



# FINANCE & ADMINISTRATION COMMITTEE & COMMITTEE OF THE WHOLE HYBRID MEETING

Tuesday, April 16, 2024, at 6:00 PM

Snoqualmie City Hall, 38624 SE River Street & Zoom

## COMMITTEE MEMBERS

Chair: Bryan Holloway

Councilmembers: Jolyon Johnson and Cara Christensen

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

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## CALL TO ORDER & ROLL CALL

## AGENDA APPROVAL

## PUBLIC COMMENTS

## MINUTES

1. Approval of the minutes dated April 2, 2024.

## APPROVAL OF WARRANTS / CLAIMS

2. Consideration of Claims Report dated April 22, 2024.

## AGENDA BILLS

3. **AB24-050:** Appointing Persons to Committees to Prepare Arguments Advocating the Approval and Rejection of Proposition No. 1 Public Safety Sales Tax at an Election to be Held on August 6, 2024
4. **AB24-051:** 2025-2026 Biennial Budget Development Calendar

## DISCUSSION

5. Prop No. 1 Explanatory Statement
6. Review and Update of Financial Policies
7. ERP Project Status Update
8. Review of Council Rules of Procedure

9. Council Open House/Town Hall

10. Upcoming Agenda Items (Informational Only):

a. City Logo Ordinance

b. Adopting the Square Footage Tax

c. North Bend Memorandum of Understanding (Behavioral Health Specialist)

d. Fee for Services Agreement

e. Council Chambers Audio and Video Upgrade

### **CITY COUNCIL AGENDA REVIEW**

[11.](#) Review Draft City Council Agenda dated April 22, 2024.

### **ADJOURNMENT**



## FINANCE & ADMINISTRATION COUNCIL COMMITTEE & COMMITTEE OF THE WHOLE HYBRID MEETING MINUTES APRIL 2, 2024

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

### CALL TO ORDER

Chair Bryan Holloway called the meeting to order at 6:00 pm.

**Committee Members:** Councilmembers Bryan Holloway, Cara Christensen, and Jo Johnson.

Mayor Katherine Ross was also present.

#### **City Staff:**

Michael Chambless, City Administrator; Deana Dean, City Clerk; Drew Bouta, Finance Director; Emily Arteche, Community Development Director (remote); and Jimmie Betts, IT Support.

Rachel Turpin from Madrona Law was also present.

**AGENDA APPROVAL:** The agenda was amended to move Executive Session to after Public Comments.

**PUBLIC COMMENTS** – There were no public comments.

### EXECUTIVE SESSION

Executive Sessions pursuant to RCW 42.30.110(1)(i) to discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency lasting approximately 20 minutes.

At 6:04 pm, committee entered into Executive Session.

At 6:29 pm, committee extended Executive Session for an additional 10 minutes.

Committee resumed open session at 6:38 pm.

### MINUTES

1. The minutes from the March 19, 2024, meeting were approved as presented.

### APPROVAL OF WARRANTS / CLAIMS

2. The claims report dated April 8, 2024, was approved to move forward at the April 8, 2024, City Council meeting on the consent agenda.

**AGENDA BILLS**

3. **AB24-023:** Resolution Adopting Commission and Committee Handbook. City Clerk Dean spoke to this item. Discussion followed. This item will be placed on the April 8, 2024, City Council meeting for discussion and request for council feedback.
4. **AB24-026:** Ordinance amending SMC Chapters 2.06, 2.08, 2.11, 2.12, 2.16, and 2.22, and repealing Chapters 2.10 and 2.56. City Clerk Dean spoke to this item. Questions and discussion followed. This item is approved to move forward at the April 8, 2024, City Council meeting for first reading of the ordinance.
5. **AB24-038:** Proclamation Policy. City Clerk Dean spoke to this item. Discussion followed. This item will be placed on the April 8, 2024, City Council meeting for discussion and request for council feedback.
6. **AB23-112:** Meadowbrook Interlocal Agreement. Mayor Ross spoke to this item. Committee questions and comments followed. This item is approved to move forward at the April 8, 2024, City Council meeting on the consent agenda.

**DISCUSSION**

7. Upcoming Agenda Items. Information only.

**CITY COUNCIL MEETING AGENDA REVIEW:**

8. Review Draft City Council Agenda dated April 8, 2024. The agenda was approved as amended.

**ADJOURNMENT** - The meeting was adjourned at 7:42 pm.

*Minutes taken by Deana Dean, City Clerk.*

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

*Minutes approved at the \_\_\_\_\_, 2024, Finance & Administration Committee Meeting.*



**Jerry Knutsen, Financial Service Manager**  
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Snoqualmie, Washington 98065  
(425) 888-1555 | [jknutsen@snoqualmiewa.gov](mailto:jknutsen@snoqualmiewa.gov)

**To:** City Council  
Finance & Administration Committee

**From:** Jerry Knutsen, Financial Services Manager

**Date:** April 22, 2024

**Subject:** CLAIMS REPORT  
Approval of payments for the period: March 22, 2024, through April 4, 2024

**BACKGROUND**

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

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

**ANALYSIS**

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

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

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

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

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

CLAIMS							
Batch ID	Date	Warrants			ACH		CLAIMS TOTAL
		From #	Thru #	Amount	Qty	Amount	
82	3/28/2024	81476	81543	\$ 963,990.15			963,990.15
83	3/28/2024	62409	62418	\$ 1,958.04			1,958.04
84	4/3/2024	81544	81544	\$ 1,705.45			1,705.45
85	4/4/2024	81545	81545	\$ 9,979.06			9,979.06
<b>Grand Total</b>							<b>977,632.70</b>

PAYROLL (including Payroll Benefits)							
Batch ID	Date	Warrants			ACH		PAYROLL TOTAL
		From #	Thru #	Amount	Qty	Amount	
PV3-22-24#2	3/22/2024				1	\$ 261.76	261.76
PV4-8-24	4/8/2024	62419	62426	\$ 6,494.63	15	\$ 436,233.54	442,728.17
P4-8-24	4/8/2024				104	\$ 344,053.09	344,053.09
<b>Grand Total</b>							<b>787,043.02</b>

MISCELLANEOUS DISBURSEMENTS				
Date	Description	ACH Amount	Wire Amount	MISC TOTAL
3/26/2024	Navia - 2024 FSA Plan Reimbursements	\$ 416.68		\$ 416.68
3/26/2024	Navia - 2023 HRA Plan Reimbursements	\$ 6,292.65		\$ 6,292.65
4/1/2024	Merchant Card Fees - Bankcard	\$ 8,769.15		\$ 8,769.15
4/2/2024	Merchant Card Fees - Bluefin	\$ 1,978.92		\$ 1,978.92
4/2/2024	Merchant Card Fees - Merchant Transact	\$ 741.79		\$ 741.79
4/2/2024	Navia - 2023 HRA Plan Reimbursements	\$ 554.72		\$ 554.72
4/2/2024	Navia - 2024 HRA Plan Reimbursements	\$ 4,291.09		\$ 4,291.09
4/3/2024	Merchant Card Fees - Tyler Munis	\$ 192.83		\$ 192.83
4/3/2024	Merchant Card Fees - Fiserv Merchant	\$ 101.91		\$ 101.91
4/5/2024	Merchant Card Fees - American Express	\$ 1,041.45		\$ 1,041.45
<b>Grand Total</b>				<b>24,381.19</b>

**Total 1,789,056.91**

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*

Apr 9, 2024

Jerry Knutsen, Financial Operations Manager/Auditing Officer

Date

**FINANCE & ADMINISTRATION COMMITTEE RECOMMENDATION: Approve / Not Approve**

City of Snoqualmie

Claims presented to the City to be paid in the amount of \$1,975,325.91

For claims warrants numbered 881476 through 81543 & dated 3/28/2024

													#82
VENDOR NAME	ACCOUNT	ACCOUNT DESC	YEAR	PERIOD	TYPE	STATUS	AMOUNT	CHECK NO	INVOICE	FULL DESC	INVOICE DATE		
Absher Construction	310.13.702.59418.541060.	Community Ctr. - Design	2024	3	INV	P	207,440.23	81476 6		Design-Build fees for Community Center 2/1-2/29	2/21/2024		
AFMATH	001.08.009.52150.548000.	Repair & Maintenance Services	2024	3	INV	P	400.00	81477 JC2024-3311		Snoq PD/Facilities/Repair	2/20/2024		
AMZONCAP	001.06.007.51423.535210.	Office Furnishings	2024	3	INV	P	23.93	81478 1X1J-91G-JY3		New wheels for office chair	3/15/2024		
AMZONCAP	001.09.014.52220.531910.	Operating Supplies	2024	3	INV	P	23.94	81478 1DVC-N7D7-C3J4		Supplies- Galaxy Case X's 2	3/8/2024		
AMZONCAP	001.12.028.57680.531000.	Office Supplies	2024	3	INV	P	30.00	81478 1J6M-LPDT-J3LI		Laminating pouches	11/5/2023		
AMZONCAP	001.12.028.57680.531910.	Operating Supplies	2024	3	INV	P	9.96	81478 1R36-KHU-DMQG		Rapid covid tests	11/27/2023		
AMZONCAP	001.16.035.54230.531910.	Operating Supplies	2024	3	INV	P	8.00	81478 1R36-KHU-DMQG		Rapid covid tests	11/27/2023		
AMZONCAP	401.18.019.53410.531910.	Operating Supplies	2024	3	INV	P	8.00	81478 1R36-KHU-DMQG		Rapid covid tests	11/27/2023		
AMZONCAP	401.18.037.53481.531000.	Office Supplies	2024	3	INV	P	20.00	81478 1J6M-LPDT-J3LI		Laminating pouches	11/5/2023		
AMZONCAP	402.20.019.53510.531910.	Operating Supplies	2024	3	INV	P	10.00	81478 1R36-KHU-DMQG		Rapid covid tests	11/27/2023		
AMZONCAP	402.20.040.53580.531000.	Office Supplies	2024	3	INV	P	28.34	81478 1J6M-LPDT-J3LI		Laminating pouches	11/5/2023		
AMZONCAP	403.22.019.53110.531910.	Operating Supplies	2024	3	INV	P	16.00	81478 1R36-KHU-DMQG		Rapid covid tests	11/27/2023		
APINCH	012.13.115.57320.541000.	Professional Svcs - General	2024	3	INV	P	553.40	81479 3.7.24		Spring window Mural	3/7/2024		
AUDITOR	001.06.007.51423.541091.	State Auditor Services	2024	3	INV	P	10,949.16	81480 L159846		Audit services - Fraud investigation	3/11/2024		
BAINA	402.20.040.53580.548000.	Repair & Maintenance Services	2024	3	INV	P	1,413.10	81481 1095		Bi-monthly calibration & validation sensors	2/14/2024		
CASC ES	001.08.009.52122.541000.	Professional Svcs - General	2024	3	INV	P	1,530.00	81482 ML-24012623346		Radar device calibration	1/26/2024		
CDWG	403.22.019.53110.531820.	Info Tech Components	2024	3	INV	P	348.00	81483 PK31495		Urban forestry/stormwater monitors	2/1/2024		
CDWG	403.22.019.53110.531820.	Info Tech Components	2024	3	INV	P	624.89	81483 PK66939		Urban forestry/stormwater Toughbook docs	2/1/2024		
CDWG	502.11.021.51888.531820.	Info Tech Components	2024	3	INV	P	522.00	81483 LR04700		Tyler Cashing Monitor Replacements	8/31/2023		
CDWG	502.11.021.51888.548860.	Hardware-Software Maintenance	2024	3	INV	P	1,018.52	81483 LR29103		IT - QNAP Drive replacement & spares	11/31/2023		
CI	001.08.009.52150.535210.	Office Furnishings	2024	3	INV	P	10,513.71	81484 SCC13382		D. Moate & C. Miller office furnishings	11/30/2023		
CL	403.22.050.53130.531300.	Repair & Maintenance Supplies	2024	3	INV	P	145.33	81485 1993914		R&M supplies- posts for storm pond fence repair	1/2/2024		
CO	001.06.007.51423.531000.	Office Supplies	2024	3	INV	P	302.28	81486 2272813-0		Printer cartridge for Tania & stapler for office	3/6/2024		
COI	001.08.009.52360.541502.	Jail Services - Issaquah	2024	3	INV	P	18,664.26	81487 23000514		Jail Housing - Snoqualmie inmates - November 2023	12/8/2023		
COI	001.08.009.52360.541502.	Jail Services - Issaquah	2024	3	INV	P	17,225.25	81487 24000017		Jail Housing - Snoqualmie inmates - December 2023	1/5/2024		
COI	001.08.009.52360.541502.	Jail Services - Issaquah	2024	3	INV	P	21,099.43	81487 24000090		Jail Housing - Snoqualmie inmates - January 2024	2/8/2024		
COI	001.08.009.52360.541502.	Jail Services - Issaquah	2024	3	INV	P	16,747.50	81487 24000133		Jail housing-Snoqualmie inmates- February 2024	3/7/2024		
COMP PD	001.08.009.52122.531000.	Office Supplies	2024	3	INV	P	66.39	81488 2270093-0		ID Badge laminate pouches, copier paper	2/21/2024		
COMP PD	001.08.009.52122.531000.	Office Supplies	2024	3	INV	P	35.61	81488 2270305-0		Sheet protectors	2/23/2024		
COMP PD	001.08.009.52122.531910.	Operating Supplies	2024	3	INV	P	322.78	81488 2270305-0		Lithium CR123 batteries	2/23/2024		
COPIERS	001.16.035.54264.545200.	Rent - Sign Laminator	2024	3	INV	P	424.60	81489 INV2766335		Lease of 54" Laminator	1/16/2024		
COPIERS	001.16.035.54264.545200.	Rent - Sign Laminator	2024	3	INV	P	424.60	81489 INV2781359		Lease of 54" Laminator	2/16/2024		
CORPPAY	001.09.014.52210.531000.	Office Supplies	2024	3	INV	P	47.87	81490 2/24 MB		Batteries	2/23/2024		
CORPPAY	001.09.014.52210.542300.	Postage & Freight	2024	3	INV	P	227.41	81490 3/24 JR		UPS Fee for sending Generator to TSI for repair	2/23/2024		
CORPPAY	001.09.014.52210.549100.	City-Sponsored Expenses	2024	3	INV	P	93.52	81490 3/24 JR		Cake & Drinks for Chief amd LT Pining	2/23/2024		
CORPPAY	001.09.014.52210.549100.	City-Sponsored Expenses	2024	3	INV	P	73.34	81490 2/24 MB		Lunch for evaluators for lateral interviews	2/23/2024		
CORPPAY	001.09.014.52210.549200.	Dues-Subscriptions-Memberships	2024	3	INV	P	400.00	81490 3/24 JR		King County Fire Chief's Association	2/23/2024		
CORPPAY	001.09.014.52210.549200.	Dues-Subscriptions-Memberships	2024	3	INV	P	287.30	81490 2/24 MB		Seattle Times Subscription	2/23/2024		
CORPPAY	001.09.014.52220.531050.	Uniforms & Protective Gear	2024	3	INV	P	24.88	81490 2/24 MB		AMS Name Tags	2/23/2024		
CORPPAY	001.09.014.52220.531910.	Operating Supplies	2024	3	INV	P	310.00	81490 2/24 MB		coffee	2/23/2024		
CORPPAY	001.09.014.52245.543000.	Training & Travel	2024	3	INV	P	79.13	81490 2/24 MB		Parking for Conference	2/23/2024		
CORPPAY	001.14.031.55860.543000.	Training & Travel	2024	3	INV	P	233.05	81490 2/24 EA		Economic Development conference E. Arteche	2/24/2024		
Deana Dean	001.06.075.51810.549100.	City-Sponsored Expenses	2024	3	INV	P	52.77	81491 Re D. Dean		Deputy City Clerk Interviews lunch for panel	3/12/2024		
ERA	402.20.040.53555.531300.	Repair & Maintenance Supplies	2024	3	INV	P	334.48	81492 067032		Stock replenish	2/15/2024		
EVOQUA	402.20.045.53560.531500.	Uniforms & Protective Gear	2024	3	INV	P	5,201.25	81493 906326062		Corrosion and odor control chemicals	2/15/2024		
FCSGROUP	001.14.031.55860.541000.	Professional Svcs - General	2024	3	INV	P	1,800.00	81494 3743-22402119		Capital facilities funding plan	2/16/2024		
FCSGROUP	401.18.019.53410.541095.	Utility Rate Study	2024	3	INV	P	1,407.00	81494 3918-22402058		Utility Rate Study - Water Portion	2/16/2024		
FCSGROUP	402.20.019.53510.541095.	Utility Rate Study	2024	3	INV	P	1,407.00	81494 3918-22402058		Utility Rate Study - Sewer Portion	2/16/2024		
FCSGROUP	403.22.019.53110.541095.	Utility Rate Study	2024	3	INV	P	703.50	81494 3918-22402058		Utility Rate Study - Stormwater portion	2/16/2024		
FEC	402.20.040.53585.542300.	Postage & Freight	2024	3	INV	P	387.38	81495 8-418-33147		Samples to Lab	2/23/2024		
GALLSLC	001.09.014.52220.531050.	Uniforms & Protective Gear	2024	3	INV	P	277.68	81496 027179123		Redback Boots	2/23/2024		
GIRARD	001.12.028.57680.548150.	Landscaping Services	2024	3	INV	P	41.98	81497 FC 7		Finance charge on invoice #90799	1/24/2024		
GIRARD	403.22.019.53110.541090.	Financial Services	2024	3	INV	P	352.49	81497 FC761		Finance charges on overdue balance	9/20/2023		
GIRARD	403.22.030.53190.531300.	Repair & Maintenance Supplies	2024	3	INV	P	220.52	81497 9127415		Arborist chips for Alpha St. FEMA lot	1/8/2024		
GRAINGER	402.20.045.53565.531300.	Repair & Maintenance Supplies	2024	3	INV	P	668.08	81498 9018787946		Heater for PS E	2/13/2024		
GRAINGER	402.20.045.53565.531300.	Repair & Maintenance Supplies	2024	3	INV	P	104.33	81498 9020573300		Label supplies for electrical work	2/14/2024		
GRAINGER	402.20.045.53565.531300.	Repair & Maintenance Supplies	2024	3	INV	P	1,209.71	81498 9027204818		Aux contact for pump repair	2/20/2024		
GRAINGER	402.20.040.53580.531340.	Custodial & Cleaning Supplies	2024	3	INV	P	126.44	81498 9018890880		Paper towels for custodial use	2/13/2024		

GRAINGER	402.20.040.53580.531340.	Custodial & Cleaning Supplies	2024	3	INV	P	277.56	81498 9019310003	Paper towel dispenser & Toilet paper	2/13/2024
GRAINGER	510.24.053.51820.531300.	Repair & Maintenance Supplies	2024	3	INV	P	129.99	81498 9030322904	Safety barrier stairs	2/22/2024
HANDY	001.28.057.57390.541000.	Professional Svcs - General	2024	3	INV	P	10,193.34	81499 240304	De-install Snoqualmie winter light displays	3/4/2024
HCI	402.20.040.53580.548000.	Repair & Maintenance Services	2024	3	INV	P	2,610.88	81500 13928186	Calibration and validation of sensors monthly	2/20/2024
HDFACIL	510.24.053.51820.531300.	Repair & Maintenance Supplies	2024	3	INV	P	224.03	81501 9223445865	Shower parts police station	2/21/2024
Holmes Weddle	001.04.004.51541.541103.	S. Randall Legal Fees	2024	3	INV	P	1,254.00	81502 835140	Randal BIIA Matters	3/9/2024
IHK	001.09.014.52250.548000.	Repair & Maintenance Services	2024	3	INV	P	236.42	81503 141590I	Rig chain saw full service	2/9/2024
IHK	001.09.014.52250.548000.	Repair & Maintenance Services	2024	3	INV	P	213.34	81503 141491I	Rig chain saw full service	2/9/2024
IHK	001.09.014.52250.548000.	Repair & Maintenance Services	2024	3	INV	P	193.47	81503 141865I	Rig chain saw full service	2/28/2024
IHK	001.09.014.52250.548000.	Repair & Maintenance Services	2024	3	INV	P	174.51	81503 141866I	Rig chain saw full service	2/28/2024
IHK	001.09.014.52250.548000.	Repair & Maintenance Services	2024	3	INV	P	258.07	81503 141867I	Rig concretesa full service	2/28/2024
JENKINSP	402.20.045.53565.548000.	Repair & Maintenance Services	2024	3	INV	P	3,989.53	81504 28546	Clean wetwells	8/28/2023
JENKINSP	403.22.050.53135.548000.	Repair & Maintenance Services	2024	3	INV	P	3,446.56	81504 28897	Repair & Maintenance Services	1/8/2024
JENKINSP	403.22.050.53135.548000.	Repair & Maintenance Services	2024	3	INV	P	3,344.38	81504 28898	Catchbasin cleaning	1/10/2024
JENKINSP	403.22.050.53135.548000.	Repair & Maintenance Services	2024	3	INV	P	5,069.53	81504 28960	Catchbasin cleaning	1/8/2024
KBM	001.04.004.51541.541100.	Outside Legal Services - Gen	2024	3	INV	P	8,293.20	81505 21995	Pre-defense general	3/8/2024
KC REC O	401.18.019.53410.549010.	Filing & Recording Fees	2024	3	INV	P	54.00	81506 3/24 Lien	Release of Lien-39194 SE Park St Acct 018786-002	3/11/2024
KDBC	001.08.009.52150.535900.	Small Tools & Equipment	2024	3	INV	P	2,412.04	81507 15231	HAVIS docking station for Panasonic Toughbook	1/26/2024
Kim Johnson	001.06.007.51423.549100.	City-Sponsored Expenses	2024	3	INV	P	92.01	81508 RE K. Johnson 3/24	Quarterly employee wellness appreciation	3/14/2024
KING COUNTY	001.12.028.57680.544400.	Taxes & Assessments	2024	3	INV	P	2,983.05	81509 KC Tax 2024	KC Property Tax 2024	3/12/2024
KING COUNTY	401.13.000.53481.544400.	Taxes & Assessments	2024	3	INV	P	2,983.06	81509 KC Tax 2024	KC Property Tax 2024	3/12/2024
KING COUNTY	402.13.000.53580.544400.	Taxes & Assessments	2024	3	INV	P	2,983.05	81509 KC Tax 2024	KC Property Tax 2024	3/12/2024
Laerdal Medical	001.09.014.52220.531912.	EMS Supplies & Equipment	2024	3	INV	P	6,412.14	81510 2024-2000008079	Resucis Annie - torso rechargeable	2/20/2024
LAI	001.09.014.52220.531912.	EMS Supplies & Equipment	2024	3	INV	P	1,045.55	81511 1413089	heat pack, splint, battery, smart pads	3/6/2024
LAI	001.09.014.52220.531912.	EMS Supplies & Equipment	2024	3	INV	P	128.64	81511 1413686	sani clothes, band aid, safety needle	3/7/2024
LAWSONPR	402.20.040.53555.531300.	Repair & Maintenance Supplies	2024	3	INV	P	752.59	81512 9311292431	Stock replenish	2/12/2024
LNCS	001.08.009.52122.531050.	Uniforms & Protective Gear	2024	3	INV	P	21.32	81513 INV799373	Uniforms/Gear, G. Horejsi- Capt. bars	3/5/2024
Lyle Beach	402.20.040.53555.531510.	Laboratory Supplies	2024	3	INV	P	17.94	81514 RE L Beach 3/24	6 bags of wet ice for sample delivery	3/6/2024
Lyle Beach	402.20.040.53580.549000.	Training & Travel	2024	3	INV	P	1,581.18	81514 Re L. Beach 3/24	Conference travel, lodging & meals per-diem	3/11/2024
MCMMASTER	401.18.037.53481.531300.	Repair & Maintenance Supplies	2024	3	INV	P	159.05	81515 22182470	Backup power supply for Canyon Springs	2/15/2024
Michael Liebetrau	001.08.009.52110.549200.	Dues-Subscriptions-Memberships	2024	3	INV	P	3,016.00	81516 L.T. 3/12/24	Investigation System Service Package-PD	3/12/2024
MONROECC	403.22.050.53145.548000.	Repair & Maintenance Services	2024	3	INV	P	859.67	81517 MCC2312.1623	Storm Pond Fence Repair	1/10/2024
MOTOROLA	001.08.009.52122.541000.	Professional Svcs - General	2024	3	INV	P	9,891.27	81518 8230422932	SNO Spillman CAD, records maintenance 10/23 - 9/24	9/2/2023
MOTOROLA	014.08.012.52122.541000.	Professional Svcs - General	2024	3	INV	P	9,891.27	81518 8230422932	NB Spillman CAD, records maintenance 10/23 - 9/24	9/2/2023
NB AUTOG	001.09.014.52250.547100.	Electricity	2024	3	INV	P	3.12	81519 019739	nut and bolt	2/13/2024
NB AUTOG	402.20.040.53580.531300.	Repair & Maintenance Supplies	2024	3	INV	P	55.64	81519 019373	Forklift Repair	2/9/2024
NCEC	402.20.040.53550.531800.	Minor Info Tech Software	2024	3	INV	P	1,264.92	81520 s013217381.001	Software for programming PLC	2/12/2024
NCEC	402.20.040.53550.531820.	Info Tech Components	2024	3	INV	P	1,862.41	81520 s013247082.001	PLC Parts	2/15/2024
NRS	001.09.014.52250.531300.	Repair & Maintenance Supplies	2024	3	INV	P	87.12	81521 1526264	Leak testing patching repair	2/26/2024
NSCI	402.20.040.53580.531500.	Sewage Treatment Chemicals	2024	3	INV	P	2,050.11	81522 274731	Chlorine for cleaning	2/21/2024
OMWBE	001.13.000.51890.549255.	OMWBE Dues	2024	3	INV	P	1,099.12	81523 30314694	Political Subdivision Fee	3/5/2024
ORKIN	510.24.053.51820.548000.	Repair & Maintenance Services	2024	3	INV	P	311.44	81524 256461092	Pest control	2/13/2024
ORKIN	510.24.053.51820.548000.	Repair & Maintenance Services	2024	3	INV	P	189.48	81524 256461094	Pest control	2/13/2024
ORKIN	510.24.053.51820.548000.	Repair & Maintenance Services	2024	3	INV	P	241.30	81524 256461095	Pest control	2/15/2024
OSW	501.23.051.54868.531301.	Repair Parts	2024	3	INV	P	2,261.26	81525 530113	Boss Snow Plow Repair Parts 9" plows (pickup)	1/19/2024
PARAMET	310.13.702.59418.541000.	Community Ctr - Prof'l Svcs	2024	3	INV	P	6,059.04	81526 53357	Community Ctr. Design/Build Support Svcs to 2/3/24	2/22/2024
PARAMET	310.13.702.59418.541000.	Community Ctr - Prof'l Svcs	2024	3	INV	P	5,278.00	81526 51457	Community Ctr. Design/Build Support Svcs to 12/2/23	12/21/2023
PARAMET	310.17.511.59561.541060.	384th Sidewalk Design	2024	3	INV	P	3,380.28	81526 53324	384th sidewalk design Svcs ending 2/24	2/22/2024
PARAMET	417.13.416.59435.541060.	Design Services	2024	3	INV	P	3,380.28	81526 53324	384th sidewalk design Svcs ending 2/24	2/22/2024
PETEK	001.08.009.52110.541000.	Professional Svcs - General	2024	3	INV	P	2,089.00	81527 2217	echo bill from Swedish Medical- E. Rasmussen	2/13/2024
PF&SINC	402.20.040.53580.548000.	Repair & Maintenance Services	2024	3	INV	P	566.28	81528 97537	Fire alarm testing wastewater campus	11/14/2023
PF&SINC	402.20.040.53580.548000.	Repair & Maintenance Services	2024	3	INV	P	1,072.67	81528 100049	Fire alarm repair - WW Campus	2/21/2024
PROSPECT	417.13.454.59435.563000.	WRF Improve Construction	2024	3	INV	P	1,284,313.70	81529 Pay estimate #6	WRF construction & electrical install 3/24	3/1/2024
PSE	001.09.014.52250.547100.	Electricity	2024	3	INV	P	2,680.43	81530 200011257959 3/24	Electricity	3/4/2024
PSE	001.12.028.57680.547100.	Electricity	2024	3	INV	P	2,160.54	81530 007355 3/24	Electricity	3/4/2024
PSE	001.16.035.54263.547100.	Electricity	2024	3	INV	P	7,351.83	81530 001499 3/24	Electricity	3/4/2024
PSE	001.16.035.54263.547100.	Electricity	2024	3	INV	P	47.63	81530 001499 3/24.2	Electricity	3/4/2024
PSE	001.16.035.54263.547100.	Electricity	2024	3	INV	P	11.83	81530 456550 3/24	Electricity	3/4/2024
PSE	001.16.035.54263.547100.	Electricity	2024	3	INV	P	37.49	81530 577403 3/24	Electricity	3/4/2024
PSE	001.16.035.54263.547100.	Electricity	2024	3	INV	P	44.54	81530 577445 3/24	Electricity	3/4/2024
PSE	001.16.035.54263.547100.	Electricity	2024	3	INV	P	120.68	81530 617464 3/24	Electricity	3/4/2024
PSE	001.16.035.54263.547100.	Electricity	2024	3	INV	P	1,555.99	81530 639966 3/24	Electricity	3/4/2024



PSE	001.16.035.54263.547100.	Electricity	2024	3	INV	P	33.55	81530	742043	3/24	Electricity	3/4/2024
PSE	001.16.035.54263.547100.	Electricity	2024	3	INV	P	71.69	81530	780111	3/24	Electricity	3/4/2024
PSE	001.16.035.54263.547100.	Electricity	2024	3	INV	P	11.80	81530	780137	3/24	Electricity	3/4/2024
PSE	401.18.037.53481.547100.	Electricity	2024	3	INV	P	20.92	81530	037989	3/24	Electricity	3/4/2024
PSE	401.19.039.53935.547100.	Electricity	2024	3	INV	P	11.83	81530	103385	3/24	Electricity	3/4/2024
PSE	401.19.039.53935.547100.	Electricity	2024	3	INV	P	4,658.77	81530	436232	3/24	Electricity	3/4/2024
PSE	401.19.039.53935.547100.	Electricity	2024	3	INV	P	12.76	81530	794782	3/24	Electricity	3/4/2024
PSE	402.20.045.53565.547100.	Electricity	2024	3	INV	P	38.89	81530	007124	3/24	Electricity	3/4/2024
PSE	402.20.045.53565.547100.	Electricity	2024	3	INV	P	7,666.58	81530	010656	3/24	Electricity	3/4/2024
PSE	402.20.045.53565.547100.	Electricity	2024	3	CRM	P	-48.53	81530	241392	3/24	Electricity Credit	3/4/2024
PSE	402.20.045.53565.547100.	Electricity	2024	3	INV	P	314.04	81530	241418	3/24	Electricity	3/4/2024
PSE	402.20.045.53565.547100.	Electricity	2024	3	CRM	P	-80.21	81530	241392	12/23	Electricity credit	12/5/2023
PSE	402.20.045.53565.547100.	Electricity	2024	3	CRM	P	-110.46	81530	241392	1/24	Electricity Credit	1/4/2024
PSE	402.20.045.53565.547100.	Electricity	2024	3	CRM	P	-63.95	81530	241392	2/24	Electricity Credit	2/2/2024
PSE	402.20.040.53580.547100.	Electricity	2024	3	INV	P	2,519.35	81530	010474	3/24	Electricity	3/4/2024
PSE	402.20.040.53580.547100.	Electricity	2024	3	INV	P	21,154.05	81530	010656	3/24	Electricity	3/4/2024
PSE	510.24.053.51820.547100.	Electricity	2024	3	INV	P	346.22	81530	005615	3/24	Electricity	3/4/2024
PSE	510.24.053.51820.547100.	Electricity	2024	3	INV	P	400.77	81530	010474	3/24	Electricity	3/4/2024
PSE	510.24.053.51820.547100.	Electricity	2024	3	INV	P	451.34	81530	133972	3/24	Electricity	3/4/2024
PSE	510.24.053.51820.547100.	Electricity	2024	3	INV	P	103.53	81530	198066	3/24	Electricity	3/4/2024
PSE	510.24.053.51820.547100.	Electricity	2024	3	INV	P	57.01	81530	198082	3/24	Electricity	3/4/2024
PSE	510.24.053.51820.547100.	Electricity	2024	3	INV	P	11.37	81530	400820	3/24	Electricity	3/4/2024
PSE	510.24.053.51820.547100.	Electricity	2024	3	INV	P	64.41	81530	549936	3/24	Electricity	3/4/2024
PSE	510.24.053.51820.547100.	Electricity	2024	3	INV	P	1,631.49	81530	885592	3/24	Electricity	3/4/2024
RH2	401.18.019.53410.541000.	Professional Svcs - General	2024	3	INV	P	1,768.12	81531	94743		Reclaimed water System Plan	2/21/2024
RH2	401.18.019.53410.541000.	Professional Svcs - General	2024	3	INV	P	2,464.36	81531	94406		Water system plan update, correspondence w/KC, DOH	1/17/2024
RH2	402.20.019.53510.541000.	Professional Svcs - General	2024	3	INV	P	1,768.13	81531	94743		Reclaimed water System Plan	2/21/2024
RH2	402.20.019.53510.541000.	Professional Svcs - General	2024	3	INV	P	578.10	81531	94729		Operational support	2/21/2024
RH2	417.13.455.59435.541060.	Eagle Lake Reclam Design	2024	3	INV	P	27,918.70	81531	94743		Reclaimed water design	2/21/2024
RH2	417.13.454.59435.541040.	WRF Improve Const Mgmt	2024	3	INV	P	58,401.65	81531	94668		WRF P3 Const. Mgmt	3/4/2024
ROBERTH	001.06.007.51423.541190.	Temporary Agency Personnel	2024	3	INV	P	2,994.60	81532	63312770		Contractor Reichert - General Finance	3/11/2024
RRJ Company	310.00.000.22340.223400.	Const Contract Retainage	2024	3	INV	P	-3,269.32	81533	20235#3		Retainage	2/27/2024
RRJ Company	310.17.501.59561.563000.	General Parks Signage	2024	3	INV	P	65,386.43	81533	20235#3		Const of 2023 Sidewalk replacement	2/27/2024
RRJ Company	310.17.501.59561.563000.	General Parks Signage	2024	3	CRM	P	-9,103.96	81533	CM 20235-1		Sales tax less retainage credit (invoice 1 & 2)	2/27/2024
SAFE8	001.15.034.55850.541000.	Professional Svcs - General	2024	3	INV	P	3,791.00	81534	277527		Building inspection services	2/29/2024
SNOQ VC	110.26.112.55730.541000.	Professional Svcs - General	2024	3	INV	P	8,000.00	81535	2286		Balance of LTAC funding for 2023 Marketing	3/8/2024
SNOQ VC	110.26.112.55730.541000.	Professional Svcs - General	2024	3	INV	P	1,200.00	81535	2287		Balance of LTAC funding 2023 marketing	3/8/2024
SNOQ VC	110.26.112.55730.541390.	Advertising, Legal Notices etc	2024	3	INV	P	1,400.00	81535	2287		Social Media Facebook Ads	3/8/2024
SNOQ VC	110.26.112.55730.549300.	Printing	2024	3	INV	P	1,835.00	81535	2287		Printing of wine and beer Rac card	3/8/2024
SNOQ VC	110.26.127.57390.541000.	Professional Svcs - General	2024	3	INV	P	8,000.00	81535	2289		Block Party Expenses	3/8/2024
TTD	001.10.017.52560.541000.	Professional Svcs - General	2024	3	INV	P	1,100.00	81536	52184810		underpayment of \$1,100 on original invoice 5218481	12/29/2023
TYLERTEC	502.11.023.59418.541040.	Financial System Project Mgmt.	2024	3	INV	P	3,500.00	81537	045-455117		Munis Contract - Payroll Trainings	2/7/2024
TYLERTEC	502.11.023.59418.541040.	Financial System Project Mgmt.	2024	3	INV	P	11,736.00	81537	045-455118		Tyler Munis contract - Trainings	2/7/2024
ULINE	001.08.009.52122.531910.	Operating Supplies	2024	3	INV	P	211.81	81538	171280719		Nitrile gloves - M, L, XL (3 boxes each)	11/22/2023
UNITEDSI	403.22.050.53130.548000.	Repair & Maintenance Services	2024	3	INV	P	185.00	81539	INV-4080879		Portable Toilet Service for DOC Operations	12/31/2023
VERIZ 3	502.11.020.51888.542010.	Cellular Telephone	2024	3	INV	P	2,024.64	81540	9956889572		PD Cell phones jan-feb 2024	2/16/2024
WA Law Enforcement	001.08.009.52110.549200.	Dues-Subscriptions-Memberships	2024	3	INV	P	50.00	81541	3316		M. Black - membership 2024	1/1/2024
WLACE	402.20.040.53580.531340.	Custodial & Cleaning Supplies	2024	3	INV	P	43.11	81542	15311275		Cleaning supplies for custodial work	2/15/2024
WLACE	402.20.040.53580.531340.	Custodial & Cleaning Supplies	2024	3	INV	P	58.82	81542	15311341		Cleaning supplies for custodial work	2/16/2024
WLACE	403.22.030.53190.531300.	Repair & Maintenance Supplies	2024	3	INV	P	202.86	81542	15310916		Arborist Supplies	1/4/2024
XYLEM	417.13.454.59435.563000.	WRF Improve Construction	2024	3	INV	P	2,014.55	81543	401315171		Piping equip rental WRF phase 3-bypass pump syst.	2/15/2024

**City of Snoqualmie**  
**Claims presented to the City to be paid in the amount of \$1,958.04**  
**For claims warrants numbered 81544 through 81544 & dated 4/3/2024**

VENDOR NAME	ACCOUNT	ACCOUNT DESC	YEAR	PERIOD	TYPE	STATUS	AMOUNT	CHECK NO	INVOICE	FULL DESC	INVOICE DATE
US Postmaster	402.20.040.53580.542300.	Postage & Freight	2024	4	INV	P	568.48	81544	4/24 UB Postage	UB Mailing - March	4/1/2024
US Postmaster	403.22.050.53130.542300.	Postage & Freight	2024	4	INV	P	568.49	81544	4/24 UB Postage	UB Mailing - March	4/1/2024

**City of Snoqualmie**

Claims presented to the City to be paid in the amount of \$9,979.06  
 For claims warrants numbered 81545 through 81545 & dated 4/4/2024

											#85
VENDOR NAME	ACCOUNT	ACCOUNT DESC	YEAR	PERIOD	TYPE	STATUS	AMOUNT	CHECK NO	INVOICE	FULL DESC	INVOICE DATE
CORPPAY	001.02.002.51160.549100.	City-Sponsored Expenses	2024	4	INV	P	99.72	81545	3/24 DD	3/11/24 City Council Meeting Refreshments	4/3/2024
CORPPAY	001.28.056.57120.531900.	COVID-19 Supplies Contingency	2024	4	INV	P	272.69	81545	3/24 NW	Joint merchant meeting supplies & egg hunt supply	4/3/2024
CORPPAY	001.28.056.57120.543000.	Training & Travel	2024	4	INV	P	191.99	81545	3/24 NW	March Chamber Luncheon & Wa Econ Dev Assn lodging	4/3/2024
CORPPAY	001.01.001.51310.543000.	Training & Travel	2024	4	INV	P	35.00	81545	3/24 NW	Mayor March Chamber luncheon	4/3/2024
CORPPAY	001.01.001.51310.543000.	Training & Travel	2024	4	INV	P	1,644.00	81545	3/24 MC	ICMA Online Trainings M. Chambless	4/3/2024
CORPPAY	001.06.075.51810.541420.	HR-Related Services	2024	4	INV	P	147.94	81545	3/24 KJ	Jersey Mikes - IT director interview panel lunch	4/3/2024
CORPPAY	001.06.075.51810.541420.	HR-Related Services	2024	4	INV	P	3.80	81545	3/24 LT	Bottled H2o for IT directors interview	4/3/2024
CORPPAY	001.00.000.36991.369910.	Miscellaneous Revenues	2024	4	INV	P	-193.45	81545	3/24 M. Black	P. Mandery refund for cancelled toughbook order	4/3/2024
CORPPAY	001.14.118.55730.531910.	Operating Supplies	2024	4	INV	P	1,162.41	81545	3/24 NW	Tourism explore snoqualmie umbrellas	4/3/2024
CORPPAY	001.14.031.55860.543000.	Training & Travel	2024	4	INV	P	884.00	81545	3/24 CD	American Planning Association E. Arteche	4/3/2024
CORPPAY	001.14.031.55860.543000.	Training & Travel	2024	4	INV	P	1,523.18	81545	3/24 EA	Lodging for WEDA Conference E. Arteche	4/3/2024
CORPPAY	001.08.009.52110.549900.	Miscellaneous Services	2024	4	INV	P	29.25	81545	3/24 M. Black	WSDOT Tolls for BRD1345 Ford Explorer	4/3/2024
CORPPAY	001.08.009.52121.531910.	Operating Supplies	2024	4	INV	P	179.67	81545	3/24 LT	A. Gutwein - radio earpiece	4/3/2024
CORPPAY	001.08.009.52122.531000.	Office Supplies	2024	4	INV	P	185.16	81545	3/24 LT	Name plate G. Horejsi & K. Benko	4/3/2024
CORPPAY	001.08.009.52122.531000.	Office Supplies	2024	4	INV	P	28.47	81545	3/24 M. Black	C. Smith name plate - office name plate	4/3/2024
CORPPAY	001.08.009.52122.531050.	Uniforms & Protective Gear	2024	4	INV	P	141.63	81545	3/24 M. Black	C. Smith Tailoring - Sgt Stripes application	4/3/2024
CORPPAY	001.08.009.52122.531910.	Operating Supplies	2024	4	INV	P	62.57	81545	3/24 LT	Name Plate A. Gutwein/ SRO name plate	4/3/2024
CORPPAY	001.08.009.52122.541000.	Professional Svcs - General	2024	4	INV	P	16.24	81545	3/24 LT	KC DJA doc request ref 205-3923 - Research Evid	4/3/2024
CORPPAY	001.08.009.52131.543000.	Training & Travel	2024	4	INV	P	1,484.11	81545	3/24 LT	A. Gutwein SRO Training lodging	4/3/2024
CORPPAY	001.08.009.52140.543000.	Training & Travel	2024	4	INV	P	407.50	81545	3/24 M. Black	P. Mandery Tactical Transport & court Ops Train	4/3/2024
CORPPAY	012.13.115.57320.531910.	Operating Supplies	2024	4	INV	P	3.26	81545	3/24 NW	Arts Reception beverage	4/3/2024
CORPPAY	014.08.012.52110.542300.	Postage & Freight	2024	4	INV	P	35.93	81545	3/24 LT	Fed ex shipment of cell phone to Dpt of homeland	4/3/2024
CORPPAY	014.08.012.52122.531050.	Uniforms & Protective Gear	2024	4	INV	P	228.74	81545	3/24 M. Black	C. Smith Tailoring Sgt stripes application	4/3/2024
CORPPAY	014.08.012.52122.531910.	Operating Supplies	2024	4	INV	P	29.85	81545	3/24 LT	English and Spanish Miranda pocket cards	4/3/2024
CORPPAY	014.08.012.52122.531910.	Operating Supplies	2024	4	INV	P	35.86	81545	3/24 M. Black	Candy and gift bags for N. Bend Citizens academy	4/3/2024
CORPPAY	014.08.012.52140.543000.	Training & Travel	2024	4	INV	P	257.50	81545	3/24 M. Black	P. Mandery Tactical Transport & court Ops Train	4/3/2024
CORPPAY	403.22.030.53190.531300.	Repair & Maintenance Supplies	2024	4	INV	P	239.70	81545	3/24 JQ	Brush blender blade	4/3/2024
CORPPAY	403.22.030.53190.543000.	Training & Travel	2024	4	INV	P	120.00	81545	3/24 JQ	Pesticide Training (Pre-licensing) K. Marquardt	4/3/2024
CORPPAY	403.22.030.53190.549100.	City-Sponsored Expenses	2024	4	INV	P	145.57	81545	3/24 JQ	Arbor Day Tree event - food & bev for volunteers	4/3/2024
CORPPAY	403.22.030.53190.549200.	Dues-Subscriptions-Memberships	2024	4	INV	P	265.00	81545	3/24 JQ	UCFS & ISA Membership renewals P. Bennett	4/3/2024

# Accounts Payable

## Blanket Voucher Approval Document

Item 2.



#83

User: THolden  
Printed: 03/28/2024 - 2:06PM  
Warrant Request Date: 3/28/2024  
DAC Fund:

Batch: 00004.03.2024 - 3/28/2024 UB Refunds IT

City of Snoqualmie

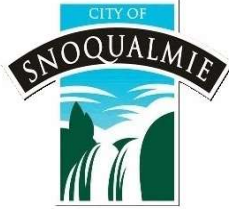
Claims presented to the City to be paid in the amount of \$ 1,958.04  
for claims warrants numbered 62409 through 62418 & dated 3/28/2024.

Line	Claimant	Voucher No.	Amount
1	Absolute Import	000062409	50.00
2	Anusuri,Srikanth	000062410	226.42
3	Bereman,Michael	000062411	6.39
4	Cardinal,Doug	000062412	169.98
5	Gilbbon,Michelle	000062413	224.32
6	Hukl Investments Inc	000062414	9.00
7	ICON Materials	000062415	727.02
8	Jenkins,Heidi	000062416	211.76
9	Lundin,Carl	000062417	55.54
10	Tong,Kim	000062418	277.61
Page Total:			\$1,958.04
Grand Total:			\$1,958.04

# Accounts Payable

## Check Detail

User: ITreptow  
Printed: 04/09/2024 - 11:09AM



Check Number	Check Date	Amount
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**UB\*03159 - Absolute Import Line Item Account**

62409	03/28/2024		
	Inv		
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
	03/14/2024	Refund Check	401-00-000-213-10-00-000
	Inv Total		50.00
62409 Total:			50.00

**UB\*03159 - Absolute Import Total:**

50.00

**UB\*03158 - Anusuri, Srikanth Line Item Account**

62410	03/28/2024		
	Inv		
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
	03/14/2024	Refund Check	401-00-000-213-10-00-000
	Inv Total		226.42
62410 Total:			226.42

**UB\*03158 - Anusuri, Srikanth Total:**

226.42

**UB\*03157 - Bereman, Michael Line Item Account**

62411	03/28/2024		
	Inv		
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
	03/14/2024	Refund Check	401-00-000-213-10-00-000
	Inv Total		6.39
62411 Total:			6.39

**UB\*03157 - Bereman, Michael Total:**

6.39

**UB\*03155 - Cardinal, Doug Line Item Account**

62412	03/28/2024		
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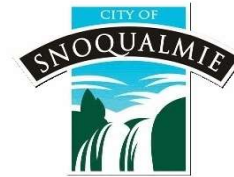
Inv			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/14/2024	Refund Check	401-00-000-213-10-00-000	169.98
Inv Total			169.98
			169.98
62412 Total:			169.98
<b>UB*03155 - Cardinal, Doug Total:</b>			169.98
<b>UB*03162 - Gilbbon, Michelle Line Item Account</b>			
62413	03/28/2024		
Inv			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/14/2024	Refund Check	401-00-000-213-10-00-000	224.32
Inv Total			224.32
			224.32
62413 Total:			224.32
<b>UB*03162 - Gilbbon, Michelle Total:</b>			224.32
<b>UB*03164 - Hukl Investments Inc Line Item Account</b>			
62414	03/28/2024		
Inv			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/14/2024	Refund Check	001-00-000-213-10-00-000	0.27
03/14/2024	Refund Check	001-00-000-213-10-00-000	0.15
03/14/2024	Refund Check	403-00-000-213-10-00-000	2.96
03/14/2024	Refund Check	001-00-000-213-10-00-000	0.33
03/14/2024	Refund Check	402-00-000-213-10-00-000	3.62
03/14/2024	Refund Check	401-00-000-213-10-00-000	1.67
Inv Total			9.00
			9.00
62414 Total:			9.00
<b>UB*03164 - Hukl Investments Inc Total:</b>			9.00
<b>UB*03160 - ICON Materials Line Item Account</b>			
62415	03/28/2024		
Inv			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/14/2024	Refund Check	401-00-000-213-10-00-000	665.20
03/14/2024	Refund Check	001-00-000-213-10-00-000	61.82
Inv Total			727.02

62415 Total:						727.02
<b>UB*03160 - ICON Materials Total:</b>						727.02
<b>UB*03161 - Jenkins, Heidi Line Item Account</b>						
62416	03/28/2024					
Inv						
	<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>		
	03/14/2024	Refund Check		401-00-000-213-10-00-000		211.76
Inv Total						211.76
62416 Total:						211.76
<b>UB*03161 - Jenkins, Heidi Total:</b>						211.76
<b>UB*03163 - Lundin, Carl Line Item Account</b>						
62417	03/28/2024					
Inv						
	<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>		
	03/14/2024	Refund Check		401-00-000-213-10-00-000		55.54
Inv Total						55.54
62417 Total:						55.54
<b>UB*03163 - Lundin, Carl Total:</b>						55.54
<b>UB*03165 - Tong, Kim Line Item Account</b>						
62418	03/28/2024					
Inv						
	<u>Line Item Date</u>	<u>Line Item Description</u>		<u>Line Item Account</u>		
	03/20/2024	Refund Check		401-00-000-213-10-00-000		277.61
Inv Total						277.61
62418 Total:						277.61
<b>UB*03165 - Tong, Kim Total:</b>						277.61
Total:						1,958.04

Item 2.

# Accounts Payable

## Blanket Voucher Approval Document



User: THolden  
 Printed: 03/28/2024 - 1:20PM  
 Warrant Request Date: 3/28/2024  
 DAC Fund:

Batch: 00003.03.2024 - PV3-22-2024 #2

City of Snoqualmie

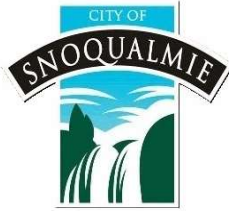
Claims presented to the City to be paid in the amount of \$ 261.76 ACH  
 for claims warrants numbered - through - & dated 3-22-24.

Line	Claimant	Voucher No.	Amount
1	Dept of Retirement Syst.-PERS	000000000	261.76
Page Total:			\$261.76
Grand Total:			\$261.76

# Accounts Payable

## Check Detail

User: THolden  
Printed: 03/29/2024 - 8:13AM



<b>Check Number</b>	<b>Check Date</b>	<b>Amount</b>
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**90070 - Dept of Retirement Syst.-PERS Line Item Account**

0	03/28/2024	
Inv		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
03/27/2024	PR Batch 00001.03.2024 PERS 2 Employer	631-00-000-231-50-16-000
		261.76
Inv Total		261.76

0 Total: 261.76

**90070 - Dept of Retirement Syst.-PERS Total:** 261.76

Total: 261.76

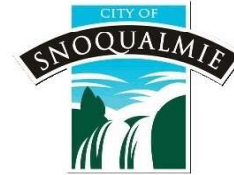


# Accounts Payable

PV4-8-24

Item 2.

## Blanket Voucher Approval Document



User: ITreptow  
 Printed: 04/04/2024 - 4:36PM  
 Warrant Request Date: 4/8/2024  
 DAC Fund:

Batch: 00001.04.2024 - PV 4/8/2024

City of Snoqualmie

Claims presented to the City to be paid in the amount of \$ 442,728.17  
 for claims warrants numbered 62419 through 62408 & dated 4/8/2024.

Line	Claimant	Voucher No.	Amount
1	AFLAC	000000000	39.07
2	AWC BENEFITS	000000000	161,235.12
3	CITY OF SNOQUALMIE	000062419	476.68
4	Dept of Retirement Syst.-PERS	000000000	42,796.04
5	Dept. of Labor & Industries	000000000	16,359.70
6	Dept. of Retirement Syst.- DCP	000000000	22,163.19
7	Dept. of Retirement Syst.- PSERS	000000000	1,492.74
8	Dept. of Retirement Syst.-LEOFF	000000000	30,527.86
9	DiMartino Associates	000062420	378.00
10	Employment Security Dept.	000000000	2,341.69
11	Employment Security Dept.	000000000	998.43
12	Employment Security Dept.	000000000	3,737.42
13	IAFF Firepac-Political Affairs Dept.	000062421	2.09
14	IAFF LOCAL #2878	000062422	1,346.11
15	ICMA Retirement Trust -303907	000000000	2,200.00
16	IRS-Payroll EFTPS	000000000	127,336.57
17	NWFFT TRUST	000000000	23,346.54
18	Office of Support Enforcement - DSHS	000000000	1,434.17
19	Snoqualmie Police Association	000062423	850.00
20	Teamsters Local Union #763	000062424	2,123.75
21	Voya Institutional Trust Company	000000000	225.00
22	Western States Police Medical Trust	000062425	493.00
23	WSCFF	000062426	825.00

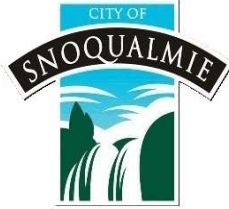
Page Total: \$442,728.17

Grand Total: \$442,728.17

# Accounts Payable

## Check Detail

User: ITreptow  
 Printed: 04/09/2024 - 8:15AM



**Check Number      Check Date** **Amount**

**90110 - AFLAC Line Item Account**

0	04/08/2024			
	Inv			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
04/04/2024	PR Batch 00001.04.2024 AFLAC-Pre Tax	631-00-000-231-50-19-000		39.07
	Inv Total			39.07
0 Total:				39.07

**90110 - AFLAC Total:**

39.07

**90000 - AWC BENEFITS Line Item Account**

0	04/08/2024			
	Inv			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
04/04/2024	PR Batch 00001.04.2024 AWC-Medical Benefits/HF 500	631-00-000-231-50-14-000		32,456.10
04/04/2024	PR Batch 00001.04.2024 AWC - Medical Benefits/HF 250	631-00-000-231-50-14-000		109,245.48
04/04/2024	PR Batch 00001.04.2024 AWC-Employee Pd Life Add'l	631-00-000-231-50-14-000		50.40
04/04/2024	PR Batch 00001.04.2024 AWC-Life Insurance Police	631-00-000-231-50-14-000		945.00
04/04/2024	PR Batch 00001.04.2024 AWC-Dental Benefits	631-00-000-231-50-14-000		11,375.98
04/04/2024	PR Batch 00001.04.2024 AWC Life Insurance	631-00-000-231-50-14-000		469.20
04/04/2024	PR Batch 00001.04.2024 Kaiser Medical Benefits/200	631-00-000-231-50-14-000		2,403.90
04/04/2024	PR Batch 00001.04.2024 AWC-Vision	631-00-000-231-50-14-000		1,686.68
04/04/2024	PR Batch 00001.04.2024 AWC Long Term Disability	631-00-000-231-50-14-000		697.58
04/04/2024	PR Batch 00001.04.2024 AWC Life Insurance Employee	631-00-000-231-50-14-000		3.30
04/04/2024	PR Batch 00001.04.2024 AWC Long Term Disab. Employee	631-00-000-231-50-14-000		6.28
	Inv Total			159,339.90
	Inv 3-2024			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
03/08/2024	Edmund Crosson Medical Premium	001-08-009-521-22-22-400		1,895.22
	Inv 3-2024 Total			1,895.22
0 Total:				161,235.12

**90000 - AWC BENEFITS Total:**

161,235.12

**90099 - CITY OF SNOQUALMIE Line Item Account**

62419	04/08/2024			
	Inv			
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
	04/04/2024	PR Batch 00001.04.2024 FSA	631-00-000-231-50-15-000	476.68
	Inv Total			476.68
				476.68
62419 Total:				476.68
<b>90099 - CITY OF SNOQUALMIE Total:</b>				<b>476.68</b>
<b>90070 - Dept of Retirement Syst.-PERS Line Item Account</b>				
0	04/08/2024			
	Inv			
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
	04/04/2024	PR Batch 00001.04.2024 PERS 3 Employee	631-00-000-231-50-16-000	2,334.20
	04/04/2024	PR Batch 00001.04.2024 PERS 2 Employer	631-00-000-231-50-16-000	22,059.06
	04/04/2024	PR Batch 00001.04.2024 PERS2 Employee	631-00-000-231-50-16-000	14,721.52
	04/04/2024	PR Batch 00001.04.2024 PERS 3 Employer	631-00-000-231-50-16-000	3,681.26
	Inv Total			42,796.04
				42,796.04
0 Total:				42,796.04
<b>90070 - Dept of Retirement Syst.-PERS Total:</b>				<b>42,796.04</b>
<b>90010 - Dept. of Labor &amp; Industries Line Item Account</b>				
0	04/08/2024			
	Inv			
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
	04/04/2024	PR Batch 00001.04.2024 L&I Employer	631-00-000-231-50-73-000	13,984.39
	04/04/2024	PR Batch 00001.04.2024 L&I Employee	631-00-000-231-50-73-000	2,375.31
	Inv Total			16,359.70
				16,359.70
0 Total:				16,359.70
<b>90010 - Dept. of Labor &amp; Industries Total:</b>				<b>16,359.70</b>
<b>90105 - Dept. of Retirement Syst.- DCP Line Item Account</b>				
0	04/08/2024			
	Inv			
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
	04/04/2024	PR Batch 00001.04.2024 DCP-Employer-Supplement	631-00-000-231-50-19-000	1,437.50
	04/04/2024	PR Batch 00001.04.2024 DCP-Employer	631-00-000-231-50-19-000	5,668.50
	04/04/2024	PR Batch 00001.04.2024 Defferd Comp Roth Flat	631-00-000-231-50-19-000	618.50
	04/04/2024	PR Batch 00001.04.2024 DCP Flat Employee	631-00-000-231-50-19-000	13,995.00
	04/04/2024	PR Batch 00001.04.2024 Deffered Comp Percentage	631-00-000-231-50-19-000	443.69

Inv Total 22,163.19

0 Total: 22,163.19

**90105 - Dept. of Retirement Syst.- DCP Total:** 22,163.19

**90075 - Dept. of Retirement Syst.- PSERS Line Item Account**

0                    04/08/2024

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/04/2024	PR Batch 00001.04.2024 PSERS Employee	631-00-000-231-50-16-000	604.10
04/04/2024	PR Batch 00001.04.2024 PSERS Employer	631-00-000-231-50-16-000	888.64

Inv Total 1,492.74

0 Total: 1,492.74

**90075 - Dept. of Retirement Syst.- PSERS Total:** 1,492.74

**90030 - Dept. of Retirement Syst.-LEOFF Line Item Account**

0                    04/08/2024

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/04/2024	PR Batch 00001.04.2024 LEOFF 2 Employee	631-00-000-231-50-16-000	18,801.65
04/04/2024	PR Batch 00001.04.2024 LEOFF 2 Employer	631-00-000-231-50-16-000	11,726.21

Inv Total 30,527.86

0 Total: 30,527.86

**90030 - Dept. of Retirement Syst.-LEOFF Total:** 30,527.86

**90300 - DiMartino Associates Line Item Account**

62420                04/08/2024

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/04/2024	PR Batch 00001.04.2024 Brown & Brown DBA DiMartino	631-00-000-231-50-14-000	378.00

Inv Total 378.00

62420 Total: 378.00

**90300 - DiMartino Associates Total:** 378.00

**90023 - Employment Security Dept. Line Item Account**

**Check Number    Check Date**

0	04/08/2024			
	Inv			
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
	04/04/2024	PR Batch 00001.04.2024 WA Cares	631-00-000-231-50-32-000	2,341.69
	04/04/2024	PR Batch 00001.04.2024 WA Paid Fam. & Med. Leave	631-00-000-231-50-32-000	2,669.58
	04/04/2024	PR Batch 00001.04.2024 WA Paid Fam. & Med. Leave	631-00-000-231-50-32-000	1,067.84
	04/04/2024	PR Batch 00001.04.2024 Emp Sec- Unemployment Tax	631-00-000-231-50-50-000	998.43
	Inv Total			7,077.54

0 Total: 7,077.54

**90020 - Employment Security Dept. Total:** 7,077.54

**90035 - IAFF Firepac-Political Affairs Dept. Line Item Account**

62421	04/08/2024			
	Inv			
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
	04/04/2024	PR Batch 00001.04.2024 IAFF-FirePac	631-00-000-231-50-50-000	2.09
	Inv Total			2.09

62421 Total: 2.09

**90035 - IAFF Firepac-Political Affairs Dept. Total:** 2.09

**90045 - IAFF LOCAL #2878 Line Item Account**

62422	04/08/2024			
	Inv			
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
	04/04/2024	PR Batch 00001.04.2024 IAFF-Local 2878 Fire	631-00-000-231-50-21-000	1,346.11
	Inv Total			1,346.11

62422 Total: 1,346.11

**90045 - IAFF LOCAL #2878 Total:** 1,346.11

**90100 - ICMA Retirement Trust -303907 Line Item Account**

0	04/08/2024			
	Inv			
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
	04/04/2024	PR Batch 00001.04.2024 ICMA-Employer	631-00-000-231-50-19-000	712.50
	04/04/2024	PR Batch 00001.04.2024 ICMA-Employer Supplement	631-00-000-231-50-19-000	125.00
	04/04/2024	PR Batch 00001.04.2024 ICMA-Employee	631-00-000-231-50-19-000	1,362.50
	Inv Total			2,200.00

0 Total: 2,200.00

**90100 - ICMA Retirement Trust -303907 Total:** 2,200.00

**90085 - IRS-Payroll EFTPS Line Item Account**

0                      04/08/2024

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/04/2024	PR Batch 00001.04.2024 Medicare Employee	631-00-000-231-50-27-000	7,321.83
04/04/2024	PR Batch 00001.04.2024 FICA Employee	631-00-000-231-50-27-000	26,229.90
04/04/2024	PR Batch 00001.04.2024 FICA Employer	631-00-000-231-50-27-000	26,229.90
04/04/2024	PR Batch 00001.04.2024 Medicare Employer	631-00-000-231-50-27-000	7,321.83
04/04/2024	PR Batch 00001.04.2024 Federal Income Tax	631-00-000-231-50-27-000	60,233.11

Inv Total 127,336.57

0 Total: 127,336.57

**90085 - IRS-Payroll EFTPS Total:** 127,336.57

**90310 - NWFFT TRUST Line Item Account**

0                      04/08/2024

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/04/2024	PR Batch 00001.04.2024 Medical/Vision Benefits	631-00-000-231-50-14-000	21,401.85
04/04/2024	PR Batch 00001.04.2024 Dental Benefits	631-00-000-231-50-14-000	1,944.69

Inv Total 23,346.54

0 Total: 23,346.54

**90310 - NWFFT TRUST Total:** 23,346.54

**90060 - Office of Support Enforcement - DSHS Line Item Account**

0                      04/08/2024

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/04/2024	PR Batch 00001.04.2024 Child Support	631-00-000-231-50-30-000	1,434.17

Inv Total 1,434.17

0 Total: 1,434.17

**90060 - Office of Support Enforcement - DSHS Total:** 1,434.17

**90180 - Snoqualmie Police Association Line Item Account**

62423                      04/08/2024

Inv			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/04/2024	PR Batch 00001.04.2024 Police Union Dues	631-00-000-231-50-21-000	850.00
Inv Total			850.00
62423 Total:			850.00
<b>90180 - Snoqualmie Police Association Total:</b>			850.00
<b>90040 - Teamsters Local Union #763 Line Item Account</b>			
62424	04/08/2024		
Inv			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/04/2024	PR Batch 00001.04.2024 Teamsters Union Dues	631-00-000-231-50-21-000	2,123.75
Inv Total			2,123.75
62424 Total:			2,123.75
<b>90040 - Teamsters Local Union #763 Total:</b>			2,123.75
<b>90095 - Voya Institutional Trust Company Line Item Account</b>			
0	04/08/2024		
Inv			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/04/2024	PR Batch 00001.04.2024 Voya-Employer	631-00-000-231-50-19-000	100.00
04/04/2024	PR Batch 00001.04.2024 Voya-Employee	631-00-000-231-50-19-000	125.00
Inv Total			225.00
0 Total:			225.00
<b>90095 - Voya Institutional Trust Company Total:</b>			225.00
<b>90400 - Western States Police Medical Trust Line Item Account</b>			
62425	04/08/2024		
Inv			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/04/2024	PR Batch 00001.04.2024 W States Police Medical Trust	631-00-000-231-50-17-000	493.00
Inv Total			493.00
62425 Total:			493.00
<b>90400 - Western States Police Medical Trust Total:</b>			493.00

**90120 - WSCFF Line Item Account**

62426                      04/08/2024

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/04/2024	PR Batch 00001.04.2024 WSCFF-BENEFIT TRUST FF ER	631-00-000-231-50-22-000	900.00
02/07/2024	PR Batch 00001.01.2024 WSCFF-BENEFIT TRUST FF ER	631-00-000-231-50-22-000	-75.00

Inv Total 825.00

62426 Total: 825.00

**90120 - WSCFF Total:** 825.00

Total: 442,728.17





**Payroll**  
**Blanket Voucher Document**

Claims presented to the City to be paid on *04/08/2024* in the amount of *\$344,053.09* which includes claim warrants numbered \_\_\_\_ - \_\_\_\_\_ through \_\_\_\_ - \_\_\_\_\_, totaling *\$0.00* and direct deposits totaling *\$344,053.09*.

# Payroll

## ACH Check Register



User: 'ITreptow'  
 Printed: 04/04/2024 - 2:05PM  
 Batch: 00001.04.2024 - 4-8-24 March C2  
 Include Partial: TRUE

Check Date	Check Number	Partial	ACH	Employee Name	Amount
04/08/2024	0	False		Bryan Holloway	483.05
04/08/2024	0	False		Catherine Cotton	434.69
04/08/2024	0	False		Louis Washington	334.69
04/08/2024	0	False		Ethan Benson	434.69
04/08/2024	0	False		Jolyon Johnson	434.69
04/08/2024	0	False		Robert Wotton	284.69
04/08/2024	0	False		Cara Christensen	434.69
04/08/2024	0	False		Katherine Ross	1,920.62
04/08/2024	0	False		Deana Dean	3,834.22
04/08/2024	0	False		Tania Holden	2,856.75
04/08/2024	0	False		Jimmie Betts Jr.	2,875.90
04/08/2024	0	False		Brendon Ecker	1,982.21
04/08/2024	0	False		Andrew Latham	2,635.70
04/08/2024	0	False		Andrew Jongekryg	2,148.12
04/08/2024	0	False		Samantha Brumfield	1,683.21
04/08/2024	0	False		Kimberly Johnson	3,683.32
04/08/2024	0	False		Nicole Wiebe	2,466.40
04/08/2024	0	False		Andrew Bouta	4,419.63
04/08/2024	0	False		Jennifer Hughes	3,338.24
04/08/2024	0	False		Heather Florida	2,551.78
04/08/2024	0	False		Gerald Knutsen	3,636.69
04/08/2024	0	False		Kyla Henderson	2,780.03
04/08/2024	0	False		Janna Walker	3,390.01
04/08/2024	0	False		Tami Wood	3,021.28
04/08/2024	0	False		Gail Folkins	2,073.86
04/08/2024	0	False		Danna McCall	3,369.71
04/08/2024	0	False		Brian Lynch	4,569.10
04/08/2024	0	False		Melinda Black	2,522.19
04/08/2024	0	False		Stephanie Butler	3,114.42
04/08/2024	0	False		Austin Gutwein	3,878.33
04/08/2024	0	False		Joseph Spears	3,093.32
04/08/2024	0	False		Michael Peter	3,654.85
04/08/2024	0	False		Max Bostick	2,496.72
04/08/2024	0	False		Pamela Mandery	5,834.51
04/08/2024	0	False		James Aguirre	3,695.02
04/08/2024	0	False		Michael Liebetrau	2,384.53
04/08/2024	0	False		Kobe Hoyla	2,264.54
04/08/2024	0	False		Craig Miller	5,502.15
04/08/2024	0	False		Daniel Moate	5,189.84
04/08/2024	0	False		Marcus Sanchez	4,844.71
04/08/2024	0	False		Joseph Meadows	3,918.78
04/08/2024	0	False		Cory Hendricks	3,244.34
04/08/2024	0	False		Nicholas Schulgen	3,486.46
04/08/2024	0	False		David Doucett	4,309.20
04/08/2024	0	False		William Natkha	2,309.42
04/08/2024	0	False		Erik Rasmussen	2,601.82
04/08/2024	0	False		Chase Smith	3,878.42
04/08/2024	0	False		James Kaae	4,414.46
04/08/2024	0	False		Jason Weiss	9,186.19

04/08/2024	0	False	Nigel Draveling	2,946.92
04/08/2024	0	False	Dmitriy Vladis	3,398.06
04/08/2024	0	False	Christopher Werre	3,558.94
04/08/2024	0	False	Gary Horejsi	3,778.84
04/08/2024	0	False	Philip Bennett	3,470.66
04/08/2024	0	False	Justin Ren	2,930.45
04/08/2024	0	False	Kerry O'Neil	2,241.54
04/08/2024	0	False	Dalton Hawk	2,142.68
04/08/2024	0	False	Jason Battles	4,151.03
04/08/2024	0	False	Neil MacVicar	2,382.04
04/08/2024	0	False	Jorge Orozco	3,112.01
04/08/2024	0	False	Austin Hilton	2,607.14
04/08/2024	0	False	Ryan Barnet	2,941.56
04/08/2024	0	False	Michael Chambless	5,667.61
04/08/2024	0	False	Kyle Markwardt	2,192.26
04/08/2024	0	False	Christine Iverson Stinson	2,225.21
04/08/2024	0	False	Lyle Beach	3,707.07
04/08/2024	0	False	Patrick Fry	3,423.88
04/08/2024	0	False	Jeffrey Hamlin	4,744.95
04/08/2024	0	False	Andrew Vining	3,585.92
04/08/2024	0	False	Hind Ahmed	3,645.31
04/08/2024	0	False	Thomas Holmes	4,783.00
04/08/2024	0	False	Alec Bagley	2,617.35
04/08/2024	0	False	Joan Quade	2,004.11
04/08/2024	0	False	Ryan Dalziel	2,819.21
04/08/2024	0	False	Thai Pham	2,958.45
04/08/2024	0	False	Jason George	4,628.39
04/08/2024	0	False	Kevin Halbert	2,568.64
04/08/2024	0	False	Timothy Barrett	2,976.45
04/08/2024	0	False	Donald Harris	4,250.39
04/08/2024	0	False	Kevin Snyder	3,943.63
04/08/2024	0	False	Kenneth Knowles	3,444.43
04/08/2024	0	False	Christopher Wilson	2,542.12
04/08/2024	0	False	Todd Shinn	4,500.98
04/08/2024	0	False	Matthew Hedger	4,795.73
04/08/2024	0	False	John Cooper	3,754.60
04/08/2024	0	False	Emily Arteche	4,729.77
04/08/2024	0	False	Ashley Wragge	2,055.11
04/08/2024	0	False	Ilyse Treptow	2,873.32
04/08/2024	0	False	Rebecca Buelna	2,326.26
04/08/2024	0	False	Dylan Gamble	2,933.77
04/08/2024	0	False	Michael Bailey	5,720.78
04/08/2024	0	False	Jessica Rellamas	1,274.42
04/08/2024	0	False	Tylor Fischer	4,568.69
04/08/2024	0	False	Zachary Schumann	4,237.02
04/08/2024	0	False	Jacob Fouts	7,295.50
04/08/2024	0	False	Darby Summers	3,043.71
04/08/2024	0	False	Theresa Tozier	3,315.98
04/08/2024	0	False	Gregory Heath	4,126.31
04/08/2024	0	False	Albert Wolfe	5,397.85
04/08/2024	0	False	Nicholas Lathrop	4,091.68
04/08/2024	0	False	Matthew West	3,848.71
04/08/2024	0	False	Robert Lasswell	5,726.96
04/08/2024	0	False	Benjamin Parker	3,920.42
04/08/2024	0	False	Peter O'Donnell	3,223.08

		Partial ACH:	0.00
		Regular ACH:	344,053.09
Total Employees:	104	Total:	344,053.09








# Claims Report 4/22/24

Final Audit Report

2024-04-09

Created:	2024-04-09
By:	Ilyse Treptow (itreptow@snoqualmiewa.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAxNrgoJdyOZwUya0ihtfsG09StQ_DXYp1

## "Claims Report 4/22/24" History

-  Document created by Ilyse Treptow (itreptow@snoqualmiewa.gov)  
2024-04-09 - 6:21:40 PM GMT
-  Document emailed to Jerry Knutsen (JKnutsen@snoqualmiewa.gov) for signature  
2024-04-09 - 6:22:17 PM GMT
-  Email viewed by Jerry Knutsen (JKnutsen@snoqualmiewa.gov)  
2024-04-09 - 9:24:49 PM GMT
-  Document e-signed by Jerry Knutsen (JKnutsen@snoqualmiewa.gov)  
Signature Date: 2024-04-09 - 9:26:29 PM GMT - Time Source: server
-  Agreement completed.  
2024-04-09 - 9:26:29 PM GMT



# BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

**AB24-050**  
**April 22, 2024**  
**Committee Report**

## AGENDA BILL INFORMATION

<b>TITLE:</b>	<b>AB24-050:</b> Appointing Persons to Committees to Prepare Arguments Advocating the Approval and Rejection of Proposition No. 1 Public Safety Sales Tax at an Election to be Held on August 6, 2024	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed:  <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
<b>PROPOSED ACTION:</b>	Motion to Approve the Appointment of Persons to Committees to Prepare Arguments Advocating the Approval and Rejection of Proposition No. 1 Public Safety Sales Tax at an Election to be Held on August 6, 2024.	

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

<b>DEPARTMENT:</b>	Administration		
<b>STAFF:</b>	Drew Bouta, Finance Director		
<b>COMMITTEE:</b>	Finance & Administration	<b>COMMITTEE DATE:</b> April 16, 2024	
<b>EXHIBITS:</b>	1. King County Elections 2024 Jurisdiction Manual – Chapter 08 Local Voters’ Pamphlet 2. List of Persons Appointed to Committees		

<b>AMOUNT OF EXPENDITURE</b>	\$ n/a
<b>AMOUNT BUDGETED</b>	\$ n/a
<b>APPROPRIATION REQUESTED</b>	\$ n/a

## SUMMARY

### INTRODUCTION

RCW 29A.32.280 requires the legislative authority of the local government to formally appoint members to committees to prepare arguments advocating approval and rejection of any proposed ballot measure. A motion to approve provides for appointment of persons to committees advocating for approval or rejection of the ballot measure authorized by Resolution No. 1677.

### BACKGROUND

On January 22, 2024, Council adopted Resolution No. 1677 authorizing submission to the voters on August 6, 2024, a sales and use tax ballot measure in the amount of one-tenth of one percent (0.1%) as provided for by

RCW 82.14.450(2)(a). When a unit of local government submits a measure for inclusion in a voters' pamphlet, RCW 29A.32.280 requires the legislative authority of the local government to formally appoint members to committees to prepare arguments advocating approval and rejection of any proposed ballot measure.

The legislative authority must appoint committee members no later than the deadline calling for inclusion of the ballot measure in the voters' pamphlet (May 3<sup>rd</sup>). If the City is unable to locate people to serve on either or both committees, the City will notify King County Elections no later than 4:30 p.m. on the day of the appointment deadline and detail the efforts made to establish the committees.

For more information, please see Exhibit #2: King County Elections 2024 Jurisdiction Manual – Chapter 08 Local Voters' Pamphlet

### **LEGISLATIVE HISTORY**

On January 22, 2024, Council adopted Resolution No. 1677 authorizing submission to the voters on August 6, 2024, a sales and use tax ballot measure in the amount of one-tenth of one percent (0.1%) as provided for by RCW82.14.450(2)(a). The intention of the measure is to provide ongoing funding for public safety purposes in order to sustain current service levels impacted by inflation.

### **BUDGET IMPACTS**

Approving the motion will not have a budgetary impact.

### **NEXT STEPS**

Following appointment, each committee will need to prepare a statement in favor or in opposition to the ballot measure for the voters' pamphlet and submit said statement to King County Elections by May 14, 2024. After each committee has filed a statement, they will then need to prepare and submit a rebuttal to the statement provided by their counterpart by May 16, 2024.

## **PROPOSED ACTION**

Motion to approve the appointment of persons to committees to prepare arguments advocating the approval and rejection of Proposition No. 1 Public Safety Sales Tax at an election to be held on August 6, 2024.

# Local Voters' Pamphlet

Information on how to publish a local voters' pamphlet, explanatory statements and pro/con committees.

## Local voters' pamphlet

For primary and general elections, King County publishes a local voters' pamphlet. All jurisdictions requesting a measure be placed on the ballot are automatically included in the local voters' pamphlet.

King County now publishes a local voters' pamphlet automatically. The jurisdiction no longer needs to specifically request a local voters' pamphlet in a resolution submitted to King County Elections. The jurisdiction must pay for the costs of publishing the local voters' pamphlet. More information on the duty to print and distribute the local voters' pamphlet can be found in [RCW 29A.32.210](#).

## Jurisdiction's responsibility - appointing committee members

The jurisdiction is responsible for appointing pro and con committees to prepare statements in favor of and in opposition to the ballot measure. Pro and con committees consist of members of the public who commit to write a statement either in favor of or in opposition to a ballot measure. Each committee is limited to three members, but the committee can have an unlimited number of persons assist them to prepare the statements. Each committee must designate a spokesperson with whom King County Elections will communicate all matters related to the local voters' pamphlet.

Once the committee members have been chosen, the jurisdiction must complete the Committee Appointment Form which is included in the [Local Voters' Pamphlet Packet](#) and submit it to King County Elections by 4:30 p.m. on the day of the deadline.

**Local voters' pamphlet deadlines**

Special elections

Election date	February 13	April 23
Resolution due*	n/a	n/a
Pro/Con Committee Appointments	12/15/23	2/23/24
Explanatory statement	12/15/23	2/23/24
Pro/Con Statements	12/19/23	2/27/24
Rebuttal Statements	12/21/23	2/29/24

Primary and general elections

Election date	August 6	November 5
Resolution due*	n/a	n/a
Pro/Con Committee Appointments	5/3/24	8/6/24
Explanatory statement	5/7/24	8/9/24
Pro/Con Statements	5/14/24	8/13/24
Rebuttal Statements	5/16/24	8/15/24

\*Resolution requesting local voters' pamphlet not required, pamphlet automatically produced now for all special, primary, and general elections



The jurisdiction is also responsible for informing the committee members of the deadlines and rules related to the voters' pamphlet statements. King County Elections provides a packet of information for jurisdictions to distribute to committee members. The [Local Voters' Pamphlet Packet](#) is available on our website.

The jurisdiction should take formal measures of notifying members of the public when seeking committee members to be appointed to the pro and con committees. If a jurisdiction is unable to locate people to serve on either or both committees, the jurisdiction will notify King County Elections no later than 4:30 p.m. on the day of the pro and con committee appointment form deadline. The notification will detail the efforts made by the jurisdiction to establish the committee(s). In the event that a jurisdiction is unable to appoint committee members by the deadline, King County Elections may appoint committee members. If a committee has not been formed, King County Elections will place a call out to the public on our website. If no one comes forward during the allotted timeframe, King County Elections will notify the district. If a committee is formed, King County Elections will notify both the district and committee members of the existing committee in favor or in opposition.

## Jurisdiction's responsibility - preparing an explanatory statement

The jurisdiction must coordinate with their legal counsel to prepare an explanatory statement. An explanatory statement states the effect of a ballot measure if passed into law, and only covers the anticipated effect of the measure should it be passed into law. The statement must not be an argument in favor of or in opposition to the measure.

The statement can be prepared by the jurisdiction or by the jurisdiction's attorney. If the statement is prepared by the jurisdiction, it must be signed-off by the jurisdiction's attorney. The explanatory statement must be submitted by 4:30 p.m. on the day of the deadline.

## Pro and con committee responsibilities

The pro and con committees submit statements in favor of and in opposition to the ballot measure for the local voters' pamphlet.

Pro and con statements are to be submitted directly to King County Elections by the committee spokesperson, no later than 5:00 p.m. on the day of the deadline, regardless of postmark. A Pro/Con Statement Submission form is required when submitting a statement. This form is included in the [Local Voters' Pamphlet Packet](#).

After the deadline to submit pro and con statements, King County Elections will email the opposing committee's statement to all committee members identified on the committee appointment form. Each committee will then have the opportunity to write a rebuttal statement. However, a rebuttal statement is not required. Rebuttal statements must be submitted to King County Elections by 5:00 p.m. on the day of the deadline, regardless of postmark. Rebuttal statements are not exchanged.

King County Elections prefers to receive statements as a Word document sent via email. However, statements may be submitted by email, mail, fax, or in-person. It is the responsibility of the committees to submit all statements to King County Elections by 5:00 p.m. on the appropriate deadline day, regardless of postmark. Submissions received after the deadline will not be accepted.

# Word limits and formatting



## Word limits

Explanatory statements:  
250 words; 5 paragraphs

Pro and con statements:  
200 words; 4 paragraphs

Rebuttal statements:  
75 words; 2 paragraphs

An explanatory statement is limited to 250 words and no more than five paragraphs. Pro and con statements are limited to 200 words and no more than four paragraphs. Rebuttal statements are limited to 75 words and no more than two paragraphs. (Incorporation measures have a 500 word limit for the pro and con statements.)

Space is limited, so formatting is very important. Format your statement as an essay; text must be written in paragraphs. Tables, lists and bullets are not allowed, and will be changed to a block paragraph with a semicolon to separate each item.

Only use italics to emphasize specific words or statements. Bolding, underlining and all caps are not allowed. **Prohibited formatting within submitted statements will be changed to italics.**

### Correct

I approve of *justice* for all, *fairness* of the law, and *rehabilitation*.

### Incorrect

- I approve of:
- JUSTICE for all
  - **Fairness** of the law
  - Rehabilitation

Keep your statement simple and write in the narrative style. The King County Elections Director may reject any statement if, in their opinion, the statement contains obscene, vulgar, profane, scandalous, libelous, defamatory or treasonable matter; any language tending to provoke crime or a breach of the peace, or any language or matter the circulation of which through the mail is prohibited by any act of Congress. Making commercial solicitations or asking for contributions is also prohibited.

Here are a few tips: treat this as a resume and edit carefully, avoid technical terms that may not be generally understood, avoid criticism of opponents.

Proofread carefully. Your statement will be printed exactly as you submit it. Changes to your statement are not allowed once it has been submitted. King County Elections will not proofread any statement for errors in spelling, punctuation or syntax. All statements are published as submitted. King County is not responsible for the validity or accuracy of the statements.

## Contact information - jurisdictions

An email address and phone number for the jurisdiction will be published in the local

Statement review deadlines		
Special elections		
Election date	Feb. 13	Apr. 23
Proof copy emailed to committees and jurisdiction	12/26/2023	3/8/2024
Response from committees and jurisdiction due	12/28/2023	3/11/2024
Primary and general elections		
Election date	Aug. 6	Nov. 5
Proof copy emailed to committees and jurisdiction	6/14/2024	9/6/2024
Response from committees due and jurisdiction due	6/17/2024	9/9/2024

voters' pamphlet. This contact should be able to respond to questions from voters regarding jurisdiction's ballot measure.

## Contact information - pro & con committees

The names of the committee members and one phone number, email or website can be published in the voters' pamphlet. This information is not included in the statement word limit. No titles will be included with the committee members' names. Government web and email addresses, such as those ending in .gov, may not be used for committee contact information.

## Review of statements

Prior to publication of the local voters' pamphlet, King County Elections will email each committee and jurisdiction a proof of their statements. Upon receipt of the proof, committees and jurisdiction administrators should ensure that there are no discrepancies between the proof copy and the information they submitted.

No changes to the originally submitted statements will be accepted. No new material will be accepted. The only permitted changes are updates to the contact information section. Committees and jurisdictions must notify King County Elections of any discrepancies or contact information updates by 5:00 p.m. on the day of the deadline stated in the email containing the proof copy.

## Frequently asked questions

### When are local voters' pamphlets mailed?

King County Elections makes every effort to have ballots and local voters' pamphlets delivered to voters around the same time; however, even though the materials are mailed at once, they may not reach every voter on the same day.

Local voters' pamphlet information is also available on our website, where voters can view a personalized voter guide.

### How are local voters' pamphlets distributed?

In countywide elections, one copy of the local voters' pamphlet will be mailed to each household in the county. All households in a zip code will receive the same edition of the pamphlet but not all material contained inside will appear on each voter's ballot. For example, two school districts may share the same zip code so both will appear in one edition of the pamphlet, however, the voter only resides within one of those school districts.

In non-countywide elections, the local voters' pamphlet will be included as an insert in each voter's ballot packet. The pamphlet will only contain the measures or races on that voter's ballot.

### How can a jurisdiction participate in the local voters' pamphlet?

King County automatically publishes a local voters' pamphlet. All jurisdictions placing measures on the ballot are included.



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

**AB24-051  
April 22, 2024  
Committee Report**

Item 4.

**AGENDA BILL INFORMATION**

<b>TITLE:</b>	<b>AB24-051: 2025-2026 Biennial Budget Development Calendar</b>	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
	<b>PROPOSED ACTION:</b>	

<b>REVIEW:</b>	Department Director	Drew Bouta	4/10/2024
	Finance	Janna Walker	4/10/2024
	Legal	Outside Counsel	4/10/2024
	City Administrator	Mike Chambless	4/10/2024

<b>DEPARTMENT:</b>	Finance		
<b>STAFF:</b>	Drew Bouta, Finance Director		
<b>COMMITTEE:</b>	Finance & Administration	<b>COMMITTEE DATE:</b> April 16, 2024	
<b>EXHIBITS:</b>	1. 2025-2026 Biennial Budget Development Calendar 2. Statutory Deadlines for Preparing the 2025-2026 Biennial Budget		

<b>AMOUNT OF EXPENDITURE</b>	\$ n/a
<b>AMOUNT BUDGETED</b>	\$ n/a
<b>APPROPRIATION REQUESTED</b>	\$ n/a

**SUMMARY**

**INTRODUCTION**

The 2025-2026 Biennial Budget Development Calendar provides a timeline of expected City Council meetings, workshops, and milestones for the upcoming biennial budget development process. The calendar includes elements relevant to the adoption of the 2025-2026 Biennial Budget such as the Public Safety Sales Tax Proposition, the 2025-2030 Capital Improvement Plan, and the Utility Rate Study.

**BACKGROUND/LEGISLATIVE HISTORY**

The purpose of this calendar is to ensure that dates for the preparation and adoption of the 2025-2026 Biennial Budget align with Council expectations and conform to Chapters 35.34 and 35A.34 of the Revised Code of Washington (RCW). Any revision regarding the Biennial Budget Development Calendar will be brought to the attention of Council through a new agenda bill and the changes will be summarized here.

**BUDGET IMPACTS**

Approving the 2025-2026 Biennial Budget Development Calendar will not have a budgetary impact.

**NEXT STEPS**

Following approval of the calendar, staff will proceed with the biennial budget development process, making sure to follow, as best as possible, the dates established in the calendar. Any revision to the calendar will be brought to the attention of Council and an updated calendar will be offered up for action through a new agenda bill.

**PROPOSED ACTION**

Move to approve the 2025-2026 Biennial Budget Development Calendar.



# City of Snoqualmie Proposed 2025-2026 Biennial Budget Development Calendar

2024 Dates	Council, Committee, or Public	Regular or Special Meeting	Topic/Action
April 6	Council	Special - Council Retreat	Discussion of Council's Priorities
April 16	F&A Committee	Regular	Introduction to the Review and Update of the Financial Policies
April 22	Council	Regular	Budget Introduction/Training: "Transformation"
			Presentation and Review of the Financial Forecast
			Adoption of the Budget Calendar
			Pro/Con Committee Appointments for Public Safety Sales Tax Proposition
May 7	N/A	N/A	Explanatory Statements Due for Public Safety Sales Tax Proposition
	F&A Committee	Regular	Review Proposed Update to the Financial Policies
	P&PW Committee	Regular	Introduction of the Mayor's Proposed 2025-2030 CIP ("Non-Utilities")
May 13	Council	Regular	Introduction of the Mayor's Proposed 2025-2030 CIP ("Non-Utilities")
May 21	F&A Committee	Regular	Review Proposed Update to the Financial Policies
	P&PW Committee	Regular	Deliberation and Review of the Mayor's Proposed 2025-2030 CIP ("Non-Utilities")
May 28	Council	Regular	Deliberation and Review of the Mayor's Proposed 2025-2030 CIP ("Non-Utilities") Presentation on Public Financing and Municipal Bonds
June 4	P&PW Committee	Regular	Deliberation and Review of the Mayor's Proposed 2025-2030 CIP ("Non-Utilities")
June 6	Public	Special - Open House	Public Open House Regarding the Mayor's Proposed 2025-2030 CIP ("Non-Utilities")
June 8	Council	Special - Tour	Tour of CIP Locations
June 10	Council	Regular	Review of the Final 2025-2026 CIP ("Non-Utilities")
			Adoption of the Financial Management Policy
June 18	P&PW Committee	Regular	Introduction of the Utility Rate Schedule
			Introduction of the Mayor's Proposed 2025-2030 CIP ("Utilities")
			Review of the Final 2025-2026 CIP ("Non-Utilities")
June 24	Council	Regular	Introduction of the Utility Rate Schedule
			Introduction of the Mayor's Proposed 2025-2030 CIP ("Utilities")
			Adoption of the Final 2025-2030 CIP ("Non-Utilities")
July 2	P&PW Committee	Regular	Deliberation and Review of the Utility Rate Schedule
			Deliberation and Review of the Mayor's Proposed 2025-2030 CIP ("Utilities")
July 8	Council	Regular	Deliberation and Review of Utility Rate Schedule
			Deliberation and Review of the Mayor's Proposed 2025-2030 CIP ("Utilities")
July 16	P&PW Committee	Regular	Review of the Final Utility Rate Schedule
			Review of the Final 2025-2030 CIP ("Utilities")
July 22	Council	Regular	Review of the Final Utility Rate Schedule
			Review of the Final 2025-2030 CIP ("Utilities")
July 25	Public	Special - Open House	Information Session: Public Safety Sales Tax Proposition
August 6	Public	Special - Election	Primary Election - Public Safety Sales Tax Proposition
August 12	Council	Regular	Adoption of Utility Rate Schedule
			Adoption of the Final 2025-2030 CIP ("Utilities")
September 3	Committee of the Whole	Special Meeting	Release of the Mayor's Proposed 2025-2026 Biennial Budget Document
			Presentation and Review of the Financial Forecast
			Presentation of the Mayor's Proposed 2025-2026 Biennial Budget
September 4	Committee of the Whole	Special Meeting	Review and Deliberation of the Mayor's Proposed 2025-2026 Biennial Budget
September 9	Council	Special - Budget Workshop	Review and Deliberation of the Mayor's Proposed 2025-2026 Biennial Budget
September 16 & 17	All Committees	Regular	Department Presentations Regarding the Mayor's Proposed 2025-2026 Biennial Budget
September 23	Council	Special - Budget Workshop	Review and Deliberation of the Mayor's Proposed 2025-2026 Biennial Budget
September 30	Council	Special - Budget Workshop	Review of the Final 2025-2026 Biennial Budget (incl. Public Hearing)
October 3	Council	Special - Budget Workshop	Adoption of the Final 2025-2026 Biennial Budget (incl. Public Hearing)

<b>Financial Policies</b>
<b>Financial Forecast</b>
<b>Public Safety Sales Tax Proposition</b>
<b>Utility Rate Schedule</b>
<b>2025-2030 Capital Improvement Plan</b>
<b>2025-2026 Biennial Budget</b>
<b>Other</b>
<b>Adoption Dates</b>

<b>Statutory Deadlines for Preparing 2025 City/Town Budgets</b>	
<b>Pre-Budget Items (Spring/Summer 2024)</b>	Council retreat; Adopt/update financial policies; Public hearings for capital facility plan updates; Public forums or community outreach (ex: community priorities); Mayor/manager communicates budget objectives to staff
<b>Sept. 9</b>	Budget request to all department heads
<b>Sept. 9-22</b>	Department heads prepare estimates of revenues and expenditures; Clerk prepares estimates for debt service and all other estimates
<b>Sept. 23</b>	Budget estimates from department heads filed with clerk
<b>Sept. 25</b>	Implicit price deflator calculated (only applies to cities of 10,000+ population)
<b>Oct. 1</b>	Clerk provides estimates filed by department heads to mayor/manager showing complete financial program
<b>Oct. 7</b>	Mayor/manager provides council with estimates of revenues from all sources, including estimates prepared by clerk, for consideration of setting property tax levy
<b>Mid-October to mid-November (approx.)</b>	Public hearing on revenue sources including possible increases in property tax
<b>Nov. 2</b>	Mayor/manager prepares preliminary budget and budget message; files with clerk and council
<b>Nov. 1-18 (approx.)</b>	Publication notice of preliminary budget and final hearing
<b>Nov. 1-25 (approx.)</b>	Public hearing(s) on preliminary budget
<b>Nov. 21</b>	Copies of budget available to public
<b>Nov. 30</b>	Property tax levies set by ordinance and filed with county
<b>Dec. 2</b>	Final budget hearing
<b>Dec. 31</b>	Budget adoption deadline



**CITY COUNCIL ROUNDTABLE HYBRID MEETING, 6:00 PM**  
**CITY COUNCIL REGULAR HYBRID MEETING, 7:00 PM**  
**Monday, April 22, 2024**  
**Snoqualmie City Hall, 38624 SE River Street & Zoom**

**MAYOR & COUNCIL MEMBERS**

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

*This meeting will be conducted in person 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.

**Join by Internet:** To watch the meeting over the internet via your computer, follow these steps:  
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. Comprehensive Plan: Economic Development Element
- 2. Comprehensive Plan: Environmental Element

**ADJOURNMENT**

**REGULAR AGENDA, 7 PM**

**CALL TO ORDER & ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**AGENDA APPROVAL**

**PUBLIC HEARINGS, PRESENTATIONS, PROCLAMATIONS, AND APPOINTMENTS**

**Public Hearings**

**Appointments**



### Presentations

3. Snoqualmie Valley Food Bank
4. Budget Introduction/Training
5. Review of Financial Forecast

### Proclamations

6. **AB24-050**: Volunteer Appreciation Proclamation
7. **AB24-051**: Arbor Day Proclamation

### PUBLIC COMMENTS AND REQUESTS FOR ITEMS NOT ON THE AGENDA (online public comments may not be taken)

### CONSENT AGENDA

8. Approve the City Council Meeting Minutes dated April 8, 2024.
9. Approve the Claims Report dated April 22, 2024.

### ORDINANCES

10. **AB24-026**: Ordinance amending Snoqualmie Municipal Code Chapters 2.06, 2.08, 2.11, 2.12, 2.16, and 2.22, and Repealing Chapters 2.10 and 2.56. Second Reading of Ordinance No. 1287.

**Proposed Action:** Move to adopt Ordinance 1287 – Amending Snoqualmie Municipal Code Chapters 2.06, 2.08, 2.11, 2.12, 2.16, and 2.22, and Repealing Chapters 2.10 and 2.56.

11. **AB24-015**: Ordinance Relating to Misuse of Emergency Response System.

**Proposed Action:** First Reading of Ordinance No. 1290.

### COMMITTEE REPORTS

#### Public Safety Committee:

#### Community Development Committee:

12. **AB24-040**: Traffic Impact Fee Program Development

**Proposed Action:**

13. **AB24-049**: Capital Facilities and Utilities Element

**Proposed Action:**

#### Parks & Public Works Committee:

14. **AB24-048**: 2023 Stormwater and Urban Forestry Annual Report

**Proposed Action:** Discussion Only.

15. **AB24-046**: Northwest Hydraulic Consultants Contract Amendment

**Proposed Action:**

**Finance & Administration Committee:**

16. **AB24-050:** Appointment of Committees for Prop No. 1 Public Safety Sales Tax

**Proposed Action:**

17. **AB24-051:** 2025-2026 Biennial Budget Development Calendar

**Proposed Action:**

**Committee of the Whole:**

**REPORTS**

- 18. Mayor's Report
- 19. Commission/Committee Liaison Reports
- 20. Council Liaison Regional Updates

**EXECUTIVE SESSION**

- 21. Executive Session pursuant to RCW 42.30.110(1)(i) Potential Litigation.
- 22. Closed Session pursuant to RCW 42.30.140(4)(b) Collective Bargaining Proceedings.

**ADJOURNMENT**

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