	(14,000)
Available Budget after AB24-097	\$	1,804,432

NEXT STEPS

Move to recommend approval of MOU for Meadowbrook Farm Docent Services and authorize the Mayor to sign at the meeting on November 12, 2024.

PROPOSED ACTION

Motion to approve the MOU between the Cities of North Bend and Snoqualmie and Meadowbrook Farm Preservation Association for Docent Services and authorize the Mayor to sign.

MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF NORTH BEND, THE CITY OF SNOQUALMIE, AND THE MEADOWBROOK FARM PRESERVATION ASSOCIATION FOR DOCENT SERVICES ON THE MEADOWBROOK FARM

THIS MEMORANDUM OF UNDERSTANDING (“Agreement”) is made and entered into on this ___ date of _____, 2024, by and between the City of North Bend, a Washington municipal corporation; the City of Snoqualmie, a Washington municipal corporation; and the Meadowbrook Farm Preservation Association, a non-profit organization (“MFPA”). The City of North Bend and the City of Snoqualmie shall collectively be referred to herein as “the Cities.” The City of North Bend, the City of Snoqualmie, and the MFPA shall collectively be referred to herein as “the Parties.”

RECITALS

- A. The Cities are municipal corporations of the State of Washington, organized and operating under the Optional Municipal Code, Title 35A RCW.
- B. The Cities are owners of certain property generally referred to as the Meadowbrook Farm Preserve (“the Farm”). The Farm consists of 462 acres, lies partially within each city, and is described as set forth in Exhibit A (“the Property”). The Cities purchased the Property in 1994 in part with King County Conservation Futures grant funding (“CFT”), grant funding from the Washington State Recreation Conservation Office (“RCO”), and funding from other sources. As conditions of CFT and RCO grant funding, the Cities agreed to certain restrictions on the use of the Property as open space land for passive recreational uses, among other restrictions.
- C. In 1997, the MFPA was formed as a non-profit organization under Section 501(c)(3) of the IRS code to serve as the legal entity capable of contracting with the Cities for the management and administration of the Farm.
- D. The MFPA is currently governed by a volunteer board with members appointed by the Cities of Snoqualmie and North Bend, the Snoqualmie Tribe, the Snoqualmie Valley School District, the Snoqualmie Valley Historical Society, King County, the Upper Snoqualmie Valley Elk Management Group, and the Mountains to Sound Greenway, as well as staff member representatives from the Cities and other involved community members.
- E. In 1998, the MFPA entered into an ILA with the Cities (“1998 ILA”) for the MFPA’s operation and management of the Farm for a period of twenty-five (25) years. The 1998 ILA expired on May 4, 2023 and was superseded by a new ILA between the Cities entered on May 21, 2024 addressing the governance of the Meadowbrook Farm.
- F. The Parties wish to enter into this Agreement consistent with the Meadowbrook Farm Master Plan (“Plan”), which was adopted by the City of North Bend in Resolution 1639 and the City of Snoqualmie in Resolution 1227, and updated in 2013. The Plan serves as the guiding document for the long-term preservation, maintenance, and management of the Farm.

- G. The Cities intend to contract with service provider(s) for day-to-day operation and maintenance of the Farm (“Operations Contractor”) including but not limited to maintenance of buildings and grounds; coordination of schedules for classes, camps, and events; operation and coordination of event rentals; coordination of grant writing; implementation of and coordination of updates to the Plan; and construction of improvements consistent with the Plan;
- H. The Cities recognize the vital role that the MFPA has served in the past to manage and maintain the property, fund and build the Interpretive Center building, and to collect, preserve, display, and to interpret the history and natural history of the Farm and vicinity, and this Agreement is intended to clarify the Parties’ roles going forward;
- I. This Agreement reflects the MFPA’s role to research, and to preserve and share the history and natural history of the Farm through educational and interpretive programming. The MFPA will continue to act as stewards of Meadowbrook Farm, focusing on the rich Farm history and natural history, engaging with the community consistent with legal restrictions on the use of the Farm and the shared objectives for the Farm set forth in the Governance Interlocal Agreement between the Cities, attached as Exhibit B.

NOW, THEREFORE, the Parties have entered into this Agreement under the terms and conditions set forth herein:

1. PURPOSE AND SCOPE

The purpose of this Agreement is to set forth the terms and conditions under which the MFPA shall provide educational and interpretive programming, as well as special projects. Special projects will be in coordination with SVMPPD, align with the master plan and reviewed by the Meadowbrook Farm Advisory Body. The goal is to enhance the offerings at the Farm in order to preserve the Farm’s history and natural history as an important public open space consistent with all applicable restrictions set forth in deeds, grant agreements, and codes and regulations.

2. FARM OWNERSHIP AND ACCESS

The Cities are fee simple owners of the Farm as tenants-in-common. The Cities grant the MFPA non-exclusive access to the Farm for activities as authorized within the Scope of Services provided in Section 3 for the duration of this Agreement. The Cities’ grant of access to the MFPA may be limited or revoked at will by the Cities as provided in this Agreement.

3. SCOPE OF SERVICES

- 3.1 The MFPA shall perform all services in a professional manner. The MFPA shall not permanently alter the Farm or engage in any activity that prevents the public use of the Farm. Nothing in this Agreement shall be considered to create an employer-employee relationship between the Parties, and MFPA members are not entitled to any benefits afforded to either of the Cities’ employees.

- 3.2 The MFPA shall submit an Education Program Plan (“MFPA Educational Program Plan”) biennially to the Cities by September 1 before the beginning of the Cities’ biennial budget cycle. This plan will describe the activities of the previous two-years, identify accomplishments and challenges, discuss the plan for the coming two-year period, and the revenues and expenditures related to the same. The MFPA may choose to concurrently submit a funding request for the MFPA’s provision of interpretive services to Farm guests and visitors for the upcoming two years (“Funding Request”). Any such Funding Request shall be solely subject to budget approval authority of the Cities’ respective Councils (“Approved MFPA Funding”). The Funding Request shall take the form of a draft budget. Such Funding Request and MFPA Educational Program Plan shall not require the Cities to fund or adopt the MFPA Educational Program Plan.
- 3.3 The MFPA shall deliver educational services and programming as identified in their adopted MFPA Educational Program Plan.
- 3.4 The MFPA shall apply for, and obtain, all necessary permits prior to conducting the activities in the MFPA Educational Program Plan.
- 3.5 Nothing in this Agreement should be interpreted to guarantee approval of the Funding Request for the following biennium. The MFPA will be required to sign a contract with the Cities for the funds granted pursuant to the Funding Request.
- 3.6 In performing services, the MFPA shall at all times comply with all federal, state, and local statutes, rules, and ordinances applicable to the performance of such services and the handling of any funds.
- 3.7 The Cities shall pay the MFPA for services rendered on an annual basis a minimum of three thousand dollars (\$3,000) or amount sufficient from each City to cover basic organizational functions including insurance as required by this MOU and bookkeeping. Any amount over the amount sufficient to provide these basic functions shall be subject to a Funding Request submitted by the MFPA to the City/cities consistent with Section 3.2.
- 3.8 Upon request, the MFPA may schedule with each City’s staff a presentation to the City Council of the activities of the previous year including identification of accomplishments, challenges, the plan for the coming two-year period, and the revenues and expenditures related to the same.
- 3.9 The MFPA shall maintain accounts and records which properly reflect the services performed and cost expended in performance of the MFPA Educational Program Plan and make such accounts and records available upon the request of any City.
- 3.10 The MFPA shall coordinate with the Operations Contractor with regard to the provision of docent/interpretive/educational services and other related activities at the Farm.

- 3.11 The MFPA shall, if required by the Operations Contractor’s contract provisions, clean-up and remove all waste from the Farm after conducting any activities.
- 3.12 The MFPA shall have one member on the Meadowbrook Farm Advisory Body (“MFAB”) and shall confirm the representative by name annually by September 1st.
- 3.13 To avoid any direct or potential conflict of interest, a publicly elected or appointed government official (such as City Council or SVMPD Commissioner) shall not serve on the MFPA board of directors (those with voting privileges), nor on the MFAB. A City staff liaison, who does not serve on the MFPA board of directors, may attend MFPA meetings in their official capacity only if: (a) the City staff liaison’s employing City supervisor approves and (b) the City staff liaison’s role is to assist the MFPA and coordinate matters in the interest of the staff liaison’s employing City, however, the staff liaison shall not participate in voting.

4. DURATION AND MODIFICATION

- 4.1 Duration. This Agreement shall be effective on the later of May 1, 2024, or the date of the latest signature below and shall continue in effect until 11:59 p.m. on December 31, 2029. Thereafter, this Agreement shall automatically renew for an additional one-year term (“Renewal Term”). Cost of living financial revision likely needed prior to, or before renewal. Any Party may elect to terminate this Agreement on sixty (60) days’ written notice of termination to the other Parties, given in accordance with this Agreement. Additionally, the Parties may jointly agree to terminate this Agreement at any time.
- 4.2 Modification. This Agreement is intended to express the entire Agreement of the Parties and may not be altered or modified in any way unless such modification is reduced to writing and agreed upon and signed by each Party.

5. CITIES’ RESPONSIBILITIES

The Cities shall timely pay invoices submitted by the MFPA, which are consistent with the MFPA Educational Program Plan and MFPA budget allocation approved by the Cities for the given biennium. The Cities shall not be responsible for payment of invoices that exceed the amounts set forth in the Approved MFPA Funding Request.

6. INDEMNIFICATION

The Parties shall indemnify one another as follows:

- 6.1 Each Party to this Agreement agrees to protect, defend, and indemnify the other Party, its officers, officials, employees, and agents from any and all costs, claims, claims for delay, judgments and/or awards of damages arising out of or in any way resulting from the Party’s default, failure of performance, or negligent conduct associated with this Agreement, by the Party, its officers, officials, employees, and agents.

- 6.2 Each Party agrees that its obligations under this provision extend to any claim, demand, and/or cause of action brought by or on behalf of any of its employees or agents. The foregoing indemnity is specifically and expressly intended to constitute a waiver of each Party's immunity under Washington's Industrial Insurance Act, RCW Title 51, but only as respects the other Party, and only to the extent necessary to provide each Party with a full and complete indemnity of claims made by the other Party's employees or agents. The Parties acknowledge that these provisions were specifically negotiated and agreed upon by them.
- 6.3 In the event any Party incurs any costs, including attorney fees or expert witness fees, to enforce this Agreement, and prevails in such enforcement action, all such costs and fees shall be recoverable from the losing Party/Parties.
- 6.4 The provisions of this Section shall survive the expiration or earlier termination of this Agreement with regard to any event that occurred prior to or on the date of such expiration or earlier termination.

7. PROPERTY

Nothing in this Agreement affect the terms or conditions of the Cities of North Bend and Snoqualmie's ownership of the Property.

8. DISPUTE RESOLUTION

It is the Parties' intent to resolve any disputes relating to the interpretation or application of this Agreement informally through discussions at staff level. If a dispute arises from or relates to this Agreement or the breach thereof, and if the dispute cannot be resolved through direct discussions, the Parties agree to endeavor first to settle the dispute in an amicable manner by mediation pursuant to chapter 7.07 RCW. All fees and expenses for mediation shall be borne by the Parties equally. However, each Party shall bear the expense of its own counsel, experts, witnesses, and preparation and presentation of evidence. The Parties shall not resolve a dispute by mandatory arbitration. In the event mediation is not successful, the Parties agree to the jurisdiction of the Superior Court of King County, Washington over any lawsuit filed under this Section.

9. INDEPENDENT CONTRACTOR

Each Party to this Agreement is an independent contractor with respect to the subject matter herein. Nothing in this Agreement shall make any employee of one Party the employee of any other Party or Parties for any purpose, including, but not limited to, for withholding of taxes, payment of benefits, worker's compensation pursuant to Title 51 RCW, or any other rights or privileges accorded by virtue of their employment. At all times pertinent hereto, employees of the City of North Bend are acting as City of North Bend employees and employees the City of Snoqualmie are acting as City of Snoqualmie employees.

10. NOTICES

Any notice or other communication given hereunder shall be deemed sufficient, if in writing and addressed as follows, or to such other address as may be designated by the addressee by written notice to the other Parties:

City of North Bend:

Mary Miller, Mayor
920 SE Cedar Falls Way
North Bend, WA 98045

City of Snoqualmie:

Katherine Ross, Mayor
38624 SE River Street, PO Box 987
Snoqualmie, WA 98065

Meadowbrook Farm Preservation Association:

Mary Norton, President
PO Box 1462
Snoqualmie, WA 98065

11. PARTIAL INVALIDITY

Whenever possible, each provision of this Agreement shall be interpreted in such a manner as to be effective and valid under applicable law. Any provision of this Agreement which shall prove to be invalid, void, or illegal shall in no way affect, impair, or invalidate any other provisions hereof, and such other provisions shall remain in full force and effect.

12. ASSIGNABILITY

The rights, duties, and obligations of any Party to this Agreement shall not be assignable.

13. ENTIRE AGREEMENT

This Agreement contains the entire understanding between the Parties and supersedes any prior understandings and agreements between them regarding the subject matter hereof. There are no other representations, agreements, or understandings, oral or written, between the Parties hereto relating to the subject matter of this Agreement. No amendment of, or supplement to, this Agreement shall be valid or effective unless made in writing and executed by the Parties hereto.

14. INSURANCE

Each City shall be responsible for maintaining its own insurance. The MFPA shall procure and maintain for the duration of this Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the MFPA, its agents, representatives, or employees. MFPA's maintenance of insurance as required by this Agreement shall not be construed to limit MFPA's liability to the coverage provided by such insurance, or otherwise limit City's recourse to any remedy available at law or in equity.

A. Scope of Required Insurance. MFPA shall maintain insurance of the types and coverage described below:

1. **Commercial general liability insurance**, written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate, which shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises,

operations, stop-gap independent MFPA's and personal injury and advertising injury. The Cities shall each be named as an additional insured under MFPA's Commercial General Liability insurance policy with respect to the work performed under this Agreement, using an additional insured endorsement at least as broad as ISO CG 20 26.

2. **Workers' compensation coverage** as required by the Industrial Insurance laws of the State of Washington, if the MFPA has employees.
- B. Additional Insurance Provisions. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII. MFPA's commercial general liability insurance policy is to contain, or be endorsed to contain, that they shall be primary insurance as respects the Cities. Any insurance, self-insurance, or self-insured pool coverage maintained by the Cities shall be excess of MFPA's insurance and shall not contribute with it. MFPA shall provide the Cities with written notice of any policy cancellation within two (2) business days of MFPA's receipt of such notice.
 - C. Certificates of Insurance. Within fifteen (15) days of the execution of this Agreement, MFPA shall deliver original certificates or electronic via email and a copy of amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance coverage required by this Section 14.
 - D. Failure to Maintain Insurance. MFPA's failure to maintain insurance as required shall constitute a material breach of this Agreement, upon which the Cities may, after giving five (5) business days' notice to MFPA to correct the breach, immediately terminate this Agreement or, at its sole discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the Cities on demand, or at the sole discretion of the Cities, offset against funds due MFPA from the Cities.
 - E. Full Availability of MFPA Limits. If MFPA maintains higher insurance limits than the minimums shown above, the Cities shall be insured for the full available limits of Commercial General and excess or umbrella liability maintained by MFPA, irrespective of whether such limits maintained by MFPA are greater than those required by this Agreement or whether any certificate of insurance furnished to the Cities evidence limits of liability lower than those maintained by MFPA.

15. GENERAL PROVISIONS

This Agreement contains all of the agreements of the Parties with respect to any matter covered or mentioned in this Agreement. Any provision of this Agreement declared invalid or illegal shall in no way effect or invalidate any other provision. Failure of a Party to declare any breach or default immediately upon the occurrence thereof, or delay in taking any action in connection therewith, shall not waive such breach or default.

**MEADOWBROOK FARM
PRESERVATION ASSOCIATION**

Mary Norton, President
Date: _____

CITY OF NORTH BEND

CITY OF SNOQUALMIE

Mary Miller, Mayor
Date: _____

Katherine Ross, Mayor
Date: _____

ATTEST

By: _____
North Bend City Clerk

By: _____
Snoqualmie City Clerk

APPROVED AS TO FORM:

By: _____
Kendra S. Rosenberg
North Bend City Attorney
Dated: _____

By: _____
David A. Linehan
Snoqualmie Interim City Attorney
Dated: _____



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

**AB24-055
November 12, 2024
Ordinance**

Item 7.

AGENDA BILL INFORMATION

TITLE:	AB24-055: Amendments to Snoqualmie Municipal Code Titles 14 and 15, Implementing Senate Bill 5290	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input checked="" type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
	PROPOSED ACTION:	

REVIEW:	Department Director	Emily Arteche	9/6/2024
	Finance	n/a	9/6/2024
	Legal	David Linehan	9/6/2024
	City Administrator	Mike Chambless	10/7/2024

DEPARTMENT:	Community Development		
STAFF:	Emily Arteche & Andrew Levins, Contract Land Use Consultant		
COMMITTEE:	Community Development	DATE: September 16, 2024	
EXHIBITS:	1. Draft Ordinance and Code Amendment 2. SB 5290 Crosswalk		

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

SUMMARY

INTRODUCTION

The requirements of Senate Bill (“SB”) 5290 pertain to the timelines by which local jurisdictions planning under the Growth Management Act must process certain permit applications. The proposed text amendments would bring the SMC into compliance with the requirements of SB 5290. Cities are required to comply SB 5290 as of January 1, 2025, or the deadlines in SB5290 will be imposed on city.

LEGISLATIVE HISTORY

The Council Community Development reviewed this item on 5/6/2024 and on 9/16/2024.

BACKGROUND

Permits within a local jurisdiction are evaluated against the development regulations that control at the time a complete application is submitted. Since its enactment in the 1990’s, the Growth Management Act has required that these permit decisions be issued within 120 days of receiving a complete application.

During its 2023 session, the Washington State Legislature passed and the Governor signed [SB 5290](#) which is intended to provide prompt and coordinated reviews for project permit applications. SB 5290 is designed to

increase predictability in permitting outcomes by standardizing review deadlines for different types of permits. The timeframe required varies depending on whether public notice and/or a public hearing is required. The bill also requires that some cities with a population of greater than 20,000 people conduct an annual performance report describing compliance with these requirements.

ANALYSIS

Project permit application time periods are currently regulated under SMC 14.30.120, Time Limitation For Issuance Of Notice Of Decision, which states a notice of decision for a permit application shall be issued within 120 days of receiving a complete application, notwithstanding certain scenarios that may cause that that time limit to be extended. SB 5290 requires local governments to implement review deadlines for different categories of project permit applications in their development regulations. A summary of the timeframes required by SB 5290 is listed below:

Summary of New Permit Processing Timeframes
65 days for permits which do not require public notice;
100 days for permits which require public notice; and
170 days for permits which require public notice and a public hearing.

Other provisions of 5290 that are applicable to local governments include: procedures for temporarily suspending review of a permit application, optional measures that may streamline permitting processes, the amount of refund provided for permits that are not processed in a timely manner, and permit processing timeline compliance reporting. Except for applications for Wireless Communication Facility permits, the City of Snoqualmie does not collect any permit application fees. The City does collect deposits from applicants, which are an estimate of fees the city has incurred or will incur to process the application.

BUDGET IMPACTS

This agenda bill does not require the expenditure of any City funds.

NEXT STEPS

A second reading and proposed adoption is scheduled for the November12, 2024, City Council meeting.

PROPOSED ACTION

Move to adopt Ordinance 1293 amending the Snoqualmie Municipal Code to comply with the requirements of Senate Bill 5290.

ORDINANCE NO. 1293

**AN ORDINANCE OF THE CITY OF SNOQUALMIE,
WASHINGTON, AMENDING CHAPTERS 14.10, 14.30, AND 15.20
OF THE SNOQUALMIE MUNICIPAL CODE FOR COMPLIANCE
WITH THE REQUIREMENTS OF RCW 36.70B**

WHEREAS, during its 2023 session, the Washington State Legislature adopted, and the Governor signed SB 5290, codified in Chapter 36.70B RCW with the intent to increase the timeliness and predictability of local permit processing; and

WHEREAS, the code amendments proposed modifying relevant chapters of the Snoqualmie Municipal Code such that it complies with the provisions Chapter 36.70B RCW as revised by SB 5290; and

WHEREAS, the proposed amendments to the Snoqualmie Municipal Code relate solely to governmental procedure and will result in no substantive changes with respect to use or modification of the environment, and are therefore exempt from review under SEPA pursuant to WAC 197-11-800(21)(a),

WHEREAS, the Community Development Committee of the Snoqualmie City Council reviewed the proposed amendments on May 6, and September 16, 2024.

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

Section 1. Amendment of SMC 14.10.020. Snoqualmie Municipal Code section 14.10.020, Scope, is hereby amended to update the list of permits that are exempt from compliance with SB 5290, as shown in Exhibit A, attached hereto.

Section 2. Amendment of SMC 14.10.030. Snoqualmie Municipal Code section 14.10.030 is hereby amended to modify the definition of “project permit application,” as shown in Exhibit A, attached hereto.

Section 3. Amendment of SMC 14.30.020. Snoqualmie Municipal Code section 14.30.020, Categories of permits, is hereby amended to modify 14.30.020.B, Table-1, to include permit processing timelines required by SB 5290, as shown in Exhibit A, attached hereto.

Section 4. Amendment of SMC 14.30.050. Snoqualmie Municipal Code section 14.30.050 is hereby amended to reflect changes required by SB 5290 pertaining to determining an application procedurally complete, as shown in Exhibit A, attached hereto.

Section 5. Amendment of SMC 14.30.120. Snoqualmie Municipal Code section 14.30.120 is hereby amended to reflect changes required by SB 5290 pertaining to timely issuance of notice of decision, as shown in Exhibit A, attached hereto.

Section 6. Repeal of SMC 15.20.050. Snoqualmie Municipal Code section 15.20.050 is hereby repealed to remove duplicative text that conflicts with proposed amendments, as shown in Exhibit A, attached hereto.

Section 7. Effective Date. This ordinance shall be effective five days after its passage and publication, as provided by law.

Section 8. Severability. If any portion of this ordinance is found to be invalid or unenforceable for any reason, such finding shall not affect the validity or enforceability of any other section of this ordinance.

Section 9. Corrections by the City Clerk or Code Reviser. Upon approval of the City Attorney, the City Clerk and Code Reviser are authorized to make necessary corrections to this ordinance, including the correction of clerical errors; references to other local, state or federal laws, codes, rules, or regulations, or ordinance numbering and section/subsection numbering.

PASSED by the City Council of the City of Snoqualmie, Washington this 12th day of November 2024.

Katherine Ross, Mayor

Attest:

Approved as to form:

Deana Dean, City Clerk

David Linehan, Interim City Attorney

Exhibit A

14.10.020, Scope

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- A. The provisions of this title shall apply to all project permit applications filed on or after the effective date hereof under the substantive provisions of other titles of this code, except as specifically provided by subsections (B), (C) and (D) of this section.
 - B. Landmark designations, street vacations and any permits relating to the use of public areas or facilities shall be exempt from the provisions of this title, except the requirements of SMC 14.10.070, integration of SEPA and project permit review, and SMC 14.40.020, limitation of hearings and appeals.
 - C. Applications for approval of mixed use final plans present special circumstances that warrant a different review process as provided in Chapter 17.30 SMC, and shall be exempt from the requirements of this title, except the requirements of SMC 14.10.070, integration of SEPA and project permit review, and SMC 14.40.020, limitation of hearings and appeals.
 - D. Lot line or boundary adjustments, building permits, sign permits not requiring design review, or other similar administrative permits, which are either categorically exempt from environmental review under Chapter 43.21C RCW or for which environmental review has been completed in connection with other project permits, shall be exempt from the requirements of [SMC 14.30.020.B, Table-1](#), SMC 14.30.060, notice of application, SMC 14.30.130, optional consolidated permit processing, and SMC 14.30.110, relating to giving notice of the decision to the public and other agencies. (Ord. 768 § 2, 1996).

14.10.030, Definitions

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25 Unless the context clearly requires otherwise, the definitions in this section apply throughout this title.

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- A. “Closed record appeal” means an administrative appeal on the record, with no or limited new evidence or information allowed to be submitted and only oral argument allowed, to either the hearing examiner or the city council, following an open record hearing on a project permit application.
 - B. “Comprehensive plan” means the Snoqualmie Vicinity Comprehensive Plan, as the same now exists or may hereafter be amended, including any other plans incorporated therein by reference or by operation of law.
 - C. “Director” means the director of community development.
 - D. “Open record appeal hearing” means a hearing conducted by the city council to receive testimony and the submission of exhibits and information for the purpose of reviewing a decision of city staff for which no open record hearing is required before the planning commission or hearing examiner.
 - E. “Predecision open record hearing” means a hearing conducted by the hearing examiner or the planning commission to create the city’s record through testimony on oath or affirmation and submission of evidence and information, other than those proceedings falling within the definition of “public meeting” in subsection (G) of this section. If an open record hearing is held prior to the city’s decision on a project permit application, it shall be known as a “predecision open record hearing.” If an open record hearing is held after the city’s decision on a project permit application, it shall be known as an “open record appeal hearing.”

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 50 F. “Project permit application” means any land use or environmental permit, license or approval
 51 required from the city for a project action, including but not limited to ~~building permits,~~
 52 subdivisions, binding site improvement plans, planned unit developments, conditional uses,
 53 shoreline substantial development permits, flood improvement permits, design review, sensitive
 54 areas review, drainage review and site specific rezones ~~authorized by the comprehensive plan which~~
 55 ~~do not require a comprehensive plan amendment~~, but excluding adoption or amendment of the
 56 comprehensive plan, subarea plans, annexation implementation plans.
 57

58 G. “Public meeting” means an informal meeting, workshop or other public gathering to obtain
 59 comments from the public or other agencies on a proposed project permit prior to the city’s
 60 decision. Public meetings may include but are not limited to design review and scoping meeting on
 61 a draft environmental impact statement.
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63 **14.30.020 Categories of permits.**

64 A. The categories of permits shall be as follows:

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- 66 1. Category I constitutes those permits which are categorically exempt from environmental review, or
 67 for which SEPA has already been done, do not require any public comment period or an open record
 68 predecision hearing, and for which the staff decision is final unless appealed;
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- 70 2. Category II constitutes those permits which require a threshold environmental determination, but
 71 do not require a predecision open record hearing, or those permits where other sections of the
 72 Snoqualmie Municipal Code require a public comment period but do not require an open record
 73 hearing, and for which the staff decision is final unless appealed;
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- 75 3. Category III constitutes those permits which require a predecision open record hearing, but do not
 76 provide for a closed record appeal (i.e., recommendation by planning commission or hearing
 77 examiner and decision by city council); and
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- 79 4. Category IV constitutes those permits which require an open record predecision hearing, and
 80 provide for a closed record appeal hearing (i.e., decision by planning commission or hearing
 81 examiner and appeal to city council).
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83 B. The initial decision maker, appeal body and other requirements applicable to each category of permit
 84 shall be as follows:

85 **14.30.020.B, Table-1**

	Permits	Preapplicati on Process	Determinati on of Completeness	Notice of Applicati on and Comment Period	Predecisio n Open Record Hearing	Decision	Distributi on of Notice of Decision	Appeal To/ Open – Closed Record	<u>Project Permit Applicati on Processin g Time</u>
Ca t I	Clearing and Grading Permit (Chapter <u>15.20</u> SM C) Flood Improvement Permit (Chapter <u>15.12</u> SM C) Lot Line Adjustment (SMC <u>16.04.030</u> (E))	Yes, unless exempt	Yes	No	No	S	No	HE/ Open	<u>65 Days unless exempt</u>

	Historic Design Review, Type I (Chapter 17.35 SMC) Temporary Use Permit (SMC 17.55.050) Sign Permit (Chapter 17.75 SMC) Wireless Communication Facility Permit (Chapter 17.77 SMC) Site Plan Permit (Chapter 17.80 SMC)								
Ca t II	Clearing and Grading Permit (Chapter 15.20 SMC) Short Subdivision (Chapter 16.08 SMC) Binding Site Improvement Plan, 4 or fewer lots (SCM 16.12.030) Historic Design Review, Type I (Chapter 17.35 SMC) Temporary Use Permit (SMC 17.55.050) Wireless Communication Facility Permit (Chapter 17.77 SMC) Site Plan Permit (Chapter 17.80 SMC)	Yes	Yes	Yes	No	S	Yes	HE/Open	<u>100 Days</u>
Ca t III	Planned Residential Plan (SMC 17.15.050) Planned Commercial/Industrial Plan (SMC 17.20.050) Mixed Use Plan/Mixed Use Final Plan (Chapter 17.30 SMC) Planned Unit Development (Chapter 17.50 SMC) Unclassified Use Permit (Chapter 17.60 SMC) Wireless Communication Conditional Use Permit	Yes	Yes	Yes	Yes/PC or HE *Landmarks and Heritage Commission for Landmark Designation	CC *PC for Types II – III Historic Design Review and Landmark Designation	Yes	SC/Closed *HE/Closed for Types II – III Historic Design Review and Landmark Designation	<u>170 Days unless exempt</u>

	(Chapter 17.77 S MC) Zoning Code Map or Text Amendment (SMC 17.85.010) Comprehensive Plan Amendment (Chapter 21.30 S MC) *Historic Design Review Types II – III and Landmark Designation (Chapter 17.35 S MC)*								
Ca t IV	Long Subdivision (Chapter 16.10 S MC) Binding Site Improvement Plan, 5 or more lots (SMC 16.12.040) Historic Design Review Variance (SMC 17.35.170(C)) Conditional Use Permit (SMC 17.55.030) Variance (SMC 17.85.020)	Yes	Yes	Yes	Yes/PC or HE	HE or PC *PC for Historic Design Review Variance	Yes	CC/Close d	170 Days

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14.30.050 Determination of completeness of application.

- A. Within 28 days after receiving a project permit application, the director shall ~~mail or~~ provide ~~in person~~ a written determination to the applicant, stating either:
 1. That the application is complete, or
 2. That the application is incomplete, ~~the procedural submission requirements have not been met,~~ and ~~outline~~ what is necessary to make the application complete. The determination shall also include, if feasible, a statement of the preliminary determination of the project permit application’s consistency with development regulations and preliminary identification of the development regulations compliance with which may be determined to constitute compliance with SEPA.
 - ~~2.—~~
- B. A project permit application may be deemed complete for purposes of this section when it meets the ~~procedural~~ submission requirements of other titles of this code and the additional requirements of SMC 14.30.030 and it is sufficient for continued processing, even though additional information may be required or project modifications may be undertaken subsequently.
- C. A determination of completeness under this section shall not preclude the city from requesting additional information or studies either at the time of the notice of completeness or subsequently if new information is required or subsequent changes in the proposed project occur. ~~However, if the procedural submission requirements, as outlined on the project permit application have been provided, the need for additional information or studies may not preclude a completeness determination.~~
- D. A project permit application shall be deemed ~~procedurally~~ complete ~~on the 29th day after receiving a project permit application~~ if the director does not provide a written determination to the applicant that

the application is procedurally incomplete under subsection (A) of this section. When the director does not provide a written determination, they may still seek additional information or studies as provided for in subsection (C) of this section.

E. Within 14 days after the applicant has submitted any additional information identified by the director as being necessary for a complete application, the director shall notify the applicant whether the application has been made complete or what additional information is necessary.

E.F. The number of days shall be calculated by counting every calendar day.

14.30.120, Time limitation for issuance of notice of decision.

A. Except as provided in subsection (B) and (D), the notice of decision shall be issued within 120 days the time period specified by 14.30.020.B, Table-1, after the applicant has been notified that the application is complete; provided the following time periods shall be excluded:

1. Any period during which the applicant has been requested in writing to correct plans, perform required studies, or provide additional required information. This period shall be calculated from the date of notification to the applicant of the need for additional information and the day when responsive information is resubmitted by the applicant until the earlier of the date of determination whether the additional information satisfied the request for information or 14 days after the date the applicant submitted the information. If the information submitted is determined to be insufficient, the applicant shall again be notified of the deficiencies, and the procedures for determination of completeness shall apply as if a new request for information or studies had been made;
2. Any period during which an environmental impact statement is being prepared, if the city has by ordinance or resolution established time periods for the completion of environmental impact statements, or if the city and the applicant have agreed in writing to a time period for completion of the environmental impact statement;
3. Any period for an open or closed record appeal, not exceeding 60 days, unless all parties to the appeal agree to extend the time period; and
4. Any extension of the 120-day time period specified by 14.30.020.B, Table-1, mutually agreed between the city and the applicant; and;
- 4.5. Any period after an applicant informs the city, in writing, that they would like to temporarily suspend review of the project permit application until the time that the applicant notifies the city, in writing, that they would like to resume the application. The director may set conditions for the temporary suspension of a permit application.

B. The time limits of subsection (A) 14.20.030, Table-1, do not apply if a project permit application:

1. Requires an amendment to the comprehensive plan or a development regulation;
2. Requires siting of an essential public facility; or
3. The application is substantially revised by the applicant to the extent that it proposes a change in use that adds or removes commercial or residential elements from the original application that would make the application fail to meet the determination of procedural completeness for the new

163 use, in which case the time period shall start from the date at which the revised project permit
 164 application is determined to be procedurally complete.

165
 166 C. If a notice of decision cannot be issued within the time limit provided in ~~subsection (A)~~14.20.030,
 167 Table-1, the applicant shall be provided a written notice of this fact, which shall include a statement of
 168 reasons why the time limits have not been met and an estimated date for issuance of the notice of final
 169 decision.

170 D. If, at any time, an applicant informs the director, in writing, that the applicant would like to temporarily
 171 suspend the review of the project for more than 60 days, or if an applicant is not responsive for more
 172 than 60 consecutive days after the county or city has notified the applicant, in writing, that additional
 173 information is required to further process the application, an additional 30 days may be added to the
 174 time periods to issue a notice of decision for each type of project permit that is subject to this chapter.
 175 Any written notice from the director to the applicant that additional information is required to further
 176 process the application must include a notice that nonresponsiveness for 60 consecutive days may result
 177 in 30 days being added to the time for review. For the purposes of this subsection, "nonresponsiveness"
 178 means that an applicant is not making demonstrable progress on providing additional requested
 179 information to the city, or that there is no ongoing communication from the applicant to the city on the
 180 applicant's ability or willingness to provide the additional information.

181 E. The following measures promote consistency with the timelines for issuance of notice of decision
 182 specified in 14.30.020.B, Table-1:

- 183 1. Projects that are consistent with adopted development regulations will be expedited;
- 184 2. Maintain and budget for on-call permitting assistance for when permit volumes or staffing levels
 185 change;
- 186 3. Meet with the applicant within 14 days of a second request for corrections during permit review to
 187 resolve outstanding corrections. If the meeting cannot resolve the issues and the city proceeds with
 188 a third request for additional information or corrections, the city will approve or deny the
 189 application upon receiving the additional information or corrections.

191 **~~15.20.050 Clearing and grading permit – Application review.~~**

192 ~~A. The director shall provide comments regarding the adequacy of the application to the applicant~~
 193 ~~within two weeks of receipt of the application. The director shall promptly notify the applicant, in~~
 194 ~~writing, when the application is complete.~~

195
 196 ~~B. The director shall act on the application, either approving, approving with conditions, or denying~~
 197 ~~the permit, within 90 days after notifying the applicant that the application is complete; provided,~~
 198 ~~however, that this 90-day period shall be tolled pending completion of an EIS pursuant to the State~~
 199 ~~Environmental Policy Act, if one is required. Conditions on an approved permit shall be designed to~~
 200 ~~ensure compliance with the standards set forth in SMC 15.20.060. (Ord. 1198 § 20, 2017; Ord. 1082 §~~
 201 ~~2, 2011).~~

SB 5290 Crosswalk Matrix and Consistency Analysis

SMC Chapter 14	Existing SMC	Summary of SB 5290 Legislation	Consistent	Not Consistent	Not Applicable
30.050	Does not specify that "completeness" is based solely on meeting procedural requirements of application.	Clarify determination of completeness procedural requirements – the determination must be based solely on the procedural requirements as outlined on the project permit application.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
30.020	Implements a blanket 120-day requirement.	Revise the existing 120-day requirement to specific timelines required by SB 5290.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Current code does not provide for permit fee refunds if reviews are not timely.	Refund 10-20% of permit fees if the new time periods not met, unless a City adopts at least 3 measures listed in SB 5290.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Current code does not provide for annual performance report required for cities with populations greater than 20,000.		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	The City has not adopted measures that would avoid permit fee refund requirements.	Cities may adopt 3 or more of the measures listed in SB 5290 to avoid permit fee refund requirements.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	As a City with fewer than 20,000 inhabitants, the City does not generate an annual report on permit processing timeline requirements.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The City does not participate in developing guidance with state agencies.		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Key:
 Consistent=SMC compliance
 Not Consistent= No SMC compliance
 Not Applicable= SB 5290 Legislation is not applicable to the City



BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB24-089
November 12, 2024
Ordinance

AGENDA BILL INFORMATION

TITLE:	AB24-089: School Impact Fees for 2025	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input checked="" type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
PROPOSED ACTION:	Adopt Ordinance 1294 updating Snoqualmie Valley School District’s Impact Fees for 2025.	

REVIEW:	Department Director	Emily Arteche	10/3/2024
	Finance	n/a	Click or tap to enter a date.
	Legal	David Linehan	10/14/2024
	City Administrator	Mike Chambless	10/28/2024

DEPARTMENT:	Community Development		
STAFF:	Emily Arteche, Community Development Director		
COMMITTEE:	Finance & Administration	COMMITTEE DATE: October 22, 2024	
EXHIBITS:	1. Draft Ordinance 2. Snoqualmie Valley School District School CFP 2024-2029		

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

SUMMARY

INTRODUCTION

Annual update to the school impact fees for 2025 on behalf of the Snoqualmie Valley School District No. 410.

LEGISLATIVE HISTORY

The City Council adopted the 2023 school impact fees via AB23-136 and Ordinance 1283, 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 to its Capital Facilities Plan, an updated fee calculation/ revised fee schedule; and an annual report on the school impact fee account, showing the source and amount of all moneys collected, earned, or received, and the public improvements that were financed in whole or in part by impact fees. The District’s Capital Facilities Plan (CFP) is the basis for the school impact fee and contains the details of how the fee is calculated. The City’s Comprehensive Plan provides that the update of the District’s Capital Facilities Plan be

approved from time to time by the City Council by Resolution and school impact fees themselves are adopted separately by ordinance. This action is to adopt the school impact fees 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 2025 in accordance with the Snoqualmie Valley School District No. 410 Capital Facilities Plan 2024-2029 will change the school impact fee for average single-family residences from \$9,230.89 to 10,187.76 (an increase of \$956.87), and for multifamily residences from \$6,391.47 to \$6,170.35 (a decrease of \$221.12). The new school impact fees would be effective on January 1, 2025.

BUDGET IMPACTS

N/A

NEXT STEPS

October 28, 2024: First Reading of Ordinance 1294.

November 12, 2024: Second Reading and motion to adopt Ordinance 1294.

PROPOSED ACTION

October 28, 2024: First Reading of Ordinance 1294.

November 12, 2024: Second Reading of Ordinance 1294. Move to adopt Ordinance 1294 updating Snoqualmie Valley School District's Impact Fees for 2025.

ORDINANCE NO. 1294

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 2024-2029 by Resolution 1696, 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	\$10,187.76
Impact fee per multi-family dwelling unit	\$6,170.35

Section 2. Effective Date. This ordinance shall be effective five days after its passage and publication, as provided by law.

Section 3. Severability. If any portion of this ordinance is found to be invalid or unenforceable for any reason, such finding shall not affect the validity or enforceability of any other section of this ordinance.

Section 4. Corrections by the City Clerk or Code Reviser. Upon approval of the City Attorney, the City Clerk and Code Reviser are authorized to make necessary corrections to this ordinance, including the correction of clerical errors; references to other local, state or federal laws, codes, rules, or regulations, or ordinance numbering and section/subsection numbering.

PASSED by the City Council of the City of Snoqualmie, Washington this 12th day of November 2024.

Katherine Ross, Mayor

ATTEST:

APPROVED AS TO FORM:

Deana Dean, City Clerk

David Linehan, Interim City Attorney

SNOQUALMIE VALLEY SCHOOL DISTRICT 410

CAPITAL FACILITIES PLAN 2024



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 13, 2024

SNOQUALMIE VALLEY SCHOOL DISTRICT NO. 410

2024-2029
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
Judith Milstein	2	1/1/24 - 12/31/27
Rene Price	3	1/1/24 - 12/31/27
Gary Fancher	4	1/1/22 - 12/31/25
Ram Dutt Vedullapalli, Vice President	5	1/1/24 - 12/31/27

Central Office Administration

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

Snoqualmie Valley School District No. 410

Snoqualmie, Washington

Administration Building

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

Dan Schlotfeldt, Superintendent

Mount Si High School

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

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
Rebekah Westra, 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 2024 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, but has not yet been funded by Washington State. 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 actual program needs in the District. The Growth Management Act and King County Code 21A.43 authorize the District to adjust the standard of service based on the District's specific needs.

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

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

School capacity for the 2024-25 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 2024-25 overall permanent capacity is 6,524 students (with an additional 2,027 student capacity available in portable classrooms). Enrollment in the Fall of 2023 totaled 6,836 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 6,794 in 2029, 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 2029, 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 most recent 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 was 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 recommended a rebuild and expansion of 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 recommended the replacement and expansion 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.

The School Board formally accepted the Citizen's Facilities Advisory Committee recommendations in 2024 and will soon begin discussions on bond planning for these projects.

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 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 but has not yet been funded by Washington State. 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

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

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

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

Standard of Service for Secondary Students

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

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

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

Room Utilization at Secondary Schools

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 2024-25 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 2023-24 school year was 6,650 for purpose of the building inventory below. Districtwide, October 2023 enrollment totaled 6,836 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
2024-25 School Year**

ELEMENTARY LEVEL				
Facility	Address	Grade Span	Permanent Capacity *	2023-24 Enrollment **
CASCADE VIEW	34816 SE Ridge Street Snoqualmie, Washington	K thru 5	495	523
FALL CITY	33314 SE 42nd Place Fall City, Washington	K thru 5	280	472
NORTH BEND	400 E 3rd Street North Bend, Washington	K thru 5	325	454
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	430
TIMBER RIDGE	34412 SE Swenson Drive Snoqualmie, Washington	K thru 5	583	625
Total Elementary School			2,396	3,067
MIDDLE SCHOOL LEVEL				
Facility	Address	Grade Span	Permanent Capacity *	2023-24 Enrollment **
CHIEF KANIM	32627 SE Redmond-Fall City Road Fall City, Washington	6, 7 & 8	697	533
SNOQUALMIE	9200 Railroad Ave SE Snoqualmie, Washington	6, 7 & 8	336	494
TWIN FALLS	46910 SE Middle Fork Road North Bend, Washington	6, 7 & 8	765	540
Total Middle School			1,798	1,567
HIGH SCHOOL LEVEL				
Facility	Address	Grade Span	Permanent Capacity *	2023-24 Enrollment **
MOUNT SI / TWO RIVERS	8651 Meadowbrook Way SE Snoqualmie, Washington	9 thru 12	2,330	2,016
Total High School			2,330	2,016
TOTAL DISTRICT			6,524	6,650

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

** Difference between enrollment (pg.14) 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 2025, 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 42 students (0.6%) over the next six years, with a decline in enrollment the 9-12 level, as the enrollment declines during COVID progress through the system. Elementary enrollment is expected to grow by 5% over the next six years with 6-8 enrollment growing 2%.

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 increased availability of dual credit and advanced placement offerings at Mount Si High School, 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 2023 and Projected Enrollment from 2024 through 2029

GRADE:	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Enrollment Projections through 2029								
	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029			
Kindergarten **	257	245	267	241	548	508	548	603	402	546	491	492	499	504	514	528	543	557			
1st Grade	495	540	530	578	526	574	530	552	561	475	531	502	533	514	519	530	544	559			
2nd Grade	491	504	559	536	614	560	569	549	516	593	485	542	523	552	532	537	549	563			
3rd Grade	510	509	515	567	559	608	564	572	519	549	579	489	555	527	557	537	542	554			
4th Grade	534	517	509	566	597	566	585	566	534	525	546	584	493	556	528	558	538	543			
5th Grade	492	528	538	526	570	596	557	584	554	545	523	545	579	492	554	527	557	537			
K-5 Subtotal	2,779	2,843	2,918	3,014	3,414	3,412	3,353	3,426	3,086	3,233	3,155	3,154	3,182	3,145	3,204	3,217	3,273	3,313			
6th Grade	504	472	514	570	529	580	582	574	581	548	538	520	550	585	497	559	532	562			
7th Grade	488	512	481	525	572	511	581	590	550	594	536	544	525	547	580	495	555	529			
8th Grade	481	476	505	486	508	563	514	570	558	554	595	542	535	523	544	576	493	551			
6-8 Subtotal	1,473	1,460	1,500	1,581	1,609	1,654	1,677	1,734	1,689	1,696	1,669	1,606	1,610	1,655	1,621	1,630	1,580	1,642			
9th Grade	467	477	489	525	475	510	567	523	571	581	565	617	537	539	527	549	582	497			
10th Grade	406	473	469	473	500	472	499	556	507	576	566	570	592	530	532	520	542	574			
11th Grade	364	369	396	357	310	360	317	369	381	411	461	473	412	437	391	393	383	399			
12th Grade	410	363	388	372	321	283	315	338	376	379	397	416	401	396	420	376	378	369			
9-12 Subtotal	1,647	1,682	1,742	1,727	1,606	1,625	1,698	1,786	1,835	1,947	1,989	2,076	1,942	1,902	1,870	1,838	1,885	1,839			

K-12 TOTAL	5,899	5,985	6,160	6,322	6,629	6,691	6,728	6,946	6,610	6,876	6,813	6,836	6,734	6,702	6,695	6,685	6,738	6,794			
	2.3%	1.5%	2.9%	2.6%	4.9%	0.9%	0.6%	3.2%	-4.8%	4.0%	-0.9%	0.3%	-1.5%	-0.5%	-0.1%	-0.2%	0.8%	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;
- Planning and construction of new middle school capacity with a rebuilt Snoqualmie Middle School;
- 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. For example, Snoqualmie, Fall City and North Bend Elementaries have approximately 50% of total capacity in portable classrooms. As the District has more than two elementary schools of capacity in portable classrooms, we anticipate future Elementary construction projects to include the reduction of portables within the District.

In the spring of 2020, the District launched a Citizens' Facilities Advisory 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. In 2023, the committee recommended 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 flood proofed 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 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.

Other projects recommended by the committee in future phases could include renovations at Snoqualmie Middle school to repurpose its use for district needs, and expansion/renovations of Opstad Elementary, Snoqualmie Elementary and Chief Kanim Middle Schools. Should enrollment exceed current projections, a 7th elementary school could also be considered in the future.

In 2024, the School Board officially accepted the Citizens' Facility Advisory Committee recommendations.

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 to develop a full-scale transportation facility that will support the future enrollment growth of the District. While the costs of this facility cannot be included in the impact fee calculation, the facility need is noted as part of the District's overall plan.

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 2029, 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.

The District is anticipated to have 24% of its districtwide classroom capacity in portable classrooms for the 2024-25 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: *	2024	2025	2026	2027	2028	2029
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:	3,182	3,145	3,204	3,217	3,273	3,313
Surplus/(Deficit) of Permanent Capacity:	(786)	(689)	(748)	(761)	(817)	(532)
Portable Capacity Available:	1,377	1,377	1,377	1,377	1,419	1,419
Portable Capacity Changes (+/-):	-	-	-	42	-	(280)
Surplus/(Deficit) with Portables:	591	688	629	658	602	607

Middle School 6-8

PLAN YEARS: *	2024	2025	2026	2027	2028	2029
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:	1,610	1,655	1,621	1,630	1,580	1,642
Surplus/(Deficit) of Permanent Capacity:	188	143	177	168	218	156
Portable Capacity Available:	650	650	650	650	650	650
Portable Capacity Changes (+/-):	-	-	-	-	-	-
Surplus/(Deficit) with Portables:	838	793	827	818	868	806

High School 9-12

PLAN YEARS: *	2024	2025	2026	2027	2028	2029
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:	1,942	1,902	1,870	1,838	1,885	1,839
Surplus/(Deficit) Permanent Capacity:	388	428	460	492	445	491
Portable Capacity Available:	0	0	0	0	0	0
Portable Capacity Changes (+/-):	-	-	-	-	-	-
Surplus/(Deficit) with Portables:	388	428	460	492	445	491

K-12 TOTAL

PLAN YEARS: *	2024	2025	2026	2027	2028	2029
Total Permanent Capacity:	6,524	6,584	6,584	6,584	6,584	6,909
Total Projected Enrollment:	6,734	6,702	6,695	6,685	6,738	6,794
Surplus/(Deficit) Permanent Capacity:	(210)	(118)	(111)	(101)	(154)	115
Total Portable Capacity	2,027	2,027	2,027	2,069	2,069	1,789
Total Permanent and Portable Capacity	8,551	8,611	8,611	8,653	8,653	8,698
Surplus/(Deficit) with Portables:	1,817	1,909	1,916	1,968	1,915	1,904

* 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 to 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 2024 through 2029. 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.

2024 FINANCING PLAN

Facility:	Estimated Cost	Unsecured Source of Funds:			Secured Source of Funds:			
		Bonds/Local	State Match*	Impact Fees	Bonds	State Match	Impact Fees	Other Sources
Preschool	\$5,300,000	\$0	\$0	\$150,000	\$5,000,000	\$0	\$150,000	\$0
Elementary School Construction	\$103,200,000 ¹	\$96,050,000	\$4,150,000	\$2,000,000	\$0	\$0	\$1,000,000	\$0
Portable Classrooms - ES	\$720,000	\$0	\$0	\$545,000	\$0	\$0	\$175,000	\$0
Land Acquisition/Development - Transportation Facility Expansion	\$8,000,000	TBD	\$0	\$0	\$0	\$0	\$0	\$0

¹ Listed here are estimated total project costs as adjusted for cost escalation through anticipated bid year. 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 = 103,200,000 Estimated cost of construction = \$82,300,000

For the purposes of this Plan’s construction costs, the District is using actual costs for recent portable acquisitions, increased by an inflationary cost estimate. 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 5% and 8% 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	0.2800	\$0.00
Middle	25	\$0	n/a	0.1150	\$0.00
High	40	\$0	n/a	0.1260	\$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	\$82,300,000	650	0.2800	0.8541	\$30,279.82
Middle	\$0	0	0.1150	0.9013	\$0.00
High	\$0	0	0.1260	1.0000	\$0.00
B----->					\$30,279.82

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	\$360,000	20	0.2800	0.1459	\$735.34
Middle	\$0	27	0.1150	0.0987	\$0.00
High	\$0	28	0.1260	0.0000	\$0.00
C----->					\$735.34

State Match Credit Per Residence (if applicable)

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

	CCCA	SPI Footage	District Match	Student Factor	
Elementary	\$375.00	90	5.00%	0.2800	\$472.50
Middle	\$375.00	117		0.1150	n/a
High	\$375.00	130	n/a	0.1260	n/a
D----->					\$472.50

Tax Credit Per Residence

Average Residential Assessed Value	\$932,275
Current Debt Service Tax Rate	\$1.3100
Annual Tax Payment	\$1,221.28
Bond Buyer Index Annual Interest Rate	3.48%
Discount Period (Years Amortized)	10
TC----->	\$10,167.15

Fee Per Residence Recap:

Site Acquisition Cost	\$0.00
Permanent Facility Cost	\$30,279.82
Temporary Facility Cost	\$735.34
Subtotal	\$31,015.16
State Match Credit	(\$472.50)
Tax Payment Credit	(\$10,167.15)
Subtotal	\$20,375.51
50% Local Share	(\$10,187.76)
Impact Fee, net of Local Share	\$10,187.76

Appendix A: Multi-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	0.1500	\$0.00
Middle	25	\$0	n/a	0.0480	\$0.00
High	40	\$0	n/a	0.0520	\$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	\$82,300,000	650	0.1500	0.8541	\$16,221.91
Middle	\$0	0	0.0480	0.9013	\$0.00
High	\$0	0	0.0520	1.0000	\$0.00
B----->					\$16,221.91

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	\$360,000	20	0.1500	0.1459	\$393.93
Middle	\$0	27	0.0480	0.0987	\$0.00
High	\$0	28	0.0520	0.0000	\$0.00
C----->					\$393.93

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	\$375.00	90	5.00%	0.1500	\$253.13
Middle	\$375.00	117	n/a	0.0480	n/a
High	\$375.00	130	n/a	0.0520	n/a
D----->					\$253.13

Tax Credit Per Residence

Average Residential Assessed Value	\$368,798
Current Debt Service Tax Rate	\$1.3100
Annual Tax Payment	\$483.13
Bond Buyer Index Annual Interest Rate	3.48%
Discount Period (Years Amortized)	10
TC----->	\$4,022.01

Fee Per Residence Recap:

Site Acquisition Cost	\$0.00
Permanent Facility Cost	\$16,221.91
Temporary Facility Cost	\$393.93
Subtotal	\$16,615.84
State Match Credit	(\$253.13)
Tax Payment Credit	(\$4,022.01)
Subtotal	\$12,340.71
50% Local Share	(\$6,170.35)
Impact Fee, net of Local Share	\$6,170.35

Appendix B: Composite Student Generation Factors

Single Family Dwelling Unit:								
	Auburn	Fife	Issaquah	Lake Wash.	Northshore	Renton	Riverview	Average:
Elementary	0.269	0.295	0.342	0.345	0.324	0.146	0.239	0.280
Middle	0.107	0.129	0.146	0.155	0.118	0.046	0.104	0.115
High	0.117	0.115	0.153	0.148	0.120	0.089	0.137	0.126
Total:	0.493	0.539	0.641	0.648	0.562	0.281	0.480	0.521

Multi Family Dwelling Unit:								
	Auburn	Fife	Issaquah	Lake Wash.	Northshore	Renton	Riverview	Average:
Elementary	0.482	0.084	0.086	0.030	0.071	0.146	0.149	0.150
Middle	0.131	0.038	0.040	0.013	0.027	0.065	0.025	0.048
High	0.146	0.040	0.033	0.011	0.034	0.069	0.033	0.052
Total:	0.759	0.162	0.159	0.054	0.132	0.280	0.207	0.250

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.”

In 2023, the District also analyzed student generation rates within Snoqualmie Valley 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

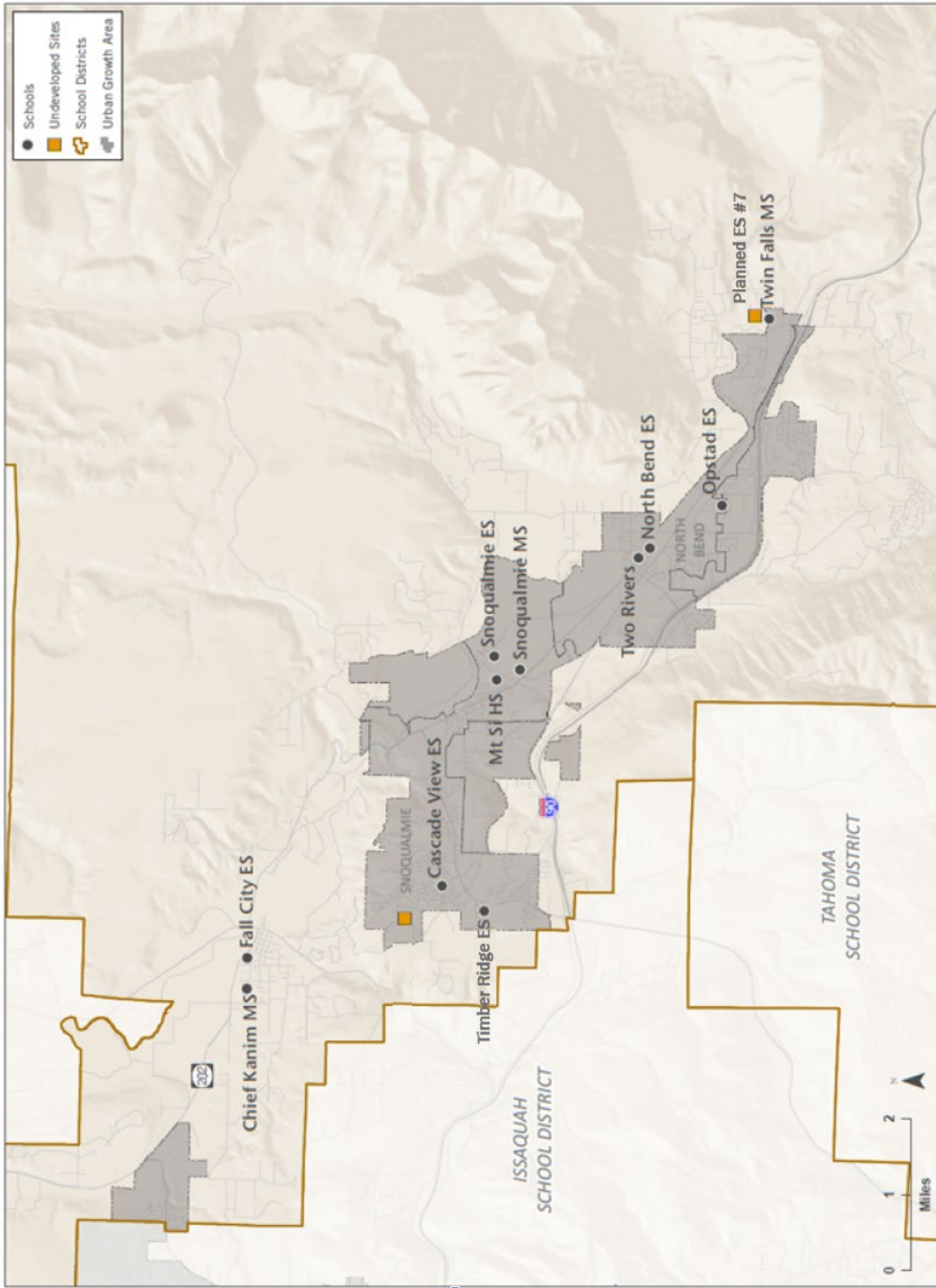
Table 1 sources: Snoqualmie Valley School District October 2022 Student Information System enrollment, King County GIS parcel areas, and King County Department of Assessments residential building, apartment complex, and condo complex data with year built 2017–2021. Analysis conducted by FLO Analytics.

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 2024 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

AB24-105
November 12, 2024
Ordinance

Item 9.

AGENDA BILL INFORMATION

Table with 3 columns: TITLE, PROPOSED ACTION, and checkboxes for Discussion Only, Action Needed, Motion, Ordinance, Resolution.

Table with 4 columns: REVIEW, Department Director, Finance, Legal, City Administrator, and names/roles of staff.

Table with 2 columns: DEPARTMENT, STAFF, COMMITTEE, EXHIBITS, and COMMITTEE DATE.

Table with 2 columns: AMOUNT OF EXPENDITURE, AMOUNT BUDGETED, APPROPRIATION REQUESTED, and values (\$ n/a).

SUMMARY

INTRODUCTION

The City of Snoqualmie requires a regular levy in the amount of \$8,813,555 which includes an 0.89% increase in property tax revenue...

ANALYSIS

Please see the exhibit AB24-105x2 entitled "2025 Property Tax Council Report."

BUDGET IMPACTS

The property tax is a significant source of revenue for the General Fund (#001) and has been incorporated, including estimated percentage increases and dollar amount available to the City of Snoqualmie...

NEXT STEPS

The second reading of the ordinance is scheduled for November 25, 2024.

PROPOSED ACTION

First Reading – November 12, 2024: No action required.

Second Reading and Proposed Adoption – November 25, 2024: Move to adopt Ordinance No. 1299 certifying an increase in the regular property tax revenue for the fiscal year commencing January 1, 2025 on all property both real and personal in the City of Snoqualmie which is subject to taxation for the purpose of paying sufficient revenue to carry on the departments of the City for the ensuing year; and providing for severability and an effective date.

ORDINANCE NO. 1299

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SNOQUALMIE, WASHINGTON, CERTIFYING AN INCREASE IN THE REGULAR PROPERTY TAX REVENUE FOR THE FISCAL YEAR COMMENCING JANUARY 1, 2025, ON ALL PROPERTY BOTH REAL AND PERSONAL, IN SAID CITY WHICH IS SUBJECT TO TAXATION, FOR THE PURPOSE OF PAYING SUFFICIENT REVENUE TO CARRY ON THE DEPARTMENTS OF SAID CITY FOR THE ENSUING YEAR; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, pursuant to RCW 84.55.120 and duly given public notice, the Snoqualmie City Council held a public hearing on November 12, 2024, to consider the City’s current expense budget (also known as “General Fund”) for the 2025 calendar year and possible increases in property tax revenues to the same; and

WHEREAS, the City Council of the City of Snoqualmie, after hearing and after duly considering all relevant evidence and testimony presented, has determined that the City of Snoqualmie requires a regular levy in the amount of \$8,813,555, which includes an increase in regular property tax revenue from the previous year, and amounts resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property, and amounts authorized by law as a result of any annexations that have occurred and refunds made, in order to discharge the expected expenses and obligations of the district and in its best interest;

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

SECTION 1. Increase in Regular Property Tax Revenue. An increase in the regular property tax revenue is hereby authorized for the 2024 regular property tax levy in the amount of

\$76,504, which is a percentage increase of 0.89% from the previous year. The increase is exclusive of additional revenue resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property, and any additional resulting from any annexations that have occurred and refunds made.

SECTION 2. Publication and Effective Date. This ordinance shall be published in the official newspaper of the City and shall take effect and be in full force five (5) days after the date of publication therein.

SECTION 3. Severability. If any portion or section of this ordinance is found to be invalid or unenforceable for any reason, such finding shall not affect the validity or enforceability of any other portion or section of this ordinance.

SECTION 4. Corrections by the City Clerk or Code Reviser. Upon approval of the City Attorney, the City Clerk and Code Reviser are authorized to make necessary corrections to this ordinance, including the correction of clerical errors; references to other local, state, or federal laws, codes, rules, or regulations, or ordinance numbering and section/subsection numbering.

PASSED by the City Council of the City of Snoqualmie, Washington this 25th day of November 2024.

Katherine Ross, Mayor

ATTEST:

APPROVED AS TO FORM:

Deana Dean, City Clerk

David Linehan, Interim City Attorney



38624 SE River Street
PO Box 987
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Office: 425-888-1555
Fax: 425-831-6041

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MEMORANDUM

DATE: November 12, 2024
TO: City Council
FROM: Janna Walker, Budget Manager
SUBJECT: Adopting the 2025 City of Snoqualmie Property Tax Levy

SUMMARY

Per the requirements outlined in RCW 35A.33.050 and RCW 84.52.020, the City Council must annually approve an ordinance(s) estimating the “amounts to be raised by taxation on the assessed valuation” of property within the City and file the ordinance(s) with the county clerk “on or before the thirtieth (30th) day of November.

BACKGROUND

Ordinance #1: The Property Tax Levy Ordinance

Annually, Council adopts an ordinance levying a “regular” property tax amount. The City of Snoqualmie (“City”) uses the amount of regular property tax collected to fund important services such as police, fire, and parks and streets maintenance in addition to other necessities. If voters approve a bond that pledged property taxes as the source of repayment, then Council may need to levy an “excess” property tax amount within the same ordinance. The City does not currently levy any “excess” property taxes.

Ordinance #2: The Increase Ordinance

Furthermore, Council annually adopts a separate ordinance referred to as the “increase ordinance”. The adoption of this ordinance would allow the City to increase the amount of regular property tax collected up to an “allowable percentage increase”, or less, over the amount of regular property tax assessed in 2024. In the State of Washington, the increase in total property tax collected by the City is not based on the increasing value of property, but rather on the amount of property tax assessed citywide in the prior year (“last year’s actual regular levy”).

COUNCIL DECISIONS

The City of Snoqualmie Council must certify two ordinances before November 30th, 2024. Following certification, Finance will send the ordinances to the King County Assessor’s Office for inclusion into a King County ordinance that requires passage. Prior to certification, Council will need to answer the following questions:

Question #1: Should the City of Snoqualmie increase the regular property tax levy amount **up to the allowable percentage increase, or less**, over the amount of regular property tax assessed in 2024 (the “increase ordinance”)?

If Council decides to increase the regular property tax levy amount less than the allowable percentage increase, but greater than zero percent, then Council must still certify the “increase ordinance”.

If Council declines to increase the regular property tax levy amount by any percentage (zero percent), then Council will need to answer the following conditional question:

Question #2: Should the City of Snoqualmie “bank” the allowable percentage increase?

If Council decides to “bank” or preserve the 2025 allowable percentage increase for future levying and use, then Council must certify an “increase ordinance” that states a zero percent increase. The adoption of this modified ordinance effectively allows the City of Snoqualmie to retain the ability to approve the 2025 allowable percentage increase in a future year.

CALCULATING THE 2025 PROPERTY TAX LEVY AMOUNT

The following information in the below table is subject to change. The King County Assessor’s Office is still collecting data that may alter two values, the assessed valuation of new construction, and as a consequence, the overall assessed valuation for the City. In addition, the “increase in utility value” is completely unknown. It will not be known until the Washington State Department of Revenue releases the change in valuation of state-assessed utility infrastructure (power, gas distribution, cable, telephone, etc.) to the King County Assessor’s Office in early December, well after the November 30th deadline. Therefore, to capture property tax from increases in utility infrastructure valuation, the City will insert a high estimate into the property tax levy ordinance. If the increase in utility value is determined to be less than estimated, the King County Assessor’s Office will reduce the regular property tax amount appropriately. If Council passes an ordinance underestimating the increase in utility value, the King County Assessor’s Office will not increase the regular property tax amount accordingly. This is because passage of the property tax levy ordinance represents the Council’s commitment to a maximum “no more than” amount of regular property tax. The table below estimates the amount of property tax the City anticipates collecting in 2025 and compares the amount to the previous year.

	2024	2025
Last Year’s Actual Regular Levy	\$8,521,537	\$8,624,067
Allowable Percentage Increase	0.89%	0.89%
Allowable Increase Amount	\$75,726	\$76,504
Increase in New Construction	\$17,164	\$6,877
Increase in Utility Value	\$0	\$90,979
Refunds	\$9,640	\$15,128
Regular Property Tax Amount¹	\$8,624,067	\$8,813,555
Excess Property Tax Amount	-	-
Total City Property Tax Amount	\$8,624,067	\$8,813,555

¹ The estimated regular property tax amount for 2025 assumes passage of the increase ordinance with the 0.89% allowable percentage increase.

Last Year’s Actual Regular Levy: Represents the amount of property tax actually levied in the previous year inclusive of any council approvals, new construction, increases in utility value, or refunds.

Allowable Percentage Increase: The allowable percentage increase authorized or proposed in the “increase ordinance” from last year’s actual regular levy.

Allowable Increase Amount: If City of Snoqualmie Council passes the “increase ordinance” with a 0.89% allowable percentage increase, then the City can expect to collect an additional \$76,504 in regular property taxes proportionally shared by property owners.

Increase in New Construction: This captures the construction or improvement of any property which resulted in an increase in the value of property. The City receives an amount equal to the increase in assessed value due to construction multiplied by the current year levy rate. The City of Snoqualmie expects at present time to collect \$6,877 in property tax due to such construction improvements in 2024.

Increase in Utility Value: This captures the change in valuation of state-assessed utility infrastructure (power, gas distribution, cable, telephone, etc.). The City receives an amount equal to the increase in utility assessed value multiplied by the current year levy rate. Given the lack of information regarding this value until after the November 30th deadline to pass ordinances, the City has incorporated \$90,979 into the table as an estimate, which is equal to a \$50,000,000 increase in the valuation of state-assessed utility infrastructure. The only year in which the City exceeded \$90,979 over the past decade was in 2015, which was the last year that the City generated any significant increase in utility value.

Refunds: Tax refunds are made by King County for various reasons. Refunds are “reassessed” to the balance of taxpayers and represent an added revenue for the City.

Regular Property Tax Amount: The sum of last year’s actual regular levy, levy increase amount, increase in new construction, increase in utility value, and any refunds. The City expects to collect \$8,813,555 in 2025 from regular property tax. This represents a 2.20% increase over 2024 equal to \$189,488. However, if the increase in utility value equals \$0, then the City expects to collect \$8,722,576 in 2025 regular property tax. This new value represents a 1.14% increase over 2024 property tax equal to \$98,509.

Excess Property Tax Amount: The levy of additional taxes over and above the regular property tax amount. Voters in 2002 approved an excess levy to fund the construction of the fire station. In 2022, this bond was retired and the excess levy is no longer being collected.

Total City Property Tax Amount: The sum of the regular property tax and excess property tax amounts.

Total Assessed Valuation for the City of Snoqualmie:

The total assessed valuation for the City is critical to calculating the City’s levy rate. Once the levy rate is known, then individual property owners can calculate their 2025 City property tax burden. The total assessed valuation for the City represents the summed value of all properties inside the boundaries of the City.

	2024	2025
City Assessed Valuation	\$4,739,576,034	\$4,863,838,545
Change from Previous Year	-14.7%	2.62%

Between 2024 and 2025, the total assessed valuation for the City is anticipated to increase \$124,262,511, equivalent to a 2.62% increase. However, if the increase in state-assessed utilities equals \$0, then the City anticipates total assessed valuation increasing \$74,262,511, equivalent to a 1.57% increase.

The Levy Rate for the City of Snoqualmie:

The City levy rate allows individual property owners to calculate how much they will owe the City in 2025 property taxes. The levy rate is determined by dividing the total City property tax amount by the City assessed valuation.

	2024	2025
Regular Property Tax Levy Rate Per \$1,000/Assessed Value	\$1.82	\$1.81
Excess Property Tax Levy Rate Per \$1,000/Assessed Value	-	-
Total Property Tax Levy Rate Per \$1,000/Assessed Value	\$1.82	\$1.81

An increasing levy rate occurs when the percentage change in total assessed valuation minus the change in assessed valuation due to new construction and utility value is less than the proposed allowable levy percentage increase. That is, the 0.89% increase of \$76,504 is diffused over a valuation of established properties that increased \$74,262,511 (assuming no increase in state-assessed utilities).

CHANGES IN CONSTITUENT PROPERTY TAXES

Calculating the 2025 property tax levy amount is a complex endeavor. While this memorandum attempts to simplify where possible, it can be difficult to provide an immediate answer to a question you may receive from constituents and property owners:

How much will the property tax I pay go up (or down) in 2025?

The correct answer is that *it depends*. Not only does it depend on the actions of Council, but also on the actions of other overlapping jurisdictions such as King County, the State of Washington, and the Snoqualmie Valley School District. In addition, to find an answer, we would need to calculate how the assessed valuation of your constituent’s home or property changed relative to the change in assessed valuation for the City of Snoqualmie as a whole. It is possible that your constituent’s property taxes may decrease despite an increase in their assessed valuation. For the City of Snoqualmie’s portion of property tax, Finance has put together a model that can help you and your constituent answer this important question.

THE IMPACT OF THE ALLOWABLE LEVY PERCENTAGE INCREASE

The 0.89% allowable levy percentage increase is equal to \$76,504. When divided by the total assessed valuation for the City, the 0.89% allowable levy percentage increase adds approximately \$0.0159 per \$1,000 of assessed valuation to the levy rate. The following table, while acknowledging the statements made in the previous section, estimates the annual contribution of the 0.89% increase to the property taxes of a homeowner with a certain 2025 assessed value.

Assessed Value of a Home	2025 Property Tax Increase
\$500,000	\$7.95
\$600,000	\$9.54
\$700,000	\$11.12
\$800,000	\$12.71
\$900,000	\$14.30
\$1,000,000	\$15.89
\$1,100,000	\$17.48

\$1,200,000	\$19.07
\$1,300,000	\$20.66
\$1,400,000	\$22.25
\$1,500,000	\$23.84

RECOMMENDATION

The City of Snoqualmie uses the amount of regular property tax collected to fund important services such as police, fire, and parks and streets maintenance in addition to other necessities. Given the inclusion of the allowable percentage increase in the development of the 2025-2026 Biennial Budget, the increase in consumer prices (i.e., inflation), and the realized and potential wage adjustments for multiple bargaining units, the exercise of the 0.89% allowable percentage increase appears to be prudent.

Preliminary Worksheet 10.24.2024

TAXING DISTRICT **City of Snoqualmie**

2024 Levy for 2025 Taxes

IPD:

Item 9.

A. Highest regular tax which could have been lawfully levied beginning with the 1985 levy (refund levy not included).					
Year	2024	8,614,427	x	1.01000	= 8,700,571
		<small>Highest Lawful Levy Since 1985</small>		<small>Limit Factor/Max Increase 101%</small>	
B. Current year's assessed value of new construction, improvements, and wind turbines, solar, biomass, and geothermal facilities in original districts before annexation occurred times last year's levy rate (if an error occurred or an error correction was made in the previous year, use the rate that would have been levied had no error occurred).					
	3,778,424	*	1.81995	÷	1,000 = 6,877
	<small>A.V.</small>		<small>Last Year's Levy Rate</small>		
C. Tax Increment finance area increment AV increase (RCW 84.55.010(1)€) (value included in B & D cannot be included in C)					
	0	*	1.81995	÷	1,000 = 0
	<small>A.V.</small>		<small>Last Year's Levy Rate</small>		
D. Current year's state assessed property value less last year's state assessed property value. The remainder is to be multiplied by last year's regular levy rate (or the rate that should have been levied).					
	234,769,541	-	234,769,541	=	0
	<small>Current Year's A.V.</small>		<small>Previous Year's A.V.</small>		
	0	*	1.81995	÷	1,000 = 0
	<small>Remainder from Line D</small>		<small>Last Year's Levy Rate</small>		

E. 1st Year Lid Lift & Limit Factor > 1%

F. Regular property tax limit: A+B+C+D+E = 8,707,448

Parts G through I are used in calculating the additional levy limit due to annexation.

G. To find the rate to be used in H, take the levy limit as shown in Line F above and divide it by the current assessed value of the district, excluding the annexed area.					
	8,707,448	÷	4,813,838,545	*	1,000 = 1.80883
	<small>Total in Line F</small>		<small>Assessed Value Less Annexed AV</small>		
H. Annexed area's current assessed value including new construction and improvements, times the rate in Line G.					
	0	*	1.80883	÷	1,000 = 0
	<small>Annexed Area's A.V.</small>		<small>Annexation Rate</small>		
I. Regular property tax limit including annexation F+H = 8,707,448					

J. Statutory maximum calculation					
Only enter fire/RFA rate, library rate, & firefighter pension fund rate for cities annexed to a fire/RFA or library or has a firefighter pension fund.					
	3.60000	-	0.24805	+	0.00000 = 3.35195
	<small>District base levy rate</small>		<small>Fire or RFA Rate</small>		<small>Library Rate</small>
					<small>Firefighter Pension Fund</small>
					<small>Statutory Rate Limit</small>
	4,813,838,545	*	3.35195	÷	1,000 = 16,135,746
	<small>Regular Levy AV</small>		<small>Reg Statutory Rate Limit</small>		<small>Statutory Amount</small>

K. Highest Lawful Levy For This Tax Year (Lesser of I and J) = 8,707,448

L. New highest lawful levy since 1985 (Lesser of I minus C and J, unless A (before limit factor increase) is greater, then A) 8,707,448

M.	Lesser of J and K	8,707,448
N.	Refunds	15,128
O.	Total: M+N (unless stat max)	8,722,576
P.	Levy Corrections Year of Error: _____ Did the district cause the error?	
	1. Minus amount over levied (if applicable)	0
	2. Plus amount under levied (if applicable)	0
Q.	Total Allowable Levy	8,722,576

R.	Tax Base For Regular Levy	
	1. Total district taxable value (including state-assessed property, and excluding boats, timber assessed value, and the senior citizen exemption for the regular levy)	4,813,838,545
S.	Tax Base for Excess, Voted Bond Levies and Sr Exempt Lid Lifts	
	2. Excess AV	4,797,902,065
	3. Plus Timber Assessed Value (TAV)	34,386
	4. Tax base for excess and voted bond levies (2+3)	4,797,936,451

T.	Increase Information	
	1. Levy rate based on allowable levy	1.81197
	2. Last year's ACTUAL regular levy	8,624,067
	3. Dollar Increase over last year other than New Construction (-) Annexation	76,504
	4. Percent Increase over last year other than New Construction (-) Annexation	0.88710%



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

**AB24-106
November 12, 2024
Ordinance**

AGENDA BILL INFORMATION

TITLE:	AB24-106: 2025 Property Tax Levy	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input checked="" type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
	PROPOSED ACTION: Adopt Ordinance No. 1298 levying regular property taxes for the fiscal year commencing January 1, 2025 (First Reading 11/12/24, Second Reading and Adopt 11/25/24)	

REVIEW:	Department Director	Drew Bouta	Click or tap to enter a date.
	Finance	Janna Walker	10/30/2024
	Legal	David Linehan	Click or tap to enter a date.
	City Administrator	Mike Chambless	11/4/2024

DEPARTMENT:	Finance		
STAFF:	Janna Walker, Budget Manager		
COMMITTEE:	Finance & Administration	COMMITTEE DATE: November 5, 2024	
EXHIBITS:	1. Ordinance No. 1298 Adopting the 2025 Property Tax Levy 2. 2025 Property Tax Overview 3. King County Assessor’s Office Worksheet for the City of Snoqualmie		

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

SUMMARY

INTRODUCTION

The City of Snoqualmie requires a 2025 regular levy in the amount of \$8,813,555 which includes a max 1% increase in property tax revenue from the previous year, amounts resulting from the addition of new construction and improvements to property, increases in the value of state-assessed property, amounts authorized by law as a result of any annexations, and refunds made by King County. Property tax revenues are required in order to cover expected expenditures and obligations of the City of Snoqualmie.

LEGISLATIVE HISTORY

BACKGROUND

ANALYSIS

Please see Exhibit 3 entitled “2025 Property Tax Report”.

BUDGET IMPACTS

Property taxes are a significant source of revenue for the General Fund (#001) and have been incorporated into the 2025-2026 Biennial Budget. Please see Exhibit 3 “2025 Property Tax Report” for more information.

NEXT STEPS

The second reading of Ordinance 1298 is scheduled for November 25, 2024.

PROPOSED ACTION

First Reading – November 12, 2024, no action required.

Second Reading and Proposed Adoption – November 25, 2024: Move to adopt Ordinance 1298 Levying Regular Property Taxes for the fiscal year commencing January 1, 2025, 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 cover departmental operations of the City for the ensuing year; and providing for severability and an effective date.

ORDINANCE NO. 1298

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SNOQUALMIE, WASHINGTON, LEVYING REGULAR PROPERTY TAXES FOR THE FISCAL YEAR COMMENCING JANUARY 1, 2025, ON ALL PROPERTY BOTH REAL AND PERSONAL, IN SAID CITY WHICH IS SUBJECT TO TAXATION, FOR THE PURPOSE OF PROVIDING SUFFICIENT REVENUE TO COVER DEPARTMENTAL OPERATIONS OF SAID CITY FOR THE ENSUING YEAR; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, pursuant to RCW 84.55.120 and duly given public notice, the Snoqualmie City Council held a public hearing on November 12, 2024 to consider the City’s current expense budget (also known as “General Fund”) for the 2025 calendar year and possible increases in property tax revenues to the same; and

WHEREAS, the City Council of the City of Snoqualmie, after hearing and after duly considering all relevant evidence and testimony presented, has determined that the City of Snoqualmie requires a regular levy in the amount of \$8,813,555, which includes an increase in regular property tax revenue from the previous year, and amounts resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property, and amounts authorized by law as a result of any annexations that have occurred and refunds made, in order to discharge the expected expenses and obligations of the district and in its best interest;

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

SECTION 1. Regular Property Tax Levy. The regular property tax levy is hereby authorized in the amount of **\$8,813,555**, which amount shall be levied in the year 2024 and be payable and collectable in the year 2025.

SECTION 2. Certification of Ordinance to King County Council. This ordinance shall be certified to the King County Council, as provided by law, and the taxes herein levied shall be collected and paid to the Director of Finance of the City of Snoqualmie at the time and in the manner provided by the laws of the State of Washington for collection of taxes for non-chartered code cities.

SECTION 3. Publication and Effective Date. This ordinance shall be published in the official newspaper of the City and shall take effect and be in full force five (5) days after the date of publication therein.

SECTION 4. Severability. If any portion or section of this ordinance is found to be invalid or unenforceable for any reason, such finding shall not affect the validity or enforceability of any other portion or section of this ordinance.

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

PASSED by the City Council of the City of Snoqualmie, Washington this 25th day of November 2024.

Katherine Ross, Mayor

ATTEST:

APPROVED AS TO FORM:

Deana Dean, City Clerk

David Linehan, Interim City Attorney



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Fax: 425-831-6041

www.snoqualmiewa.gov

MEMORANDUM

DATE: November 12, 2024
TO: City Council
FROM: Janna Walker, Budget Manager
SUBJECT: Adopting the 2025 City of Snoqualmie Property Tax Levy

SUMMARY

Per the requirements outlined in RCW 35A.33.050 and RCW 84.52.020, the City Council must annually approve an ordinance(s) estimating the “amounts to be raised by taxation on the assessed valuation” of property within the City and file the ordinance(s) with the county clerk “on or before the thirtieth (30th) day of November.

BACKGROUND

Ordinance #1: The Property Tax Levy Ordinance

Annually, Council adopts an ordinance levying a “regular” property tax amount. The City of Snoqualmie (“City”) uses the amount of regular property tax collected to fund important services such as police, fire, and parks and streets maintenance in addition to other necessities. If voters approve a bond that pledged property taxes as the source of repayment, then Council may need to levy an “excess” property tax amount within the same ordinance. The City does not currently levy any “excess” property taxes.

Ordinance #2: The Increase Ordinance

Furthermore, Council annually adopts a separate ordinance referred to as the “increase ordinance”. The adoption of this ordinance would allow the City to increase the amount of regular property tax collected up to an “allowable percentage increase”, or less, over the amount of regular property tax assessed in 2024. In the State of Washington, the increase in total property tax collected by the City is not based on the increasing value of property, but rather on the amount of property tax assessed citywide in the prior year (“last year’s actual regular levy”).

COUNCIL DECISIONS

The City of Snoqualmie Council must certify two ordinances before November 30th, 2024. Following certification, Finance will send the ordinances to the King County Assessor’s Office for inclusion into a King County ordinance that requires passage. Prior to certification, Council will need to answer the following questions:

Question #1: Should the City of Snoqualmie increase the regular property tax levy amount **up to the allowable percentage increase, or less**, over the amount of regular property tax assessed in 2024 (the “increase ordinance”)?

If Council decides to increase the regular property tax levy amount less than the allowable percentage increase, but greater than zero percent, then Council must still certify the “increase ordinance”.

If Council declines to increase the regular property tax levy amount by any percentage (zero percent), then Council will need to answer the following conditional question:

Question #2: Should the City of Snoqualmie “bank” the allowable percentage increase?

If Council decides to “bank” or preserve the 2025 allowable percentage increase for future levying and use, then Council must certify an “increase ordinance” that states a zero percent increase. The adoption of this modified ordinance effectively allows the City of Snoqualmie to retain the ability to approve the 2025 allowable percentage increase in a future year.

CALCULATING THE 2025 PROPERTY TAX LEVY AMOUNT

The following information in the below table is subject to change. The King County Assessor’s Office is still collecting data that may alter two values, the assessed valuation of new construction, and as a consequence, the overall assessed valuation for the City. In addition, the “increase in utility value” is completely unknown. It will not be known until the Washington State Department of Revenue releases the change in valuation of state-assessed utility infrastructure (power, gas distribution, cable, telephone, etc.) to the King County Assessor’s Office in early December, well after the November 30th deadline. Therefore, to capture property tax from increases in utility infrastructure valuation, the City will insert a high estimate into the property tax levy ordinance. If the increase in utility value is determined to be less than estimated, the King County Assessor’s Office will reduce the regular property tax amount appropriately. If Council passes an ordinance underestimating the increase in utility value, the King County Assessor’s Office will not increase the regular property tax amount accordingly. This is because passage of the property tax levy ordinance represents the Council’s commitment to a maximum “no more than” amount of regular property tax. The table below estimates the amount of property tax the City anticipates collecting in 2025 and compares the amount to the previous year.

	2024	2025
Last Year’s Actual Regular Levy	\$8,521,537	\$8,624,067
Allowable Percentage Increase	0.89%	0.89%
Allowable Increase Amount	\$75,726	\$76,504
Increase in New Construction	\$17,164	\$6,877
Increase in Utility Value	\$0	\$90,979
Refunds	\$9,640	\$15,128
Regular Property Tax Amount¹	\$8,624,067	\$8,813,555
Excess Property Tax Amount	-	-
Total City Property Tax Amount	\$8,624,067	\$8,813,555

¹ The estimated regular property tax amount for 2025 assumes passage of the increase ordinance with the 0.89% allowable percentage increase.

Last Year’s Actual Regular Levy: Represents the amount of property tax actually levied in the previous year inclusive of any council approvals, new construction, increases in utility value, or refunds.

Allowable Percentage Increase: The allowable percentage increase authorized or proposed in the “increase ordinance” from last year’s actual regular levy.

Allowable Increase Amount: If City of Snoqualmie Council passes the “increase ordinance” with a 0.89% allowable percentage increase, then the City can expect to collect an additional \$76,504 in regular property taxes proportionally shared by property owners.

Increase in New Construction: This captures the construction or improvement of any property which resulted in an increase in the value of property. The City receives an amount equal to the increase in assessed value due to construction multiplied by the current year levy rate. The City of Snoqualmie expects at present time to collect \$6,877 in property tax due to such construction improvements in 2024.

Increase in Utility Value: This captures the change in valuation of state-assessed utility infrastructure (power, gas distribution, cable, telephone, etc.). The City receives an amount equal to the increase in utility assessed value multiplied by the current year levy rate. Given the lack of information regarding this value until after the November 30th deadline to pass ordinances, the City has incorporated \$90,979 into the table as an estimate, which is equal to a \$50,000,000 increase in the valuation of state-assessed utility infrastructure. The only year in which the City exceeded \$90,979 over the past decade was in 2015, which was the last year that the City generated any significant increase in utility value.

Refunds: Tax refunds are made by King County for various reasons. Refunds are “reassessed” to the balance of taxpayers and represent an added revenue for the City.

Regular Property Tax Amount: The sum of last year’s actual regular levy, levy increase amount, increase in new construction, increase in utility value, and any refunds. The City expects to collect \$8,813,555 in 2025 from regular property tax. This represents a 2.20% increase over 2024 equal to \$189,488. However, if the increase in utility value equals \$0, then the City expects to collect \$8,722,576 in 2025 regular property tax. This new value represents a 1.14% increase over 2024 property tax equal to \$98,509.

Excess Property Tax Amount: The levy of additional taxes over and above the regular property tax amount. Voters in 2002 approved an excess levy to fund the construction of the fire station. In 2022, this bond was retired and the excess levy is no longer being collected.

Total City Property Tax Amount: The sum of the regular property tax and excess property tax amounts.

Total Assessed Valuation for the City of Snoqualmie:

The total assessed valuation for the City is critical to calculating the City’s levy rate. Once the levy rate is known, then individual property owners can calculate their 2025 City property tax burden. The total assessed valuation for the City represents the summed value of all properties inside the boundaries of the City.

	2024	2025
City Assessed Valuation	\$4,739,576,034	\$4,863,838,545
Change from Previous Year	-14.7%	2.62%

Between 2024 and 2025, the total assessed valuation for the City is anticipated to increase \$124,262,511, equivalent to a 2.62% increase. However, if the increase in state-assessed utilities equals \$0, then the City anticipates total assessed valuation increasing \$74,262,511, equivalent to a 1.57% increase.

The Levy Rate for the City of Snoqualmie:

The City levy rate allows individual property owners to calculate how much they will owe the City in 2025 property taxes. The levy rate is determined by dividing the total City property tax amount by the City assessed valuation.

	2024	2025
Regular Property Tax Levy Rate Per \$1,000/Assessed Value	\$1.82	\$1.81
Excess Property Tax Levy Rate Per \$1,000/Assessed Value	-	-
Total Property Tax Levy Rate Per \$1,000/Assessed Value	\$1.82	\$1.81

An increasing levy rate occurs when the percentage change in total assessed valuation minus the change in assessed valuation due to new construction and utility value is less than the proposed allowable levy percentage increase. That is, the 0.89% increase of \$76,504 is diffused over a valuation of established properties that increased \$74,262,511 (assuming no increase in state-assessed utilities).

CHANGES IN CONSTITUENT PROPERTY TAXES

Calculating the 2025 property tax levy amount is a complex endeavor. While this memorandum attempts to simplify where possible, it can be difficult to provide an immediate answer to a question you may receive from constituents and property owners:

How much will the property tax I pay go up (or down) in 2025?

The correct answer is that *it depends*. Not only does it depend on the actions of Council, but also on the actions of other overlapping jurisdictions such as King County, the State of Washington, and the Snoqualmie Valley School District. In addition, to find an answer, we would need to calculate how the assessed valuation of your constituent’s home or property changed relative to the change in assessed valuation for the City of Snoqualmie as a whole. It is possible that your constituent’s property taxes may decrease despite an increase in their assessed valuation. For the City of Snoqualmie’s portion of property tax, Finance has put together a model that can help you and your constituent answer this important question.

THE IMPACT OF THE ALLOWABLE LEVY PERCENTAGE INCREASE

The 0.89% allowable levy percentage increase is equal to \$76,504. When divided by the total assessed valuation for the City, the 0.89% allowable levy percentage increase adds approximately \$0.0159 per \$1,000 of assessed valuation to the levy rate. The following table, while acknowledging the statements made in the previous section, estimates the annual contribution of the 0.89% increase to the property taxes of a homeowner with a certain 2025 assessed value.

Assessed Value of a Home	2025 Property Tax Increase
\$500,000	\$7.95
\$600,000	\$9.54
\$700,000	\$11.12
\$800,000	\$12.71
\$900,000	\$14.30
\$1,000,000	\$15.89
\$1,100,000	\$17.48

\$1,200,000	\$19.07
\$1,300,000	\$20.66
\$1,400,000	\$22.25
\$1,500,000	\$23.84

RECOMMENDATION

The City of Snoqualmie uses the amount of regular property tax collected to fund important services such as police, fire, and parks and streets maintenance in addition to other necessities. Given the inclusion of the allowable percentage increase in the development of the 2025-2026 Biennial Budget, the increase in consumer prices (i.e., inflation), and the realized and potential wage adjustments for multiple bargaining units, the exercise of the 0.89% allowable percentage increase appears to be prudent.

Preliminary Worksheet 10.24.2024

TAXING DISTRICT

City of Snoqualmie

2024 Levy for 2025 Taxes

IPD:

Item 10.

A. Highest regular tax which could have been lawfully levied beginning with the 1985 levy (refund levy not included).					
Year	2024	8,614,427	x	1.01000	= 8,700,571
		<small>Highest Lawful Levy Since 1985</small>		<small>Limit Factor/Max Increase 101%</small>	
B. Current year's assessed value of new construction, improvements, and wind turbines, solar, biomass, and geothermal facilities in original districts before annexation occurred times last year's levy rate (if an error occurred or an error correction was made in the previous year, use the rate that would have been levied had no error occurred).					
	3,778,424	*	1.81995	÷	1,000 = 6,877
	<small>A.V.</small>		<small>Last Year's Levy Rate</small>		
C. Tax Increment finance area increment AV increase (RCW 84.55.010(1)€) (value included in B & D cannot be included in C)					
	0	*	1.81995	÷	1,000 = 0
	<small>A.V.</small>		<small>Last Year's Levy Rate</small>		
D. Current year's state assessed property value less last year's state assessed property value. The remainder is to be multiplied by last year's regular levy rate (or the rate that should have been levied).					
	234,769,541	-	234,769,541	=	0
	<small>Current Year's A.V.</small>		<small>Previous Year's A.V.</small>		
	0	*	1.81995	÷	1,000 = 0
	<small>Remainder from Line D</small>		<small>Last Year's Levy Rate</small>		

E. 1st Year Lid Lift & Limit Factor > 1%

F. Regular property tax limit: A+B+C+D+E = 8,707,448

Parts G through I are used in calculating the additional levy limit due to annexation.

G. To find the rate to be used in H, take the levy limit as shown in Line F above and divide it by the current assessed value of the district, excluding the annexed area.					
	8,707,448	÷	4,813,838,545	*	1,000 = 1.80883
	<small>Total in Line F</small>		<small>Assessed Value Less Annexed AV</small>		
H. Annexed area's current assessed value including new construction and improvements, times the rate in Line G.					
	0	*	1.80883	÷	1,000 = 0
	<small>Annexed Area's A.V.</small>		<small>Annexation Rate</small>		
I. Regular property tax limit including annexation F+H = 8,707,448					

J. Statutory maximum calculation					
Only enter fire/RFA rate, library rate, & firefighter pension fund rate for cities annexed to a fire/RFA or library or has a firefighter pension fund.					
	3.60000	-	0.24805	+	0.00000 = 3.35195
	<small>District base levy rate</small>		<small>Library Rate</small>		<small>Firefighter Pension Fund</small>
					<small>Statutory Rate Limit</small>
	4,813,838,545	*	3.35195	÷	1,000 = 16,135,746
	<small>Regular Levy AV</small>		<small>Reg Statutory Rate Limit</small>		<small>Statutory Amount</small>

K. Highest Lawful Levy For This Tax Year (Lesser of I and J) = 8,707,448

L. New highest lawful levy since 1985 (Lesser of I minus C and J, unless A (before limit factor increase) is greater, then A) = 8,707,448

M.	Lesser of J and K	8,707,448
N.	Refunds	15,128
O.	Total: M+N (unless stat max)	8,722,576
P.	Levy Corrections Year of Error: _____ Did the district cause the error?	
	1. Minus amount over levied (if applicable)	0
	2. Plus amount under levied (if applicable)	0
Q.	Total Allowable Levy	8,722,576

R.	Tax Base For Regular Levy	
	1. Total district taxable value (including state-assessed property, and excluding boats, timber assessed value, and the senior citizen exemption for the regular levy)	4,813,838,545
S.	Tax Base for Excess, Voted Bond Levies and Sr Exempt Lid Lifts	
	2. Excess AV	4,797,902,065
	3. Plus Timber Assessed Value (TAV)	34,386
	4. Tax base for excess and voted bond levies (2+3)	4,797,936,451

T.	Increase Information	
	1. Levy rate based on allowable levy	1.81197
	2. Last year's ACTUAL regular levy	8,624,067
	3. Dollar Increase over last year other than New Construction (-) Annexation	76,504
	4. Percent Increase over last year other than New Construction (-) Annexation	0.88710%



BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB24-118
November 12, 2024
Committee Report

AGENDA BILL INFORMATION

TITLE:	AB24-118: RFQ for Affordable/Workforce Housing Development	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
PROPOSED ACTION:	Move to authorize issuance of an RFQ for a Workforce Housing Development project.	

REVIEW:	Department Director	Emily Arteche	11/6/2024
	Finance	Janna Walker	11/7/2024
	Legal	n/a	Click or tap to enter a date.
	City Administrator	n/a	Click or tap to enter a date.

DEPARTMENT:	Community Development		
STAFF:	Emily Arteche		
COMMITTEE:	Community Development	COMMITTEE DATE: November 4, 2024	
EXHIBITS:	1. Workforce Housing RFQ		

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

SUMMARY

INTRODUCTION

The City is seeking qualifications from experienced and qualified firms, organizations, or individuals to assist in the design and development and/or management of a development on Parcel 2524079033, geared towards providing affordable housing to Snoqualmie Valley employees working for the school district, hospital, first responders, retail, local government, hospitality, and service industries.

LEGISLATIVE HISTORY

In August 2024 the Committee requested that Staff prepare a draft RFQ that could be used to solicit qualifications of firms suitable to design and build affordable/work force housing on parcel 2524079033. On September 16, 2024, the Committee requested that the draft RFQ discussion be moved to the CD Committee as an agenda item on October 7, 2024, which was tabled to October 21, 2024. On October 21, 2024, the Committee discussed the draft RFQ and requested edits to Part 1, Title, Part 4, Evaluation Criteria, Part 5, Submission Requirements and Part 8, Questions and Additional Information. On November 4, 2024, the Committee recommended the RFQ move forward to City Council on November 12, 2024.

BACKGROUND

The city is interested in working with firms who have demonstrated a proven track record of building and managing creative affordable/workforce housing. Affordable housing is defined as housing that is affordable for households earning up to 60% of Area Median Income (AMI), and preferred workforce housing is intended to be affordable for those earning between 80% and 120% of AMI, with affordability guaranteed for up to 55+years.

ANALYSIS

The RFQ title states “Workforce Housing Development”. Part 1 includes details regarding the location of the parcel, parcel specific information and 55 plus years of affordability. “Community Partners” is an criterion in Part 4 with a possible 2 points earned for each partner. The total point system would allow firms to earn up 56 points. Each evaluation criterion includes details. for example, under “Approach” wraparound services is defined and parking and senior populations are included. Annual audits and balance sheets are described as means of demonstrating Financial Stability. Part 8 instructs firms on submitting questions and includes a Zoom link where interested firms could join a remote question and answers meeting before the submittal deadline.

BUDGET IMPACTS

No budget impacts are anticipated.

NEXT STEPS

Upon approval of the RFQ, staff is authorized to proceed with necessary outreach to solicit qualified firms, organizations, or developers to submit their qualifications.

PROPOSED ACTION

Move to authorize issuance of an RFQ for a Workforce Housing Development project.



CITY OF SNOQUALMIE
P.O. Box 987
Snoqualmie, Washington 98065
www.ci.snoqualmie.wa.us

Request for Qualifications (RFQ) for Workforce Housing Development

Date Issued: [Insert Date]
RFQ Number: [Insert RFQ Number]
Response Deadline: [Insert Deadline Date]

1. Introduction

The City of Snoqualmie, WA is seeking qualifications from experienced and qualified firms, organizations, or individuals to assist in the design and development and/or management of a development on Parcel No: 2524079033, geared towards providing housing to Snoqualmie Valley employees working for the school district, hospital, first responders, retail, local government, hospitality, and service industries.

Additional Information about this parcel including environmental constraints may be found on: <https://www.snoqualmiewa.gov/893/Affordable-Housing>

The city is interested in working with firms who have demonstrated a proven track record of building and managing creative affordable/workforce housing. [Affordable housing is defined as housing that is affordable for households earning up to 60% of Area Median Income (AMI), and preferred workforce housing is intended to be affordable for those earning between 80% and 120% of AMI, with affordability guaranteed for up to 55+years.]

2. Background

Snoqualmie WA is a city located about 28 miles east of Seattle with a 2024 population of 14,520. Approximately 4600 employees enter the city each day. Most employees are traveling up to 42 miles away, southwest of the city along the State Highway 18 corridor from the cities of Tacoma, Kent, and Auburn, WA due to the high cost of local housing. Over 2500 of these jobs are in the hospitality industry. Just under 1000 jobs are in the manufacturing and business park sectors.

3. General Scope of Work. No firm is required to provide both development and management services, but each firm should be prepared to address how both could be accomplished.

- Development Services: Site assessment, design, construction management and/or,
- Management Services: Property management, tenant relations, maintenance services.

4. Evaluation Criteria (56 Points)

Interested parties should demonstrate the following:

- a. **Experience:** Proven track record in creative workforce housing or similar projects. This includes ability to bring a viable mixed income development from concept to occupancy creating a safe environment for all residents. Mixed-income development refers generally to residential settings in which housing is affordable to individuals and families across multiple AMI bands. **(20 points)**
- b. **Approach:** Demonstrate an understanding of the local workforce housing needs and proposed methodology for addressing them. This includes providing a narrative of how the firm intends to approach the scope of work and how the firm would cultivate and discern possible development components like wraparound services, parking, senior population, daycare etc. “Wraparound services” embraces any resident’s individualized mental health needs onsite. **(20 points)**
- c. **Expertise:** Relevant qualifications and experience of key personnel. This includes providing resumes and qualifications of key team members that demonstrate the firm’s complete ability to perform development tasks and the overall management of the development process and manage and operate the property or find a partner with expertise to manage. **(5 points)**
- d. **Financial Stability:** Evidence of financial stability and ability to handle project requirements. This includes demonstrating sufficient company reserves, accurate balance sheets, currency with annual audits, information on cash flow and liabilities. **(5 points)**
- e. **Community Partners:** Organizations identified and committed in participating in the of Workforce Housing financing, construction, management, wraparound services or other . **(2 points per partner up to a total of 6 points)**
- f. **References:** At least 3 references from past projects. This includes details of relevant projects, including scope and outcomes.

5. Submission Requirements

Submissions must include:

- Cover Letter: Summarizing the interest and qualifications of the firm.
- Firm Profile: Background information about the firm or individual, including size, areas of expertise, and organizational structure.
- Responses to the Evaluation Criteria

Submissions will be evaluated and scored based on a complete submittal including all evaluation criteria and submission requirements detailed in items 4 and 5 above.

7. Submission Instructions:

Submit your qualifications package by 5 PM on December xx, 2024, to:

WorkforceHousingRFQ@snoqualmiewa.gov

8. Questions/Additional Information

All questions regarding this RFQ should be submitted in writing to: **Emily Arteche, AICP Director of Community Development**. Email: WorkforceHousingRFQ@snoqualmiewa.gov [By November 25, 2024 @ 5 PM].

A Zoom virtual meeting will be held at 9 AM on December 2, 2024, to answer questions received regarding this RFQ.

9. Disclaimers

The City of Snoqualmie reserves the right to reject any or all submissions, to negotiate with any or all respondents, and to make no selection if deemed in the best interest of the City or project.



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

**AB24-111
November 12, 2024
Committee Report**

AGENDA BILL INFORMATION

TITLE:	AB24-111: Appointment of the City Hearing Examiner	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
	RECOMMENDED ACTION:	
	Confirm the Mayor’s appointment of Peregrin Sorter as City Hearing Examiner and authorize the execution of a professional services agreement	

DEPARTMENT:	Community Development	
STAFF:	Emily Arteche	
COMMITTEE:	Finance & Administration	Meeting Date: 11/5/2024
COUNCIL LIAISON:	n/a	
EXHIBITS:	AB24-111x1 Contract AB24-111x2 Statement of Qualifications and Fee Proposal	

SUMMARY

Appointment of Peregrin Sorter of Laminar Law PLLC to serve as Hearing Examiner pursuant to SMC 2.14.030, and approval of a professional services contract.

BACKGROUND

The City’s current Hearing Examiner, Sharon Rice, recently gave notice that she would be terminating her contract with the City because some of the larger jurisdictions that she serves have been demanding an increasing proportion of her time. Ms. Rice believes that she will no longer be able to provide the same level of timely and responsive service to Snoqualmie; therefore she is electing to terminate her contract with Snoqualmie and another smaller city that she has served for several years. Accordingly, the City now needs to appoint a new hearing examiner to fulfill the duties required under Chapter 2.14 of the Snoqualmie Municipal Code.

Peregrin Sorter is the founder and managing attorney of Laminar Law, PLLC, and serves as hearing examiner to a select number of cities and towns in Western Washington, including the cities of Arlington, Des Moines, Port Angeles, Sedro-Woolley, and Woodinville. Prior to founding Laminar Law in 2023, Mr. Sorter served for three years as managing attorney and pro tem hearing examiner with Sound Law Center, where he conducted hearings and prepared written decisions for many jurisdictions in the Puget Sound region. Prior to becoming a hearing examiner, Mr. Sorter served for over 10 years as a staff attorney for the Washington State Court of Appeals, Division II, where he assisted judges in drafting appellate opinions. Mr. Sorter’s professional resume and his proposal for providing services to the City is attached, along with a Professional Services Agreement that will be executed if the Council confirms his appointment.

Mr. Sorter advises that, if confirmed, he will be readily available to schedule requested hearings. He is very comfortable conducting remote hearings by Zoom, which is efficient and convenient for land use applicants, members of the public, and other parties. He is also able to conduct in-person hearings when appropriate. Because of his extensive prior experience, Mr. Sorter is knowledgeable of planning policies and regulations governing land-use decisions in Washington State, and will be able to efficiently produce decisions that are clear, thorough, and timely issued. Mr. Sorter would serve as Snoqualmie's Hearing Examiner with support provided by additional Laminar Law members as needed.

APPOINTMENT PROCESS

A hearing examiner is appointed by the Mayor and subject to confirmation by the City Council as outlined in Chapter 2.14 of the Snoqualmie Municipal Code.

The Community Development Director reached out to several local providers of hearing examiner services to solicit their qualifications and interest in serving as the City's hearing examiner. Three responses were received, and interviews were conducted with two candidates. Mayor Ross selected Mr. Sorter of Laminar Law to be the City's Hearing Examiner after determining that he presented the best combination of expertise, experience, availability, and approach to conducting hearings, with costs that are reasonable and competitive with other providers. His proposal included flat fees for various routine land use application matters (preliminary plats, conditional use permits, etc.), along with a competitive hourly rate for appeals, code enforcement hearings, and other non-routine matters delegated to him for decision or recommendation under the SMC.

RECOMMENDED ACTION

Motion to confirm the Mayor's appointment of Peregrin Sorter as City Hearing Examiner and authorize the execution of a professional services agreement.

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT is entered into between the City of Snoqualmie, Washington (“City”), and Laminar Law, PLLC (“Contractor”).

RECITALS

- a. The City desires to obtain Hearing Examiner services to fulfill the duties and exercise the powers set forth in Chapter 2.14 Snoqualmie Municipal Code (SMC).
- b. Contractor represents that it is qualified and possesses sufficient skills, experience, and professional expertise to perform the services this Agreement requires and upon which the City is relying.
- c. The undersigned Mayor, pursuant to the authority granted by RCW 35A.12.090 and SMC 2.14.030, has appointed Contractor to the office of Hearing Examiner for the City for the Term described below.
- d. The City Council, pursuant to SMC 2.14.030 and RCW 35A.12.090, has confirmed the appointment of Contractor and authorized the Mayor to execute this Agreement with Contractor.

Based on the foregoing recitals, the parties agree as follows:

TERMS

- 1. **Scope of Services.** Contractor shall assign attorney Peregrin Sorter to serve as the lead Hearing Examiner for the City, who shall provide the services described in Chapter 2.14 SMC, and as further and more particularly described in Attachment A, Scope of Services, which is incorporated herein.
- 2. **Term.** This Agreement shall take effect on the date of the last signature of the parties listed below, and shall continue in effect until terminated in accordance with Section 11, below.
- 3. **Compensation.** The City shall pay Contractor a flat fee in the amount shown below for services performed in connection with the following types of land-use matters:

\$1,750	\$3,000	\$3,850
Single-Family Residential Variances and Conditional Use Permits	Multifamily Residential Variances and Conditional Use Permits	Consolidated hearings on multi-permit applications, not including any appeals
	Commercial, Industrial, and Public Agency Variances and Conditional Use Permits	Planned Residential Developments
	Shoreline Substantial Development Permits	Shoreline Variances and Conditional Use Permits
		Preliminary Plats

For all other services provided under this Agreement, including code enforcement and SEPA appeals, Contractor's compensation during the Term shall be at the rate of \$225.00/hour. The City shall not be charged for travel time, office supplies, or routine duplication of hearing materials except in unusual circumstances and upon prior written approval. Contractor shall bill the City separately for each matter handled by Contractor during the Term, and the invoice for each such matter shall be submitted at the conclusion of the matter unless other arrangements are agreed in advance. For hourly matters expected to extend over several months, Contractor may choose to submit monthly invoices for services rendered until the conclusion of the matter. The City shall approve all invoices before payment is issued. Payment shall occur within thirty (30) days of receipt and approval of an invoice.

4. Independent Contractor Relationship. This Agreement creates an independent contractor relationship. No agent, employee, officer or representative of the Contractor shall be deemed to be an employee, agent, officer, or representative of the City for any purpose, and Contractor's employees are not entitled to any benefits or privileges the City provides for its employees. The Contractor will be solely and entirely responsible for its acts and for the acts of its agents, employees, officers, subcontractors, or representatives in providing services under this Agreement.

5. Insurance. The Contractor shall maintain insurance against claims for injuries to persons or damage to property which may arise in connection with the performance of the work as set forth below.

- Automobile Liability insurance: The Contractor affirms that each of its independent contractors serving the City will maintain appropriate individual automobile insurance coverage throughout the course of the contract term between the parties. Both parties acknowledge that the work the Contractor performs under this contract relates to Hearing Examiner services and does not involve driving or the operation of a vehicle on behalf of, or for, the City.
- Commercial General Liability insurance with limits no less than \$1,000,000 each occurrence or \$1,000,000 aggregate.
- Professional Liability insurance appropriate to Contractor's profession with limits no less than \$1,000,000 per claim.

Contractor's insurance coverage shall be primary insurance as respects the City. Any insurance, self-insurance, or insurance pool coverage the City maintains shall be excess of the Contractor's insurance. Upon request, Contractor shall furnish the City with certificates of insurance coverage.

6. Indemnification.

6.1 The Contractor shall defend, indemnify, and hold harmless the City from all claims and causes of action for injuries to persons or damages to property, and all losses, damages, demands, suits, and judgments, including attorney fees, arising out of, or as a result of, or in connection with the work performed under this Agreement, but only to the extent such

damages/injuries are caused or occasioned by reason of errors, negligent acts, or omissions of the Contractor or its subcontractors in the performance of this Agreement, and except for injuries and damages proximately caused by City negligence, or of its officers, employees, or agents. For purposes of this section, attorney invoices shall not be privileged, fees shall be reasonable, and the parties shall coordinate on counsel selection. This subsection shall not apply to allegations stemming from any act, error, or omission of Contractor in making a recommendation or a decision on an application or appeal or other matter as the Hearing Examiner. The indemnification is reciprocal.

6.2 The City is responsible for the appeal or defense of any Hearing Examiner decisions.

6.3 The indemnification provided herein constitutes the Contractor's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification.

6.4 The parties have mutually negotiated the indemnification provisions of this Section 6, which shall survive Agreement termination or expiration.

7. **Nondiscrimination.** In Agreement performance, Contractor will not discriminate against any employee or employment applicant on grounds of race, creed, color, national origin, sex, marital status, age or the presence of any sensory, mental or physical handicap; provided that the prohibition against discrimination in employment because of handicap shall not apply if the disability prevents the proper performance of required work.

8. **Covenant Against Contingent Fees.** Other than its own employees, the Contractor warrants that it has not paid or agreed to pay any company, person, or firm any fee, commission, percentage, brokerage fee, gift, or other consideration contingent upon or resulting from the award or making of this Agreement. The City may terminate the Agreement if Contractor violates this warranty.

9. **Compliance with Law.** Contractor shall render services to the City in compliance with Chapter 2.14 SMC and all other applicable provisions of the municipal code and state law. Contractor shall comply with applicable laws including, those related to employment security and workers' industrial insurance.

10. **Assignment and Subcontracting.** The City has awarded this Agreement to Contractor due to its unique qualifications to serve as hearing examiner, and Contractor serves at the Mayor's pleasure. Contractor shall not assign or subcontract any duties under this Agreement without the City's prior written consent. Contractor may recommend appointment of an examiner pro tem to serve in the absence or disability of Contractor, or in the event Contractor is precluded from serving as hearing examiner in a particular matter or matters due to a conflict.

11. **Termination.**

11.1 Either party may terminate this Agreement without cause upon giving the other party thirty (30) days' advance written notice.

11.2 This Agreement may be terminated immediately for cause, including any conduct which reasonably calls into question the professional integrity, candor, competence, and impartiality of the Contractor. Termination for cause shall be effected by serving a notice of termination on the Contractor setting forth the reason therefor. If the termination is based on a breach of this Agreement, Contractor shall have five (5) business days to cure the breach. If not cured within that time, the termination will take effect immediately without further notice.

11.3 The Contractor will only be paid for services and expenses complying with the Agreement and incurred before termination.

12. Contact Information.

For the City:	Katherine Ross, Mayor City of Snoqualmie 38624 River Street P.O. Box 987 Snoqualmie, WA 98065 E-Mail: kross@snoqualmiewa.gov
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For the Contractor:	Peregrin Sorter Laminar Law, PLLC 1919 N. Union Ave. Tacoma, WA 98406 Phone: (206) 658-3784 E-mail: peregrin@laminarlaw.com
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13. Governing Law and Dispute Resolution. The interpretation and enforcement of this Agreement shall be governed by the laws of the State of Washington without reference to its choice-of-law rules. Any judicial proceeding relating to the interpretation, performance, or enforcement of this Agreement shall be brought exclusively in King County Superior Court, at Kent, Washington.

14. Nonwaiver. Waiver by the City of any provision of this Agreement shall not constitute waiver, express or implied, of any other Agreement provision.

15. Integration. This Agreement consists only of this document, including Attachment A, and supersedes all prior agreements between the parties concerning hearing examiner services. Any revision to this Agreement shall be in writing and signed by both parties.

16. Authorization. By signature below, each party warrants it is authorized and empowered to execute this Agreement binding the City and Contractor respectively.

//
//
//

ACKNOWLEDGED AND AGREED TO BY:

<p>CONTRACTOR</p> <hr/> <p>Peregrin Sorter Laminar Law, PLLC</p> <p>Date: _____</p>	<p>CITY OF SNOQUALMIE</p> <hr/> <p>Katherine Ross, Mayor</p> <p>Date: _____</p>
--	--

APPROVED AS TO FORM:

David A. Linchan, Interim City Attorney

Attachment A
Scope of Services
for
Hearing Examiner

1. Contractor shall perform the work necessary to fulfill the duties of City hearing examiner, per Ch. 2.14 SMC. Such work includes, but is not limited to: receiving and examining information presented in administrative hearings and quasi-judicial proceedings under the SMC; maintaining a full and complete record of party submissions in connection with administrative hearings and quasi-judicial proceedings; conducting public hearings in land use, code enforcement, and other administrative matters authorized under the SMC, or as otherwise referred by the City Council; handling administrative appeals; and preparing written decisions and recommendations, all within the City's established time limits.

2. Contractor shall work independently and without direct supervision of any City department or official but will receive scheduling and hearing coordination assistance from City staff, as needed. Contractor will remain fully knowledgeable of applicable laws affecting Contractor's duties.

3. Contractor shall conduct an orderly and impartial review of matters assigned, creating a professional and courteous environment for applicants, appellants, citizens, and staff, and shall timely prepare a decision based on sound reasoning and applicable law. When convenient for the parties, legal counsel, and witnesses, and to reduce costs to the City, the Contractor is encouraged to hold hearings by remote access technology when feasible to do so.

4. Contractor shall provide the office space and equipment necessary to perform his obligations under this Contract and shall maintain an active e-mail address for electronic communications and transfer of information. Contractor shall provide necessary administrative support for handling and organizing materials and information submitted by the parties. The City shall provide a hearing room for any in-person hearings and shall arrange for recording of hearings when necessary. The City shall also provide remote video access technology hosting and online participant links for conducting remote hearings when deemed appropriate by Contractor and shall provide Contractor with a recording of such hearings. The City shall also make a staff member available to service as clerk to the hearing examiner for coordinating communications, scheduling, and transmitting and maintaining hearing materials with the parties and/or their counsel.

5. Routine office overhead costs, such as minor photocopying, phone, electronic legal research, office supplies, and clerical/administrative support are not reimbursable. The City shall reimburse Contractor for the reasonable cost of large photocopying jobs (when necessary) and other non-routine out-of-pocket expenses if approved in advance.



**STATEMENT OF QUALIFICATIONS
FOR HEARING EXAMINER SERVICES**

To City of Snoqualmie Community Development Director Emily Arteche:

We propose that attorney Peregrin K. Sorter (WSBA #40961) of Laminar Law, PLLC, be selected to serve as the City of Snoqualmie Hearing Examiner to provide land use application hearings, administrative appeal hearings, and other quasi-judicial hearings at the City's request. We believe that Mr. Sorter's expertise in land use law and his demonstrated ability to produce timely decisions that are clear, thorough, and drafted efficiently to provide cost savings to the jurisdictions he serves will benefit the City of Snoqualmie and its residents.

Attached please find background information on Laminar Law, a summary of Mr. Sorter's experience and qualifications, a discussion of Mr. Sorter's approach to the Hearing Examiner process, fee proposal information, Mr. Sorter's resume, and a list of professional references. Examples of recent land use decisions issued by Mr. Sorter are available upon request.

Thank you for considering Laminar Law to provide hearing examiner services for the City of Snoqualmie. We look forward to hearing from you.

Sincerely,

Peregrin K. Sorter, Managing Attorney of Laminar Law

Laminar Law, PLLC
1919 N. Union Avenue Tacoma, WA 98406
Phone: 206 658-3784 (Cell)
Email: peregrin@laminarlaw.com
UBI Number: 605 164 033
Federal EIN Number: 93-3236461

QUALIFICATIONS AND EXPERIENCE

Introduction to Laminar Law and Chief Hearing Examiner Peregrin Sorter

Laminar Law, PLLC is a hearing examiner services company committed to providing high-quality land use hearing examiner services to a select number of jurisdictions in Western Washington. We believe that limiting the number of jurisdictions we serve ensures that our hearing examiners and support staff are readily available to schedule requested hearings, knowledgeable about the local planning policies and regulations governing our decisions, and able to efficiently produce decisions that are clear, thorough, and timely issued. Peregrin Sorter, founding member and Chief Hearing Examiner for Laminar Law, would serve the City of Snoqualmie as its Hearing Examiner, with support provided by additional Laminar Law members as needed.

Prior to founding Laminar Law in early 2023, Mr. Sorter served as a managing attorney, chief legal writer, and pro tem hearing examiner for Sound Law Center (SLC). As chief legal writer for SLC, Mr. Sorter was responsible for drafting and reviewing hundreds of decisions produced by SLC. These prior decisions serve as an example of the high-quality land use decisions that the City, applicants, and members of the public can expect from Laminar Law.

Mr. Sorter currently serves as the Hearing Examiner for the Cities of Arlington, Bremerton, Des Moines, Granite Falls, Ocean Shores, Port Angeles, SeaTac, Sedro-Woolley, Sequim, Shoreline, and Woodinville, and for the Town of Steilacoom. He has also served as a pro tem Hearing Examiner in jurisdictions that include Hunts Point and Yarrow Point. In addition, Mr. Sorter has served as the Hearing Examiner addressing ethics complaints in the City of Mercer Island.

Mr. Sorter also has over 10 years of experience as a staff attorney for Division II of the Washington State Court of Appeals, where he assisted judges in deciding appeals and drafting appellate opinions. Through that experience, Mr. Sorter gained valuable insight into what makes a hearing examiner decision withstand judicial scrutiny on appeal and has shaped his practice of producing timely, concise, and legally sound decisions, as well as his demeanor as a judicial officer.

Mr. Sorter graduated in 2008 from Rutgers School of Law, with high honors, where he received the law school's top writing award and was honored to teach Constitutional Law to high school students as a Marshall Brennan Fellow. Mr. Sorter currently volunteers as Board President for Banchemo Disability Partners (BDP), a nonprofit organization providing residential support services for clients with developmental disabilities and mental illnesses.

As BDP President, Mr. Sorter oversaw the organization's adoption of a diversity, equity, and inclusion statement. Laminar Law is similarly committed to diversity, equity, and inclusion, and Mr. Sorter incorporates these values in his role as a Hearing Examiner, particularly in his interactions with members of the public who participate at hearings. Mr. Sorter understands that applicants and members of the public come to hearings with different backgrounds and levels of knowledge and/or information about the process, and he strives to create an atmosphere that is welcoming and informative for all hearing participants.

Laminar Law is certified as a Minority Business Enterprise from the Washington State Office of Minority and Women's Business Enterprises.

Supporting Attorneys

Neil Savage

Neil Savage serves as Laminar Law's legal editor. Mr. Savage reviews all decisions prior to delivery to ensure consistency and readability. We believe that the services of a legal editor are vital for ensuring that our written decisions reflect the professionalism and neutrality that are embodied in the entire hearing examiner process. Mr. Savage graduated from Lewis and Clark Law School in 1989 and works as a freelance editor and indexer for legal publishers across the country.

APPROACH TO HEARING PROCESS

Laminar Law prides itself on conducting hearings that are respectful and efficient while welcoming members of the public to express their concerns. Mr. Sorter facilitates this process by creating an atmosphere that is courteous to witnesses and acknowledges their opinions. Mr. Sorter believes that a good result from the hearing process is that, regardless of the ultimate outcome of his decision, all interested parties feel that their concerns were heard and addressed.

Hearing Preparation

Mr. Sorter begins this process by reviewing the entire record prior to the hearing so that he is familiar with the law governing his decision and any potential issues that may arise at the hearing. He then prepares questions designed to streamline the hearing process by ensuring both that he has a thorough understanding of the proposal and that issues raised by members of the public are heard and addressed. For example, if the record contains several public comments raising concerns about tree removal associated with a project, Mr. Sorter may ask City staff to discuss tree removal and replacement requirements of the municipal code. Similarly, if members of the public raise concerns about a project's traffic impacts, Mr. Sorter's questions may be focused on level-of-service and traffic impact fee requirements. He has found that addressing the laws and regulations governing issues raised by members of the public prior to their opportunity to testify helps to focus public testimony on issues relevant to the decision and thereby facilitates an orderly and efficient hearing process.

Specific Hearing Formats

For application hearings, Mr. Sorter generally adheres to the following format:

1. Mr. Sorter provides introductory remarks that explain the application, applicable laws, and the process for the hearing. Providing this initial explanation helps lay the groundwork for how the hearing will proceed and provides applicants and the public with confidence in the Hearing Examiner.
2. City staff provide an overview of the proposal and any City recommendations.
3. The Applicant and any witnesses for the Applicant are given the opportunity to provide additional information.

4. Members of the public are invited to provide comments on the application.
5. The Applicant and City staff may respond to public comments.
6. Mr. Sorter closes the hearings, thanks all present for attending, and explains that a decision shall be issued within 10 business days of the record closing.

For administrative appeal hearings, Mr. Sorter generally adheres to the following format:

1. Mr. Sorter provides introductory remarks that explain the appeal, applicable laws, and the process for the appeal hearing.
2. Mr. Sorter addresses any motions raised by the Appellant, the City, and/or the Applicant
3. The Appellant presents testimony of witnesses, and the City and Applicant are provided with the opportunity to cross-examine those witnesses.
4. The City presents testimony of witnesses, and the Appellant and Applicant are provided with the opportunity to cross-examine those witnesses.
5. The Applicant presents testimony of witnesses, and the Appellant and City are provided with the opportunity to cross-examine those witnesses.
6. If requested, Mr. Sorter allows closing remarks from each party. Alternatively, he may allow for the submission of written closing remarks from each party.
7. Mr. Sorter closes the hearing, thanks all present for attending, and explains that a decision shall be issued within the time specified under the municipal code.

Decision

Mr. Sorter's greatest asset to the jurisdictions he serves is his ability to consistently produce decisions in an efficient manner to provide significant cost savings, while ensuring that those decisions are easily understood by applicants and members of the public. His decisions also include detailed legal analyses to provide guidance to City staff and potential applicants on future land use matters. Mr. Sorter's decisions are reviewed by Laminar Law's legal editor prior to being issued to confirm that they reflect the professionalism and neutrality that is embodied in the entire hearing process.

TYPICAL TIMELINE FOR COMPLETING TASKS

Mr. Sorter understands the budgetary concerns of local jurisdictions and that a proposed hourly rate provides little guidance when evaluating a proposal absent information about the typical timeline for conducting a hearing and issuing a decision. Accordingly, in addition to offering a flat fee rate for specific decision types (discussed further below), the following provides an estimated number of hours to complete each task involved in the hearing process:

- Preparation for Hearing:
 - Single-family residential or small commercial projects (typically 30 minutes to 1 hour)
 - Large commercial, residential, or mixed-use development projects; multi-permit projects; or projects with extensive technical reports or community opposition (typically 1.5 to 2.5 hours)
- Hearing:
 - Single-family residential or small commercial projects (typically 30 minutes)
 - Large commercial, residential, or mixed-use development projects; multi-permit projects; or projects with extensive technical reports or community opposition (typically 45 minutes to 1.5 hours)
- Decision Drafting:
 - Single-family residential or small commercial projects (typically 4 to 6 hours)
 - Large commercial, residential, or mixed-use development projects; multi-permit projects; or projects with extensive technical reports or community opposition (typically 6 to 12 hours)
- Decision Editing:
 - Single-family residential or small commercial projects (typically 30 minutes to 1 hour)
 - Large commercial, residential, or mixed-use development projects; multi-permit projects; or projects with extensive technical reports or community opposition (typically 1 to 2.5 hours)

Total time:

- Single-family residential or small commercial projects (typically 5.5 to 8 hours)
- Large commercial, residential, or mixed-use development projects; multi-permit projects; or projects with extensive technical reports or community opposition (typically 9.25 to 18.5 hours)

FEE PROPOSAL

Our typical contract rate for all legal work associated with hearing examiner services is **\$225/hour**. Laminar Law does not charge for travel time or materials. As an alternative, the City may consider implementing a flat-fee billing structure based on application types to provide cost consistency and predictability. Should the City of Snoqualmie elect to implement a flat-fee billing approach, we propose the following structure for typical land use applications and are willing to further discuss fees for other specific application types to meet the City’s needs.

\$1,750	\$3,000	\$3,850
Single-Family Residential Variances and Conditional Use Permits	Multifamily Residential Variances and Conditional Use Permits	Consolidated hearings on multi-permit applications, not including any appeals
	Commercial, Industrial, and Public Agency Variances and Conditional Use Permits	Planned Residential Developments
	Shoreline Substantial Development Permits	Shoreline Variances and Conditional Use Permits
		Preliminary Plats

Due to the variety of issues that may be raised in administrative and code enforcement appeals, Laminar Law typically charges an hourly rate for these matters but is willing to discuss implementing a flat-rate approach if that is the City’s preference.

PEREGRIN SORTER

1919 N. Union Ave. | Tacoma, Washington 98406 | (206) 658-3784 | peregrin@laminarlaw.com

Experience and qualifications

Washington State Bar Association member in good standing (admitted 2008).

WSBA number: 40961

Laminar Law, PLLC

Tacoma, WA

Founder, Managing Attorney, Hearing Examiner

March 2023–Present

Founded Laminar Law, PLLC, to provide land use hearing examiner services to local governments in Washington State. Responsibilities include presiding over, and issuing decisions for, land use application hearings and administrative appeals.

Sound Law Center, LLC

Seattle and Tacoma, WA

Managing Attorney, Chief Legal Writer

January 2020–February 2023

Served as managing attorney and Chief Legal Writer for Sound Law Center.

Responsibilities included overseeing all business matters related to the operation of Sound Law Center, drafting and editing decisions issued by hearing examiners, and supervising contract legal writers and pro tem hearing examiners.

Washington State Court of Appeals, Division II

Tacoma, WA

Staff Attorney

August 2012–December 2020

Assisted the Court in resolving direct appeals and personal restraint petitions by reviewing record, researching applicable law, and drafting prehearing memoranda and opinions. Screen notices of appeal for compliance with appellate rules, consolidation with other pending cases, and disposition track. Made recommendations for disposition of all types of motions and draft orders and rulings for panels.

Law Clerk for the Honorable Marywave Van Deren

August 2011–July 2012

Law Clerk for the Honorable Christine Quinn-Brintnall

August 2008–July 2010

Reviewed appellate briefs and trial court records, researched applicable law, and drafted bench memoranda. Assisted judges in drafting and editing an average of three court opinions per month. Performed technical source citation checks on opinions in accordance with Washington Court standards.

Banchero Disability Partners

Seattle and Shoreline, WA

Board Member, President

November 2008–Present

On a volunteer basis, responsible for the functions of an agency that provides 24-hour case management services to clients with developmental disabilities and mental illnesses, including policy administration, public and community relations, finance, personnel and program planning and evaluation.

Independent Living Advocate

September 1999–August 2005

Provided direct support and services to adults with developmental disabilities in their homes and community.

Nielson, Broman & Koch PLLC. **Seattle, WA**
Indigent Criminal and Parental Dependency Appeals Attorney August 2010–July 2011
 Contracted with law firm to represent clients appealing from criminal convictions and parental dependency/termination orders. Reviewed trial record, drafted briefs, and presented oral argument in all three divisions of the Court of Appeals.

Disability Rights New Jersey **Trenton, NJ**
Legal Intern Summer 2007
 Worked with the Director of Litigation on two high-impact systemic litigation cases. Conducted fact investigations at all New Jersey Psychiatric Hospitals.

Disability Rights Washington **Seattle, WA**
Legal Intern Summer 2006
 Screened potential clients and provided self-help information and referral services. Handled all prisoner correspondence, requests for information, and referrals.

Education

Rutgers University School of Law – Camden, NJ
 J.D. magna cum laude, May 2008
 Blaine E. Caphart Award for Excellence in Legal Writing, 2008
 Pro Bono Publico Award, 2008
 Marshall-Brennan Fellow, Fall 2007–Spring 2008
 Research Assistant for Professor Sarah Ricks, Fall 2007–Spring 2008

University of Washington – Seattle, WA
 B.S. in Psychology, June 2004

Professional References:

Marshall Read
Lead Planner
City of Ocean Shores
360-940-7489 (Office)
360-580-4465 (Cell)
mread@osgov.com

Robert Grumbach
Development Services Director
City of Woodinville
425-877-2271
robertg@ci.woodinville.wa.us

Ben Braudrick
Planning Supervisor
City of Port Angeles
360-417-4804 (Office)
360-406-0654 (Cell)

Ted Hunter
Founder, Sound Law Center
206-419-2269
tph@soundlawcenter.com

Andrew Reeves
Founder, Trebucket Legal Consulting
253-393-3594
Andrew.tlclaw@gmail.com

Alex Sidles
Law Office of Alex Sidles, PLLC
206-518-8611
alex@sidleslaw.com

Hon. Judge Lisa Worswick (Ret.)
Former Judge at Division II of the Washington State Court of Appeals
Pierce County Superior Court
Pierce County District Court
253-691-7050
lworswick@yahoo.com



City Council

P.O. Box 987, Snoqualmie, Washington 98065
(425) 888-1555 | www.snoqualmiewa.gov

2025 Legislative Priorities

Community Center Expansion: Requesting \$5M in state funding:

To help expand Snoqualmie's Community Center and add a swimming pool. This will address over-capacity issues at our community center, provide an opportunity for all children in our city the chance to learn to swim, so they will be safe when recreating in our rivers, and provide health and wellness, senior, youth, and aquatics programs.

Affordable housing:

Expand REET authority for state and locals (HB 1628) to fund affordable housing.

Public Safety:

- Police and Fire Personnel: Additional funding tools and resources to support recruitment and retention, including but not limited to updating the Public Safety Sales Tax to allow an option to implement by councilmanic authority and providing greater flexibility on use of the funds. Funding tools to assist small municipalities recruit and retain.
- Juvenile Access Law: Fix ESHB 1140: Positive intervention by addressing the juvenile access law. Need to provide more thought about when youth require lawyers to be present, otherwise it becomes mandatory to put them in the system.
- ~~Police Pursuit: Further expand crimes eligible for pursuit to include auto theft and some property crimes.~~
- Opioid Settlement Disbursements and underlying drug issues and resources to support communities.
- Traffic Safety. Additional grant funding for school safety and traffic calming measures along Hwy 202.

I-90 and Hwy 18 interchange:

Ensure preservation of prior legislative appropriations funding for the Snoqualmie Parkway and SR 18.

- Concern that if the state or federal gas tax is suspended or reduced, it may delay the start of these projects (interchange and highway widening);
- We desire to have communities most impacted by construction involved in an advisory committee, fostering greater public dialogue and support.

Snoqualmie Parkway Jurisdiction Transfer:

Ensure alignment of utilization of infrastructure with taxing jurisdiction. The parkway is a transportation system connector between Highway 18 and State Route 202. The majority of its utilization is through regional commercial trucks. In order to align usage with revenue source most the parkway should be transferred to state control and maintenance.

Property Tax Cap:

Revise the property tax cap to tie it to inflation, up to 3%, and population growth factors, so that local elected officials can adjust the local property tax rate to better serve their communities. The current 1% cap has created a structural deficit in the city revenue and expenditure model, resulting in a reliance on regressive revenues and artificially restricting the use of property taxes to fund community needs.

DRAFT



Department Reports October 2024



Communications Division

Danna McCall, Communications Coordinator

38624 SE River Street, Snoqualmie, Washington 98065
(425) 996-5285 | www.snoqualmiewa.gov

Social Media

- Facebook reach: 23.4K; 7277 followers (19 new).
- Twitter – 3815 followers
- Instagram – 6.4K reach; 3047 followers (22 new).
- Top Posts: Halloween Walk reel (10K reach); Fall Photo Op Gazebo reel (4k reach); Model Train Museum PR (2.1K reach); Snoqualmie Days photos (2.1K reach); Hindu Heritage Month (1.8K reach).



Website

- Website users: 14.2k; website sessions: 19.7K; pageviews: 28.4K.
- Top pages: Twin Peaks, Snoqualmie Falls, Halloween events.
- Visit Snoqualmie, Police Blotter, and Jobs all top 10 pages.



Initiatives & Support

- Mayor: Manufacturing Day; Quarterly Newsletter; Ross Report; Breast Cancer Awareness Month.
- Fire/OEM: Fire Prevention Week; Opioid Overdose Class; weekly blotter.
- Police: MSHS Threat PR; Coffee order leads to felony; arrest PR; blotter.
- CD: Flood Report, Public Notice distribution.
- PPW: Green Snoquamie Day; Urban Flooding prevention; Reclaimed Water Dist. System Project.

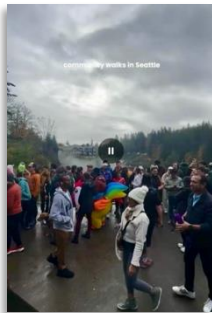


E-News

- Sent 2,285 e-news emails.
- 762 subscribers
- 56% open rate; 7.6% click thru rate.

Community Engagement, Events, Marketing and Tourism

- Arts Commission did not meet in October, due to quorum (CD report lists the highlights of all commission meetings. It may be worth noting that Arts didn't meet and why, as an indication to council that we lack members. This is part of my workplan, worth noting somehow)
- Arts Commission welcomed local glass art artist, John Ezell's display in the City Hall Lobby cabinet.
- Fall Photo Opp (see photo above) – partnership with Snoqualmie Ridge, decorated the
- Railroad Park gazebo for all to enjoy this fall!
- Saturday, October 26 was busy!



- Community Walk – partnership with Seattle community walk organizer and content creator, Sara Anfusio. The “Walk to the Waterfall” (Downtown to the Falls and back) brought 75 walkers, from Canada, Bremerton, Tacoma, Seattle, Redmond, Kirkland, Issaquah, Mercer Island, Sammamish, and Snoqualmie. After the walk, 60+pp enjoyed beverages at Snoqualmie Brewery. The post walk Instagram reel engaged 773 and reached 14,689.

[Long-Distance Walking Is Having a Moment in Seattle | Seattle Met](#)

- Halloween Happenings – Progressive trick-or-treaters started the day on Center Blvd., and meandered Downtown to end the afternoon. The day was damp, and crowds were lighter, spirits were not!
- Attended the first steering committee meeting for the “Snoqualmie Valley Rural Tourism Support” program, initiated by the SnoValley Chamber of Commerce.
- Blood Drive at the Fire Station early October, Snoqualmie continues to be incredible donors.
- Special Event Permits – 58 permits YTD, processed four Halloween themed permits (just keep a running tally for council)

[Please note: Communications Coordinator was on vacation for one week in October, which many impact metrics noted above.]



Community Development Department

Emily Arteche, Director
 38624 SE River St. | P.O. Box 987
 Snoqualmie, Washington 98065
 (425) 888-5337 | earteche@snoqualmiewa.gov

October 2024 Monthly Report

Permit Activity

Permit applications remain relatively average.

Building	October 2024	YTD
Permit Applications	39	400
Permits Issued	38	364
Total Inspections	52	538

Planning	October 2024	YTD
Pre-Applications	0	8
Sign Permits	2	6

Special Event		55 permits in 2024
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Boards and Commissions:

- Economic Development Commission – A presentation was provided by the Chamber of Commerce on a rural tourism grant from the Department of Commerce and a Tax Increment District (TID) for the city to promote economic development and revitalization.
- Community Development Committee -- A draft RFQ for affordable housing was presented as well as final draft legislation for SB5290, permit processing times.
- Planning Commission – A retail district overlay public hearing was held. Best available science was presented from the City’s senior wetland biologist as part of the critical areas update. The historic design review board considered and approved a variance to the downtown color palette.

Planning Projects:

- Snoqualmie Home Elevation: The Department Staff continues to work with two property owners to take the next steps with raising their homes above the BFE.
- Snoqualmie Home Acquisitions: The Department Staff continues to work with two property owners who are interested in voluntary sales.
- Community Rating System: The Department Staff completed recertifications of both annual and 5-year CRS cycles.
- October Flood Awareness Month: The Department Staff prepared and mailed the annual flood report, mitigation letter and other information (in Spanish translation) for citizens living in the floodplain.
- Code Updates: The Department Staff continues to work through the legislative process on amendments for permit processing times, Best Available Science/Critical Areas, Senate Bill 5290, Wireless, Transportation Impact Fee Program, School Impact Fees, and Retail Waivers.
- NWRM Roundhouse: A variance application is currently being processed by the Department.
- Community Center Expansion: No updates.
- Mill Site: No updates.

- Mixed-Use Final Plan Amendment and Retail District Overlay: Draft changes to the retail uses in the downtown and along Center Blvd are currently under review with the Planning Commission.
- Climate Change Element: Work is underway with Staff and the Planning Commission. A climate change committee is currently being assembled to help inform the Commission on green house gas emissions and vehicle miles traveled as well as other carbon-reducing techniques.
- Affordable Housing: The Department Staff continues to work with the Council Community Development Committee on the development of a request for qualifications (RFQ) to find a suitable firm for the design and development of structure to support work force/affordable housing development.
- Code Enforcement: The Department staff continues to work several code compliance projects, including the restoration of city cleared property near The Club, a conversion of single-family to condominiums, and others.



Finance Department

Drew Bouta, Director
 38624 SE River St. | PO Box 987
 Snoqualmie, Washington 98065
 (425) 888-1555 | dbouta@snoqualmiewa.gov

October 2024

Enterprise Resource Planning System (ERP) Project – Tyler Munis

Phase 2 – Human Capital Management (i.e., Payroll, Human Resources, etc.)

The Department has made substantial progress towards the January 1, 2025, go-live date. During the month of October, the Payroll and HR team charged with implementing this phase of the project has conducted multiple in-house week-long sessions with the implementation consultant to resolve issues and work towards complete configuration of the system. In addition, they have trained the majority of employees on how to use the “Time and Attendance” program. The program provides employees the ability to enter their time, including leave and overtime hours, necessary to calculating payroll. The “Time and Attendance” program will replace the paper timecard process the City currently deploys.

2025-2026 Biennial Budget/End Year Budget Activities

The Department was able to land the budget with Council’s approval on October 3, 2024. In addition, the budget team has drafted two property tax ordinances, and worked through the month of October to meet with Departments to determine their anticipated year-end spending which is important to crafting the final amendment for the 2023-2024 Biennial Budget.

2021 Financial Statement Audit, 2021 Accountability Audit, and 2022 Report on Compliance with Coronavirus State and Local Fiscal Recovery Funds (SLFRF) Program Requirements

The Washington State Auditor’s Office (SAO) published a number of reports on October 14, 2024, describing the overall results and conclusions of the SAO for the audit years and areas examined. The SAO issued an unmodified opinion on the fair presentation of the City’s financial statements. In addition, the SAO noted that the City of Snoqualmie complied, in all material respects, with applicable state laws, regulations, and its own policies, and provided adequate controls over the safeguarding of public resources.

2024 Retroactive Payments for Snoqualmie Police Association (SPA) Members

The Department is working to complete 2024 retroactive payments for SPA members and has reached the review stage. Following the internal review period, to ensure the numbers are correct, the City will reach out to the union and work towards establishing a process to handle concerns regarding the calculated amounts.

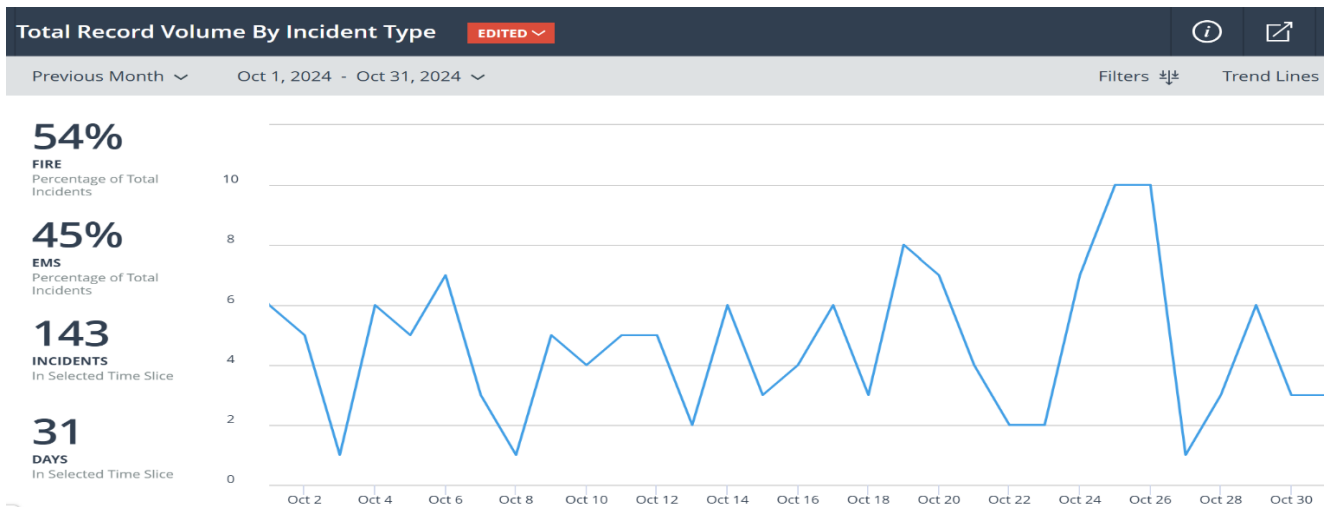


Mike Bailey, Fire Chief
37600 SE Snoqualmie Pkwy | PO Box 987
Snoqualmie, Washington 98065
mbailey@snoqualmiewa.gov
(425) 888-1551

Fire Department Activity October 2024

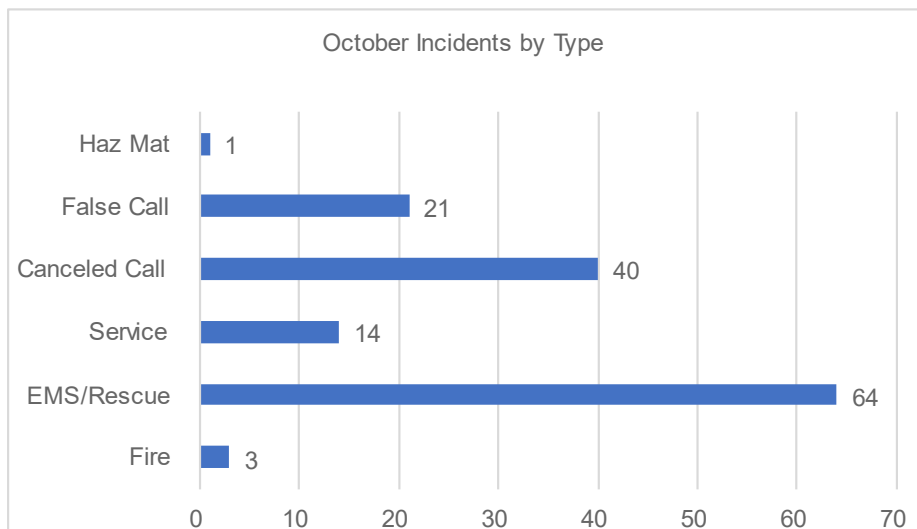
Incident Count October

The Fire Department responded to 143 incidents in October. 45% of the incidents were emergency medical services and 54% were fire or service-related incidents. The following chart displays incident count per day.



Incident Count by Type:

The following is a count breakdown of incidents by type.



Travel Time

For incidents within the city, the 90th percentile travel time for the first arriving unit responding in emergency mode was 7:19 seconds and is broken down as follows.

Type	0:00 - 3:59	4:00 - 7:59	8:00 - 11:59	12:00 - 15:59	16:00 - 29:59	30:00 +
Aid Car	16	16	1	0	0	0
Engine	7	12	1	1	0	0
Chief Officer	1	1	0	0	0	0
Total	24	29	2	1	0	0

For incidents outside the city, the 90th percentile travel time for the first arriving unit responding in emergency mode was 15:47 and is broken down as follows.

Type	0:00 - 3:59	4:00 - 7:59	8:00 - 11:59	12:00 - 15:59	16:00 - 29:59	30:00 +
Aid Car	1	3	5	1	2	
Engine	0	6	4	5	1	
Total	1	9	9	6	3	0

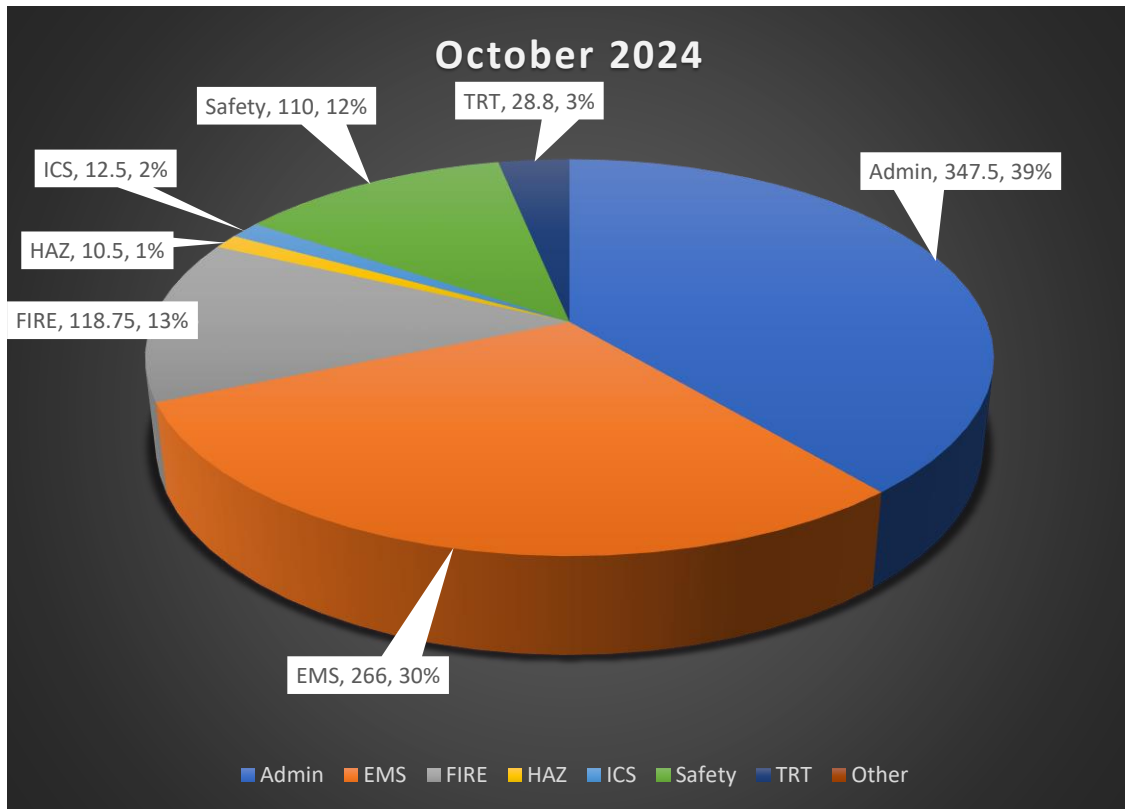
EMS Transports

The Fire Department responded to 64 EMS incidents in October and transported 28 patients to local hospitals. Patients were transported to Swedish Issaquah 36% of the time and Snoqualmie Valley Hospital 60% of the time. Of the transports, 6 were transports that originated from outside Snoqualmie's service area. (North Bend 4, Fall City 0)

Hospital	Week 1	Week 2	Week 3	Week 4	Week 5	Total
Overlake Hospital	0	1	0	0	0	1
Snoqualmie Valley Hospital	3	1	5	7	1	17
Swedish/Issaquah	2	4	4	0	0	10
Other	0	0	0	0	0	0
Total	5	6	9	7	1	28

Training:

Entry into the fall typically brings a return to training, specifically training that can be conducted indoors and online. This October is no exception, bringing an above-average volume of completions. During the month, crews trained for almost 900 hours, primarily focusing on company-level drills, high-risk events, and high-rise fire operations. The training covered all categories, with the majority being administrative (39%), followed closely by emergency medical services (30%). During the month, four of our volunteer members completed training centered on initial onboarding, and nine members started training to become aid vehicle operators. Other crews attended training for high-rise structure fires in preparation for the new casino hotel being built just outside the city limits, as well as scenario-driven training to be able to respond to swiftwater incidents involving imminent rescue safely. The following chart compares the training hours by type:



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

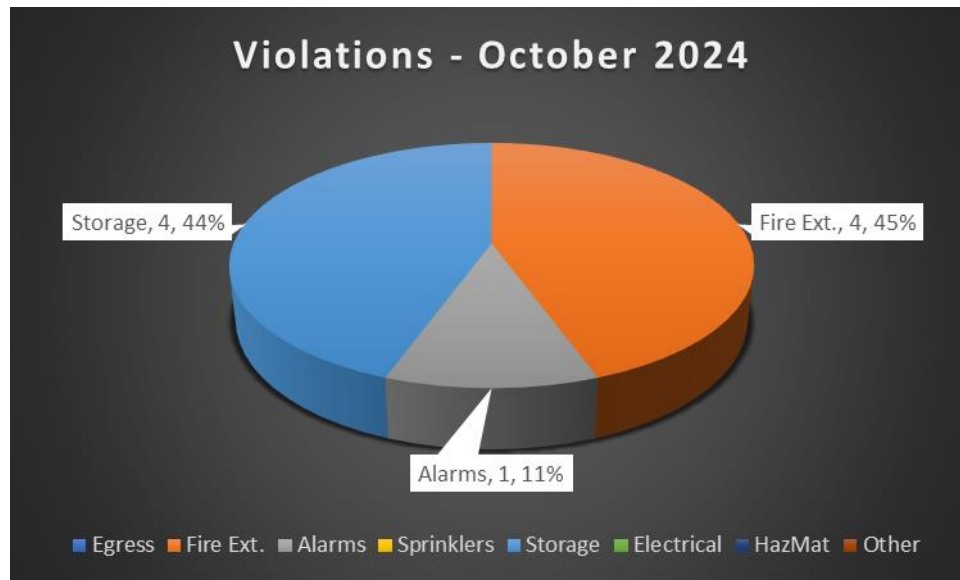
Training – Highlights/Major Topics:

- High-rise operations
- Incident Command System
- New member orientation
- Strategic Planning
- Forcible entry
- Firefighter – Hose evolutions
- Vehicle Rescue
- Fire Service Leadership
- Safety – State-mandated safety training, firefighter line-of-duty death reviews
- Technical Rescue – Swiftwater rescue operations.

Community Risk Reduction

Inspections

Fire crews conducted fire and life safety occupancy inspections in October, focusing on occupancies identified as places business (B) and educational (E) occupancies. Six (6) inspections were completed, noting nine (9) violations. The violations reflected a continued inspection practice and keeping occupants informed of what constitutes a code violation and how to proactively prevent the issue. Most infractions were resolved within 14 days, and others were remedied while crews were onsite. The following chart is a view of the monthly inspection violations:



Public Education

October public education and outreach reported the following activities:

- 3 – Mount Si High School Football Standby events
- 7 – Classroom presentations (fire safety), 328 students contacted
- 1 – city-sponsored Halloween event
- 1 – Fire Department sponsored Halloween event

Volunteer Activity

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

- 29 duty Shifts
- 44 calls responded to
- 549 total hours spent volunteering.

Volunteer Staffing

- 12 rostered volunteers
 - One volunteer resigned due to time constraints
 - All 4 of the newest volunteers have finished their initial check-offs and are ready to sign up for shifts and respond.



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October 2024

Enterprise Resource Planning System (ERP) Project – Tyler/Munis

The human resources implementation team continues to work on setup and assist with payroll implementation modules. This has been a significant undertaking as we continue towards our go-live date in mid December. I would like to give a shout out to HR Analyst, Heather Florida, for shouldering the biggest burden of this project for the HR department these last few months.

HUMAN RESOURCES

Recruitment

We've had some new faces walking around the city this last month and are happy to welcome them! We have a new Records Tech and three new entry level police officers at the Police Department. There are currently only two police officer openings as we continue to search for our next School Resource Officer. We've had two new firefighters start this month and they are off and running. The additional three firefighters are in backgrounds and we are hoping for boots on the ground in early January to fully staff our first responders! In addition to these new employees, the CD and IT department also welcomed a new Senior Planner and Systems Engineer! The City Attorney recruitment wrapped up with a stellar new hire, Dena Burke, who will start with us in early December. There are minimal open positions around the city currently, as we continue to focus our efforts on retention and employee satisfaction.

Union Negotiations

Initial meetings have been scheduled to start IAFF negotiations in January 2025.

Employee Recognition/Activities/Training

The last month saw our employees participate in a couple different training sessions. The PPW department participated in a Bloodborne Pathogen training, facilitated by our own VFF Robert Angrisano. This training also included a refresher on opioid overdose training in which employees were given a dose of Narcan to have with them if ever needed. The city hall employees received a building safety training that included a detailed tour of the building, escape routes, and basic fire extinguisher training. Employees enjoyed an apple cider social held on Halloween with many employees in festive costumes. Planning for the annual employee recognition event, Mayor's Breakfast, is underway and nominations to recognize a fellow employee have been requested.

Personnel Policy Handbook

The HR department is continuing work to review and update the city Personnel Policies to be in compliance with updated employment and leave laws and to combine all policies to be in one handbook. A final draft of the manual is currently under legal review.



Information Technology Department

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October 2024

Dear City Council,

The IT Department has been getting many of our systems ready for the Network Modernization project you approve to move forward. The team continues to improve at a steady pace. They are nervous, but still excited about this project moving along!

Here are some updates for the month of October:

- We are hovering around 40 open tickets. The average number of tickets is slowly dropping. Our goal is to create more confidence in our staff to let us know when something is wrong. There is still quite bit to do, but the staff and IT team is showing signs that we are on the right track. Unreported problems or those that did not get resolved in the past are being reported to the team. This is a good sign that our City of Snoqualmie staff is beginning to trust the team to get this resolved!
- The Council Chambers AV Project is complete. We have a user guide distributed and have offered training session for staff that are interested.
- The network infrastructure modernization project that Council approved earlier this month is making progress. We are getting our systems and spaces ready for new equipment. The official project kick-off will be in early November.
- The Fire Station pilot phone system is coming to a close. The last few phones have been mounted and we are working with our service providers to get support on one last piece in the process.
- The Wi-Fi and firewall upgrades are moving forward with the network modernization.

We will have more details on projects that are coming including:

- Simplifying our service desk to better serve our users.
- Extending the cloud VOIP pilot to all City of Snoqualmie locations
- Restructuring and updating our server infrastructure
- Restructuring our IT team responsibilities

Thank you for your continued support as the IT Department continues to rebuild!



PARKS & PUBLIC WORKS DEPT.

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Monthly Report – October 2024

Public Works General/CIP Projects:

Tyler Munis Implementation: Public Works has completed initial implementation of the asset management system. All operating divisions are now managing work orders through Tyler Munis. We have worked through most of the bugs in the startup process, and except for a few minor items with the mobile application the system appears to be working smoothly. Parks and Public Works has processed 966 separate work orders in the last month and over 1,900 work orders since implementation.

Road Maintenance and Repair: Planning and engineering have begun for next summer's paving, utility infrastructure, and road maintenance projects.

Kimball Creek Bridges: Started on 07/29/24 and is anticipated to be completed by 12/30/24. Repairs on both bridges is complete. Paving is scheduled to be completed on Meadowbrook Way the week of 11/4/24. Guardrails, signage, striping and landscape restoration will be finished in the next couple weeks with the roadway opening soon after.

384th Sewer/Sidewalk: The contractor has completed the sewer work and the new system is fully operational. Sidewalk construction is ongoing; contractor is currently working on a new modular block wall to support the sidewalk and stormwater improvements.

Splashpad: Construction is continuing through the Fall season with completion anticipated in December 2024.

Water Reclamation Facility: Construction improvements on the first Oxidation Ditch is completed. Commissioning on the first ditch has been successful and the new system is working as well or better than anticipated. The contractor is now working on Ditch 2 and is on-schedule for completion in early 2025. Project completion is anticipated for Spring of 2025.

Reclaimed Irrigation Reservoir: 60% plans and specifications have been submitted for review. Property acquisition and permitting remain on schedule. Construction is anticipated to begin in Autumn 2025 with project completion on or before June 30, 2026.

Staffing: Urban Forestry/Stormwater Department is down one staff member as a result of Phil Bennett's advancement to Deputy Director. We are working to fill the position before the end of this year.

Wastewater Division

- Startup and commissioning of the WRF-3 upgrades continues. Initial performance data indicates a successful design with improved capacity and operational efficiency.
- Wastewater Division lost one staff member in the last month, but was successful in hiring a replacement. Matt Miller is a former employee in the Wastewater Division and will return to the department after a couple years in Montana. He brings a wealth of knowledge and skills back to the department and is a huge upgrade over the operator he replaces.

Water Division

- Pump replacements have been completed at the Winery and 599 pump stations.
- A new automated Pressure Reducing Valve (PRV) has been installed at Canyon Springs. This new device will allow for frequent adjustments of system flow and pressure while eliminating the need to enter a confined space.
- Lead and Copper service line report has been completed and submitted to the Dept of Health

Parks & Streets Division:

- Weekly mowing, weeding, edging, cleaning of parks is winding down heading into the Winter season.
- Winter Cleanup activities beginning with leaf collection and street sweeping.
- Repair of significant vandalism at various parks is ongoing. Auto-lock mechanisms will be installed soon to ensure buildings are locked at night. Staff are working with the Police Dept to employ security techniques to catch the culprit.
- Surface grading at Gateway Park has been completed in preparation for Christmas Tree and other events
- Street crew continues with gravel alleys maintenance in preparation for winter wet season.
- Tables and chairs at railroad park boardwalk will be stored for the winter and the boardwalk will be pressure washed to alleviate slippery conditions over the winter.
- Parking lot striping at the YMCA will be completed the week of 11/4/24.
- Gutter replacement at several park structures will be completed in November and December.

Fleet & Facilities Division:

Fleet

- City fleet logged >39,300 miles driven in October.
- 24 preventative maintenance work orders completed
- 39 other work orders completed
- Replacement #606 Fire Pickup placed into service

Facilities

- Daily checks on City building mechanical, electrical and HVAC systems
- 21 work orders completed
- Completed Annual Fire Panel/Alarm testing at major Facilities
- Completed replacement of gutters and add snow fences at Public Works

Stormwater & Urban Forestry Division

- Green Snoqualmie Day Event was a success – 54 people participated in planting 450 trees and shrubs; 2 new Urban Forest Stewards recruited!
- 138 new street trees planted, staked, composted and mulched.
- 1 Stormwater control gate repaired at Osprey Pond.
- Stormwater Pond maintenance continues – a contractor has been hired to help catch up with vegetation trimming for 6 ponds with 3 ponds completed.
- Completed sediment removal from parkway bioswales for this year
- 14 stormwater ponds inspected
- Division is down one staff member due to promotion of Phil Bennet as Deputy Director; recruitment is ongoing to find a replacement.
- 6 Storm responses - high winds and downed trees removed to clear ROW.

Department of Corrections Crew Work for October 2024

*** Note: DOC had 7 workdays this month***

Work completed at various sites:

Storm pond vegetation maintenance: 6-days of work. Total of 1.85 acres of vegetation removed.

Worked on removing all trees, shrubs, invasive species from entire pond per the Stormwater Vegetation Maintenance SOP. [Five feet outside of fence line down to the water, or as COS property lines permit]

Swenson W1 [Vaughan]; Oct 1

Chipped all vegetation cut from September

Kinsey NC1; Oct 15

Trash clean-up throughout entire area. 10 large bags

Isley 2 ED4A; Oct 8, 10, 15, 18

Vegetation

Autumn K1/K2; Oct 18

Removed fencing thrown into pond due to vandalism. 20+ rails

Frontier 2; Oct 22, 29

Vegetation, fort removal from dry pond c



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October 2024

Calls for Service

	Sept 2024	Oct 2024	Oct 2023
Snoqualmie	481	540	647
North Bend	526	530	468

Average Response Times (in minutes & seconds)

Oct	Priority 1	Priority 2	Priority 3
Snoqualmie	1:16	3:54	5:45
North Bend	2:15	4:17	5:04
Sept			
Snoqualmie	4:30	2:45	6:23
North Bend	5:52	4:30	5:18

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.

Oct	Thefts	Vehicle Prowls	Vehicle Thefts
Snoqualmie	5	0	1
North Bend	7	6	1
Sept	Thefts	Vehicle Prowls	Vehicle Thefts
Snoqualmie	6	4	1
North Bend	16	14	1

Items of Importance

Command Staff – Vacancies: 0.
Patrol – One exceptional hire started Oct. 1, in FTO status. Another officer recruit continues in FTO status. Two officer recruits continue in Academy. One officer recruit started Nov. 1. Vacancies: 2.
Administrative Staff – Records Technician started Nov. 1. Vacancies: 0.

Community Events

Oct. 26 – Trick or Treat on Snoqualmie Ridge, Halloween in Downtown Snoqualmie
 Oct. 31 - Halloween
 Nov. 13 – Chat with the Chiefs (North Bend)

Year to Date Theft Comparison

Oct 1 – 31

Snoqualmie	2024	2023
Thefts	5	12
Vehicle Prowls	0	5
Vehicle Thefts	1	4
North Bend	2024	2023
Thefts	7	21
Vehicle Prowls	6	6
Vehicle Thefts	1	4

Crisis Intervention Contacts

	2024		2023	
	Oct	YTD	Oct	YTD
Snoqualmie	4	311	10	213
North Bend	6	14	2	28

Mental Health Professional Contacts

	2024		2023	
	Oct	YTD	Oct	YTD
Snoqualmie	0	93	21	263
North Bend	3	77	15	125

Public Records Requests

Oct 2024	41
2024 YTD	500