



FINANCE & ADMINISTRATION COMMITTEE & COMMITTEE OF THE WHOLE HYBRID MEETING

Wednesday, July 05, 2023, at 6:00 PM

Snoqualmie City Hall, 38624 SE River Street & Zoom

COMMITTEE MEMBERS

Bryan Holloway, Chair

Councilmembers: James Mayhew and Louis Washington

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

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Press *6 to mute and unmute.

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CALL TO ORDER & ROLL CALL

AGENDA APPROVAL

PUBLIC COMMENTS

MINUTES

- [1.](#) Approval of the minutes dated June 21, 2023.

APPROVAL OF WARRANTS / CLAIMS

- [2.](#) Consideration of Claims Approval Report dated July 10, 2023.

AGENDA BILLS (*After F&A review, the agenda bill may be placed on the next City Council Meeting Agenda.*)

DISCUSSION

3. Upcoming Agenda Items (Informational Only):
 - 1) Staffing Count Adjustments
 - 2) Resolution Awarding Contract to Tyler for Permitting and Licensing Software
 - 3) Budget Amendment - ERP Budget
 - 4) Model Train Lease Agreement and Conceptual Design
 - 5) Meadowbrook SVMPPD Interim Agreement
 - 6) Fee for Services Agreement
 - 7) Council Chambers Audio and Video Upgrade

CITY COUNCIL AGENDA REVIEW

- [4.](#) Review Draft City Council Agenda dated July 10, 2023.

ADJOURNMENT



FINANCE & ADMINISTRATION COUNCIL COMMITTEE & COMMITTEE OF THE WHOLE HYBRID MEETING MINUTES JUNE 21, 2023

This meeting was conducted in person and remotely using teleconferencing technology provided by Zoom

CALL TO ORDER

Councilmember Bryan Holloway called the meeting to order at 6:06 pm.

Committee Members: Councilmembers James Mayhew (remote) and Louis Washington (remote) were present.

Mayor Katherine Ross and Councilmember Cara Christensen (remote) were also present.

City Staff:

Mike Chambless, Interim City Administrator; Deana Dean, City Clerk; Drew Bouta, Budget Manager; Carson Hornsby, Management Analyst (remote); Emily Arteche, Community Development Director; Sarah Reeder, ERP Project Manager; Carson Hornsby, Management Analyst (remote); and Andy Latham, IT Support.

AGENDA APPROVAL: The committee approved the agenda as amended.

PUBLIC COMMENTS - There were no public comments.

MINUTES

1. The minutes from the June 6, 2023, meeting were approved as presented.

APPROVAL OF WARRANTS / CLAIMS

2. The claims approval report dated June 26, 2023, was approved to move forward at the June 26, 2023, City Council consent agenda.

AGENDA BILLS

1. **AB23-077:** Riverwalk Property Acquisition. Emily Arteche, Community Development Director, spoke to this item. Brief discussion followed. This item is approved to move forward at the June 26, 2023, City Council Meeting consent agenda.
2. **AB23-085:** Madrona Law Group First Amended Agreement. Mike Chambless, Interim City Administrator, spoke to this item to continue Interim City Attorney services with David Linehan of Madrona Law Group. Drew Bouta, Budget Manager, spoke to impacts to the budget. This item is approved to move forward at the June 26, 2023, City Council Meeting consent agenda.

DISCUSSION

3. ERP Update provided by Sarah Reeder, ERP Project Manager.

CITY COUNCIL MEETING AGENDA REVIEW

4. **June 26, 2023, City Council Meeting Agenda:** Approved as amended.

ADJOURNMENT - The meeting was adjourned at 6:32 pm.

Minutes taken by Deana Dean, City Clerk

Recorded meeting audio is available on the City website after the meeting.

Minutes approved at the _____ Finance & Administration Committee Meeting.



Finance & Human Resources Department

Item 2.

Jennifer Ferguson, Director
38624 SE River St. | PO Box 987
Snoqualmie, Washington 98065
(425) 888-1555 | jferguson@snoqualmiewa.gov

To: City Council
Finance & Administration Committee

From: Jerry Knutsen, Financial Services Manager

Date: July 10, 2023

Subject: CLAIMS REPORT
Approval of payments for the period: June 13, 2023 through June 20, 2023

BACKGROUND

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

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

ANALYSIS

All payments made during these periods were found to be valid claims against the city. Details are available in documentation provided for City Council review prior to the Finance & Administration Committee meeting. The City's internal controls include certification of the validity of all expenditures by the appropriate department and an internal audit conducted by designated finance department staff who review all claims and payroll payments. Staff performs system validation and exception reviews to validate payroll records. The Finance Director performs a random sampling review of supporting documentation for claims payments to ensure validity, as well as regularly reviews its processes to ensure appropriate internal controls are in place.

The City issues disbursements for claims and payroll via the following methods:

- Warrant: paper negotiable instruments, very much like, although legally distinct from, checks
- Commercial Credit Card: as authorized by Financial Management Policy
- Electronic Funds Transfer (EFT). EFTs are electronic banking transactions (no paper instrument) of two basic

types: (1) Automated Clearing House (ACH) for Electronic Fund Transfer (EFT) and (2) Wire Transfers a direct transfer between bank accounts

Item 2.

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

The foregoing amounts were budgeted in the 2023-2024 biennial budget, and sufficient funds to cover these payments, as appropriate.

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

CLAIMS							
		Warrants			ACH		CLAIMS TOTAL
Batch ID	Date	From #	Thru #	Amount	Qty	Amount	
30	6/20/2023	61578	61613	\$ 281,894.70	36		\$ 281,894.70
							-
							-
							-
							-
							-
Grand Total							281,894.70

MISCELLANEOUS DISBURSEMENTS				
Date	Description	ACH Amount	Wire Amount	MISC TOTAL
6/13/2023	Navia - 2023 FSA Plan Reimbursements	\$ 116.28		\$ 116.28
6/13/2023	Navia - 2023 HRA Plan Reimbursements	\$ 3,459.64		3,459.64
6/16/2023	KeyBanc Capital Markets Investment Purchase	\$ 994,516.67		994,516.67
6/20/2023	Navia - 2023 HRA Plan Reimbursements	\$ 450.00		450.00
6/20/2023	Navia - 2023 HRA Plan Reimbursements	\$ 3,905.85		3,905.85
				-
				-
Grand Total				1,002,448.44

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

Total 1,284,343.14

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

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

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

Jerry Knutsen

Jerry Knutsen, Financial Services Manager/Auditing Officer

Jun 27, 2023

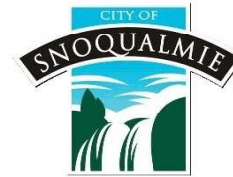
Date

FINANCE & ADMINISTRATION COMMITTEE RECOMMENDATION

Accounts Payable

Blanket Voucher Approval Document

User: ITreptow
 Printed: 06/20/2023 - 4:11PM
 Warrant Request Date: 6/20/2023
 DAC Fund:



#30

Batch: 00005.06.2023 - 6-20-23 Check Run

City of Snoqualmie

Claims presented to the City to be paid in the amount of \$ 281,894.70
 for claims warrants numbered 61578 through 61613 & dated 6/20/2023.

Line	Claimant	Voucher No.	Amount
1	BETTS JR,JIMMIE	000061579	39.37
2	CDW GOVT INC	000061581	160,809.88
3	CENTURYLINK	000061582	656.49
4	CHINOOK LUMBER INC	000061583	2,553.03
5	Comcast	000061586	1,263.54
6	CITY OF REDMOND	000061584	1,694.00
7	CITY OF SNOQUALMIE UB	000061585	51,985.63
8	Helping Hands Ministry	000061591	3,965.66
9	Holmes Weddle & Barcott, PC	000061592	3,305.00
10	KING COUNTY TREASURY	000061598	51.23
11	Madrona Law Group	000061600	5,775.50
12	Panorama Apartments, LLC	000061602	25,000.00
13	Puget Sound Energy	000061603	9,516.58
14	Rebecca Dean PLLC	000061604	3,228.50
15	Robert Half	000061605	4,770.00
16	Sunbelt Rentals, Inc.	000061606	350.87
17	The Workwear Place	000061608	728.87
18	Gangadharan,Rajith	000061589	350.00
19	Westra,Daniel	000061613	206.14
20	Jones,Lawrence	000061595	22.17
21	Lund,Ron & Amanda	000061599	383.34
22	Hunter,Maxwell and Lisa	000061593	487.45
23	Kim,Sunghi	000061596	161.51
24	Huntley,Kara	000061594	356.68
25	Follette,David	000061588	171.27
26	Bailey,Christine	000061578	28.42
27	Nalivaiko,Bogdan	000061601	362.76
28	Toft,Jill	000061609	316.59
29	Fitz,Emily	000061587	14.95
30	Swanson,Sage & Susan	000061607	354.90
31	King,Jonathan	000061597	407.23
32	Gentry,David and Suzanne	000061590	252.81
33	Brake,Dee	000061580	171.27
34	Urban Forestry Services/Bartlett Consulting	000061610	97.50
35	WesSpur Tree Equipment, Inc.	000061611	454.35
36	Westlake Ace Hardware	000061612	1,601.21

Page Total: \$281,894.70

Grand Total: \$281,894.70

Accounts Payable

Check Detail

User: ITreptow
Printed: 06/27/2023 - 4:05PM



Item 2.

Check Number	Check Date	Amount
UB*03065 - Bailey, Christine Line Item Account		
61578	06/20/2023	
Inv		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
06/14/2023	Refund Check	401-00-000-213-10-00-000
		28.42
Inv Total		28.42
61578 Total:		28.42
UB*03065 - Bailey, Christine Total:		28.42
bettj - BETTS JR, JIMMIE Line Item Account		
61579	06/20/2023	
Inv REIMB J. Betts		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
05/22/2023	Patch cables for WW switch	502-11-021-518-88-31-820
		39.37
Inv REIMB J. Betts Total		39.37
61579 Total:		39.37
bettj - BETTS JR, JIMMIE Total:		39.37
UB*03072 - Brake, Dee Line Item Account		
61580	06/20/2023	
Inv		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
06/14/2023	Refund Check	401-00-000-213-10-00-000
		171.27
Inv Total		171.27
61580 Total:		171.27
UB*03072 - Brake, Dee Total:		171.27
cdwg - CDW GOVT INC Line Item Account		
61581	06/20/2023	

Inv Gm63433

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/31/2023	Misc Parts	502-11-023-594-18-31-820	7,156.82
01/31/2023	Misc Parts	510-24-053-518-20-31-820	650.61
01/31/2023	Misc Parts	402-20-019-535-10-31-820	910.86
01/31/2023	Misc Parts	403-22-050-531-30-31-820	910.86
01/31/2023	Misc Parts	501-23-051-548-68-31-820	650.61
01/31/2023	Misc Parts	401-18-037-534-81-31-820	1,821.73
01/31/2023	Misc Parts	001-12-028-576-80-31-820	910.86

Inv Gm63433 Total 13,012.35

Inv Gw26830

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/17/2023	Misc Parts	402-20-019-535-10-31-820	533.61
02/17/2023	Misc Parts	403-22-050-531-30-31-820	533.61
02/17/2023	Misc Parts	401-18-037-534-81-31-820	1,067.22
02/17/2023	Misc Parts	502-11-023-594-18-31-820	4,192.65
02/17/2023	Misc Parts	001-12-028-576-80-31-820	533.61
02/17/2023	Misc Parts	501-23-051-548-68-31-820	381.15
02/17/2023	Misc Parts	510-24-053-518-20-31-820	381.15

Inv Gw26830 Total 7,623.00

Inv Gw80167

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/20/2023	Misc Parts	403-22-050-531-30-31-820	1,867.64
02/20/2023	Misc Parts	502-11-023-594-18-31-820	14,674.28
02/20/2023	Misc Parts	401-18-037-534-81-31-820	3,735.26
02/20/2023	Misc Parts	501-23-051-548-68-31-820	1,334.02
02/20/2023	Misc Parts	402-20-019-535-10-31-820	1,867.64
02/20/2023	Misc Parts	510-24-053-518-20-31-820	1,334.02
02/20/2023	Misc Parts	001-12-028-576-80-31-820	1,867.64

Inv Gw80167 Total 26,680.50

Inv Gz41207

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/23/2023	Misc Parts	502-11-023-594-18-31-820	33,541.20
02/23/2023	Misc Parts	510-24-053-518-20-31-820	3,049.20
02/23/2023	Misc Parts	501-23-051-548-68-31-820	3,049.20
02/23/2023	Misc Parts	403-22-050-531-30-31-820	4,268.88
02/23/2023	Misc Parts	001-12-028-576-80-31-820	4,268.88
02/23/2023	Misc Parts	401-18-037-534-81-31-820	8,537.76
02/23/2023	Misc Parts	402-20-019-535-10-31-820	4,268.88

Inv Gz41207 Total 60,984.00

Inv Gz45754

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/23/2023	Misc Parts	403-22-050-531-30-31-820	1,067.22
02/23/2023	Misc Parts	402-20-019-535-10-31-820	1,067.22
02/23/2023	Misc Parts	502-11-023-594-18-31-820	8,385.30
02/23/2023	Misc Parts	501-23-051-548-68-31-820	762.30

02/23/2023	Misc Parts	001-12-028-576-80-31-820	1,067.22
02/23/2023	Misc Parts	401-18-037-534-81-31-820	2,134.44
02/23/2023	Misc Parts	510-24-053-518-20-31-820	762.30

Inv Gz45754 Total 15,246.00

Inv Hg80521

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/08/2023	Panasonic 4th and 5th years public sector	401-18-037-534-81-31-820	2,586.48
03/08/2023	Panasonic 4th and 5th years public sector	001-12-028-576-80-31-820	1,293.24
03/08/2023	Panasonic 4th and 5th years public sector	402-20-019-535-10-31-820	1,293.24
03/08/2023	Panasonic 4th and 5th years public sector	510-24-053-518-20-31-820	923.74
03/08/2023	Panasonic 4th and 5th years public sector	502-11-023-594-18-31-820	10,161.21
03/08/2023	Panasonic 4th and 5th years public sector	501-23-051-548-68-31-820	923.74
03/08/2023	Panasonic 4th and 5th years public sector	403-22-050-531-30-31-820	1,293.24

Inv Hg80521 Total 18,474.89

Inv Hm44473

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/05/2023	Panasonic Lind Adapter	403-22-050-531-30-31-820	306.57
04/05/2023	Panasonic Lind Adapter	501-23-051-548-68-31-820	218.98
04/05/2023	Panasonic Lind Adapter	510-24-053-518-20-31-820	218.98
04/05/2023	Panasonic Lind Adapter	402-20-019-535-10-31-820	306.57
04/05/2023	Panasonic Lind Adapter	401-18-037-534-81-31-820	613.15
04/05/2023	Panasonic Lind Adapter	001-12-028-576-80-31-820	306.57
04/05/2023	Panasonic Lind Adapter	502-11-023-594-18-31-820	2,408.79

Inv Hm44473 Total 4,379.61

Inv Hv25892

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/05/2023	Panasonic Docking Station	501-23-051-548-68-31-820	137.23
04/05/2023	Panasonic Docking Station	403-22-050-531-30-31-820	192.13
04/05/2023	Panasonic Docking Station	402-20-019-535-10-31-820	192.13
04/05/2023	Panasonic Docking Station	502-11-023-594-18-31-820	1,509.47
04/05/2023	Panasonic Docking Station	401-18-037-534-81-31-820	384.25
04/05/2023	Panasonic Docking Station	510-24-053-518-20-31-820	137.33
04/05/2023	Panasonic Docking Station	001-12-028-576-80-31-820	192.13

Inv Hv25892 Total 2,744.67

Inv Hw28608

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/30/2023	Panasonic Docking Station	402-20-019-535-10-31-820	720.47
05/30/2023	Panasonic Docking Station	403-22-050-531-30-31-820	720.47
05/30/2023	Panasonic Docking Station	401-18-037-534-81-31-820	1,440.95
05/30/2023	Panasonic Docking Station	501-23-051-548-68-31-820	514.63
05/30/2023	Panasonic Docking Station	001-12-028-576-80-31-820	720.47
05/30/2023	Panasonic Docking Station	510-24-053-518-20-31-820	514.63
05/30/2023	Panasonic Docking Station	502-11-023-594-18-31-820	5,660.90

Inv Hw28608 Total 10,292.52

Inv JW06593

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/30/2023	Panasonic Docking Station	510-24-053-518-20-31-820	68.60
05/30/2023	Panasonic Docking Station	402-20-019-535-10-31-820	96.06
05/30/2023	Panasonic Docking Station	502-11-023-594-18-31-820	754.83
05/30/2023	Panasonic Docking Station	001-12-028-576-80-31-820	96.06
05/30/2023	Panasonic Docking Station	403-22-050-531-30-31-820	96.06
05/30/2023	Panasonic Docking Station	501-23-051-548-68-31-820	68.60
05/30/2023	Panasonic Docking Station	401-18-037-534-81-31-820	192.13

Inv JW06593 Total 1,372.34

61581 Total: 160,809.88

cdwg - CDW GOVT INC Total: 160,809.88

century - CENTURYLINK Line Item Account 511-25-054-518-50-42-000

61582 06/20/2023

Inv 8001 1-23

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/20/2023	Clty phones	502-11-020-518-88-42-000	656.49

Inv 8001 1-23 Total 656.49

61582 Total: 656.49

century - CENTURYLINK Total: 656.49

cl - CHINOOK LUMBER INC Line Item Account

61583 06/20/2023

Inv 1922303

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/08/2023	Lumber for Trail Bridge Deck Replacement	310-12-601-594-76-63-000	736.14

Inv 1922303 Total 736.14

Inv 1922309

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/08/2023	Lumber for Trail Bridge Deck Replacement	310-12-601-594-76-63-000	841.31

Inv 1922309 Total 841.31

Inv 1930359

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/09/2023	Grinder, Lumber, Milwaukee M18 Battery	403-22-030-531-90-31-300	634.92

Inv 1930359 Total 634.92

Inv 1930962

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/11/2023	Salal St Stormpond Fence Repair	403-22-050-531-30-31-300	340.66

Inv 1930962 Total	340.66
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61583 Total:	2,553.03
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cl - CHINOOK LUMBER INC Total:	2,553.03
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cored - CITY OF REDMOND Line Item Account

61584 06/20/2023

Inv 00004171

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/26/2023	Mobile Integrated Health - Q1 2023	001-09-014-522-10-41-000	1,694.00

Inv 00004171 Total	1,694.00
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61584 Total:	1,694.00
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cored - CITY OF REDMOND Total:	1,694.00
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cos - CITY OF SNOQUALMIE UB Line Item Account

61585 06/20/2023

Inv 5-23 UB

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/15/2023	Streets	001-16-035-542-30-47-300	5,231.39
06/15/2023	Fire	001-09-014-522-50-47-300	830.65
06/15/2023	Water	401-18-037-534-81-47-300	846.96
06/15/2023	Median Irrigation	001-16-035-542-70-47-300	190.50
06/15/2023	Parks	001-12-028-576-80-47-300	27,481.21
06/15/2023	WWTP	402-20-040-535-80-47-300	9,725.49
06/15/2023	Central Services	510-24-053-518-20-47-100	6,020.10
06/15/2023	Police	001-08-009-521-50-47-300	903.62
06/15/2023	Irrigation	401-19-039-539-35-47-300	393.73
06/15/2023	Riverwalk	001-13-000-518-20-47-300	188.70
06/15/2023	Storm Water	403-22-050-531-30-47-300	173.28

Inv 5-23 UB Total	51,985.63
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61585 Total:	51,985.63
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cos - CITY OF SNOQUALMIE UB Total:	51,985.63
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comcast - Comcast Line Item Account 511-25-054-518-50-42-000

61586 06/20/2023

Inv 11-22 IT

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
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11/11/2022	IT: Secondary Internet Service	502-11-020-518-88-42-200	421.18
Inv 11-22 IT Total			421.18
Inv 12-22 IT			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/11/2022	IT: Secondary Internet Service	502-11-020-518-88-42-200	421.18
Inv 12-22 IT Total			421.18
Inv 1-23 IT			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/11/2023	IT: Secondary Internet Service	502-11-020-518-88-42-200	421.18
Inv 1-23 IT Total			421.18
61586 Total:			<hr/> 1,263.54
comcast - Comcast Total:			<hr/> 1,263.54
UB*03068 - Fitz, Emily Line Item Account			
61587	06/20/2023		
Inv			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/14/2023	Refund Check	401-00-000-213-10-00-000	14.95
Inv Total			14.95
61587 Total:			<hr/> 14.95
UB*03068 - Fitz, Emily Total:			<hr/> 14.95
UB*03064 - Follette, David Line Item Account			
61588	06/20/2023		
Inv			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/14/2023	Refund Check	401-00-000-213-10-00-000	171.27
Inv Total			171.27
61588 Total:			<hr/> 171.27
UB*03064 - Follette, David Total:			<hr/> 171.27
UB*02792 - Gangadharan, Rajith Line Item Account			
61589	06/20/2023		

Inv 56552

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/18/2021	Re-issue stale refund check	401-00-000-213-10-00-000	350.00

Inv 56552 Total			350.00
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61589 Total:			350.00
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UB*02792 - Gangadharan, Rajith Total:			350.00
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UB*03071 - Gentry, David and Suzanne Line Item Account

61590 06/20/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/14/2023	Refund Check	401-00-000-213-10-00-000	252.81

Inv Total			252.81
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61590 Total:			252.81
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UB*03071 - Gentry, David and Suzanne Total:			252.81
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hhm - Helping Hands Ministry Line Item Account 001-13-125-565-10-49-440

61591 06/20/2023

Inv 6-12-2023

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/12/2023	ARPA Recipient (Contract for Services)	150-13-000-514-60-41-000	3,965.66

Inv 6-12-2023 Total			3,965.66
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61591 Total:			3,965.66
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hhm - Helping Hands Ministry Total:			3,965.66
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HWB - Holmes Weddle & Barcott, PC Line Item Account

61592 06/20/2023

Inv 824098

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/05/2023	Randall BIIA Matters	001-04-004-515-41-41-103	3,305.00

Inv 824098 Total			3,305.00
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61592 Total:			3,305.00
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HWB - Holmes Weddle & Barcott, PC Total:			3,305.00
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UB*03061 - Hunter, Maxwell and Lisa Line Item Account

61593 06/20/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/14/2023	Refund Check	401-00-000-213-10-00-000	487.45
Inv Total			487.45

61593 Total:

487.45

UB*03061 - Hunter, Maxwell and Lisa Total:

487.45

UB*03063 - Huntley, Kara Line Item Account

61594 06/20/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/14/2023	Refund Check	401-00-000-213-10-00-000	356.68
Inv Total			356.68

61594 Total:

356.68

UB*03063 - Huntley, Kara Total:

356.68

UB*03059 - Jones, Lawrence Line Item Account

61595 06/20/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/14/2023	Refund Check	401-00-000-213-10-00-000	22.17
Inv Total			22.17

61595 Total:

22.17

UB*03059 - Jones, Lawrence Total:

22.17

UB*03062 - Kim, Sunghi Line Item Account

61596 06/20/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/14/2023	Refund Check	401-00-000-213-10-00-000	161.51
Inv Total			161.51

61596 Total:

161.51

UB*03062 - Kim, Sunghi Total:

161.51

kc tr600 - KING COUNTY TREASURY Line Item Account

61598 06/20/2023

Inv KC prop tax-23

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/12/2023	KC Property Tax 2023	402-13-000-535-80-44-400	17.07
06/12/2023	KC Property Tax 2023	401-13-000-534-81-44-400	17.08
06/12/2023	KC Property Tax 2023	001-12-028-576-80-44-400	17.08

Inv KC prop tax-23 Total	51.23
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61598 Total:

51.23

kc tr600 - KING COUNTY TREASURY Total:

51.23

UB*03070 - King, Jonathan Line Item Account

61597 06/20/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/14/2023	Refund Check	401-00-000-213-10-00-000	407.23

Inv Total	407.23
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61597 Total:

407.23

UB*03070 - King, Jonathan Total:

407.23

UB*03060 - Lund, Ron & Amanda Line Item Account

61599 06/20/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/14/2023	Refund Check	401-00-000-213-10-00-000	383.34

Inv Total	383.34
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61599 Total:

383.34

UB*03060 - Lund, Ron & Amanda Total:

383.34

madrona - Madrona Law Group Line Item Account

61600 06/20/2023

Inv 12005

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/06/2023	Various Matters	001-04-004-515-41-41-100	5,372.50
06/06/2023	C.A. Carey Litigation	001-04-004-515-41-41-102	108.00
06/06/2023	PRR 23-233 E-Mail Review	001-05-005-514-20-41-000	295.00

Inv 12005 Total	5,775.50
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61600 Total:	5,775.50
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madrona - Madrona Law Group Total:	5,775.50
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UB*03066 - Nalivaiko, Bogdan Line Item Account

61601 06/20/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/14/2023	Refund Check	401-00-000-213-10-00-000	362.76

Inv Total	362.76
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61601 Total:	362.76
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UB*03066 - Nalivaiko, Bogdan Total:	362.76
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Panorama - Panorama Apartments, LLC Line Item Account

61602 06/20/2023

Inv 5-16-23

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/16/2023	ARPA rent assistance - residents in Panorama Apts (5)	150-13-132-565-10-49-462	25,000.00

Inv 5-16-23 Total	25,000.00
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61602 Total:	25,000.00
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Panorama - Panorama Apartments, LLC Total:	25,000.00
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pse - Puget Sound Energy Line Item Account 001-08-009-521-50-47-100

61603 06/20/2023

Inv PSE 001499 6-23

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/05/2023	Electricity - street lighting	001-16-035-542-63-47-100	1,135.29

Inv PSE 001499 6-23 Total	1,135.29
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Inv PSE 002083 5-23

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/30/2023	PD building	510-24-053-518-20-47-100	3,888.34

Inv PSE 002083 5-23 Total	3,888.34
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Inv PSE 037989 6-23

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
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06/05/2023	Electricity	401-18-037-534-81-47-100	16.12
Inv PSE 037989 6-23 Total			16.12
Inv PSE 103385 6-23			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/05/2023	Electricity	401-19-039-539-35-47-100	11.84
Inv PSE 103385 6-23 Total			11.84
Inv PSE 133972 6-23			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/05/2023	Electricity	510-24-053-518-20-47-100	594.23
Inv PSE 133972 6-23 Total			594.23
Inv PSE 198066 6-23			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/05/2023	Electricity	510-24-053-518-20-47-100	58.04
Inv PSE 198066 6-23 Total			58.04
Inv PSE 198082 6-23			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/05/2023	Electricity	510-24-053-518-20-47-100	25.52
Inv PSE 198082 6-23 Total			25.52
Inv PSE 241392 6-23			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/05/2023	Electricity	402-20-045-535-65-47-100	94.81
Inv PSE 241392 6-23 Total			94.81
Inv PSE 241418 6-23			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/05/2023	Electricity	402-20-045-535-65-47-100	124.72
Inv PSE 241418 6-23 Total			124.72
Inv PSE 400820 6-23			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/05/2023	Electricity	510-24-053-518-20-47-100	11.34
Inv PSE 400820 6-23 Total			11.34
Inv PSE 436232 6-23			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/05/2023	Electricity	401-19-039-539-35-47-100	588.17
Inv PSE 436232 6-23 Total			588.17

Inv PSE 456550 6-23

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/05/2023	Electricity - street lighting	001-16-035-542-63-47-100	11.84

Inv PSE 456550 6-23 Total 11.84

Inv PSE 549936 6-23

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/05/2023	Electricity	510-24-053-518-20-47-100	41.78

Inv PSE 549936 6-23 Total 41.78

Inv PSE 577403 6-23

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/05/2023	Electricity - street lighting	001-16-035-542-63-47-100	14.26

Inv PSE 577403 6-23 Total 14.26

Inv PSE 577445 6-23

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/05/2023	Electricity - street lighting	001-16-035-542-63-47-100	13.66

Inv PSE 577445 6-23 Total 13.66

Inv PSE 617464 6-23

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/05/2023	Electricity - street lighting	001-16-035-542-63-47-100	106.17

Inv PSE 617464 6-23 Total 106.17

Inv PSE 639966 6-23

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/05/2023	Electricity - street lighting	001-16-035-542-63-47-100	1,502.57

Inv PSE 639966 6-23 Total 1,502.57

Inv PSE 742043 6-23

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/05/2023	Electricity - street lighting	001-16-035-542-63-47-100	29.03

Inv PSE 742043 6-23 Total 29.03

Inv PSE 780111 6-23

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/05/2023	Electricity - street lighting	001-16-035-542-63-47-100	43.39

Inv PSE 780111 6-23 Total 43.39

Inv PSE 780137 6-23

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/05/2023	Electricity - street lighting	001-16-035-542-63-47-100	12.01

Inv PSE 780137 6-23 Total	12.01
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Inv PSE 794782 6-23	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/05/2023	Electricity	401-19-039-539-35-47-100	12.56

Inv PSE 794782 6-23 Total	12.56
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Inv PSE 885592 6-23	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/05/2023	Electricity	510-24-053-518-20-47-100	1,180.89

Inv PSE 885592 6-23 Total	1,180.89
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61603 Total:	9,516.58
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pse - Puget Sound Energy Total:	9,516.58
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rebeccad - Rebecca Dean PLLC Line Item Account

61604 06/20/2023	
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Inv 1380	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/30/2023	Personnel Matter - Gutwein	001-06-075-518-10-41-420	741.50

Inv 1380 Total	741.50
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Inv 1388	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/01/2023	Personnel Matter - Gutwein	001-06-075-518-10-41-420	2,487.00

Inv 1388 Total	2,487.00
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61604 Total:	3,228.50
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rebeccad - Rebecca Dean PLLC Total:	3,228.50
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roberth - Robert Half Line Item Account

61605 06/20/2023	
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Inv 62115475	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/07/2023	FI: Contract Employee - Asker	502-11-023-594-18-41-190	2,880.00

Inv 62115475 Total	2,880.00
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Inv 62136956	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/13/2023	Contractor -Munis ERP week ending 6/9/23 (2.38 hrs)	502-11-023-594-18-41-190	119.00
06/13/2023	Contractor - Gen Finance week ending 6/9/23 (35.42 hrs)	001-06-007-514-23-41-190	1,771.00

Inv 62136956 Total	1,890.00
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61605 Total:	<hr/> 4,770.00
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roberth - Robert Half Total:	<hr/> 4,770.00
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sunbelt - Sunbelt Rentals, Inc. Line Item Account

61606 06/20/2023

Inv 139850628-0001

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/23/2023	Stump Grinder Rental	403-22-030-531-90-31-300	350.87

Inv 139850628-0001 Total	350.87
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61606 Total:	<hr/> 350.87
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sunbelt - Sunbelt Rentals, Inc. Total:	<hr/> 350.87
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UB*03069 - Swanson, Sage & Susan Line Item Account

61607 06/20/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/14/2023	Refund Check	401-00-000-213-10-00-000	354.90

Inv Total	354.90
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61607 Total:	<hr/> 354.90
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UB*03069 - Swanson, Sage & Susan Total:	<hr/> 354.90
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twwp - The Workwear Place Line Item Account

61608 06/20/2023

Inv 2337

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/06/2023	New Employee Supplies	403-22-050-531-30-31-300	312.03

Inv 2337 Total	312.03
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Inv 2338

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/06/2023	Kyle Markwardt Union Clothing Purchase	403-22-050-531-30-23-100	208.81

Inv 2338 Total	208.81
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Inv 2339

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
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06/06/2023	Christine Iverson Stinson Clothing Purchase	403-22-050-531-30-23-100	208.03
Inv 2339 Total			208.03
61608 Total:			<hr/> 728.87
twwp - The Workwear Place Total:			<hr/> 728.87
UB*03067 - Toft, Jill Line Item Account			
61609	06/20/2023		
Inv			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/14/2023	Refund Check	401-00-000-213-10-00-000	316.59
Inv Total			316.59
61609 Total:			<hr/> 316.59
UB*03067 - Toft, Jill Total:			<hr/> 316.59
ufs/bart - Urban Forestry Services/Bartlett Consulting Line Item Account			
61610	06/20/2023		
Inv 2022-637			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/30/2022	Re-issue for incorrect name on check	001-14-032-558-60-41-080	97.50
Inv 2022-637 Total			97.50
61610 Total:			<hr/> 97.50
ufs/bart - Urban Forestry Services/Bartlett Consulting Total:			<hr/> 97.50
wesspur - WesSpur Tree Equipment, Inc. Line Item Account			
61611	06/20/2023		
Inv IN-2703128			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/01/2023	Arborist Cutting Supplies	403-22-030-531-90-31-300	454.35
Inv IN-2703128 Total			454.35
61611 Total:			<hr/> 454.35
wesspur - WesSpur Tree Equipment, Inc. Total:			<hr/> 454.35
wlace - Westlake Ace Hardware Line Item Account			
61612	06/20/2023		

Inv 15308966

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/19/2023	Cable Ties for Gauge Installation	403-22-050-531-30-31-300	17.64

Inv 15308966 Total 17.64

Inv 15308981

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/22/2023	New Employee Tools	403-22-050-531-30-31-300	635.23

Inv 15308981 Total 635.23

Inv 15309005

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/24/2023	New Employee Tools	403-22-050-531-30-31-300	384.91

Inv 15309005 Total 384.91

Inv 15309048

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/31/2023	New Employee Tools	403-22-050-531-30-31-300	563.43

Inv 15309048 Total 563.43

61612 Total: 1,601.21

wlace - Westlake Ace Hardware Total:

1,601.21

UB*03058 - Westra, Daniel Line Item Account

61613 06/20/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/14/2023	Refund Check	401-00-000-213-10-00-000	206.14

Inv Total 206.14

61613 Total: 206.14

UB*03058 - Westra, Daniel Total:

206.14

Total: 281,894.70

Claims Approval Report F&A 7-5-23, CM 7-10-23

Final Audit Report

2023-06-28

Created:	2023-06-27
By:	Ilyse Treptow (itreptow@snoqualmiewa.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAvb3qfUMPOSjuffS5Er7W5EbQs_BsMbaL

"Claims Approval Report F&A 7-5-23, CM 7-10-23" History



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

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Email viewed by Jerry Knutsen (JKnutsen@snoqualmiewa.gov)

2023-06-27 - 11:21:03 PM GMT



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

Signature Date: 2023-06-28 - 0:03:47 AM GMT - Time Source: server



Agreement completed.

2023-06-28 - 0:03:47 AM GMT



CITY COUNCIL ROUNDTABLE HYBRID MEETING, 6:00 PM
CITY COUNCIL REGULAR HYBRID MEETING, 7:00 PM
Monday, July 10, 2023
Snoqualmie City Hall, 38624 SE River Street & Zoom

MAYOR & COUNCIL MEMBERS

Mayor Katherine Ross

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

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

Join by Telephone: To listen to the meeting via telephone, please call **253.215.8782** and enter Webinar ID **813 0614 8787** and Password **1800110121** if prompted.

Press *9 to raise your hand to speak. Raising your hand signals the meeting moderator that you have a comment.
 Press *6 to mute and unmute.

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- 1) Click this [link](#)
- 2) If the Zoom app is not installed on your computer, you will be prompted to download it.
- 3) If prompted for Webinar ID, enter **813 0614 8787**; Enter Password **1800110121**
- 4) Please confirm that your audio works prior to participating.

ROUNDTABLE AGENDA, 6 PM

CALL TO ORDER & ROLL CALL

AGENDA APPROVAL

SPECIAL BUSINESS

1. Affordable Housing Discussion

ADJOURNMENT

REGULAR AGENDA, 7 PM

CALL TO ORDER & ROLL CALL

PLEDGE OF ALLEGIANCE

AGENDA APPROVAL

PUBLIC HEARINGS, PRESENTATIONS, PROCLAMATIONS, AND APPOINTMENTS

Public Hearings

Appointments

2. **AB23-093:** Interim Police Chief Appointment

Proposed Action: Move to appoint Brian Lynch as the City of Snoqualmie Interim Police Chief.

3. Swearing In Ceremony – Police Officer Joseph Spears

4. Fire Lieutenant Badge Pinning

Presentations

Proclamations

PUBLIC COMMENTS AND REQUESTS FOR ITEMS NOT ON THE AGENDA

CONSENT AGENDA

5. Approve the City Council Meeting Minutes dated June 26, 2023.
6. Approve the Claims Approval Report dated July 10, 2023.

ORDINANCES

COMMITTEE REPORTS

Public Safety Committee:

Community Development Committee:

Parks & Public Works Committee:

7. **AB23-091:** ICON Materials Amendment #1 - 2023 Overlay Project

Proposed Action: Move to approve Amendment No. 1 to the Public Works Contract with ICON Materials, Inc. for the 2023 Overlay Project.

8. **AB23-092:** Resolution No. 1651 to Adopt the Water System Plan and Water Use Efficiency Goals

Proposed Action: Move to approve Resolution No. 1651 adopting the Water System Plan and authorize final submittal to agencies.

Finance & Administration Committee:

Committee of the Whole:

REPORTS

9. Mayor's Report
10. Commission/Committee Liaison Reports
11. Department Reports

EXECUTIVE SESSION

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

ADJOURNMENT