CALL TO ORDER - Committee Chair
Present
Mayor Larson
Committee Members:
Bryan Holloway, Chair bholloway@ci.snoqualmie.wa.us
James Mayhew, Member jmayhew@ci.snoqualmie.wa.us
Katherine Ross, Member kross@ci.snoqualmie.wa.us
Sean Sundwall, Alternate

Staff Attendees:
Bob Larson, City Administrator blarson@ci.snoqualmie.wa.us
Jodi Warren, City Clerk jwarren@ci.snoqualmie.wa.us
Bob Sterbank, City Attorney bsterbank@ci.snoqualmie.wa.us
Robert Hamud, Finance Director rhamud@ci.snoqualmie.wa.us
Debra Vigil, Admin Services Director dvigil@ci.snoqualmie.wa.us

PUBLIC COMMENT

NEW BUSINESS

Page 3 Minutes – July 2, 2019 Finance and Administration Council Committee meeting minutes

Page 7 Warrants/Claims – Report by Director Hamud
Claims/Warrants 49240 - 49347 totaling $874,582.89 and Payroll Claims/Warrants 72491 and electronic payments totaling $134,650.00.

Agenda Bills. After F&A review, the agenda bill is then placed on the Council Meeting Agenda. The following bills, if approved, are expected to be on the next Council Meeting Agenda.


Page 28 19-067 Resolution 1501 Adopting Rules Pertaining to Requests for Public Records submitted pursuant to the Public Records Act, Chapter 42.56 RCW (Introduce with proposed AB19-066 7/8/19- Action 7/22/19)

Page 55 19-085 Addendum to the Agreement for Consultant Services with Agreement Dynamics, Inc. (Employee Satisfaction/Climate Survey)

Page 68 19-086 Citywide Phone System Upgrade and Network Switches Refresh

Page 10 Council Agenda for Monday, July 22, 2019
DISCUSSION

PARKING LOT/PENDING ITEMS

Please note: while these items are listed as Parking Lot/Pending Items, there may or may not be discussion.

1) Proclamations of Emergency – connect policies with the fund

Committee requested that an Ordinance be prepared to establish a policy that when the Mayor declares an emergency, that the funds are made available without bringing back to Council.

2) AB 19-037 – Ordinance Amending Chapter 2.90 Of The Snoqualmie Municipal Code Delegating Authority To Sign Certain Minor Contracts And Emergency Contracts Without Prior City Council Approval; Adopting A Comprehensive Purchasing, Professional Services And Public Works Contract Matrix; And Providing For Severability And An Effective Date

Introduced May 28, 2019 – referred back to Committee on June 10, 2019 – kept in Committee June 18, 2019

3) Council Rules of Procedure – Attendance by Phone (assigned to CM Holloway)

4) Internal Control Response Plan

5) Updated Ethics Ordinance

Comprehensive review of ethics policies and practices, Annual Certifications, Periodic Training, Ongoing ethics communications

6) Capital Budget Timing

7) Process of information dissemination to the Council and the role of staff in that process

8) Review of whistleblower policies

9) Resolution regarding telecommuting program

(The Committee requested that the Resolution be changed to empower administration to set up the rules to administer the program and make sure that there is language included to terminate the program at any time – staff is making the change, which is still under review by attorney)

10) At the April 22, 2019, City Council meeting Councilmember Holloway requested that each council committee take some time in the coming weeks to run through the goals and objectives that pertain to their particular committee. The Finance and Administration Council Committee will then collect the committee feedback and bring to the full Council.

ADJOURNMENT
CALL TO ORDER - *Committee Chair*

Present
Mayor Larson
Committee Members:
Bryan Holloway, Chair
James Mayhew, Member (absent - excused)
Katherine Ross, Member
Sean Sundwall, Alternate

Staff Attendees:
Bob Larson, City Administrator
Jodi Warren, City Clerk
Bob Sterbank, City Attorney
Robert Hamud, Finance Director (absent)
Ben Yazici, Consultant Munimanage LLC
Drew Bouta, Accountant
James Wharton-Hess, Management Fellow

PUBLIC COMMENT
Councilmember Shepard inquired about the expiration of the Waste Management Contract.

COUNCILMEMBER SUNDWALL REQUESTED THAT THIS BE ADDED TO THE NEXT PARKS AND PUBLIC WORKS COUNCIL COMMITTEE AGENDA.

NEW BUSINESS

Minutes – June 18, 2019 Finance and Administration Council Committee meeting minutes

COMMITTEE CONCURRENCE TO APPROVE TO APPROVE THE MINUTES AS STATED.
**Warrants/Claims – Report by Director Hamud**

Claims Warrants 48846 - 49080 / Checks and Electronic Payments in the amount of $1,061,732.30 and Payroll Warrants 72466 / Checks and Electronic Payments in the amount of $132,725.00.

**CHAIR HOLLOWAY ASKED IF THERE WERE ANY QUESTIONS BY ANY COUNCILMEMBER REGARDING THE WARRANT AND CLAIMS REPORT.**

COUNCILMEMBER SHEPARD INQUIRED ABOUT WARRANT NO. 49085, WHICH SHOWS MATERIAL BEING SHIPPED FROM SNOQUALMIE TO KENMORE (DIRECTOR HAMUD EXPLAINED THAT THIS WAS A TYPO IN THE INVOICE AND HE WILL CONTACT THE VENDOR TO CORRECT) AND WARRANT 49090 WHICH SHOWS THE PURCHASE OF A GIFT CHARGED TO A CREDIT CARD (DIRECTOR HAMUD EXPLAINED THAT THIS WAS PURCHASED FOR THE NORTH BEND CITY ADMINISTRATOR ON HER RETIREMENT, AND THAT IT IS BEING REIMBURSED TO THE CITY)

**CHAIR HOLLOWAY RECOMMENDED APPROVAL OF THE WARRANTS/CLAIMS.**

**Agenda Bills.** After F&A review, the agenda bill is then placed on the Council Meeting Agenda. The following bills, if approved, are expected to be on the next Council Meeting Agenda.

**AB19-066** Ordinance Amending Chapter 2.50 of the Snoqualmie Municipal Code related to Public Records Disclosure; providing for severability and an effective date. (Introduce 07/08/2019 - Action – 07/22/19)

**COMMITTEE CONCURRENCE TO MOVE FORWARD AND NOTED THAT THERE WILL BE A PUBLIC HEARING ON JULY 22, 2019.**

**AB19-067** Resolution 1501 Adopting Rules Pertaining to Requests for Public Records submitted pursuant to the Public Records Act, Chapter 42.56 RCW (Introduce with proposed AB19-066 - Action 7/22/19)

**COMMITTEE CONCURRENCE TO MOVE FORWARD**

**AB19-079** GCB 3128 I-90 Westbound On-Ramp Project Agreement

**COMMITTEE CONCURRENCE TO MOVE FORWARD UNDER NON-CONSENT.**
AB19-079  Ordinance No. ___ Amending Ordinances 1210 and 1213 Adopting and Amending the 2019-2020 Biennial Budget

COMMITTEE CONCURRENCE TO MOVE FORWARD FOR INTRODUCTION ON JULY 8 AND POSSIBLE ACTION ON JULY 22.

Council Agenda for Monday, July 8, 2019

THE COMMITTEE REQUESTED THAT THE DRAFT SURVEY QUESTIONS BE ADDED AS AN EXHIBIT UNDER COMMITTEE OF THE WHOLE DISCUSSION.

DISCUSSION

COUNCILMEMBER SUNDWALL REQUESTED THAT THE USE OF FIREWORKS BE PLACED ON THE PUBLIC SAFETY COUNCIL COMMITTEE AGENDA AND DISCUSSED BY THE FULL COUNCIL AT A LATER DATE.

PARKING LOT/PENDING ITEMS
Please note: while these items are listed as Parking Lot/Pending Items, there may or may not be discussion.

1) Proclamations of Emergency – connect policies with the fund

Committee requested that an Ordinance be prepared to establish a policy that when the Mayor declares an emergency, that the funds are made available without bringing back to Council.

2) Council Rules of Procedure – Attendance by Phone (assigned to CM Holloway)

3) Internal Control Response Plan

4) Public Records Act – Ordinance (This Ordinance came before the Committee for introduction on June 4, 2019 – it was requested that some additional edits be made by legal staff – it will be coming back to Committee on July 2)

5) Updated Ethics Ordinance

Comprehensive review of ethics policies and practices, Annual Certifications Periodic Training, Ongoing ethics communications
6) Capital Budget Timing

7) Process of information dissemination to the Council and the role of staff in that process

8) Review of whistleblower policies

9) Resolution regarding telecommuting program (The Committee requested that the Resolution be changed to empower administration to set up the rules to administer the program and make sure that there is language included to terminate the program at any time – staff is making the change, which is still under review by attorney)

11) At the April 22, 2019, City Council meeting Councilmember Holloway requested that each council committee take some time in the coming weeks to run through the goals and objectives that pertain to their particular committee. The Finance and Administration Council Committee will then collect the committee feedback, take an overall look and bring them back to council in approximately three weeks.

ADJOURNMENT

CHAIR HOLLOWAY ADJOURNED THE MEETING AT 6:29 PM
CLAIMS APPROVAL

To: Snoqualmie City Council
Finance and Administration Committee

From: Robert Hamud, Director of Finance

Date: July 16th, 2019

Subject: Approval of payment of claims [and payroll, if applicable] for the period
July 3rd - 12th, 2019.

BACKGROUND
RCW 42.24.080 requires that 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.

The Snoqualmie Municipal Code Chapter 3.85, Claims, Demands and Vouchers Against
the City, provides that the Finance Director or his/her designee will examine all claims
prior to payment.

RCW 42.24.180 allows expedited processing of the payment of claims when certain
conditions have been met. The statute allows the issuance of warrants or checks in
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 of these requirements.

SMC 3.85.040 provides for the Finance Director’s periodic reporting of the payments
and/or the Finance Director’s objection thereto, to the Council for approval. 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 Calendar. Per SMC Section 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 and Administration Council
Committee’s regular meeting. Following the 48-hour review period, the Finance and
Administration Council Committee considers the claims as part of its regular agenda and
recommends to the full city council whether to approve or disapprove the claims.

S:\Secured Finance Documents, Claims Approval for F & A Committee
Consistent with these requirements, this report seeks City Council approval of payment of claims [and payroll, if applicable] for the period of July 3rd - 12th, 2019.

The Finance and Administration Council Committee recommends approval [or disapproval, as applicable].

**ANALYSIS**
The information presented in the Fiscal Impact section covers all claims and payroll payments during the month prior to the date of the council meeting, as required by RCW 42.24.180.

All payments made during this period were found to be valid claims against the City. Details are available in the documentation provided for City Council member review prior to the Finance and Administration Council Committee meeting. The City's internal controls include certification of the validity of all payments by the appropriate department prior to submission for payment. The Finance Director has delegated authority for the examination of vouchers and authorization of payments to the City's Accountant and Finance accounting and payroll staff. Finance Department staff review all claims payments, and payroll staff performs system validation and exception reviews to validate payroll records. Department Directors and the City Administrator review all expense reimbursement claims. In addition, the Finance Director performs a random sampling review of supporting documentation for claims payments to ensure validity. The Finance Department regularly reviews its processes to ensure appropriate internal controls are in place.

**Payments Issued by Finance Director:**

Claims Warrants / Checks & Electronic Payments including settlement of damage claims in the amount of:
$874,582.89.
Warrant / Check Numbers: 49240 - 49347.

Payroll Warrants / Checks, electronic (direct) deposits in the amount of:
$134,650.00.
Warrant / Check Number 72491.

**Payments/Claims Objected to by Finance Director:**

[Itemize claims/demands amounts and circumstances, and summarize reasons for objection]

**BUDGET**
The foregoing amounts were budgeted in the 2019 budget, and sufficient funds have

S:\Secured Finance Documents, Claims Approval for F & A Commitee
been transferred from the General Fund and others into the Claims Clearing Fund [or Payroll Clearing Fund] to cover these payments.

I, the undersigned, do hereby certify under penalty of perjury that the claims and payroll warrants 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.

[Signature]
Robert Hamud, Director of Finance Auditing Officer

FINANCE AND ADMINISTRATION COUNCIL COMMITTEE RECOMMENDATION

[ x ] Approve payment of claims and payroll as documented in this report

[ ] Do not approve and provide alternate direction to staff

THE FINANCE AND ADMINISTRATION COUNCIL COMMITTEE RECOMMENDS COUNCIL APPROVAL.

July 16th, 2019  
Date  
Bryan Holloway, Mayor ProTem/Committee Chair
CITY OF SNOQUALMIE COUNCIL AGENDA  
Monday, July 22, 2019 7:00 PM  
CITY HALL  
38624 SE RIVER ST  

PRE-COUNCIL ITEMS  

CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL  

• Council approval of the agenda  

PUBLIC HEARINGS, PRESENTATIONS, PROCLAMATIONS, AND APPOINTMENTS  

Proclamations  

In appreciation - Native American Veteran's  

Public Hearings  

Public hearing regarding the potential imposition of charges for the City of Snoqualmie's actual costs for providing electronically produced copies of public records, as allowed by law.  

CITIZEN COMMENTS AND REQUESTS FOR ITEMS NOT ON THE AGENDA (See Guidelines for Public Participation)  

CONSENT AGENDA - ACTION ITEMS  

(Items listed below will be enacted by one motion. If separate discussion is desired on an item, that item may be removed from the Consent Agenda and placed on the regular Agenda at the request of a Councilmember)  

Minutes  

July 8, 2019 Council Meeting  

Warrants  

Claims/Warrant Report - Director Hamud (Claims/Warrants 49240 - 49347 totaling $874,582.89 and Payroll Claims/Warrants 72491 and electronic payments totaling $134,650.00)  

Other Approvals  

AB19-084 American Medical Response (AMR) - Ambulance Service Agreement Addendum  

AB19-083 Forest Land Response Agreement and Federal Grant Agreement - Agreement No. 15-122 (between the State of Washington Department of Natural Resources and the City of Snoqualmie)  

ORDINANCES  

Community Development Committee  

AB19-061 Ordinance Adopting Shoreline Master Program Update (Introduce 06/10/2019 - Action 06/24/2019)  

Finance and Administration Committee  


REPORTS
Parks and Public Works Committee
AB19-081 Resolution 1502 determining the lowest responsible responsive bidder and awarding a public works contract to Green Slate Landscaping, Inc. for the Koinonia Park Improvement Project

Community Development Committee
AB19-073 Third amendment to the Riverwalk Phase I Design Agreement with Berger Partnership
AB19-082 Economic Development Partnership Agreement between the Port of Seattle and the City of Snoqualmie

Finance and Administration Committee
AB19-067 Resolution 1501 Adopting Rules Pertaining to Requests for Public Records submitted pursuant to the Public Records Act, Chapter 42.56 RCW (Introduce with proposed AB19-066 - Action 6/28/19)
AB19-085 Addendum to the Agreement for Consultant Services with Agreement Dynamics, Inc. (Employee Satisfaction/Climate Survey)
AB19-086 Citywide Phone System Upgrade and Network Switches Refresh

Public Safety Committee

Committee of the Whole Committee

ANNOUNCEMENTS

ADJOURNMENT
IN APPRECIATION

WHEREAS, Native Americans have helped shape the future of the United States through every turn of our history; and

WHEREAS Native Americans have served with honor and distinction in the United States Armed Forces and defended the United States of America for more than 200 years; and

WHEREAS Native Americans have served in the Armed Forces with the highest record of military service of any group in the United States; and

WHEREAS the courage, determination, and fighting spirit of Native Americans have strengthened and continue to strengthen the United States, including the United States Armed Forces; and

WHEREAS, the freedoms we enjoy as Americans have been purchased and maintained at a high price throughout our history; and

WHEREAS, throughout the generations, their sacrifices have preserved our unique form of government dedicated to human rights and respect for the individual;

NOW, THEREFORE, I, Matthew R. Larson, Mayor of the City of Snoqualmie, Washington on behalf of the citizens, elected officials and staff do hereby extend sincere appreciation to the

NATIVE AMERICAN VETERAN'S

and urge all citizens to honor our veterans and rededicate themselves to the preservation of our liberties under the Constitution.

In Witness Whereof, I have hereunto set my hand this 22nd day of July, 2019.

Matthew R. Larson, Mayor
Resolution 1502 determining the lowest responsible responsive bidder and awarding a public works contract to Green Slate Landscaping, Inc. for the Koinonia Park Improvement Project.

Resolution 1502 Awarding Koinonia Park Improvements  July 2019
Green Slate Landscaping Inc. Bid
Koinonia Park Improvements Bid Tabulation
Koinonia Park Improvements - Bid Set
Koinonia Park Improvements - Bid Set Addendum#1
Koinonia Park Improvements - Bid Alternatives
Koinonia Park BID Set Plans half size
Koinonia Park Improvements Vicinity Map

Budget:
$369,695.13

Summary Statement:
RCW’s establishes procedures relating to the to the awarding of public works contracts. The city advertised and received five bids for the project. The bid proposal submitted by Green Slate Landscaping Inc. was the lowest responsive and responsible bid. City staff have checked references and otherwise determined that Green Slate Landscaping Inc., meets the mandatory bidder responsibility criteria specified in RCW 39.04.350(1) and any applicable supplemental bidder responsibility criteria adopted by the City of Snoqualmie.

Recommended Action:
MOVE to adopt Resolution 1502 determining the lowest responsible responsive bidder and awarding a public works contract to Green Slate Landscaping, Inc. for the Koinonia Park Improvement Project.
Council Agenda Staff Report for AB19-081

TO: Snoqualmie City Council
Parks and Public Works Committee
FROM: Brian Krause, Operations Manager
DATE: Thursday, July 11, 2019
SUBJECT: AB19-081 - Resolution 1502 determining the lowest responsible responsive bidder and awarding a public works contract to Green Slate Landscaping, Inc. for the Koinonia Park Improvement Project

BACKGROUND
In October of 2017, the City Council approved a professional services contract with Bruce Dees and Associates for the design and management for site improvements and construction of a new playground at Koinonia Park. In April of 2018 City Council approved Bruce Dees and Associates to advertise the Koinonia Park Improvement Project to go out to bid. There were no successful bids. In December of 2018, the project was advertised for a second time, we received four bids, none of which met our budget threshold. Staff worked with Bruce Dees and Associates to redesign the park improvements to come up with a plan that would successfully fit within our budget. The redesigned Koinonia Park Improvement Project was advertised, in June of 2019. We received five qualified bids.

ANALYSIS
The Koinonia Park Improvement Project was approved by city council in the 2017/2018 budget process. Staff has continued to work diligently to get to a place where we could submit a successful proposal for council to approve the construction of this project. The project was bid with three alternatives to provide budget adaptability options. • Base bid: Demolition, excavation, concrete, and drainage improvements • Alternative 1: Play Equipment Group A • Alternative 2: Play Equipment Group B • Alternative 3: Pour-in-place rubber surfacing in lieu of wood fiber Total cost from the lowest responsive bidder for base bid and all three alternatives is within the appropriated project budget. With council approval, the Mayor will be given the authority to sign a Public Works contract with Green Slate Inc. for the site improvements at Koinonia Park

RECOMMENDATION
Staff recommends approval to include base bid and all alternates.

BUDGET
The project is being funded by a combination of City funds and a Community Development Block Grant as follows: Parks Capital Fund (#303): $292,589.13, CDBG Grant: $77,106.00 Total: $369,695.13 Administration recommends approving the public works contract with expenditures not to exceed $369,695.13 (includes sales tax). Sufficient appropriation exists within the Parks Capital Fund (#303) budget to fund the contract. (DB)
The City is required by state law to periodically update the Shoreline Master Program, with the next update due on June 30, 2019. The City's existing SMP was adopted in 1971 and last updated in 1992. The City has attempted to update its SMP several times since 2000, however no updated SMP has been adopted. This updated SMP incorporates language to address significant changes in state law and administrative rules over the past 20 years concerning shorelines and critical areas. Following the City Council's adoption of the SMP, the City is required to obtain Department of Ecology's approval. Because Ecology approval is required, the City has limited flexibility in many of the revised standards. Staff has worked closely with Ecology to develop the updated SMP.

**Recommended Action:**

MOVE to adopt Ordinance No. ____ Adopting the Shoreline Master Program Update.
Council Agenda Staff Report for AB19-061

TO: Snoqualmie City Council
    Community Development Committee
FROM: Jason Rogers, Senior Planner
DATE: Thursday, July 11, 2019
SUBJECT: AB19-061 - Ordinance Adopting Shoreline Master Program Update (Introduce 06/10/2019 - Action 06/24/2019)

BACKGROUND
Due to the length of the council staff report for agenda bill 19-061, it is attached as a separate exhibit.

ANALYSIS
Due to the length of the council staff report for agenda bill 19-061, it is attached as a separate exhibit.

RECOMMENDATION
Due to the length of the council staff report for agenda bill 19-061, it is attached as a separate exhibit.

BUDGET
Due to the length of the council staff report for agenda bill 19-061, it is attached as a separate exhibit.
Third amendment to the Riverwalk Phase I Design Agreement with Berger Partnership

Under AB16-002, AB17-067, and AB18-084 the City approved an agreement and the first two Amendments for Snoqualmie Riverwalk Phase I design and bid-ready construction plans with Berger Partnership for $848,875. The Third Amendment extends the contract end date. The contract costs are approved in Fund #313 Riverwalk Construction in the Adopted 2019-2020 Budget.

MOVE to approve the Third Amendment to the Riverwalk Phase I Design Agreement between Berger Partnership and the City of Snoqualmie and authorize the Mayor to sign.
Council Agenda Staff Report for AB19-073

TO: Snoqualmie City Council
    Community Development Committee
FROM: Nicole Sanders, Community Development
DATE: Monday, July 1, 2019
SUBJECT: AB19-073 - Third amendment to the Riverwalk Phase I Design Agreement with Berger Partnership

BACKGROUND
Under AB16-002, AB17-067, and AB18-084 the City approved an agreement and the first two Amendments for Snoqualmie Riverwalk Phase I feasibility analysis, survey, design, scour analysis and construction documents with Berger Partnership for $848,875. The City has been awarded $1.5 million from the Department of Commerce (DOC) for design and construction, and staff anticipate another $293,000 Recreation and Conservation Office (RCO) grant funds for Riverview Park, proposed for improvement within the Riverwalk Ph. I project.

ANALYSIS
The third Riverwalk Phase I Design Agreement amendment extends the contract end date by one year, retaining the original projected expenditures, currently appropriated to Fund #313 Riverwalk Construction in the Adopted 2019-2020 Budget.

RECOMMENDATION
Staff recommends that City Council approve the Third Amendment to the Riverwalk Phase I Design Agreement with Berger Partnership, and authorize the Mayor to sign.

BUDGET
Finance recommends approving the Riverwalk Phase I Design Agreement Amendment three. Sufficient appropriation exists in Fund #313 Riverwalk Construction in the Adopted 2019-2020 Budget to fund the Agreement.
The Port of Seattle Economic Development Partnership Program is intended to support local community economic development activities. Funding equivalent to the City’s population is available, and the Program requires a City to contribute a minimum of 50% matching funds. The City received $13,000 via this program to support the Snoqualmie Valley-wide marketing effort known as Savor Snoqualmie Valley. The City will provide $6,500 matching funds and $1,000 in in-kind contributions in support of Savor Snoqualmie Valley.

**Recommended Action:**

MOVE to approve an Economic Development Partnership Agreement between the Port of Seattle and the City of Snoqualmie.
Council Agenda Staff Report for AB19-082

TO: Snoqualmie City Council
FROM: Community Development Committee
DATE: Thursday, July 11, 2019
SUBJECT: AB19-082 - Economic Development Partnership Agreement between the Port of Seattle and the City of Snoqualmie

BACKGROUND
The Port of Seattle Economic Development Partnership Program is designed support local community economic development activities. This is the third year of the Program. Funding is being provided on a $1 per capita formula with a maximum of $65,000, while ensuring each city receives at least $5,000, and each participating City is required to provide at least 50% matching funds. Based on the per capita formula, Snoqualmie’s maximum funding is approximately $13,350. The City applied for $13,000 in matching funds from this program, and committed to provide $6,500 in local funds along with a $1,000 in-kind contribution. The Port of Seattle Commission approved the City’s grant request in June.

ANALYSIS
The funds would go toward Savor Snoqualmie Valley, a Snoqualmie Valley-wide marketing effort (Snoqualmie, North Bend, Fall City, Carnation and Duvall) initiated by the River Runs Through It workshop series. Specific projects funded by this grant would include a locals guide and campaign, additional printing of the Snoqualmie Valley Trail Map, additional printing of the Art and Culture brochure, heritage display boards, support for ongoing marketing and promotion, and some training in the services offered by Savor Snoqualmie. This would continue the work from the last two years under the same partnership program.

RECOMMENDATION
Staff recommends the City Council authorize the Mayor to sign the Economic Development Partnership Agreement between the City and the Port of Seattle.

BUDGET
Funds for this grant are appropriated within the Community Development Fund (#130) to fund the grant including City matching funds.
The proposed Ordinance amends the Snoqualmie Municipal Code Chapter 2.50 in order to update references to provisions of the Revised Code of Washington ("RCW") applicable to public records, provide for adoption of the City's rules and regulations governing City responses to requests for public records under Ch. 42.56 RCW

MOVE to adopt Ordinance No. _______ Amending Chapter 2.50 of the Snoqualmie Municipal Code related to Public Records Disclosure; providing for severability and an effective date.
Council Agenda Staff Report for AB19-066

TO: Snoqualmie City Council
    Finance and Administration Committee
FROM: Bob Sterbank, City Attorney
DATE: Tuesday, July 9, 2019

BACKGROUND
The stated intent of the PRA is to provide full public access to public records pertaining to the conduct of government, respect individuals' privacy rights, protect public records from damage or disorganization, and to prevent excessive interference with other essential functions of the government agency holding the records.

ANALYSIS
RCW 42.56.100, requires local agencies such as the City of Snoqualmie to "adopt and enforce reasonable rules and regulations. . .consonant with the [PRA's] intent to provide full public access to public records, to protect public records from damage or disorganization, and to prevent excessive interference with other essential functions of the agency. . .".

RECOMMENDATION
Staff recommends approval.

BUDGET
No budget impact.
ORDINANCE NO. ______

AN ORDINANCE OF THE CITY OF SNOQUALMIE, WASHINGTON, AMENDING CHAPTER 2.50 OF THE SNOQUALMIE MUNICIPAL CODE RELATED TO PUBLIC RECORDS DISCLOSURE; PROVIDING FOR SEVEREABILITY AND AN EFFECTIVE DATE.

WHEREAS, Chapter 42.56 of the Revised Code of Washington is known as the “Public Records Act,” or “PRA”; and

WHEREAS, the stated intent of the PRA is to provide full public access to public records pertaining to the conduct of government, respect individuals' privacy rights, protect public records from damage or disorganization, and to prevent excessive interference with other essential functions of the government agency holding the records; and

WHEREAS, the PRA generally requires that each state and local agency shall make available for public inspection and copying all public records, unless the record falls within the specific exemptions of the PRA or other statute which exempts or prohibits disclosure of specific information or records; and

WHEREAS, RCW 42.56.100, requires local agencies such as the City of Snoqualmie to “adopt and enforce reasonable rules and regulations. . .consonant with the [PRA’s] intent to provide full public access to public records, to protect public records from damage or disorganization, and to prevent excessive interference with other essential functions of the agency. . .”; and

WHEREAS, RCW 42.56.100 also requires that such rules and regulations “shall provide for the fullest assistance to inquirers and the most timely possible action on requests for information”; and

WHEREAS, the City Council desires to amend Snoqualmie Municipal Code Chapter 2.50 in order to update references to provisions of the Revised Code of Washington (“RCW”) applicable to public records, provide for adoption of the City’s rules and regulations governing City responses to requests for public records under Ch. 42.56 RCW

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SNOQUALMIE, WASHINGTON, DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. Chapter 2.50 SMC Amended: Chapter 2.50 of the Snoqualmie Municipal Code (“Public Records Disclosure”) is hereby amended to read as follows:

Ordinance No. ______
Page 1 of 4

Adopted:
Published:
Effective:
CHAPTER 2.50  
PUBLIC RECORDS DISCLOSURE

Sections:
2.50.010 Purpose.
2.50.020 Definitions. Public Records Officer designated.
2.50.030 Requests for public records.
2.50.040 Decision on public records request—Procedure for review of decision—Current index.
2.50.050 Current index.

2.50.010 Purpose.
The purpose of this chapter is to provide for the administration of the requirements for public disclosure and availability of public records as provided in RCW 42.17.250 through 42.17.348, Chapter 42.56 RCW, hereinafter the Public Records Act, and to establish guidelines and procedures to assure appropriate provisions are made for public inspection and copying of public records. It shall be the city’s policy to assure access to public records and documents concerning the city’s government while maintaining the right of individuals to privacy, and while protecting public records from damage or disorganization, and preventing excessive interference with other essential functions of the city.

2.50.020 Public Records Officer designated.
The City Clerk is hereby designated as the Public Records Officer pursuant to RCW 42.56.580.

Definitions.
The definitions set forth in RCW 42.17.020 and 42.17.255 are hereby adopted by reference.

2.50.030 Public Records Act Rules.
The City shall adopt and publish rules regarding public records request procedures in accordance with RCW 42.56.040 and RCW 42.56.100.

Requests for public records.
A. All written public record disclosure requests, except those records related to law enforcement, shall be submitted to the city clerk. Requests for law enforcement records shall be immediately forwarded to the chief of police or made directly at the police department.
B. Unless exempt from disclosure, public records shall be available for inspection and copying in accordance with this chapter.
C. The exemptions from public disclosure are set forth in RCW 42.17.310 and are hereby adopted by reference.
D. The Public Records Act requires the city to produce identifiable public records. The city is not required to create records that do not exist at the time the request is made or to respond to questions that are not answerable by providing an existing public record.
E. If the records are not identifiable by the person fulfilling the request, the city clerk should respond to the requestor by informing him or her that clarification of the request is necessary in order for the city to respond.
F. The city cannot require the requestor to provide information as to the purpose for the request, except to establish that the requestor is not using a list of individuals, in the possession of the city, for commercial purposes.

2.50.040 Decision on public records request—Procedure for review of decision.
A. Upon receiving a written request to inspect or copy a public record, the city clerk shall grant the request unless the city clerk or city attorney determines that the public record requested is or may be exempt from disclosure in whole or in part. Any requests for records involving the police department will be immediately forwarded to the chief of police. Within five business days of the date of receipt by the city of the written request, the city clerk shall respond by:
   1. Providing the record; or
   2. Acknowledging that the city has received the request and providing a reasonable estimate of the time required by the city to respond to the request; or
   3. Denying the request, subject to the provisions of subsection D of this section.
B. If the requested information is readily available and does not disrupt the normal operations of the city, the request may be fulfilled at that time. Additional time to respond to a request may be based upon the need to clarify the request, to locate and assemble the information requested, to notify third persons or agencies affected by the request, or to determine the exemption from disclosure of any of the requested information. If a request is unclear, the city clerk may ask the requestor to clarify the request.
C. Fees and charges shall be as follows:
   1. There shall be no charge for inspection of public records or for locating public records and making them available for copying. A fee shall be charged for copying. The per page cost for copies of public records made by city equipment shall be established by city council resolution.
   2. If copies of public records are mailed or delivered, the city shall charge the actual postage or delivery charge and a fee for the container or envelope.
   3. For making copies of audio and video tape recordings, the city shall charge the actual cost of a blank tape; however, the requestor may provide
the blank tape. The charge for using the city equipment shall be established by resolution.

4. If the city uses a company or other municipality to make a copy of the recording, the requestor shall pay the actual cost to the city of making such recording.

5. Copies of public records may be provided at no charge to other governmental agencies doing business with the city, if the city determines that such action is in the best interests of the city.

D. If the city clerk or city attorney determines that the document is exempt in part but can be made available after deletion of exempt portions, or after deletion of portions which would invade personal privacy, the request shall be granted; provided, that such exempt portions shall first be deleted. If the city clerk or city attorney determines to deny the request, in whole or in part, the city clerk or city attorney will provide a written statement of the specific reasons for the deletion of portions of the public record or the denial of the request shall be provided to the requestor. The city attorney shall review a decision by the city clerk to deny the inspection. The review shall be deemed completed at the end of the second business day following the denial of inspection and shall constitute final city action for the purposes of judicial review. The requestor shall be notified by mail of the decision to grant or deny the request.

E. The city shall not be required by this chapter to permit public inspection and copying of any public record to the extent public disclosure of the public record is prohibited, restricted or limited by any state or federal statute or regulation including, but not limited to, Chapter 10.97 RCW, the Washington State Criminal Records Privacy Act, Chapter 13.50 RCW, relating to release of records by juvenile justice or care agencies, or Chapter 46.52 RCW, relating to accident reports and abandoned vehicles.

F. Declaimer of Liability. The city shall not be liable, nor shall a cause of action exist for any loss or damage based upon the release of a public record, if the city acted in good faith in attempting to comply with the provisions of this chapter and the Public Records Act.

2.50.0450 Current index.
The city council finds that maintenance of a current index of identifying information for the public records described in RCW 42.17.26056.070(3) would unduly burden and interfere with city operations. The city has never received a request for public inspection and copying of a current index; city officials and employees have full workloads; residents of the city have expressed a desire for low-cost government, with minimum staff levels; and based upon anticipated use and cost to the city, creation and maintenance of a current index for departments of the city is not justified.

Section 2. Effective Date. This ordinance shall be effective from and its adoption and the expiration of five days after its publication, as provided by law.
Section 3. Severability. If any portion of this chapter, if found to be invalid or unenforceable for any reason, such finding shall not affect the validity or enforceability of any other section of this chapter.

Section 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 ____ day of June ____. 2019.

Matthew R. Larson, Mayor

Attest:

___________________________
Jodi Warren, MMC, City Clerk

Approved as to form:

___________________________
Bob C. Sterbank, City Attorney
Resolution 1501 Adopting Rules Pertaining to Requests for Public Records submitted pursuant to the Public Records Act, Chapter 42.56 RCW (Introduce with proposed AB19-066 - Action 6/28/19)

It would be in the best interest of the City to adopt rules governing the process for requesting public records, responding to public records requests, and imposing such charges as allowed by law for the cost of providing requested public records.

MOVE to approve Resolution 1501 Adopting Rules Pertaining to Requests for Public Records submitted pursuant to the Public Records Act, Chapter 42.56 RCW.
TO: Snoqualmie City Council
Finance and Administration Committee

FROM: Bob Sterbank, City Attorney

DATE: Tuesday, July 9, 2019

SUBJECT: AB19-067 - Resolution 1501 Adopting Rules Pertaining to Requests for Public Records submitted pursuant to the Public Records Act, Chapter 42.56 RCW (Introduce with proposed AB19-066 - Action 6/28/19)

BACKGROUND
Please see attached staff report.

ANALYSIS
Please see attached staff report.

RECOMMENDATION
Staff recommends approval

BUDGET
Not applicable to this action.
TO: Snoqualmie City Council  
Finance and Administration Council Committee

FROM: Bob Sterbank, City Attorney

DATE: June 28, 2019

SUBJECT: Public Records Rules

Background:

The Washington Public Records Act, Chapter 42.56 RCW (“PRA”), requires local agencies like the City of Snoqualmie to adopt “reasonable rules and regulations” “to provide full public access to public records, to protect public records from damage or disorganization, and to prevent excessive interference with other essential functions of the agency. . . .” The City of Snoqualmie’s existing, adopted rules, codified in Chapter 2.50 of the Snoqualmie Municipal Code, were last amended in 2004.

Since that time, the Legislature has re-codified Public Records Act into a different chapter of the RCW, modified the statutory exemptions from disclosure contained in the Act, and adopted new provisions regarding the charges an agency may impose for production of paper as well as electronic records. In addition, in 2018 the Washington Attorney General issued comprehensive new “Model Rules” concerning public records compliance, to advise state and local agencies about “best practices” for complying with the PRA.

Meanwhile, since 2017, the City of Snoqualmie has experienced a significant increase in the volume and complexity of public records requests, corresponding with the formation of the organization calling itself “Snoqualmie 1st.” Since 2016, the number of requests received is as follows:
General Public Records Requests | Public Records Requests for Police Records

<table>
<thead>
<tr>
<th></th>
<th>Snoqualmie</th>
<th>North Bend</th>
<th>Total Police</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016 - 37 Requests</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2017 - 44 Requests</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2018 - 144 Requests</td>
<td>253</td>
<td>181</td>
<td>434</td>
</tr>
<tr>
<td>2019 to date: 62 Requests</td>
<td>114</td>
<td>93</td>
<td>207</td>
</tr>
</tbody>
</table>

Some of the reason for the increased number of general public records requests is that a relatively small number of requestors made multiple requests:

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peggy Shepard</td>
<td>4</td>
<td>10</td>
<td>0</td>
</tr>
<tr>
<td>Anna Sotelo</td>
<td>3</td>
<td>19</td>
<td>0</td>
</tr>
<tr>
<td>Kelly Spratt</td>
<td>4</td>
<td>19</td>
<td>6</td>
</tr>
<tr>
<td>Paul Silva</td>
<td>0</td>
<td>18</td>
<td>13</td>
</tr>
<tr>
<td>Anne Davidson</td>
<td>4</td>
<td>5</td>
<td>0</td>
</tr>
<tr>
<td>Monica Lowney</td>
<td>3</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Sharilyn Lux</td>
<td>0</td>
<td>4</td>
<td>1</td>
</tr>
</tbody>
</table>

In light of the length of time since the last update to the City’s public records procedures, the legal changes to the PRA itself and the AG’s Model Rules, and increased number of records requests, the City Council’s Finance & Administrative Committee requested preparation of an ordinance and/or resolution, as appropriate, to bring the City’s PRA rules current.

**Analysis**

Changes to the City’s PRA rules is proposed to be accomplished in two primary ways:

1. Adoption of an ordinance, revising Chapter 2.50 of the SMC; and
2. Adoption of a resolution, which in turn adopts the City’s Public Records Act Rules. The Resolution would also delegate to the Mayor / City Administrator authority to adopt reasonable administrative rules to further implement the Public Records Rules.
Public Records Act Rules:

The proposed Public Records Act Rules generally follow the format and content of the Attorney General’s Model Rules. In general, the Public Records Act Rules address when and where public records are available, the process for making a request, the process to be followed by the City in responding to requests, and applicable charges for obtaining copies of requested records. In so doing, the Rules summarize a substantial extent of existing case law pertaining to the PRA, which is also summarized and footnoted in the AG “Model Rules.”

The Public Records Rules also designate the City Clerk as the City’s Public Records Officer, and provide for each department to designate a staff person to assist the Public Records Officer in identifying responsive records, communicating with requestors, and responding to records requests. Consistent with the practice of other cities, and to prevent the interference with essential governmental functions (as provided for by the PRA), the proposed Rules provide for a maximum number of hours per month to be spent by the Public Records Officer and department-designated staff in responding to PRA requests. For context and to assist in the discussion, attached to this agenda bill are logs detailing the number of hours spent by various City staff in responding to public records requests in recent years. The monthly hours limitation in the draft Rules – 16 hours per month for the Public Records Officer and 8 hours per month for department-designated staff -- reflects F&A Committee direction at the June 4, 2019 regular Committee meeting.

The Public Records Rules also provide a schedule of costs / charges for obtaining different types of physical and electronic records. The PRA provides several different options for imposing costs / charges. Attached to this memorandum are additional materials outlining the different options and illustrating the potential charges that could have been assessed as part of City responses to 2019 requests. These additional materials were presented to the Committee during the June 4, 2019 regular Committee meeting.
RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF
CITY OF SNOQUALMIE, WASHINGTON
ADOPTING RULES PERTAINING TO
REQUESTS FOR PUBLIC RECORDS
SUBMITTED PURSUANT TO THE PUBLIC
RECORDS ACT, CHAPTER 42.56 RCW, AND
CITY RESPONSES THERETO.

WHEREAS, Chapter 42.56 of the Revised Code of Washington is known as
the “Public Records Act,” or “PRA”; and

WHEREAS, the stated intent of the PRA is to provide full public access to
public records pertaining to the conduct of government, respect individuals' privacy
rights, protect public records from damage or disorganization, and to prevent
excessive interference with other essential functions of the government agency
holding the records; and

WHEREAS, other “essential City functions” are determined by state law and
by the City Council and include, but are not limited to, providing public safety,
financial stability, balanced transportation, dependable infrastructure,
environmental protection, housing, human services, neighborhood services,
economic development, parks, recreation and open space and the administrative
systems necessary to provide effective government services; and

WHEREAS, the PRA generally requires that each state and local agency shall
make available for public inspection and copying all public records, unless the record
falls within the specific exemptions of the PRA or other statute which exempts or
prohibits disclosure of specific information or records; and

Res. No. XXXX
Page 1 of 2
WHEREAS, RCW 42.56.100, requires local agencies such as the City of Snoqualmie to “adopt and enforce reasonable rules and regulations. . .consonant with the [PRA’s] intent” as described above; and

WHEREAS, RCW 42.56.100 also requires that such rules and regulations “shall provide for the fullest assistance to inquirers and the most timely possible action on requests for information”

WHEREAS, the City of Snoqualmie’s existing, adopted rules, codified in Chapter 2.50 of the Snoqualmie Municipal Code, were last amended in 2004; and

WHEREAS, since that time, the Legislature has re-codified Public Records Act into a different chapter of the RCW, modified the statutory exemptions from disclosure contained in the Act, and adopted new provisions regarding the charges an agency may impose for production of paper as well as electronic records; and

WHEREAS, in 2018 the Washington Attorney General issued comprehensive new “Model Rules” concerning public records compliance, to advise state and local agencies about “best practices” for complying with the PRA; and

WHEREAS, since 2017, the City of Snoqualmie has experienced a significant increase in the volume and complexity of public records requests; and

WHEREAS, to prevent excessive interference with the other essential functions of the City, it is necessary to determine a reasonable level of effort to devote to responding to requests for public records commensurate with the available resources and staffing; and
WHEREAS, while the Act generally precludes the City from charging a fee for inspecting or locating public records, it does allow the City to charge a reasonable fee for copying and sending public records; and

WHEREAS, since the Act’s adoption in 1972, the use of technology has resulted in many public records stored in an electronic format for which a copying fee was not previously expressly authorized; and

WHEREAS, with the passage of Engrossed House Bill 1595 during the 2017 regular session, the Washington State Legislature authorized the imposition of a fee for the provision of records in an electronic format and a customized service charge when expertise is required to compile data or when customized access is necessary to provide requested records; and

WHEREAS, EHB 1595, Section 3, codified at RCW 42.56.120, permits the City to impose the actual cost of providing records (including staff time to copy and send public records), to impose a range of statutorily-authorized default costs, or to adopt a one-time flat fee of up to $2.00; and

WHEREAS, the City has prepared a cost study so as to determine the actual costs of providing public records; and

WHEREAS, EHB 1595, Section 1, codified at RCW 42.56.070, states that a city seeking to impose actual costs must provide notice and a public hearing; and

WHEREAS, a duly-noticed public hearing was held on ______________, 2018 before the Snoqualmie City Council; and
WHEREAS, the City Council desires to adopt new rules governing the process for requesting public records, responding to public records requests, and imposing such charges as allowed by law for the cost of providing requested public records;

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

Section 1. Public Records Rules Adopted. The Public Records Act Rules attached hereto as Exhibit A (the “Rules”) are hereby adopted for the City of Snoqualmie pursuant to RCW 42.56.100.

Section 2. Administrative Rules. The Mayor and/or City Administrator is authorized to adopt reasonable administrative rules to further implement the Public Records Rules adopted pursuant to Section 1 of this Resolution. Any administrative rules or changes thereto shall be reported to the City Council and made available on the City’s website.

Section 3. Effective Date. This Resolution shall be effective immediately upon its passage.

Section 4. Severability. If any portion of this Resolution or the Rules adopted herein are found to be invalid or unenforceable for any reason, such finding shall not affect the validity or enforceability of any other section of this Resolution or the Rules adopted herein.

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

PASSED by the City Council of the City of Snoqualmie, Washington, this ___ day of July, 2019.

Matthew R. Larson, Mayor

_________________________
Jodi Warren, MMC
City Clerk

Approved as to form

_________________________
Bob C. Sterbank
City Attorney
City of Snoqualmie

PUBLIC RECORDS ACT RULES

July, 2019

Section 1. Authority and Purpose.

The Public Records Act, RCW 42.56 (“The Act” or “PRA”), requires public agencies to make identifiable, non-exempt public records available for inspection and copying upon request and to publish rules of procedure to inform the public how access to public records will be accomplished. Pursuant to Resolution No. ____, adopted by the City Council on _________, 2019, the following Rules for responding to public records/disclosure requests are established.

The purpose of these rules is to provide procedures for the full and timely access to information concerning the conduct of government, mindful of individuals’ privacy rights and the desirability of efficient administration of our City government. The Act and these rules will be interpreted in favor of disclosure. In carrying out its responsibilities under the Act, the City will be guided by the provisions of the Act describing its purposes and interpretation. Unless otherwise stated herein, the definitions outlined in the Act shall apply. In the case of any conflict between these Rules and the Act, the Act shall apply.

Section 2. Description of City Services and Central Office

The City of Snoqualmie is a Washington municipal corporation that provides the full range of traditional municipal services through its various departments. These functions include, but are not limited to, maintaining public records. The City shall maintain descriptions of the City’s organization and the process through which the public may obtain information from the City.

The City of Snoqualmie’s central office is located at Snoqualmie City Hall, 38624 SE River Street, Snoqualmie, WA, 98065.

Section 3. Public Records Officer

Any person wishing to request access to public records or seeking assistance in making a request should contact the City’s Public Records Officer. The City Clerk is designated as the City’s Public Records Officer.

The Public Records Officer will oversee compliance with the Public Records Act and these Rules. In addition, each city department shall designate a staff member or members to assist the Public Records Officer in implementing these Rules. The department-designated public records staff member(s) will assist the Public Records Officer in communicating with requestors, identifying records responsive to requests pertaining to the department, redacting information that is exempt from production, and providing responsive records to requestors, as appropriate and under the oversight of the Public Records Officer.

The Public Records Officer and/or designees will provide the fullest assistance to requestors, ensure that public records are protected from damage or disorganization, and prevent work
related to public records requests from causing excessive interference with the essential functions of the City.

When using these Rules, references to the Public Records Officer should be interpreted to also include his or her designees and/or the department-designated public records staff members.

**Section 4. Availability of public records.**

a. **Hours for inspection.** Public records are generally available for inspection and copying during the City’s normal business hours: Monday through Friday, 8:00 a.m. to 5:00 p.m., excluding legal holidays. To assure protection of public records, City staff may require that inspection and/or copying of records responsive to a specific request occur at such dates and times as mutually agreed between City staff and a requestor.

b. **Place of inspection.** Records will generally be made available for inspection at the City’s central office. City staff and the requestor may make mutually agreeable arrangements for inspection at other locations if the particular records being sought are maintained at field offices of the City.

A requestor shall not take City records from City offices without the permission of the Public Records Officer.

c. **Electronic access to records.** A variety of records are available on the City’s web site at: [https://www.ci.snoqualmie.wa.us/](https://www.ci.snoqualmie.wa.us/).

To the extent practical, the City will store, maintain, and make its records available electronically. For those seeking responsive records in electronic format, the City may provide access to public records by providing links to the web site containing an electronic copy of the record, provide records on a USB Flash Drive, or transmit the responsive record via e-mail. The Public Records Officer will work with the requestor to determine the most appropriate method for providing electronic copies of responsive records.

d. **Records index.** By adopting Section 2.50.040 of the Snoqualmie Municipal Code, the City Council determined that maintenance of a current index of identifying information for the public records described in RCW 42.56.070(3) would unduly burden and interfere with city operations.

e. **Organization of records.** City departments will seek to maintain records in a reasonably organized manner and the City will take reasonable actions to protect records from damage and disorganization.

f. **Retention of records.** The City is not required to retain all records it creates or uses. The State Attorney General’s Local Records Committee approves a general retention schedule for local agency records (including cities) that are common to most agencies. Individual agencies may seek approval from the Local Records Committee for retention schedules specific to their agency or that, due to their particular business needs, must be kept longer than provided in the general schedule. The retention schedules for local agencies are
Retention schedules vary based on the content of the record.

Section 5. Making a request for public records.

a. Reasonable notice that the request is for public records. In order to make a request for public records, trigger the City’s obligation to respond and facilitate a timely response, a requestor must provide the City with fair notice that a request being made is for public records. To do so, a requestor must request records as set forth in Section 5(b) below and, if the request is made other than via the City website public records form, label the front page of the document as containing a public records request, cite or name the Public Records Act, use the terms “public records” or “public disclosure,” or otherwise call the request to the attention of the Public Records Officer. A requestor may not bury a request for public records within a larger document or communication unrelated to a public records request.

b. Form. Any person wishing to inspect or copy identifiable public records of the City should make the request in writing in one of the following ways:

i. Requests for records other than Police records: Requests to inspect or copy any records maintained by the City, other than Police records, should be made to the Public Records Officer using the online “Request for Public Records – GENERAL” form available at http://www.ci.snoqualmie.wa.us/FormCenter. In addition, requests may be made in writing, labeled “Public Records Act request,” and delivered to the address below:

   Public Records Officer
   Snoqualmie City Hall
   38624 SE River Street
   Snoqualmie, WA 98065
   Telephone: 425-888-8016
   E-mail: jwarren@ci.snoqualmie.wa.us

ii. Requests for Police records: Requests to inspect or copy records maintained by the City’s Police Department should be made using the online “Request for Public Records – POLICE” form available at http://www.ci.snoqualmie.wa.us/FormCenter. In addition, requests may be made in writing, labeled “Public Records Act request,” and delivered to the address below:

   Snoqualmie City Hall -- Police Department
   Telephone: 888-3333
   Email: jduran@ci.snoqualmie.wa.us

iii. Internet access to records. Many records are also available on the City of Snoqualmie website at: https://www.ci.snoqualmie.wa.us/. Requestors are
encouraged to view the documents available on the website prior to submitting a public records request.

iv. Regardless of the form of the request, the following information shall be included in the request:
- Name and address of requestor;
- Other contact information, including telephone number and email address;
- The fact that the requestor is making a Public Records Act request;
- Identification of the requested records adequate for the Public Records Officer to locate the records; and
- The date of the request.

c. Identifiable Record. A requestor must request an "identifiable record" or "class of records" before the City must respond to it. An "identifiable record" is one that is existing at the time of the request and which City staff can reasonably locate. The Act does not require the City to be a "mind reader" or to guess what records are being requested. The Act does not allow a requestor to make "future" or "standing" (ongoing) requests for records not in existence; nonexistent records are not "identifiable."

A request for all or substantially all records prepared, owned, used or retained by the City agency is not a valid request for identifiable records; a request for all records must identify a particular topic or contain a particular keyword or name to not constitute a request for all of the City’s records. A "keyword" or name must have some meaning that reduces a request from all or substantially all of the City’s records.

An "identifiable record" is not a request for "information" in general. For example, asking "what policies" the City has for handling discrimination complaints is merely a request for "information." A request to inspect or copy the City’s policies and procedures for handling discrimination complaints would be a request for an "identifiable record."

Public records requests also are not interrogatories or questions. The City is not required to answer questions about records, City business or City actions, or conduct legal research for a requestor.

When a request uses an inexact phrase such as all records "relating to" a topic (such as "all records relating to the property tax increase"), the Public Records Officer may interpret the request to be for records which directly and reasonably address the topic. The Public Records Officer should inform the requestor of the City’s interpretation when responding to a request.

d. Prioritization of records. The Public Records Officer may ask a requestor to prioritize installments of the records he or she is requesting so that particular records may be provided first. A requestor need not prioritize installments for their request; however, if a requestor chooses not to prioritize installments or declines the Public Records Officer’s request that the requestor do so, the Public Records Officer will provide records in the order determined by the Public Records Officer or designees.
e. **Copies.** If the requestor wishes to have copies of the records made instead of simply inspecting them, he or she should so indicate and make arrangements to make a deposit or pay for the copies, as further discussed in Section 10 below. Costs for copies are set out on the fee schedule published periodically by the City Clerk and made available at the City Hall and on the City’s web site.

f. **Oral Requests.** The Public Records Officer may accept oral requests for public records that contain the above information by telephone or in person, provided that the request seeks a particular document identifiable by name, *e.g.*, “current City zoning map,” or “Ordinance No. 1111.” If such an oral request is made, the Public Records Officer will confirm receipt of the information and the substance of the request in writing. If other requests are attempted to be made orally, in order to avoid confusion the Public Records Officer will direct the requestor to submit the online public records request form (Section 5(b)(i) or (ii) above) or to otherwise submit the request in writing.

g. **Requests made directly to City departments.** Requests for public records that are made directly to departments should be delivered to the Public Records Officer immediately upon receipt for coordinated processing.

h. **Purpose of request.** Generally, the City shall not distinguish among persons requesting records. To that end, a requestor need not state the purpose of the request, except that the City may request the requestor to provide information as to the purpose of the request in the following instances:

1. If the request is for a list of individuals, the City shall investigate whether the requestor intends to use the list for commercial purposes. The City may require the requestor sign a declaration stating that he or she will not use the list for commercial purposes. Unless otherwise required by law, the City shall not give, sell or provide access to lists of individuals requested for commercial purposes.

2. The City may request information from a requestor about the purpose of the request sufficient to allow a determination as to whether another statute prohibits disclosure of specific information or records to certain persons.

3. The City may request information from a requestor about the purpose of a request in an effort to better understand the request and provide all responsive records.

i. **Overbroad requests.** The City may not deny a request for identifiable public records solely because the request is overbroad. However, the City may seek clarification, ask the requestor to prioritize the request so that particular records are provided first, and/or communicate with the requestor in an effort to voluntarily limit the size and complexity of the request. The City may also provide the responsive records in installments.

**Section 6. Processing public records requests**

a. **Providing “fullest assistance”**. These Rules and related policies and procedures identify how the City will provide full access to public records, protect records from damage or disorganization, prevent excessive interference with other essential functions
of the agency, provide the fullest assistance to requestors and provide the timeliest possible action on public records requests.

All assistance necessary to help requestors locate particular responsive records shall be provided by the Public Records Officer and/or department-designated staff, provided that the giving of such assistance does not unreasonably disrupt the daily operations of the Public Records Center or other duties of any assisting employee(s) in other City departments.

b. Order for processing requests. The Public Records Officer will process requests in the order and manner he or she determines to be the most efficient. If a request involves production of records in installments, and the requestor has prioritized the preferred order of production of those installments, the Public Records Officer will provide the installments according to the requested prioritization.

c. Acknowledging receipt and fulfilling requests. Within five business days of receipt of the request, the Public Records Officer will respond in one of the following ways:

1. Make the record available for inspection or copying;
2. Provide a link to the City’s web page where the requested records are posted;
3. Acknowledge that the request has been received and provide a reasonable estimate of when records will be available;
4. If the request is unclear or does not sufficiently identify the requested records, the Public Records Officer will acknowledge receipt of the request, request clarification from the requestor and provide a reasonable estimate of time it will take to respond to the request if it is not clarified. Such clarification may be requested and provided by telephone; or
5. Deny the request.

d. Reasonable estimate of time to fully respond. If not able to fulfill the request within the five-business-day period, the Public Records Officer will provide a reasonable estimate of the time it will take to fully respond to the request. Additional time may be needed to clarify the scope of the request, locate and assemble the potentially responsive records, notify third parties affected by the request, consult with the City Attorney about whether any portion of the records is exempt from disclosure, redact confidential or otherwise exempt information, and/or prepare an exemption log.

The Public Records Officer should briefly explain the basis for the time estimated to respond. Should an extension of time be necessary to fulfill the request, the Public Records Officer will provide a revised estimate and explain any changed circumstances related to the extension.

e. Categories of Requests. When a public records request is received, the Public Records Officer will categorize the request according to the nature, volume, and availability of the requested records and complexity of the request using the following categories:
1. **Category 1:** Records requests that are routine and/or can be readily filled with little or no coordination between departments. Average processing time: 5 – 30 days.

2. **Category 2:** Records requests that may be routine but require coordination between two or more departments and may need additional time to identify or process exemptions. Requests that require third party notification may be a category 3. Average processing time: 4-5 weeks and may require several months to complete in total and are frequently provided in installments.

3. **Category 3:** Records requests that are complex and/or broad or vague. These requests contain a large number of records that may not be easily identified and may require additional research by City staff who are not primarily responsible for public disclosure, or require legal review and processing for exemptions. Average processing time: 5-6 weeks and may require several months to complete in total and are frequently provided in installments.

After the initial categorization, records requests may be re-categorized due to unanticipated circumstances or additional information.

**f. Tracking requests.**

1. The City shall maintain a log to track all records requests. The log shall identify the category and status of the requests as "pending," "active," or "completed."

2. Records requests will initially be entered on the log and, within each category, processed in the chronological order in which they are received by the City. However, responding to a records request is not always a sequential process. The City will manage the order in which requests are processed based on the individual circumstances of each request.

**g. Multiple requests by the same requestor.** In order to provide the fullest assistance to all records requestors and to prevent excessive interference with other essential functions of the City, if the same requestor (or their representative) has submitted multiple unrelated requests categorized by the City as Category 2 or 3 requests, the Public Records Officer may process the requests one at a time and in the order received, in order to allow the Public Records Officer to also process other requestors’ later-received requests. Requestors may prioritize the order in which the City processes such multiple requests. If a requestor submits multiple Category 2 or 3 requests that relate to the same subject, project, keyword, etc., the Public Records Officer may consolidate such requests to be processed simultaneously. The City shall endeavor to provide all requestors, and their representatives, with equal assistance and attention, to the extent reasonably and feasibly possible.

**h. Failure to respond within 5-day period.** If the City does not respond in writing within five business days of receipt of the request for disclosure, the requestor should
consider contacting the Public Records Officer to determine whether the request has been received by the City.

i. Requesting Clarification. In acknowledging receipt of a public record request that is unclear, the City may ask the requestor to clarify what information the requestor is seeking. Additionally, clarification may be sought in circumstances which include (but are not limited to) the following:

1. To determine the specific date or date range of records sought, if known.

2. To ask a requestor to prioritize the records he or she is requesting so that the City is able to provide the most important records first. The City is not required to ask for prioritization, and a requestor is not required to provide it; however, if the City requests prioritization and the requestor declines to provide it, the Public Records Officer will determine the order / priority of records to be produced.

3. To clarify requests for identified in vague terms such as “any and all documents related to,” “all records relating to” or similar language. If the requestor is unable or unwilling to help narrow the scope of the documents being sought in order to expedite the City’s response and/or reduce the volume of potentially responsive documents, the City may err on the side of producing more rather than fewer documents in response to such a broad, general request. City staff shall not be obligated to interpret such a broad, general request in order to decipher which specific documents may be of interest to the requestor and the Act does not allow a requestor to search through the City’s files for records which cannot be identified or described to the City.

Such clarification may be requested and provided by telephone. If the clarification is made by telephone, the PRO will confirm the scope of the clarification in writing. The confirmation will be deemed the correct statement of the scope of the request unless the requestor responds with a different statement of the scope.

If the requestor fails to respond to a City request to clarify the request within 30 days, and the entire request is unclear, the City may consider the request abandoned. Otherwise, the City will respond to those portions of the request that, in the determination of the Public Records Officer, are clear. If the City considers the request abandoned, it will send a closing letter to the requester.

j. Consequences of disclosing a record in error. The City, and it officials, agents, employees or custodians shall not be liable, nor shall a cause of action exist, for loss or damage based on release of a public record if the City, official, agent, employee or custodian acted in good faith in attempting to comply with the Public Records Act.

k. Searching for records. The City must conduct an objectively reasonable search for responsive records. The Public Records Officer will determine where responsive records are likely to be located and involve records coordinators in other departments, as needed, to assemble the records.

After potentially responsive records are located, the Public Records Officer may take reasonable steps to narrow down the number of records assembled to those that appear
directly responsive to the request; provided, however, that in the case of a broad request, the Public Records Officer may provide all documents located by search terms reasonably related to the breadth of the request, particularly if the requestor is unable or unwilling to help narrow the scope of the documents being sought.

If the City does not locate responsive documents, it will so indicate to the requestor, and will explain in at least general terms the places searched and/or the search terms employed.

l. **Preserving requested records.** If a requested record is scheduled shortly for destruction under the City’s records retention schedule, the record cannot be destroyed until the public disclosure request has been resolved. Once a request has been closed, the Public Records Officer can destroy the record in accordance with the retention schedule.

m. **Records exempt from disclosure.** Some records or information contained therein are exempt from disclosure, in whole or in part (see Section 9).

If the City believes that a record is exempt from disclosure and should be withheld, in whole or in part, the Public Records Officer will state the specific exemption and provide a brief explanation of why the record or a portion of the record is being withheld.

If only a portion of the record is determined to be exempt, the Public Records Officer will redact the exempt portions and provide the non-exempt portions (See Section 9 below).

n. **Court protection of records (Third-party notice).** If the requested records contain information that may affect rights of a person who is named in the record or to whom the record specifically pertains and that may be exempt from disclosure, prior to providing the records the Public Records Officer may give notice to such persons. Generally, 14-days’ notice will be given in order to make it possible to contact the requestor and ask him or her to revise the request or, if necessary, allow affected individuals to take action seek an order from a court to prevent or limit the disclosure. The notice to the affected person(s) will include a copy of the request. Nothing in this section requires the City to provide such third-party notice, unless otherwise required by law.

o. **Inspection of records.** To the extent possible, the Public Records Officer shall promptly provide space to inspect public records at the City’s central office. The requestor must claim or review the assembled records within thirty days of the Public Records Officer’s notification that the records are available for inspection or copying. The Public Records Officer will notify the requestor in writing of this requirement and suggest that he or she contact the agency to make arrangements to claim or review the records. Depending on the number and length of responsive records, the Public Records Officer may require that the records inspection occur at such date and time mutually agreed by the records requestor. Possession of cameras, mobile phones, laptops, tablets or other electronic devices within such room where public records are made available for inspection is prohibited.
If the requestor or a representative of the requestor fails to claim or review the records within the 30-day period, or make other arrangements, the Public Records Officer may close the request and re-file the assembled records. Other public records requests can be processed before a subsequent request by the same person for the same or almost identical records, which will be processed as a new request.

Members of the public may not remove documents from the viewing area or disassemble or alter any document. City employees may be present during the inspection of records.

p. Providing copies of records. If the requester has first inspected paper copies of potentially-responsive records, the requestor shall indicate which documents he or she wishes to have copied using a mutually agreed upon non-permanent method of marking the desired records. After inspection is complete, the Public Records Officer will arrange for copying. Making a copy of an electronic record is considered copying and not creation of a new record.

q. Providing records in installments. When the request is for a large number of records, particularly Category 2 or 3, the Public Records Officer will generally provide access for inspection and copying in installments if he or she reasonably determines that it would be practical to provide the records in that way. If the requestor fails to inspect the entire set of records or one or more of the installments within 30 days of the records being made available for inspection, the Public Records Officer may stop searching for the remaining records and close the request.

r. Completion of inspection. When the inspection of the requested records is complete and all requested copies are provided, the Public Records Officer will indicate that the City has completed a diligent search for the requested records and made any located non-exempt records available for inspection.

If the requestor obtains the records he or she is seeking while the City’s response is still ongoing, the requestor should advise the Public Records Officer that the requested records satisfy the request and that the remainder of the request may be cancelled.

s. Closing withdrawn or abandoned requests. If the requestor withdraws the request, fails to fulfill his or her obligations to inspect the records within thirty (30) days of the date of the City’s notification of records availability, or fails to pay the deposit or final payment for the requested copies within ten (10) days of the date of the payment request, the Public Records Officer will close the request and indicate to the requestor that the City has closed the request. The Public Records Officer will document closure of the request and the conditions that led to closure.

t. Later discovered documents. If, after the Public Records Officer has informed the requestor that the City has provided all available records, the City becomes aware of additional responsive documents that existed on the date of the request, the Public Records Officer will promptly inform the requestor of the additional documents and provide them on an expedited basis.
u. **No duty to create records.** The City is not obligated to create a new record to satisfy a records request; however, the City may, with the requestor’s approval, create such a new record to fulfill the request where it may be easier for the City to create a record responsive to the request than to collect and make available voluminous records that contain small pieces of information responsive to the request. The City is not required to conduct research for a requestor.

v. **No duty to supplement responses.** The City is not obligated to hold current records requests open to respond to requests for records that may be created in the future. If a public record is created after a request is received by the City, it is not responsive to the request and will not be provided. A new request must be made to obtain later-created public records.

w. **No access to City network or systems.** Requestors shall not be permitted to access or “plug into” City networks or systems or copy records using personal devices or equipment, such as USBs or scanners, which must be connected to City equipment in order to copy records.

x. **Prevention of excessive interference with essential government functions.** To prevent excessive interference with other essential functions of the City, and to allow the Public Records Officer and other designated City staff members to perform their other assigned duties, the Public Records Officer will spend a maximum of 16 hours per month responding to public records requests. Each department-designated staff member assisting the Public Records Officer under Section 3 of these Rules will spend a maximum of 8 hours per month responding to or assisting with responses to public records requests.

**Section 7. Processing requests for electronic records.**

a. Providing electronic records. If public records are requested in electronic form, the Public Records Officer will provide non-exempt records in a generally commercially available electronic format that is used by the City, as determined by the Public Records Officer in conjunction with the City’s Information Technology Department.

b. Access to electronic records. The Public Records Officer may provide a link to electronic records easily found on the City’s website. Records may also be accessed using an online transfer or sharing site, email, or an external device such as a USB drive. Copying of electronic records are subject to fees listed in the Fee Schedule.

c. Paper records provided electronically. Paper records that are specifically requested to be provided electronically are subject to processing fees listed in the Fee Schedule.

**Section 8. Retention of records.** The City will retain its records in accordance with retention schedules approved by the State Local Records Committee. Public records may not be destroyed per a retention schedule if a public records request or actual or anticipated litigation is pending.
Section 9. Exempt and prohibited disclosure of public records.

All public records maintained by the City are available for public inspection and copying in accordance with these Rules, unless the records are specifically exempt or prohibited from disclosure by applicable state and federal laws.

a. The Public Records Act and other statutes provide that a number of document types and information are prohibited from being disclosed or are exempt from public inspection and copying. The City will maintain on its website a current list of disclosure prohibitions / exemptions, other than those listed in the Act, which exempt or prohibit disclosure of specific information or public records.

b. The City’s failure to list an exemption shall not affect the effectiveness of the exemption.

Section 10. Costs of providing copies of public records

a. Costs for records, generally. Fees for copies and scanning of public records requests shall be charged according to the fee schedule below. Payment of fees is required prior to release of records, unless other arrangements have been made with the Public Records Officer. If requested by a requestor, the City shall provide a summary of the applicable charges before any copies are made and the requestor may revise a public records request to reduce the number of copies to be made and reduce the applicable charges.

No fee is charged for locating records, inspecting records in person or for accessing records routinely made available on the City’s website prior to receipt of a request, unless the requestor has specifically requested that the City provide copies of such records through other means.

The City declares that it would be unduly burdensome to calculate the actual costs of providing copies of certain public records, due to variations in copy charges for leased copiers and variations in staff time for manual copying and mailing, or uploading or electronically transmitting, responsive records. Therefore, except as otherwise indicated below, the table below incorporates the standard fees prescribed in RCW 42.56.120(2)(b) for providing public records (other than outsourced copies or copies of large-format plans and maps).

<table>
<thead>
<tr>
<th>Method of Release of Records</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Inspection of Records</strong></td>
<td></td>
</tr>
<tr>
<td>Inspection of agency records on agency public internet web site or scheduled at agency officer.</td>
<td>No fee</td>
</tr>
<tr>
<td>Access or downloading records posted on City’s public internet web site.</td>
<td>No fee</td>
</tr>
<tr>
<td><strong>Standard Copies of Physical Records</strong></td>
<td></td>
</tr>
<tr>
<td>Size</td>
<td></td>
</tr>
<tr>
<td>8.5 x 11 black and white or color</td>
<td>$0.15 per printed page</td>
</tr>
</tbody>
</table>
### Electronic Records

- **Use of FTP or Cloud drive service or e-mailing records**
  Actual cost: $67.57/hr. x number of minutes uploading or emailing records.

- **Scanning physical records to electronic format**
  Actual cost: $67.57/hr. x number of minutes uploading or emailing records.

- **USB, CD, DVD or other Storage Device**
  Actual Cost of storage device*

### Mailing Physical Records or Storage Devices

- **Mailing of physical records or electronic records on storage device**
  Cost of electronic records storage device plus the actual cost of envelope/container and postage/delivery charge.

### Customized Service

- **Data compilations prepared or access as a customize service (cost is in addition to copy fees above)**
  Actual Cost, including hourly rate for information technology staff involved in preparation of data compilation or customized electronic access.

### Copy charges above may be combined to the extent more than one type of charge applies to copies released in response to a particular records request.

*Actual cost of storage devices may fluctuate based on purchase current price. The City will retain an updated list of actual costs for electronic storage devices, which will be available upon request.

b. **Customized Service Charge.** In addition to any charges noted on the City’s Fee Resolution, the City may include a customized service charge if the City estimates that the request would require the use of information technology expertise to prepare data compilations, or provide customized electronic access services when such compilations and customized access services are not used by the City for other purposes. Such charge shall be the actual cost of providing the customized access service. The City must notify the requestor in advance of the customized service charge to be applied, including an explanation of why the customized service charge applies, a description of the specific expertise, and a reasonable estimate cost of the charge, and the City must provide the requestor the opportunity to amend the public records request in order to avoid or reduce the cost of a customized service charge.

c. **Other copying charges.** The Act generally governs copying charges for public records, but several specific statutes govern charges for particular kinds of records. The following nonexhaustive list provides some examples: RCW 46.52.085 (charges for traffic accident reports); RCW 10.97.100 (copies of criminal histories) and RCW 70.58.107 (charges for
birth certificates). The City will charge the amount authorized pursuant to these other statutes rather than as provided under the Act or these Rules.

d. **Use of other copying services.** The City is not required to copy records at its own facilities and may determine to use a commercial copying center for duplicating voluminous records or records in non-routine formats such as photographs, blueprints or tape recordings. The City will bill the requestor for the amount charged by the vendor.

e. **Deposit or payment by installments.** Prior to copying records, the Public Records Officer or designee may require a deposit of up to ten percent of the estimated costs of copying the records, including customized service charges, selected by a requestor. The Public Records Officer may also require the payment of the remainder of the copying costs before providing all the records, or the payment of the costs of copying an installment before providing that installment.

f. **Method of payment.** Payment may be made by cash, check, or money order to the City of Snoqualmie.

**Section 11. Denials of requests for public records**

a. **Petition for internal administrative review of denial of access.** Any person who objects to the initial denial or partial denial of a records request may petition in writing (including by e-mail) to the Public Records Officer for a review of that decision. The petition shall include a copy of or reasonably identify the written statement by the Public Records Officer or designee denying the request and the basis for the requestor’s challenge to the denial.

b. **Consideration of petition for review.** The Public Records Officer shall promptly provide the petition and any other relevant information to the City Attorney or his or her designee to conduct the review. The City Attorney or designee will promptly consider the petition and either affirm or reverse the denial within two business days following the City’s receipt of the petition, or within such other time to which the City and the requestor mutually agree.

c. **Judicial review.** Any person may obtain court review of denials of public records requests pursuant to RCW 42.56.550 at the conclusion of two business days after the initial denial regardless of any internal administrative appeal.
I. BACKGROUND

In 2015, the Legislature directed the State Auditor’s Office to “develop a methodology and conduct a study to establish an accurate cost estimate for providing paper and electronic copies of records in response to requests under the Public Records Act.” Based on the Study and 12 months of stakeholder group work, in 2017, the Legislature passed Engrossed House Bill 1595 related to costs associated with responding to public records requests. EHB 1595, now codified in RCW 42.56.070(7) and RCW 42.56.120, authorized agencies to charge a small fee for electronically produced copies of records, along with a customized service charge for requests that require staff with information technology expertise to prepare data compilations or provide customized electronic assess.

II. DISCUSSION

RCW 42.56.120(2) provides three options for determining the charges to be imposed for producing records: (1) “actual costs”; (2) “default” fees; or (3) a flat fee of $2.00 for the first installment.

At present, the City of Snoqualmie charges only the previously-authorized “default” fees for producing paper copies of existing physical records. No fee has been charged for records produced electronically, pending development of and City Council approval of Public Records Rules based on the new Attorney General “Model Rules.”

For paper records, the City currently charges $0.15 per page to copy up to 11 by 17 inches in size and $3.50 per page to copy paper 24 by 36 inches in size (i.e., plans). The City does charge for the actual cost of a CD, DVD, or flash drive, but does not charge a fee for copying, uploading or transmitting electronic records.

The following table provides a side-by-side view of the allowable fee options:
<table>
<thead>
<tr>
<th>Actual Costs</th>
<th>Default Charges</th>
<th>Flat Fee</th>
</tr>
</thead>
</table>
| • The City may charge actual cost of staff time to copy and send public records.                | • Default charges applicable if agency does not calculate “actual costs” and determines that doing so would be “unduly burdensome.” Default charges are: | • Flat fee of up to $2.00.  
• Only applicable when estimated costs are expected to be $2.00 or more.  
$2.00 flat fee ONLY for first installment; no charges for subsequent installments regardless of number or size. |
<p>| • Actual costs include “all costs directly incident to copying public records”:               | • $.15 per page for photocopies or printed copies of electronic records;      | •                                                                                           |
| • Actual cost of paper;                                                                       | • $.10 per scanned page for physical records scanned into electronic format;  |                                                                                             |
| • Per page cost for use of copier;                                                            | • $.05 per four files or attachments uploaded to e-mail or “cloud” storage;   |                                                                                             |
| • Actual cost of electronic production or file transfer, and use of cloud-based data storage/processing; | • $.10 / gigabyte (GB).                                                      |                                                                                             |
| • Cost of shipping, including postage or delivery charges, cost of any container or envelope;  |                                                                                   |                                                                                             |
| • Cost of electronic transmission, including any transmission charge and use of any physical media / storage device. |                                                                                   |                                                                                             |
| • “Actual cost” may not include staff salaries, benefits or overhead, UNLESS directly related to actual cost of copying, mailing, sending or transmitting records. | Default charges above are combined if more than one type of charge applies.      |                                                                                             |</p>
<table>
<thead>
<tr>
<th>PRR No.</th>
<th>Requestor</th>
<th>Production Time</th>
<th>Production Time Unit</th>
<th>Actual Fee</th>
<th>No. of Electr. Files</th>
<th>Fee / 4 files</th>
<th>File fee</th>
<th>Total file size</th>
<th>File size fee</th>
<th>Flat Fee</th>
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<td></td>
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<td>$ 0.00</td>
<td>$2.00</td>
</tr>
<tr>
<td>19-144</td>
<td>Ann Swelgin</td>
<td>5 Minutes</td>
<td></td>
<td>$5.63</td>
<td>9</td>
<td>$ 0.11</td>
<td></td>
<td>0.812</td>
<td>$ 0.00</td>
<td>$2.00</td>
</tr>
<tr>
<td>19-148</td>
<td>Caitlin Rasche</td>
<td>10 Minutes</td>
<td></td>
<td>$11.26</td>
<td>6</td>
<td>$ 0.08</td>
<td></td>
<td>874.38</td>
<td>$ 0.09</td>
<td>$2.00</td>
</tr>
<tr>
<td>19-150</td>
<td>Paul Silva</td>
<td>4 Minutes</td>
<td></td>
<td>$4.50</td>
<td>1</td>
<td>$ 0.01</td>
<td></td>
<td>0.007</td>
<td>$ 0.00</td>
<td>$2.00</td>
</tr>
</tbody>
</table>

Rate/HR: 67.57

Fee/1 GB: $0.10
Addendum to the Agreement for Consultant Services with Agreement Dynamics, Inc. (Employee Satisfaction/Climate Survey)

Finance and Administration Committee
Monday, July 22, 2019

Council Meeting Date: Monday, July 22, 2019
Agenda Bill#: AB19-085
Department:
Date Submitted:
Council Committee: Finance and Administration Committee

Author: 

Title: Addendum to the Agreement for Consultant Services with Agreement Dynamics, Inc. (Employee Satisfaction/Climate Survey)

Action Required: 

Exhibits: Agreement Dynamics - Employee Satisfaction Climate Survey 2018
SnoqualAddendum (002)

Budget: $11,000.00

Council Agenda Report:

Summary Statement:
The Council approved a Consultant Agreement with Agreement Dynamics, Inc. for an Employee Satisfaction/Climate Survey. The survey is complete and administration desires to enter into an Addendum to the Agreement to provide for a scope of work to assist with the roll out and implementation of the 2019 Employee Satisfaction/Climate Survey.

Recommended Action:
MOVE to approve the Addendum to the Agreement for Consultant Services with Agreement Dynamics, Inc. (Employee Satisfaction/Climate Survey)
Council Agenda Staff Report for AB19-085

TO: Snoqualmie City Council
FROM: Debra Vigil, Director of Administrative Services
DATE: Monday, July 15, 2019
SUBJECT: AB19-085 - Addendum to the Agreement for Consultant Services with Agreement Dynamics, Inc. (Employee Satisfaction/Climate Survey)

BACKGROUND
The Council approved an Agreement for Consultant Services with Agreement Dynamics, Inc. to conduct an Employee Satisfaction/Climate Survey.

ANALYSIS
The City has received the deliverables and desires to enter into an addendum to the Agreement for services to assist with the roll out and implementation of the 2019 Employee Satisfaction/Climate Survey. The tasks include a survey release, departmental meetings, action plan development, coaching, teambuilding and other support to implement the action plan.

RECOMMENDATION
Staff recommends approval of the addendum.

BUDGET
The addendum or change order is in regard to follow up of the Employee Survey. The amount of the proposed addendum/change order will be paid by splitting the amounts due on invoices to all departments proportionately under Professional Services, as all employees will benefit from this. (BL)
# Employee Satisfaction/Climate Survey Addendum

The following includes a Scope of Work for services to assist with the roll out and implementation of the 2019 Employee Satisfaction/Climate Survey:

<table>
<thead>
<tr>
<th>Task</th>
<th>Hours</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Task 1 -- Survey Release</strong></td>
<td>Up to 5 hours @ $250/hr</td>
<td>Up to $1,250</td>
</tr>
<tr>
<td>Assist the City Administrator in releasing the survey to City staff. This includes a presentation of the results of the Survey to the City’s supervisory staff as well as assistance in disseminating the survey electronically to all City staff.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Task 2 – Departmental meetings.</strong></td>
<td>Up to 10 hours @ $250/hr</td>
<td>Up to $2,500</td>
</tr>
<tr>
<td>Provide a series of meetings at the Department level (or Department groupings) where staff can hear about the survey results while also providing additional insight into the survey results (focus group format). This would include up to 5 one-hour meetings plus prep time.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Task 3 – Action Plan Development.</strong></td>
<td>Up to 10 hours @ $250/hr</td>
<td>Up to $2,500</td>
</tr>
<tr>
<td>Work with the City Administration and leadership team to develop an Action Plan based on the Survey findings and follow-up meetings. The plan will focus on “low hanging fruit” as well as 2-3 realistic actions/initiatives that will help address issues raised in the survey.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Task 4 – Other support as needed.</strong></td>
<td>Up to 15 hours @ $250/hr</td>
<td>Up to $3,750</td>
</tr>
<tr>
<td>Provide coaching, teambuilding, or other organizational support needed to help act on the Survey results and implement the action plan.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Contingency for printing, materials as needed.</strong></td>
<td></td>
<td>Up to $1,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>Up to 40 hours</td>
<td>Up to $10,000 + $1,000 for printing/materials as needed</td>
</tr>
</tbody>
</table>
CITY OF SNOQUALMIE
AGREEMENT FOR CONSULTANT SERVICES
Contract Title: Employee Satisfaction/Climate Survey
Contract #: N/A

THIS AGREEMENT made and entered into by and between the CITY OF SNOQUALMIE, a Washington municipal corporation (the "City"), and Agreement Dynamics, Inc. ("Consultant") is dated this 21st day of December 2018.

Consultant Business: Agreement Dynamics, Inc.
Consultant Address: P.O. Box 33640
Seattle, WA 98133

Consultant Phone: 206-297-7300
Consultant Fax: 206-297-7335
Contact Name: Rhonda Hilyer
Contact e-mail: HQ@agreementdynamics.com

Federal Employee ID No.:

Authorized City Representative for this contract: Bob Larson, City Administrator

WHEREAS, the City desires to conduct an employee satisfaction/climate survey

WHEREAS, public convenience and necessity require the City to obtain the services of a consultant with expertise in the area of employee satisfaction/climate survey; and

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

WHEREAS, the city desires to engage the Consultant to perform an employee satisfaction/climate survey.

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

1. Employment of Consultant.

   A. The City retains the Consultant to provide the services described in “Exhibit A” (the “Work”). Any inconsistency between this Agreement and the Scope of Work shall be resolved in favor of this Agreement. The Consultant shall perform the Work according to the terms and conditions of this Agreement.

   B. The City may revise the Work and the compensation only by a written Change Order signed by the authorized City representative that shall become a part of this Agreement.

   C. The project manager of the Work shall be Rhonda Hilyer. The project manager shall not be replaced without the prior written consent of the City.
Work shall commence when the City issues a notice to proceed and it shall be completed no later than sixteen (16) weeks from commencement, unless the completion date is extended in writing by the City.

2. **Compensation.**

   A. The total compensation to be paid to Consultant, including all services and expenses, shall not exceed $21,000 + printing costs, as shown on Exhibit B, which shall be full compensation for the Work. (An additional $1,000 maximum has been allocated for printing costs). Consultant shall notify the City when its requests for payment reach eighty-five percent of the total compensation.

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

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

3. **Request for Payment.**

   A. Not more than once every thirty days the Consultant shall file its request for payment, accompanied by evidence satisfactory to the City justifying the request for payment, including a report of Work accomplished and tasks completed, and an itemization of Eligible Expenses with copies of receipts and invoices.

   B. All requests for payment should be sent to

   City of Snoqualmie
   Attn: City Administrator’s Office
   38624 SE River Street
   P.O. Box 987
   Snoqualmie, WA 98065

4. **Work Product.**

   A. The Consultant shall submit all reports and other documents specified in Exhibit A according to the schedule established in Exhibit A. If, after review by the City, the information is found to be unacceptable, Consultant, at its expense, shall expeditiously correct such unacceptable work. If Consultant fails to correct unacceptable work, the City may withhold from any payment due an amount that the City reasonably believes will equal the cost of correcting the work.

   B. All reports, drawings, plans, specifications, and intangible property created by Consultant specifically for City in furtherance of the Work, and any intellectual property in such documents, are property of the City and may be used by the City for any purpose; provided that re-use without Consultant’s permission shall be at the City’s sole risk. Notwithstanding the foregoing, Consultant is the author of and owner of intellectual property in previously-copyrighted documents, books and various other written and/or electronic materials, and Consultant does not surrender any copyright/intellectual property rights through use or re-use of its copyrighted written and/or electronic materials during the course of the Work. Further, intellectual property in documents or materials created by third parties, and/or any licenses or permissions to use the same, that are acquired by Consultant prior to and separate from the Work, shall also remain the property of said third parties and/or Consultant, as applicable, and no rights in or to said third-party documents or materials are transferred to the City by virtue of Consultant’s re-use thereof during performance of the Work.

5. **Termination of Contract.** City may terminate this Agreement by sending a written notice of termination to Consultant (“Notice”) that specifies a termination date (“Termination Date”) at least fourteen (14) days after the date of the Notice; provided, however, that in the event of a material breach of this Agreement, termination may be effective immediately or upon such date as determined by the City in
its sole discretion. For purposes of this Agreement, “material breach” is defined as misfeasance, malfeasance or violation of any criminal law, ordinance or regulation. Upon receipt of the Notice, the Consultant shall acknowledge receipt to the City in writing and immediately commence to end the Work in a reasonable and orderly manner. Unless terminated for Consultant’s material breach, the Consultant shall be paid or reimbursed for all hours worked and Eligible Expenses incurred up to the Termination date, less all payments previously made; provided that work performed after date of the Notice is reasonably necessary to terminate the Work in an orderly manner. The Notice may be sent by any method reasonably believed to provide Consultant actual notice in a timely manner.

6. Assignment of Contract – Subcontractors. Consultant shall not assign this contract or sub-contract or assign any of the Work without the prior written consent of the City; provided, however, that City hereby consents to Agreement Dynamics’ subcontracting of a portion of the Work, pertaining to survey development and analysis, to Nancy Ahern.

7. Indemnification.

A. To the extent provided by law and irrespective of any insurance required of the Consultant, the Consultant shall defend and indemnify the City from any and all Claims arising out of or in any way relating to this Agreement; provided, however, the requirements of this paragraph shall not apply to that portion of such Claim that reflects the percentage of negligence of the City compared to the total negligence of all persons, firms or corporations that resulted in the Claim.

B. Consultant agrees that the provisions of this paragraph 7 apply to any claim of injury or damage to the persons or property of consultant’s employees. As to such claims and with respect to the City only, consultant waives any right of immunity, which it may have under industrial insurance (Title 51 RCW and any amendment thereof or substitution therefore). THIS WAIVER IS SPECIFICALLY NEGOTIATED BY THE PARTIES AND IS SOLELY FOR THE BENEFIT OF THE CITY AND CONSULTANT.

C. As used in this paragraph: (1) “City” includes the City’s officers, employees, agents, and representatives; (2) “Consultant” includes employees, agents, representatives sub-consultants; and (3) “Claims” include, but is not limited to, any and all losses, claims, causes of action, demands, expenses, attorney’s fees and litigation expenses, suits, judgments, or damage arising from injury to persons or property.

D. Consultant shall ensure that each sub-consultant shall agree to defend and indemnify the City to the extent and on the same terms and conditions as the Consultant pursuant to this paragraph.

8. Insurance.

A. Consultant shall comply with the following conditions and procure and keep in force at all times during the term of this Agreement, at Consultant’s expense, the following policies of insurance with companies authorized to do business in the State of Washington. The Consultant’s insurance shall be rated by A. M. Best Company at least “A” or better with a numerical rating of no less than seven (7) and otherwise acceptable to the City.

1. Workers’ Compensation Insurance as required by Washington law and Employer’s Liability Insurance with limits not less than $1,000,000 per occurrence. If the City authorizes sublet work, the Consultant shall require each sub-consultant to provide Workers’ Compensation Insurance for its employees, unless the Consultant covers such employees.

2. Commercial General Liability Insurance on an occurrence basis in an amount not less than $1,000,000 per occurrence and at least $2,000,000 in the annual aggregate, including
but not limited to: premises/operations (including off-site operations), blanket contractual liability and broad form property damage.

3. Business Automobile Liability Insurance in an amount not less than $1,000,000 per occurrence, extending to any automobile. A statement certifying that no vehicle will be used in accomplishing this Agreement may be substituted for this insurance requirement.

4. Professional Errors and Omissions Insurance in an amount not less than $1,000,000 per occurrence and $1,000,000 in the annual aggregate. Coverage may be written on a claims made basis; provided that the retroactive date on the policy or any renewal policy shall be the effective date of this Agreement or prior, and that the extended reporting or discovery period shall not be less than 36 months following expiration of the policy. The City may waive the requirement for Professional Errors and Omissions Insurance whenever the Work does not warrant such coverage or the coverage is not available.

5. Each policy shall contain a provision that the policy shall not be canceled or materially changed without 30 days prior written notice to the City.

Upon written request to the City, the insurer will furnish, before or during performance of any Work, a copy of any policy cited above, certified to be a true and complete copy of the original.

B. Before the Consultant performs any Work, Consultant shall provide the City with a Certificate of Insurance acceptable to the City Attorney evidencing the above-required insurance and naming the City of Snoqualmie, its officers, employees and agents as Additional Insured on the Commercial General Liability Insurance policy and the Business Automobile Liability Insurance policy with respect to the operations performed and services provided under this Agreement and that such insurance shall apply as primary insurance on behalf of such Additional Insured. Receipt by the City of any certificate showing less coverage than required is not a waiver of the Consultant’s obligations to fulfill the requirements.

C. Consultant shall comply with the provisions of Title 51 of the Revised Code of Washington before commencing the performance of the Work. Consultant shall provide the City with evidence of Workers’ Compensation insurance (or evidence of qualified Self-insurance) before any Work is commenced.

D. In case of the breach of any provision of this section, the City may provide and maintain at the expense of Consultant insurance in the name of the Consultant and deduct the cost of providing and maintaining such insurance from any sums due to Consultant under this Agreement, or the City may demand Consultant to promptly reimburse the City for such cost.

9. **Independent Contractor.** The Consultant is an independent Contractor responsible for complying with all obligations of an employer imposed under federal or state law. Personnel employed by Consultant shall not acquire any rights or status regarding the City.

10. **Employment.** The Consultant warrants that it did not employ or retain any company or person, other than a bona fide employee working solely for the Consultant, to solicit or secure this Agreement or pay or agree to pay any such company or person any consideration, contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, the City shall have the right either to terminate this Agreement without liability or to deduct from the Agreement price or consideration or to otherwise recover, the full amount of such consideration.

11. **Audits and Inspections.** The Consultant shall make available to the City during normal business hours and as the City deems necessary for audit and copying all of the Consultant’s records and documents with respect to charges for compensation under Section 2 of this Agreement.

12. **City of Snoqualmie Business License.** Consultant shall obtain a City of Snoqualmie business license before performing any Work.
13. **Compliance with Federal, State and Local Laws.** Consultant shall comply with and obey all federal, state and local laws, regulations, and ordinances applicable to the operation of its business and to its performance of the Work.

14. **Waiver.** Any waiver by the Consultant or the City of the breach of any provision of this Agreement by the other party will not operate, or be construed, as a waiver of any subsequent breach by either party or prevent either party from thereafter enforcing any such provisions.

15. **Complete Agreement.** This Agreement contains the complete and integrated understanding and agreement between the parties and supersedes any understanding, agreement or negotiation whether oral or written not set forth herein.

16. **Modification of Agreement.** This Agreement may be modified by a Change Order as provided in Paragraph 1, or by a writing that is signed by authorized representatives of the City and the Consultant.

17. **Severability.** If any part of this Agreement is found to be in conflict with applicable laws, such part shall be inoperative, null and void, insofar as it is in conflict with said laws, the remainder of the Agreement shall remain in full force and effect.

18. **Notices.**

   A. Notices to the City of Snoqualmie shall be sent to the following address:

   City of Snoqualmie  
   Attn: City Administrator  
   38624 SE River Street  
   P.O. Box 987  
   Snoqualmie, WA 98065

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

19. **Venue.** This Agreement shall be governed by the law of the State of Washington and venue for any lawsuit arising out of this Agreement shall be in King County.
IN WITNESS WHEREOF, the City and Consultant have executed this Agreement as of the date first above written.

<table>
<thead>
<tr>
<th>CITY OF SNOQUALMIE, WASHINGTON</th>
<th>Corporation: Agreement Dynamics, Inc</th>
</tr>
</thead>
<tbody>
<tr>
<td>By:</td>
<td>[Consultant's Complete Legal Name]</td>
</tr>
<tr>
<td>Its: Mayor, Matthew R. Larson</td>
<td>By: Rhonda Hilger</td>
</tr>
<tr>
<td>Date: 12/31/2018</td>
<td>Typed/Printed Name: Rhonda Hilger</td>
</tr>
<tr>
<td></td>
<td>Its: CEO, Rhonda Hilger</td>
</tr>
<tr>
<td></td>
<td>Date: 12-19-18</td>
</tr>
</tbody>
</table>

| ATTEST:                         |
|Jodi Warren, City Clerk         |
|Date: 12/31/2018                 |

| APPROVED AS TO FORM:           |
|Bob C. Sterbank, City Attorney  |
|Date: 12/31/2018                 |
Exhibit A

Scope of Work

“Consultant shall provide the professional services ("the Work") set forth on pages 4-5 of the proposal attached, which is dated June 24, 2018 titled ("Proposal for City of Snoqualmie Employee Satisfaction/Climate Survey"). Consultant shall perform the Work according to the schedule set forth on page 5 of the Proposal. Pages 4-5 of the Proposal are also attached here.”
• Numerous, successful surveys, organization assessments and research projects;
• A track record of outstanding results. Our projects are completed on time, on or below budget and we consistently exceed expectations in terms of responsiveness, customer service and project objectives.

Proposed Scope of Work
Agreement Dynamics proposes to conduct a survey to help the city understand employee perspectives on potential topics like work environment, communication, leadership, performance expectations, workplace involvement, recognition, and/or other topics developed through consultant interviews or provided by city personnel. The survey will be administered to up to 120 employees in 8 departments. We propose the following approach:
• Agreement Dynamics will develop all survey questions based on interviews with the City Administrator and Department Directors. We will create a survey that can be administered anonymously online (and on paper, as needed), analyze the results, write an executive summary, draft and final report, and provide briefings as needed to staff, managers and Directors.
• We will use a team approach to ensure the survey is conducted with a broad perspective and in timely fashion. We propose Nancy Ahern for telephone or in-person interviews of Department Directors and the City Administrator. The survey design, including question grouping and wording, will be developed by Rhonda Hilyer and Nancy Ahern, with review and approval of City staff. Experienced Agreement Dynamics’ staff will develop the online survey instrument and administer the survey. The draft and final reports will be written by this team, with review and comment by City staff.
• We recommend that the final briefing to staff would be held in one or two meetings, conducted consecutively, in one day. We propose Nancy Ahern or Rhonda Hilyer for these presentations.
• All individual survey responses will be anonymous in order to protect confidentiality of individual employees. The consultant will work with the City’s IT Department to take the necessary steps to ensure that individual responses remain anonymous. In addition, to ensure everyone has an opportunity to participate, paper surveys will be provided as needed to individuals who do not have easy access to or use computers.
• As the survey will be provided via an internet link, employees will be able to access the survey from either their work or personal computer. Employees can stop their surveys midpoint and return as many times as needed to complete their survey. These steps help build trust in the survey process and in the anonymity of survey results.
• While the survey is "live" the administrator will communicate with employees to remind them of completion deadlines and to bolster response rates.

• Survey results can be analyzed by work group, length of employment or any other parameters, as long doing so protects the anonymity of individual respondents.

• Once the survey has concluded the results will be analyzed and summarized, and a draft and final report will be prepared for City leadership to review. Once approved, the consultants propose to provide briefings to staff, preferably in two consecutive presentations.

• The survey will be designed and administered according to the client’s guidelines with the goal of completing the analysis, feedback and report within a three to four month timeframe. This timeline assumes the City can provide timely consultant access to personnel and data needed to conduct the survey with the schedule proposed.

• Depending upon client preference, Agreement Dynamics can print the final report or the city can do so.

### Proposed Budget

<table>
<thead>
<tr>
<th>Tasks</th>
<th>Hours</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task 1: <strong>Survey Design and Development:</strong> Review relevant city documents, websites, and information to better understand city and employees; interview City Administrator and Department Directors to focus the survey goal; develop initial survey approach, and administration strategy; analyze interviews, write and share draft questions with City Administrator; revise as requested; finalize survey design</td>
<td>Up to 30 hours x $250/hour</td>
<td>$7,500</td>
</tr>
<tr>
<td>Task 2: <strong>Survey Administration:</strong> Prepare and administer online survey instrument</td>
<td>Up to 20 hours x $150</td>
<td>$3,000</td>
</tr>
<tr>
<td>Task 3: <strong>Analysis and Results:</strong> Survey analysis, report compilation, drafting of executive summary</td>
<td>Up to 40 hours x $250</td>
<td>$7,500</td>
</tr>
<tr>
<td>Task 4: <strong>Project Steering:</strong> Meet with city leadership to provide initial draft results, finalize report and develop briefing document</td>
<td>Up to 8 hours x $250</td>
<td>$2,000</td>
</tr>
<tr>
<td>Task 5: <strong>Survey Dissemination:</strong> Survey briefings at one or two all-employee meetings, as requested by client</td>
<td>up to 4 hours x $250/hour</td>
<td>$1,000</td>
</tr>
</tbody>
</table>

**TOTAL**  

<table>
<thead>
<tr>
<th>Hours</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to $21,000 + Printing costs (as needed)</td>
<td></td>
</tr>
</tbody>
</table>

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1 Hours may be shifted between tasks to accommodate project needs.
## EXHIBIT B

### COMPENSATION

<table>
<thead>
<tr>
<th>Tasks</th>
<th>Hours</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Task 1: Survey Design and Development:</strong></td>
<td>Up to 30 hours x $250/hour</td>
<td>$7,500</td>
</tr>
<tr>
<td>Review relevant city documents, websites,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>and information to better understand city</td>
<td></td>
<td></td>
</tr>
<tr>
<td>and employees; interview City Administrator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>and Department Directors to focus the</td>
<td></td>
<td></td>
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<tr>
<td>survey goal; develop initial survey</td>
<td></td>
<td></td>
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<tr>
<td>approach, and administration strategy;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>analyze interviews, write and share draft</td>
<td></td>
<td></td>
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<tr>
<td>questions with City Administrator; revise</td>
<td></td>
<td></td>
</tr>
<tr>
<td>as requested; finalize survey design</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Task 2: Survey Administration:</strong></td>
<td>Up to 20 hours x $150</td>
<td>$3,000</td>
</tr>
<tr>
<td>Prepare and administer online survey</td>
<td></td>
<td></td>
</tr>
<tr>
<td>instrument</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Task 3: Analysis and Results:</strong></td>
<td>Up to 40 hours x $250</td>
<td>$7,500</td>
</tr>
<tr>
<td>Survey analysis, report compilation,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>drafting of executive summary</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Task 4: Project Steering:</strong></td>
<td>Up to 8 hours x $250</td>
<td>$2,000</td>
</tr>
<tr>
<td>Meet with city leadership to provide initial draft results; finalize report and develop briefing document</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Task 5: Survey Dissemination:</strong></td>
<td>up to 4 hours x $250/hour</td>
<td>$1,000</td>
</tr>
<tr>
<td>Survey briefings at one or two all-employee meetings, as requested by client</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Task 6: Printing of final reports (at City's option):</strong></td>
<td>Actual costs up to $1,000</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>Up to $22,000</td>
<td></td>
</tr>
<tr>
<td><strong>Title:</strong></td>
<td>Citywide Phone System Upgrade and Network Switches Refresh</td>
<td></td>
</tr>
<tr>
<td>-----------</td>
<td>---------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td><strong>Exhibits:</strong></td>
<td>Summary Recommendation (002)</td>
<td></td>
</tr>
<tr>
<td><strong>Budget:</strong></td>
<td>$175,038.33</td>
<td></td>
</tr>
<tr>
<td><strong>Summary Statement:</strong></td>
<td>The city needs to consolidate the telephony system in one platform and upgrade existing obsolete telephony hardware. This is a planned replacement. The price has been negotiated through Ombia Contract Pricing via Department of the State of Washington Department of Enterprise Services. The vendor will be SHI International.</td>
<td></td>
</tr>
<tr>
<td><strong>Recommended Action:</strong></td>
<td>MOVE to approve a Citywide Phone System Upgrade and Network Switches Refresh with SHI International and authorize the Mayor to sign a contract/purchase order to be approved by the City Attorney.</td>
<td></td>
</tr>
</tbody>
</table>
Council Agenda Staff Report for AB19-086

TO: Snoqualmie City Council
    Finance and Administration Committee
FROM: Chris Miller, IT Systems Engineer
DATE: Monday, July 15, 2019
SUBJECT: AB19-086 - Citywide Phone System Upgrade and Network Switches Refresh

BACKGROUND
The city needs to consolidate Telephony System in one platform and upgrade the existing obsolete telephony hardware.

ANALYSIS
Staff identified the issues and solutions and budgeted an amount in the adopted 2019-2020 budget. Staff has negotiated pricing through Omnia Contract Pricing through the State of Washington Department of Enterprise Services. $205,000 was approved in Fund 502 to be expended in 2019 for this necessary upgrade. The negotiated price of $175,038.33 is well below the budgeted amount.

RECOMMENDATION
Staff recommends approval of a contract/agreement with SHI, and authorize the Mayor to sign on approval of the form by the City Attorney.

BUDGET
Sufficient appropriation exists within the Information Technology Fund (#502) to fund the purchase. (JWH)
COSIT1901 – Citywide Phone System Upgrade and Network Switches Refresh

1 OVERVIEW AND WHY

- Consolidate Telephony System in One Platform
- Upgrade existing obsolete Telephony Hardware
- End of Life Support for both Current Software and Hardware (Server and Software)
  - Software Acquired in 2011 (7-Year Lifecycle)
  - Servers Acquired in 2013 (5-Year Lifecycle)
  - vSphere 6+ does not support current Server Model
- This is a Planned Replacement

2 SOLUTION OPTIONS COMPARISON

<table>
<thead>
<tr>
<th>COSIT1901 – Citywide Telephone and Switch Replacement</th>
<th>Omnia Contract Pricing - DES Negotiated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Investment Budget</td>
<td>$205,000.00</td>
</tr>
<tr>
<td>Server/Equipment/Software</td>
<td>$ (147,278.39)</td>
</tr>
<tr>
<td>Professional Services</td>
<td>$ (15,094.00)</td>
</tr>
<tr>
<td>Taxes</td>
<td>$ (12,665.94)</td>
</tr>
<tr>
<td><strong>Initial Investment</strong></td>
<td><strong>$175,038.33</strong></td>
</tr>
</tbody>
</table>

All figures include applicable taxes

2019 Budget Cost

3 2019 BUDGET INVESTMENT FUND SOURCES

<table>
<thead>
<tr>
<th>Account</th>
<th>Chart Description</th>
<th>Adopted Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>502 Fund (Information Technology)</td>
<td>Information Technology</td>
<td>$205,000.00</td>
</tr>
</tbody>
</table>

2019 Budget Investment Allocated | $205,000.00
4 EXPANSION OF WHY AND HISTORY

4.1 WHY

- vSphere 5.5 U3 Support Expired in August 2018
- vSphere 6+ does not support current Servers
- Support is not provided for existing legacy Telephony System
- Consolidating multiple telephony systems into a single managed solution
The City would like to enter into the agreement addendum with American Medical Response (AMR) for patient transport services.

MOVE to approve the service agreement addendum between American Medical Response (AMR) and the City of Snoqualmie and authorize the Mayor to sign.
Council Agenda Staff Report for AB19-084

TO: Snoqualmie City Council
    Public Safety Committee
FROM: Mark Correira, Fire Chief
DATE: Thursday, July 11, 2019
SUBJECT: AB19-084 - American Medical Response (AMR) - Ambulance Service Agreement Addendum

BACKGROUND
The Snoqualmie Fire Department responds to emergency medical services (EMS) calls on an ongoing basis and averages approximately 250 EMS transports per year. At times, the fire department is not available to transport patients to their destination of choice in the Seattle metropolitan area, or we are unavailable to transport because we are on another incident requiring a transport. To accommodate these situations, we rely on alternative means of transport; with the primary choice being the use of a private ambulance service. The City has contracted with AMR for this service since 2007 through a regional agreement with other Zone 1 fire departments. (Zone one is located north of I-90 the king county line and includes Eastside Fire and Rescue borders that are south of I-90.) The City also approved an addendum to the agreement in 2016. The experience with this company has been unremarkable, and the Zone 1 agencies would like to continue with this relationship. In 2017, the Zone 1 Fire Departments began renegotiating the terms of the existing agreement as it was due to expire on March 31, 2019. The negotiations process was fairly lengthy because AMR had some significant changes they wanted to make. These changes included: • Increasing the transport fee inflator from only CPI to CPI or 3.5% - whichever is higher • Removal of liquidated damages for agencies who use AMR less than 20 times per month (Snoqualmie uses AMR 1 -2 times per month and will no longer receive $100-$400 per non-compliant incident). • Removal of a donation to a charitable organization of the fire department’s choice. (Snoqualmie Firefighters Association, 501C3) After many months of negotiations, the Zone 1 Fire Chiefs found the proposed changed to the terms of the agreement reasonable. The AMR Service Agreement is a patient-billed contract. Any services provided by AMR are funded through EMS Transport Fees that AMR charges and collects. There are no fiscal impacts or costs charged to the City. City Attorney Bob Sterbank has reviewed the document and has approved it to form.

ANALYSIS
The Fire Department's administration has considered and evaluated other options and is recommending this addendum as it is the best option at this time. Other options include: 1. Advertising a competitive bid process for a similar contract 2. Add additional staff to perform these transports 3. Use off-duty or volunteer staff to perform these transports. Because of the low incident volume (1-2 transports per month), it is highly probable that we would not receive any responses to our bid process. Adding additional staff is an unreasonable solution due to the cost. And, using off-duty or volunteer staff to perform these transports is not a viable solution as these requests are unscheduled and would be difficult to accommodate.

RECOMMENDATION
Approve the AMR Service Contract addendum and authorize the Mayor to sign.

BUDGET
No budgetary impact
The City would like to enter into an agreement with the Department of Natural Resources (DNR) for Fire Services. DNR provides fire protection services to a large number of acreages throughout the state. For short term immediate needs, DNR relies on mutual aid to support their responses.

**Summary Statement:**

The City would like to enter into an agreement with the Department of Natural Resources (DNR) for Fire Services. DNR provides fire protection services to a large number of acreages throughout the state. For short term immediate needs, DNR relies on mutual aid to support their responses.

**Recommended Action:**

MOVE to approve the Forest Land Response Agreement and Federal Grant Agreement - Agreement No. 15-122 (between the State of Washington Department of Natural Resources and the City of Snoqualmie) authorize the Mayor to sign.
Council Agenda Staff Report for AB19-083

TO:       Snoqualmie City Council
Public Safety Committee
FROM:     Mark Correira, Fire Chief
DATE:     Friday, July 12, 2019
SUBJECT:  AB19-083 - Forest Land Response Agreement and Federal Grant Agreement - Agreement No. 15-122 (between the State of Washington Department of Natural Resources and the City of Snoqualmie)

BACKGROUND

The Department of Natural Resources (DNR) provides fire protection services to a large amount of acreage throughout the state. For short term immediate needs, the DNR relies on mutual aid to support their responses. For more significant and long-term incidents, they rely on a fire service agreement with cities and fire districts throughout the state. The Fire has five (5) wildland trained and certified firefighters. These firefighters are available to respond to local wildland responses, and more significant wildland events throughout the state or nationally. These responses occur under the executed DNR Fire Service Agreement or to national events through the executed State Emergency Management Assistance Compact (EMAC) agreement. The attached DNR Fire Services agreement allows City firefighters to respond on city apparatus or Zone 1 fire apparatus to wildland fires throughout the state. These incidents provide the firefighters with valuable experience, and better prepare them if an event were to occur in the local area. The agreement also explains the process in which the City is reimbursed for the cost of the deployments. On February 1, 2016, the City executed its first DNR Fire Service Agreement which expired on March 31, 2019. This new agreement is nearly identical to the previous edition with a few non-substantive changes. City Attorney Bob Sterbank has reviewed the agreement and has approved it to form.

ANALYSIS

The City executed its first DNR Fire Service agreement on February 1, 2016. Since its execution, the City has deployed firefighters to four (4) wildland events throughout the State. These events and the reimbursement process were unremarkable. The only other foreseeable option is not to approve this agreement. Based on our previous experience with the DNR, we are recommending approval of this agreement.

RECOMMENDATION

Approve the DNR Fire Service Agreement and authorize the Mayor to sign.

BUDGET

No budgetary impact.