

**CITY OF SNOQUALMIE COUNCIL AGENDA**  
**Monday, March 12, 2018 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**

Appointments

Human Services Committee (one year terms) - Sara Weisel, Carol Peterson, Ann Logelin

Presentations

Changes occurring in our property tax system - King County Assessor John Wilson

Proclamations

Edward Wentz Day

**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

February 12, 2018 - Special Joint Training and Regular Meeting

February 26, 2018 - Regular Meeting

Warrants

Claims Warrant No. PV01-2018 #4 totaling \$1,164.12 and void \$2,775.06, 44104-44208 totaling \$959,651.12, 44209 totaling \$658.32, 44210 – slip check, 44211-44224 totaling \$67,602.96, 44225-44305 totaling \$156,510.60, 72256-72263 and void 72262 totaling \$2,167.92 and direct deposits totaling 441,686.12 dated February 28, 2018.

Other Approvals

**ORDINANCES**

---

**REPORTS**

---

Parks and Public Works Committee

Community Development Committee

Finance and Administration Committee

AB18-041            Comprehensive Classification and Compensation Study of all Management and Professional Positions

Public Safety Committee

Committee of the Whole Committee

AB18-040            Ordinance Amending Chapter 2.36 Of The Snoqualmie Municipal Code Related To Salaries; Establishing A Salary Commission; And Providing For Severability And An Effective Date (Elected Officials) (Introduction 3/12/2018 - Action 4/9/2018)

AB18-042            Authorize the Mayor to proceed with the City purchase of the Venable property, accepting the counter offer- Parcel 785120-0045

Discussions

Human Services Update - CM Mayhew

Ethics Advisory Report - Update

Council Committee/Committee of the Whole - joint meetings

City Issued Cell Phones for Elected Officials

Operational Audit/Internal Controls Update - Mayor Larson

Staff Reports

Building

Fire

Communications

Information Technology

Planning

Police

Administration

Parks and Public Works

City Clerk/Risk Management

Mayor

---

**ANNOUNCEMENTS**

Announcements

Executive Session relating to property acquisition pursuant to RCW 42.30.110 (1) (c)

Notice of Special Meeting - March 20, 2018

**ADJOURNMENT**

---



## City of Snoqualmie City Council Agenda Bill

**Council Meeting Date:** Monday, March 12, 2018

**Agenda Bill#:** AB18-041

**Department:**

**Date Submitted:**

**Author:**

**Council Committee:** Finance and Administration Committee

**Title:** Comprehensive Classification and Compensation Study of all Management and Professional Positions

**Action Required:**

**Exhibits:**

[Ralph Andersen & Associates Proposal](#)

[Cabot Dow Associates Proposal](#)

[HR Answers Proposal](#)

[Gallagher Proposal](#)

[Evaluation Matrix - HR Answers, Inc. and Cabot Dow Associates](#)

[Evaluation Matrix - Ralph Andersen & Associates and Gallagher Benefit Services, Inc.](#)

**Budget:**

**Council Agenda Report:**

**Summary Statement:**

At the December 11th Snoqualmie City Council meeting, the City Council requested a comparable salary and benefit survey be conducted for all Management and Professional positions. Four different firms have submitted proposals to accomplish this objective including Ralph Andersen and Associates, Cabot Dow Associates, HR Answers, and Arthur J. Gallagher and Co. Examples of the general themes that the contractor will review include establishing a compensation philosophy; developing a comprehensive compensation plan for all M and P employees; and developing specific recommendations regarding employee classifications and salaries.

**Recommended Action:**

MOVE to approve the use of Ralph Andersen and Associates to provide a Comprehensive Classification and Compensation Study of all Management and Professional Positions



## City of Snoqualmie City Council Agenda Bill

---

### Council Agenda Staff Report for AB18-041

**TO:** Snoqualmie City Council  
Finance and Administration Committee

**FROM:** Eric Kaltenbacher, Management Analyst

**DATE:** Tuesday, March 6, 2018

**SUBJECT:** AB18-041 - Comprehensive Classification and Compensation Study of all Management and Professional Positions

---

#### BACKGROUND

At the December 11th Snoqualmie City Council meeting, the City Council requested a comparable salary and benefit survey be conducted for all Management and Professional positions. Four different firms have submitted proposals to accomplish this objective including Ralph Andersen and Associates, Cabot Dow Associates, HR Answers, and Arthur J. Gallagher and Co. Examples of the general themes that the contractor will review include establishing a compensation philosophy; developing a comprehensive compensation plan for all Management and Professional employees; and developing specific recommendations regarding employee classifications and salaries.

#### ANALYSIS

The City Administrator, Director of Administrative Services, Human Resources Analyst, and Management Analyst met to discuss the proposals, and reached a consensus in recommending Ralph Andersen and Associates. Ralph Andersen and Associates has over 46 years of local government consulting experience. They serve a nationwide clientele through its Corporate Office in the Sacramento area. In their proposal, the firm listed over 100 projects like a Comprehensive Classification and Compensation Study that they have worked on in the past 5 years including conducting similar projects for similar size cities. The Scope of Work tasks that Ralph Andersen and Associates propose include: Project Kick-off Meetings; Employees Complete Questionnaires; Conduct Job Analysis Interviews; Prepare and Review Preliminary Classification Report; Prepare Class Specifications; Undertake Management/Employee Review Process; Finalize the Classification Recommendations; Discuss and Document Compensation Policy; Collect Compensation Data; Compile and Format Compensation Data; Audit and Finalize Compensation Data; Conduct Internal Relationship Analysis; Develop Salary Recommendations; Develop Implementation Strategy Options and Compute Implementation; Prepare and Review Preliminary Compensation Report; Prepare and Submit Final Report. The total fixed cost including expenses will not exceed \$29,850.

#### RECOMMENDATION

MOVE to approve the use of Ralph Andersen and Associates to provide a Comprehensive Classification and Compensation Study of all Management and Professional Positions

#### BUDGET

Finance recommends charging the \$29,850 cost to conduct a management and professional (M and P) salary survey to account 001.03.003.513.10.41.097 Salary Survey. Finance will need to amend the General Fund (#001) budget to reflect this appropriation before the end of 2018. Finance expects Fund #001, according to the amended budget, to end 2018 with a fund balance of \$675,923.

---



## City of Snoqualmie City Council Agenda Bill

**Council Meeting Date:** Monday, March 12, 2018

**Agenda Bill#:** AB18-040

**Department:**

**Date Submitted:**

**Author:**

**Council Committee:** Committee of the Whole Committee

**Title:** Ordinance Amending Chapter 2.36 Of The Snoqualmie Municipal Code Related To Salaries; Establishing A Salary Commission; And Providing For Severability And An Effective Date (Elected Officials) (Introduction 3/12/2018 - Action 4/9/2018)

**Action Required:**

**Exhibits:**

[Ordinance amending 2.36 Salaries comparisons](#)  
[Legal Authority](#)  
[Cities with a Salary commission](#)  
[Current 2.36](#)

**Budget:**

**Council Agenda Report:**

**Summary Statement:**

RCW 35.21.015 authorizes the City to establish an independent salary commission, by ordinance, with authority to set the salary of elected officials. The City Council desires to amend Snoqualmie Municipal Code Chapter 2.36 and establish a salary commission to set the salary of the Mayor and members of the City Council.

**Recommended Action:**

MOVE to adopt Ordinance \_\_\_\_ Ordinance Amending Chapter 2.36 Of The Snoqualmie Municipal Code Related To Salaries; Establishing A Salary Commission; And Providing For Severability And An Effective Date (Elected Officials)



## City of Snoqualmie City Council Agenda Bill

---

### Council Agenda Staff Report for AB18-040

**TO:** Snoqualmie City Council  
Committee of the Whole Committee

**FROM:** Jodi Warren, City Clerk

**DATE:** Monday, March 5, 2018

**SUBJECT:** AB18-040 - Ordinance Amending Chapter 2.36 Of The Snoqualmie Municipal Code Related To Salaries; Establishing A Salary Commission; And Providing For Severability And An Effective Date (Elected Officials) (Introduction 3/12/2018 - Action 4/9/2018)

---

#### **BACKGROUND**

The salaries for the Mayor and City Council have been adjusted, from time to time, by Council ordinance as provided in RCW 35A.12.070. Currently, the salary for the Mayor may be reviewed as part of the annual budget process, and may be increased upon approval of the budget ordinance for such year. City Council salaries have not been adjusted since 2000.

#### **ANALYSIS**

RCW 35.21.015 authorizes the City to establish an independent salary commission, by ordinance, with authority to set the salary of elected officials.

#### **RECOMMENDATION**

Motion to to amend Snoqualmie Municipal Code Chapter 2.36 and establish a salary commission to set the salary of the Mayor and members of the City Council.

#### **BUDGET**

No budget impact.

---



## City of Snoqualmie City Council Agenda Bill

**Council Meeting Date:** Monday, March 12, 2018

**Agenda Bill#:** AB18-042

**Department:**

**Date Submitted:**

**Author:**

**Council Committee:** Committee of the Whole Committee

**Title:** Authorize the Mayor to proceed with the City purchase of the Venable property, accepting the counter offer- Parcel 785120-0045

**Action Required:**

**Exhibits:**

1 [Exhibit A\\_ RiverAcquisitions MAP\\_2018 CFT Update-2](#)

2 [Exhibit B Venable Offer Letter\\_01 12 18 draft](#)

**Budget:**

**Council Agenda Report:**

**Summary Statement:**

An error has occurred while processing HtmlTextBox 'HtmlTextBox1':  
An error occurred while parsing EntityName. Line 1, position 169.

**Recommended Action:**

Authorize the Mayor to proceed with the City purchase of the Venable property, accepting the counter offer- Parcel 785120-0045



## City of Snoqualmie City Council Agenda Bill

---

### Council Agenda Staff Report for AB18-042

**TO:** Snoqualmie City Council  
Committee of the Whole Committee

**FROM:** Nicole Sanders, Senior Planner

**DATE:** Monday, March 12, 2018

**SUBJECT:** AB18-042 - Authorize the Mayor to proceed with the City purchase of the Venable property, accepting the counter offer- Parcel 785120-0045

---

#### BACKGROUND

An error has occurred while processing HtmlTextBox 'HtmlTextBox13':  
An error occurred while parsing EntityName. Line 1, position 21.

#### ANALYSIS

The property owners of parcel 785120-0045, Jerritt and Erin Venable, have expressed interest in selling their property, appraised at \$450,000. Grant funding will cover all purchase costs, with no usage of general funds; purchase will be completed by the FCD with FCD and CFT funds, with the City recorded as the new property owner.

#### RECOMMENDATION

Staff recommends that City Council move to authorize the Mayor to proceed with purchase of the "Venable Property," parcel 785120-0045.

#### BUDGET

The King County Flood Control Zone District (FCD) agreement providing \$150,000 per riverfront property acquisition, and the over \$1.6 of awarded Conservation Futures Tax (CFT) funds, are sufficient to cover acquisition costs. Subsequent actions such as trail construction will be subject to Council Approval. There are no anticipated, direct net impacts to City fund balances aside from minor costs associated with maintenance and project management staff time.

---