



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

Tuesday, August 16, 2022, at 6:30 PM

Snoqualmie City Hall, 38624 SE River Street & Zoom

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### COUNCILMEMBERS

James Mayhew, Chair

Councilmembers: Cara Christensen and

Bryan Holloway

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

### CALL TO ORDER & ROLL CALL

### AGENDA APPROVAL

### PUBLIC COMMENTS

### MINUTES

1. Approval of the minutes:
  - a. August 2, 2022, Finance & Administration Meeting
  - b. August 3, 2022, Special Finance & Administration Meeting

### APPROVAL OF WARRANTS / CLAIMS

2. Consideration of Claims Approval Report dated August 22, 2022.

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

3. **AB22-112:** Staffing Plan – Mid-Budget Revisions (Behavioral Health Specialist)

**Proposed Action:** Move to approve the Staffing Plan – FTE Count, dated August 22, 2022.

4. **AB22-119:** Resolution 1623 Declaring Surplus Property and Authorizing the Sale of City Property (IT Department).

**Proposed Action:** Move to adopt Resolution 1623 Declaring Surplus Property and Authorizing the Sale of City Property (IT Department).

### DISCUSSION

5. Enterprise Resource Planning (ERP) Project Update
6. Financial Quarterly Performance Reporting
7. Finance & Administration Work Plan Update

### CITY COUNCIL AGENDA REVIEW

8. Review Draft City Council Agendas dated:
  - a. August 22, 2022, Roundtable & Regular Meeting
  - b. August 23, 2022, Special Meeting

### ADJOURNMENT



# FINANCE & ADMINISTRATION COUNCIL COMMITTEE & COMMITTEE OF THE WHOLE REGULAR HYBRID MEETING MINUTES AUGUST 2, 2022

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

## CALL TO ORDER & ROLL CALL

Committee Chair Mayhew called the meeting to order 6:00 PM and explained that the scheduled meeting started late due to the Joint Finance & Administration/Public Safety Committee.

**Committee Members:** Councilmembers Cara Christensen and Bryan Holloway were present.

Mayor Katherine Ross and Councilmember Wotton were present.

### City Staff:

Mike Sauerwein, City Administrator  
Deborah Estrada, City Clerk  
Drew Bouta, Budget Manager  
Jennifer Ferguson, Finance Director

Carson Hornsby, Management Analyst (Remote)  
Mark Gerken, IT

## AGENDA APPROVAL

**PUBLIC COMMENTS** - There were no requests to speak.

## MINUTES

1. July 19, 2022, Joint Finance & Administration/Public Safety Meeting
2. July 19, 2022, Regular Finance & Administration Meeting Approval of the J Minutes.  
The minutes were approved as presented.

## WARRANTS / CLAIMS

3. The August 2, 2022, payment of claims report for the period July 14 – July 20, 2022 and ACH for the period July 14 – July 26, 2022 was approved for the August 8, 2022, City Council Consent Agenda.

## AGENDA BILLS

4. AB22-074: Financial Management Policy, Cont.

The Committee began its review of Section 2.0 Reserves and Fund Balance.

## DISCUSSION

5. ARPA Briefing
6. Finance & Administration Committee Work Plan Update

## CITY COUNCIL AGENDA REVIEW

7. Review Draft City Council Meeting Agenda dated August 8, 2022
  - Add a section on Council Liaison Appointments
  - Add Arts Commission Appointments
8. Review Draft Special City Council Agenda dated August 9, 2022  
The agenda was approved to go forward as prepared.

## ADJOURNMENT

There being no further business to come before the Committee, Committee Chair Mayhew adjourned the meeting at 8:44 PM.

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James Mayhew, Committee Chair

**Attest:**

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Deborah A. Estrada, City Clerk

DRAFT



# FINANCE & ADMINISTRATION COUNCIL COMMITTEE & COMMITTEE OF THE WHOLE SPECIAL HYBRID MEETING MINUTES AUGUST 3, 2022

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

## CALL TO ORDER & ROLL CALL

Committee Chair Mayhew called the meeting to order 6:06 PM.

**Committee Members:** Councilmembers Cara Christensen and Bryan Holloway were present.

Mayor Katherine Ross was present.

### City Staff:

Mike Sauerwein, City Administrator  
Deborah Estrada, City Clerk (Remote)  
Jennifer Ferguson, Finance Director

Mike Chambless, Parks & Public Works Director (Remote)  
Mark Gerken, IT

## AGENDA APPROVAL

**PUBLIC COMMENTS** - There were no requests to speak.

## AGENDA BILLS

1. AB22-074: Financial Management Policy, Cont.

The Committee completed its review of Section 2.0 Reserves and Fund Balance.

## ADJOURNMENT

There being no further business to come before the Committee, Committee Chair Mayhew adjourned the meeting at 9:10 PM.

\_\_\_\_\_  
James Mayhew, Committee Chair

**Attest:**

\_\_\_\_\_  
Deborah A. Estrada, City Clerk





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Snoqualmie, WA 98065

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

**From:** Jennifer Ferguson, Director of Finance

**Date:** August 22, 2022

**Subject:** CLAIMS REPORT - Approval of payment for the period:  
July 29, 2022 – August 4, 2022 and ACH August 2, 2022 – August 8, 2022.

#### 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 issuance of warrants or checks in payment of claims before the legislative body has acted to approve the claims when: (1) the appropriate officers have furnished official bonds; (2) the legislative body has adopted policies that implement effective internal control; (3) the legislative body has provided for review of the documentation supporting the claims within a month of issuance; and (4) that if claims are disapproved, they shall be recognized as receivables and diligently pursued. The City of Snoqualmie meets all 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 his/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 and Administration Committee meeting. Following the 48-hour review period, the Finance and 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, if applicable for the period of:

**July 29, 2022 – August 4, 2022**  
**ACH August 2, 2022 – August 8, 2022**

#### 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 and 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:

S:\Secured Finance Documents, Claims Approval for F & A Committee

- Warrants. Paper negotiable instruments, very much like, although legally distinct from, checks
- 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 2021-2022 biennial budget, and sufficient funds to cover these payments, as appropriate.

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

CLAIMS						
Batch ID	Date	Warrants			ACH	
		From #	Thru #	Amount	Qty	Amount
32	8/4/2022	58521	58573	\$ 359,700.32		
						\$ 359,700.32
						-
<b>Grand Total</b>						<b>\$ 359,700.32</b>

MISCELLANEOUS DISBURSEMENTS			
Date	Description	ACH Amount	Wire Amount
8/2/2022	DOR - Lease Excise Tax	\$ 2,244.43	
8/2/2022	Navia - 2022 HRA Plan Reimbursements	\$ 5,225.12	
8/2/2022	Merchant Card Fees - Bankcard	\$ 7,114.53	
8/2/2022	Merchant Card Fees - Merchant Transact	\$ 381.91	
8/2/2022	Merchant Card Fees - Bluefin	\$ 752.19	
8/3/2022	Merchant Card Fees - Bank of America	\$ 146.06	
8/5/2022	Merchant Card Fees - American Express	\$ 901.70	
8/8/2022	KBCM Investment Purchase - CUSIP No. 3	\$ 995,076.67	
<b>Grand Total</b>		<b>\$ 1,011,842.61</b>	

PAYROLL (including Payroll Benefits)						
Batch ID	Date	Warrants			ACH	
		From #	Thru #	Amount	Qty	Amount
P7-2022	7/29/2022	72748	72748	\$ 30,473.32	105	\$ 518,903.86
PV7-2022	7/29/2022	58507	58520	\$ 82,203.18	8	\$ 592,974.56
PV7-2022 #2	7/29/2022				1	\$ 1,991.45
<b>Grand Total</b>						<b>\$ 1,226,546.37</b>

**Total** **\$ 2,598,089.30**

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.

*Jennifer Ferguson*

8/10/2022

Jennifer Ferguson, Director of Finance  
Auditing Officer

Date

**FINANCE & ADMINISTRATION COMMITTEE RECOMMENDATION**

☐ Approve payment of claims and payroll as documented in this report. Submit to Council consent agenda

☐ Do not approve and provide alternate direction to staff

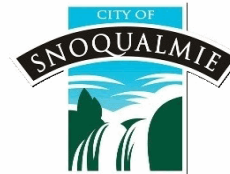
James Mayhew, Mayor Pro Tem/Committee Chair

Date

## Accounts Payable

## Blanket Voucher Approval Document

User: TWood  
Printed: 08/04/2022 - 2:48PM  
Warrant Request Date: 8/4/2022  
DAC Fund:



Batch: 00001.08.2022 - 8-4-22

City of Snoqualmie

Claims presented to the City to be paid in the amount of \$ 359,700.32  
for claims warrants numbered 58521 through 58573 & dated 8.4.22.

Line	Claimant	Voucher No.	Amount
1	911 Supply Inc.	000058521	317.74
2	A & H Embroidery	000058522	374.80
3	Amazon Capital Services	000058523	1,948.01
4	CDW-Government, Inc.	000058524	91,094.85
5	CenturyLink	000058525	1,342.29
6	City of Issaquah Finance Dept.	000058526	80,420.17
7	Comcast	000058527	421.18
8	Complete Office (Fin. Acct.)	000058528	384.45
9	Complete Office (PD Acct.)	000058529	126.03
10	Corporate Payment Systems	000058530	1,436.32
11	Evergreen Ford, Inc.	000058531	296.50
12	Forterra	000058532	2,301.44
13	Galls, LLC FD	000058533	1,690.83
14	Grainger	000058534	92.76
15	Initiatives Group	000058535	8,925.00
16	Issaquah Municipal Court	000058536	6,626.36
17	KC Fire District No. 27	000058537	1,429.20
18	KC Radio Comm. Services	000058538	2,755.55
19	KCDA Purchasing Cooperative	000058539	87.37
20	Kurita America Inc.	000058540	1,140.92
21	Les Schwab Tires, Inc.	000058541	251.12
22	Level 3 Communications, LLC	000058542	4,511.02
23	Life Assist, Inc.	000058543	185.13
24	Macdonald-Miller	000058544	307.10
25	Matzke Polygraph, LLC	000058545	150.00
26	Minuteman Press	000058546	428.55
27	Mt. Si Artist Guild	000058547	400.00
28	North Bend Auto Parts, Inc. (Gen.)	000058548	45.02
29	Northwest Hydraulic Consultants, Inc	000058549	21,383.75
30	Offices of Sharon Rice	000058550	11,865.00
31	Orkin	000058551	614.91
32	Otak, Inc.	000058552	64,652.10
33	Parametrix	000058553	3,113.36
34	Procraft Printing	000058554	310.57
35	Prothman Company	000058555	1,095.66
36	Public Health - Seattle & King County	000058556	5,943.77
37	Public Safety Testing	000058557	208.00
38	Puget Sound Energy	000058558	1,964.98
39	RH2 Engineering, Inc.	000058559	1,518.35
40	Robert Half	000058560	9,452.24
41	Seattle Automotive Distributing	000058561	104.95

Page Total: \$331,717.35

Line	Claimant	Voucher No.	Amount	Item 2.
42	Stericycle, Inc. (FD)	000058562	10.36	
43	Tetra Tech Inc.	000058563	8,213.92	
44	The Workwear Place	000058564	346.79	
45	Tyler Technologies, Inc.	000058565	8,301.60	
46	US Postmaster	000058566	1,849.08	
47	Valley Defenders, PLLC	000058567	6,650.00	
48	Verizon (PD)	000058568	1,686.02	
49	Verizon Wireless (F.D.)	000058569	56.68	
50	Vladis,Dmitriy	000058570	341.25	
51	WA ST Criminal Justice	000058571	100.00	
52	WA ST Patrol - B & F Servs	000058572	278.25	
53	Waste Management - AS Payment Agent	000058573	149.02	
			Page Total:	\$27,982.97
			Grand Total:	\$359,700.32

# Accounts Payable

## Check Detail

User: TWood  
 Printed: 08/04/2022 - 3:04PM



Check Number	Check Date			Amount
911 supp - 911 Supply Inc. Line Item Account				
58521	08/04/2022			
Inv	INV-2-19876			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
07/11/2022	B Lynch Uniforms/Armor	001-08-009-521-22-31-050		317.74
Inv INV-2-19876 Total				317.74
58521 Total:				317.74
911 supp - 911 Supply Inc. Total:				317.74
a & h - A & H Embroidery Line Item Account				
58522	08/04/2022			
Inv	15895			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
07/15/2022	clothing allowance D Reed, D Gamble	130-14-031-558-60-23-100		374.80
Inv 15895 Total				374.80
58522 Total:				374.80
a & h - A & H Embroidery Total:				374.80
amazoncap - Amazon Capital Services Line Item Account				
58523	08/04/2022			
Inv	11NM-LC66-J6CV			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
07/17/2022	office supplies	511-25-054-518-50-31-000		20.64
Inv 11NM-LC66-J6CV Total				20.64
Inv	14MN-M1DJ-KQ6V			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
07/17/2022	office supplies	511-25-054-518-50-31-000		34.33
Inv 14MN-M1DJ-KQ6V Total				34.33
Inv	17MV-46HP-R7DQ			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		

07/10/2022	operating supplies	001-08-009-521-22-31-910	1,652.04
Inv 17MV-46HP-R7DQ Total			1,652.04
Inv 1VGQ-FKLV-KWC7			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/20/2022	replacement truck back-up lights	001-09-014-522-50-31-300	49.60
Inv 1VGQ-FKLV-KWC7 Total			49.60
Inv 1Y41-TCWX-KFMQ			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/18/2022	office supplies	511-25-054-518-50-31-000	191.40
Inv 1Y41-TCWX-KFMQ Total			191.40
58523 Total:			1,948.01
<b>amazoncap - Amazon Capital Services Total:</b>			1,948.01
<b>cdwg - CDW-Government, Inc. Line Item Account</b>			
58524	08/04/2022		
Inv BF72603			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/01/2022	IT: Dark Trace	502-11-021-518-88-48-860	91,094.85
Inv BF72603 Total			91,094.85
58524 Total:			91,094.85
<b>cdwg - CDW-Government, Inc. Total:</b>			91,094.85
<b>century - CenturyLink Line Item Account 511-25-054-518-50-42-000</b>			
58525	08/04/2022		
Inv 5004-06-22			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/20/2022	voice service	511-25-054-518-50-42-000	1,342.29
Inv 5004-06-22 Total			1,342.29
58525 Total:			1,342.29
<b>century - CenturyLink Total:</b>			1,342.29
<b>coi - City of Issaquah Finance Dept. Line Item Account</b>			
58526	08/04/2022		

Inv      22000179

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/06/2022	jail housing	001-08-009-523-60-41-502	16,500.00

Inv 22000179 Total	16,500.00
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Inv      22000268

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/07/2022	jail housing	001-08-009-523-60-41-502	16,585.00

Inv 22000268 Total	16,585.00
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Inv      22000269

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/07/2022	June dispatch services	014-08-012-521-22-41-511	18,934.07
07/07/2022	June dispatch services	001-08-009-521-22-41-511	28,401.10

Inv 22000269 Total	47,335.17
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58526 Total:	80,420.17
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<b>coi - City of Issaquah Finance Dept. Total:</b>	80,420.17
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**comcast - Comcast Line Item Account 511-25-054-518-50-42-000**

58527      08/04/2022

Inv      559927-07-22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/11/2022	telephone service	511-25-054-518-50-42-000	421.18

Inv 559927-07-22 Total	421.18
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58527 Total:	421.18
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<b>comcast - Comcast Total:</b>	421.18
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**co - Complete Office (Fin. Acct.) Line Item Account 511-25-054-518-50-31-000**

58528      08/04/2022

Inv      2146146-0

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/11/2022	office supplies	511-25-054-518-50-31-000	384.45

Inv 2146146-0 Total	384.45
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58528 Total:	384.45
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<b>co - Complete Office (Fin. Acct.) Total:</b>	384.45
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**comp pd - Complete Office (PD Acct.) Line Item Account**

58529      08/04/2022

Inv      2144981-0

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/05/2022	cleaning supplies	511-25-054-518-50-31-340	44.96
07/05/2022	office supplies	511-25-054-518-50-31-000	81.07

Inv 2144981-0 Total			126.03
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58529 Total:			126.03
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**comp pd - Complete Office (PD Acct.) Total:**

126.03

**corppay - Corporate Payment Systems Line Item Account**

58530      08/04/2022

Inv      6/22 IT

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/23/2022	info tech services	502-11-020-518-88-41-030	1,362.52

Inv 6/22 IT Total			1,362.52
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Inv      7/22 DE

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/14/2022	Sounds Cities Association (SCA) dinner - K Ross	001-01-001-513-10-43-000	20.00
07/14/2022	clean linens for chambers	001-02-002-511-60-48-000	53.80

Inv 7/22 DE Total			73.80
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58530 Total:			1,436.32
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**corppay - Corporate Payment Systems Total:**

1,436.32

**ef - Evergreen Ford, Inc. Line Item Account**

58531      08/04/2022

Inv      5182084

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/14/2022	vehicle parts	501-23-051-548-68-31-301	296.50

Inv 5182084 Total			296.50
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58531 Total:			296.50
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**ef - Evergreen Ford, Inc. Total:**

296.50

**forterra - Forterra Line Item Account**

58532      08/04/2022



Inv      5188

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/13/2022	professional services	403-22-030-531-90-41-000	2,301.44

Inv 5188 Total		2,301.44
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58532 Total:		2,301.44
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<b>forterra - Forterra Total:</b>		2,301.44
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**gallsfd - Galls, LLC FD Line Item Account**

58533      08/04/2022

Inv      021579738

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/07/2022	volunteer pants	001-09-014-522-20-31-050	532.38

Inv 021579738 Total		532.38
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Inv      021589845

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/08/2022	boots for new volunteer hires	001-09-014-522-20-31-050	1,158.45

Inv 021589845 Total		1,158.45
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58533 Total:		1,690.83
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<b>gallsfd - Galls, LLC FD Total:</b>		1,690.83
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**grainger - Grainger Line Item Account**

58534      08/04/2022

Inv      9360962584

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/28/2022	safety signage	401-18-037-534-81-31-000	23.19
06/28/2022	safety signage	403-22-019-531-10-31-000	23.19
06/28/2022	safety signage	402-20-040-535-80-31-000	23.19
06/28/2022	safety signage	001-12-028-576-80-31-000	23.19

Inv 9360962584 Total		92.76
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58534 Total:		92.76
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<b>grainger - Grainger Total:</b>		92.76
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**Init - Initiatives Group Line Item Account**

58535      08/04/2022

Inv      2022-46

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/18/2022	Interim Finance Director Work - July 1-15, 2022	001-06-007-514-23-41-190	8,925.00

Inv 2022-46 Total	8,925.00
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58535 Total:	8,925.00
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Init - Initiatives Group Total:	8,925.00
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**imc - Issaquah Municipal Court Line Item Account 001-13-117-512-50-41-115**

58536      08/04/2022

Inv      April 2022

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/04/2022	court filing fees	001-13-117-512-50-41-115	6,626.36

Inv April 2022 Total	6,626.36
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58536 Total:	6,626.36
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imc - Issaquah Municipal Court Total:	6,626.36
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**kc #27 - KC Fire District No. 27 Line Item Account**

58537      08/04/2022

Inv      S22-03

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/13/2022	shared staffing charges	001-09-014-522-20-41-190	1,429.20

Inv S22-03 Total	1,429.20
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58537 Total:	1,429.20
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kc #27 - KC Fire District No. 27 Total:	1,429.20
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**kc radio - KC Radio Comm. Services Line Item Account 001-08-009-521-50-48-000**

58538      08/04/2022

Inv      18609

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/28/2022	monthly radio system access	001-08-009-521-50-42-100	1,377.77
06/28/2022	monthly radio system access	014-08-012-521-50-42-100	1,377.78

Inv 18609 Total	2,755.55
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58538 Total:	2,755.55
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kc radio - KC Radio Comm. Services Total:	2,755.55
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**kcda - KCDA Purchasing Cooperative Line Item Account 511-25-054-518-50-31-000**

58539      08/04/2022

Inv 300640434

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/10/2022	office supplies	511-25-054-518-50-31-000	87.37

Inv 300640434 Total			87.37
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58539 Total:			87.37
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**kcda - KCDA Purchasing Cooperative Total:**

87.37

**kurita - Kurita America Inc. Line Item Account**

58540 08/04/2022

Inv INV692823

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/15/2022	hvac hydronic loop cleaning, testing and service (radiant floor)	510-24-053-518-20-48-000	570.46

Inv INV692823 Total			570.46
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Inv INV692824

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/15/2022	hvac hydronic loop cleaning, testing and service (radiant floor)	510-24-053-518-20-48-000	570.46

Inv INV692824 Total			570.46
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58540 Total:			1,140.92
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**kurita - Kurita America Inc. Total:**

1,140.92

**lst - Les Schwab Tires, Inc. Line Item Account 501-23-051-548-68-31-400**

58541 08/04/2022

Inv 36300593971

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/25/2022	new tire	001-08-009-521-22-41-000	251.12

Inv 36300593971 Total			251.12
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58541 Total:			251.12
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**lst - Les Schwab Tires, Inc. Total:**

251.12

**level3 - Level 3 Communications, LLC Line Item Account 511-25-054-518-50-42-000**

58542 08/04/2022

Inv 288245910

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/01/2022	voice services	511-25-054-518-50-42-000	2,196.68

Inv 288245910 Total			2,196.68
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Inv      300259013

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/01/2022	voice services	511-25-054-518-50-42-000	2,314.34

Inv 300259013 Total		2,314.34
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58542 Total:		4,511.02
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<b>level3 - Level 3 Communications, LLC Total:</b>		4,511.02
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**lai - Life Assist, Inc. Line Item Account 001-09-014-522-20-31-912**

58543      08/04/2022

Inv      1228945

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/13/2022	exam gloves	001-09-014-522-20-31-912	185.13

Inv 1228945 Total		185.13
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58543 Total:		185.13
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<b>lai - Life Assist, Inc. Total:</b>		185.13
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**macdmill - Macdonald-Miller Line Item Account**

58544      08/04/2022

Inv      SVC234864

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/08/2022	HVAC service and repairs	510-24-053-518-20-48-000	307.10

Inv SVC234864 Total		307.10
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58544 Total:		307.10
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<b>macdmill - Macdonald-Miller Total:</b>		307.10
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**matzken - Matzke Polygraph, LLC Line Item Account**

58545      08/04/2022

Inv      7522

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/05/2022	polygraph exam	001-08-009-521-22-41-000	150.00

Inv 7522 Total		150.00
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58545 Total:		150.00
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<b>matzken - Matzke Polygraph, LLC Total:</b>		150.00
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**mp - Minuteman Press Line Item Account 511-25-054-518-50-31-000**

58546      08/04/2022

Inv      87493

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/05/2022	business cards D Vladis	511-25-054-518-50-49-300	135.69

Inv 87493 Total		135.69
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Inv      88447

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/31/2022	business cards C Werre	511-25-054-518-50-49-300	97.83
05/31/2022	business cards J Kaae, D Moate	014-08-012-521-22-41-000	154.42

Inv 88447 Total		252.25
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Inv      88534

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/14/2022	business cards D McCall	001-07-008-557-20-49-300	40.61

Inv 88534 Total		40.61
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58546 Total:		428.55
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<b>mp - Minuteman Press Total:</b>		428.55
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**msag - Mt. Si Artist Guild Line Item Account**

58547      08/04/2022

Inv      6/24/2022FFAAWW

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/24/2022	reimbursement for services - Art & Wine Walk	012-13-060-573-20-41-000	400.00

Inv 6/24/2022FFAAWW Total		400.00
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58547 Total:		400.00
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<b>msag - Mt. Si Artist Guild Total:</b>		400.00
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**nb autog - North Bend Auto Parts, Inc. (Gen.) Line Item Account**

58548      08/04/2022

Inv      946532

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/09/2022	repair supplies	001-08-009-521-50-31-300	45.02

Inv 946532 Total		45.02
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58548 Total:		45.02
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**nb autog - North Bend Auto Parts, Inc. (Gen.) Total:**

45.02

**nhc - Northwest Hydraulic Consultants, Inc Line Item Account 130-14-032-558-60-41-080**

58549      08/04/2022

Inv      28387

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/13/2022	Sandy Cove Park Bank restoration svcs thru 6/30/22	417-13-406-594-31-41-060	15,952.50

Inv 28387 Total	15,952.50
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Inv      28396

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/13/2022	support services for NPDES Phase II permit thru 6/30/22	403-22-050-531-45-41-040	5,431.25

Inv 28396 Total	5,431.25
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58549 Total:

21,383.75

**nhc - Northwest Hydraulic Consultants, Inc Total:**

21,383.75

**offices - Offices of Sharon Rice Line Item Account**

58550      08/04/2022

Inv      1119

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/06/2022	Snoqualmie Mill FEIS appeal	130-14-032-558-60-41-100	11,865.00

Inv 1119 Total	11,865.00
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58550 Total:

11,865.00

**offices - Offices of Sharon Rice Total:**

11,865.00

**orkin - Orkin Line Item Account**

58551      08/04/2022

Inv      230289204

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/12/2022	rodent and pest control	510-24-053-518-20-48-000	265.72

Inv 230289204 Total	265.72
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Inv      230289205

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/14/2022	rodent and pest control	510-24-053-518-20-48-000	143.75

Inv 230289205 Total	143.75
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Inv      230289207

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
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07/12/2022	rodent and pest control	510-24-053-518-20-48-000	205.44
Inv 230289207 Total			205.44

58551 Total:	614.91
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**orkin - Orkin Total:**

614.91

**otak - Otak, Inc. Line Item Account 130-14-032-558-60-41-080**

58552 08/04/2022

Inv 000062200352

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/22/2022	Town Center phase 3 design services thru 6/3/22	310-17-506-595-30-41-060	20,820.99

Inv 000062200352 Total	20,820.99
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Inv 000072200896

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/15/2022	Sno Pkwy regab program design svcs thru 7/8/22	310-17-507-595-30-41-000	668.50

Inv 000072200896 Total	668.50
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Inv 000072200898

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/15/2022	Town Center phase 3 design services thru 6/3/22	310-17-506-595-30-41-060	27,867.11

Inv 000072200898 Total	27,867.11
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Inv 000072200927

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/15/2022	Kimball Creek bridges repair & restoration thru 7/8/22	310-17-508-595-50-41-000	1,284.00

Inv 000072200927 Total	1,284.00
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Inv 000072200928

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/15/2022	City Hall stairway repairs thru 7/8/22	329-13-701-594-18-41-060	14,011.50

Inv 000072200928 Total	14,011.50
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58552 Total:	64,652.10
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**otak - Otak, Inc. Total:**

64,652.10

**paramet - Parametrix Line Item Account**

58553 08/04/2022

Inv 36945

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/14/2022	Snoqualmie record office revetment CM&I svc thru 7/2/22	417-13-405-594-31-41-040	3,113.36

Inv 36945 Total	3,113.36
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58553 Total:	3,113.36
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paramet - Parametrix Total:	3,113.36
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**procraft - Procraft Printing Line Item Account 511-25-054-518-50-31-000**

58554      08/04/2022

Inv      4720

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/14/2022	#10 window envelopes	511-25-054-518-50-31-000	310.57

Inv 4720 Total	310.57
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58554 Total:	310.57
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procraft - Procraft Printing Total:	310.57
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**pc - Prothman Company Line Item Account**

58555      08/04/2022

Inv      2022-7955

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/28/2022	municipal constulting Parkway & Kimball Cr Bridges 6/1-6/28/22	001-16-019-542-90-41-000	1,095.66

Inv 2022-7955 Total	1,095.66
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58555 Total:	1,095.66
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pc - Prothman Company Total:	1,095.66
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**ph-s&kc - Public Health - Seattle & King County Line Item Account**

58556      08/04/2022

Inv      Q2-2022

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/01/2022	King County hazardous waste	402-20-040-535-80-47-501	5,943.77

Inv Q2-2022 Total	5,943.77
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58556 Total:	5,943.77
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ph-s&kc - Public Health - Seattle & King County Total:	5,943.77
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**pstest - Public Safety Testing Line Item Account**

58557      08/04/2022



Inv 2022-559

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/01/2022	Q2 April - June 2022	001-08-009-521-10-49-200	208.00
Inv 2022-559 Total			208.00

58557 Total:

208.00

**pstest - Public Safety Testing Total:**

208.00

**pse - Puget Sound Energy Line Item Account 001-08-009-521-50-47-100**

58558 08/04/2022

Inv 002083-06-22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/27/2022	electric/gas	001-08-009-521-50-47-100	1,964.98
Inv 002083-06-22 Total			1,964.98

58558 Total:

1,964.98

**pse - Puget Sound Energy Total:**

1,964.98

**rh2 - RH2 Engineering, Inc. Line Item Account**

58559 08/04/2022

Inv 86760

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/15/2022	operational support win911	402-20-040-535-80-41-000	1,518.35
Inv 86760 Total			1,518.35

58559 Total:

1,518.35

**rh2 - RH2 Engineering, Inc. Total:**

1,518.35

**roberth - Robert Half Line Item Account**

58560 08/04/2022

Inv 60349282

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/14/2022	Walker, Janna week ending 7/8/22	001-06-007-514-23-41-190	2,119.74
Inv 60349282 Total			2,119.74

Inv 60359584

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/14/2022	Aikelamu, Aisikaer week ending 7/8/22	502-11-020-518-88-41-190	2,880.00
Inv 60359584 Total			2,880.00

Inv      60370874

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/18/2022	Aikelamu, Aisikaer week ending 7/15/22	502-11-020-518-88-41-190	3,600.00

Inv 60370874 Total	3,600.00
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Inv      60370875

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/18/2022	McCoy, Harley K week ending 7/15/22	502-11-020-518-88-41-190	852.50

Inv 60370875 Total	852.50
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58560 Total:	9,452.24
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<b>roberth - Robert Half Total:</b>	9,452.24
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**seaauto - Seattle Automotive Distributing Line Item Account 501-23-051-548-68-31-301**

58561      08/04/2022

Inv      S5-7395423

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/12/2022	F series truck front brake pads	501-23-051-548-68-31-301	104.95

Inv S5-7395423 Total	104.95
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58561 Total:	104.95
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<b>seaauto - Seattle Automotive Distributing Total:</b>	104.95
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**steri fd - Stericycle, Inc. (FD) Line Item Account 001-09-014-522-10-41-000**

58562      08/04/2022

Inv      3006078642

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/30/2022	shredding services	001-09-014-522-10-41-000	10.36

Inv 3006078642 Total	10.36
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58562 Total:	10.36
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<b>steri fd - Stericycle, Inc. (FD) Total:</b>	10.36
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**ttkcm - Tetra Tech Inc. Line Item Account**

58563      08/04/2022

Inv      51916515

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/15/2022	Williams addition water main replacement svcs 5/1-5/27/2022	417-13-499-594-34-41-060	8,213.92

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Inv 51916515 Total	8,213.92
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58563 Total:	8,213.92
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<b>ttkcm - Tetra Tech Inc. Total:</b>	8,213.92
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**twwp - The Workwear Place Line Item Account**

58564      08/04/2022

Inv      1928

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/03/2022	clothing allowance	401-18-037-534-81-23-100	346.79

Inv 1928 Total	346.79
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58564 Total:	346.79
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<b>twwp - The Workwear Place Total:</b>	346.79
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**tylertec - Tyler Technologies, Inc. Line Item Account**

58565      08/04/2022

Inv      045-385062

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/06/2022	IT: ERP project	502-11-023-594-18-41-040	8,301.60

Inv 045-385062 Total	8,301.60
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58565 Total:	8,301.60
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<b>tylertec - Tyler Technologies, Inc. Total:</b>	8,301.60
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**usp - US Postmaster Line Item Account**

58566      08/04/2022

Inv      UB 07-22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/04/2022	Utility Bill Mailing - July 2022 Bills	403-22-050-531-30-42-300	616.36
08/04/2022	Utility Bill Mailing - July 2022 Bills	401-18-037-534-81-42-300	616.36
08/04/2022	Utility Bill Mailing - July 2022 Bills	402-20-040-535-80-42-300	616.36

Inv UB 07-22 Total	1,849.08
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58566 Total:	1,849.08
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<b>usp - US Postmaster Total:</b>	1,849.08
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**valleyd - Valley Defenders, PLLC Line Item Account 001-13-117-515-91-41-111**

58567      08/04/2022

Inv Jun-22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/23/2022	June 2022	001-13-117-515-91-41-111	6,650.00
Inv Jun-22 Total			6,650.00

58567 Total:

6,650.00

valleyd - Valley Defenders, PLLC Total:

6,650.00

veriz 3 - Verizon (PD) Line Item Account 511-25-054-518-50-42-010

58568 08/04/2022

Inv 9909024840

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/08/2022	cell phones	511-25-054-518-50-42-010	1,686.02
Inv 9909024840 Total			1,686.02

58568 Total:

1,686.02

veriz 3 - Verizon (PD) Total:

1,686.02

veriz fd - Verizon Wireless (F.D.) Line Item Account 511-25-054-518-50-42-010

58569 08/04/2022

Inv 9501394193

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/06/2022	FD vehicle cell phones	511-25-054-518-50-42-010	56.68
Inv 9501394193 Total			56.68

58569 Total:

56.68

veriz fd - Verizon Wireless (F.D.) Total:

56.68

vladisd - Vladis, Dmitriy Line Item Account

58570 08/04/2022

Inv 7/22 DV

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/22/2022	training and travel	001-08-009-521-40-43-000	341.25
Inv 7/22 DV Total			341.25

58570 Total:

341.25

vladisd - Vladis, Dmitriy Total:

341.25

**wscjtc - WA ST Criminal Justice Line Item Account**

58571                      08/04/2022

Inv      201136612

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/29/2022	training	001-08-009-521-40-43-000	100.00
Inv 201136612 Total			100.00

58571 Total:

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100.00**wscjtc - WA ST Criminal Justice Total:**

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100.00**wsp bf - WA ST Patrol - B & F Servs Line Item Account**

58572                      08/04/2022

Inv      I22007325

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/05/2022	background checks	633-13-000-589-30-20-000	278.25
Inv I22007325 Total			278.25

58572 Total:

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278.25**wsp bf - WA ST Patrol - B & F Servs Total:**

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278.25**wastemgm - Waste Management - AS Payment Agent Line Item Account 402-20-040-535-50-48-000**

58573                      08/04/2022

Inv      0252900-2677-9

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/01/2022	roll off dumpster for maintenance needs	402-20-040-535-50-48-000	149.02
Inv 0252900-2677-9 Total			149.02

58573 Total:

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149.02**wastemgm - Waste Management - AS Payment Agent Total:**

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149.02

Total:

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359,700.32

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P7-2022



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

Claims presented to the City to be paid on 7 / 29 / 2022 in the amount of \$ 549,377.18  
which includes claim warrants numbered 72748 through 72748,  
totaling \$ 30,473.32, and direct deposits totaling \$ 518,903.86.

# Payroll

## Computer Check Register

User: tholden

Printed: 07/28/2022 - 2:04PM

Batch: 00002.07.2022 - EOM 7-29-2022



Item 2.

Check No	Check Date	Employee Information	Amount
72748	07/29/2022	Kevin Smith	30,473.32
Total Number of Employees: 1		Total for Payroll Check Run:	30,473.32

## Payroll

## ACH Check Register



User: 'tholden'  
 Printed: 07/28/2022 - 2:10PM  
 Batch: 00002.07.2022 - EOM 7-29-2022  
 Include Partial: TRUE

Check Date	Check Number	Partial	ACH	Employee Name	Amount
07/29/2022	0	False		Michael Sauerwein	9,960.40
07/29/2022	0	False		James Mayhew	780.27
07/29/2022	0	False		Bryan Holloway	688.36
07/29/2022	0	False		Matthew Laase	688.36
07/29/2022	0	False		Ethan Benson	688.36
07/29/2022	0	False		Jolyon Johnson	688.36
07/29/2022	0	False		Robert Wotton	538.36
07/29/2022	0	False		Cara Christensen	688.36
07/29/2022	0	False		Katherine Ross	2,592.74
07/29/2022	0	False		Reina McCauley	3,097.48
07/29/2022	0	False		Bob Sterbank	8,175.58
07/29/2022	0	False		Anna Astrakhan	3,262.17
07/29/2022	0	False		Deborah Estrada	5,531.45
07/29/2022	0	False		Tania Holden	4,747.89
07/29/2022	0	False		Jimmie Betts Jr.	3,838.70
07/29/2022	0	False		Brendon Ecker	2,030.76
07/29/2022	0	False		Mark Gerken	2,343.24
07/29/2022	0	False		Andrew Latham	3,141.05
07/29/2022	0	False		Sarah Reeder	3,376.89
07/29/2022	0	False		Christopher Miller	12,216.46
07/29/2022	0	False		Shawn Somers	2,675.64
07/29/2022	0	False		Andrew Bouta	7,627.88
07/29/2022	0	False		Samantha Brumfield	2,436.22
07/29/2022	0	False		Kimberly Johnson	4,616.83
07/29/2022	0	False		Nicole Wiebe	5,538.74
07/29/2022	0	False		Carson Hornsby	6,104.69
07/29/2022	0	False		Debbie Kinsman	2,363.32
07/29/2022	0	False		Heather Florida	4,018.15
07/29/2022	0	False		Gerald Knutsen	6,769.60
07/29/2022	0	False		Kyla Henderson	3,201.26
07/29/2022	0	False		Tami Wood	2,828.81
07/29/2022	0	False		Gail Folkins	2,827.12
07/29/2022	0	False		Danna McCall	3,170.91
07/29/2022	0	False		Brian Lynch	5,770.25
07/29/2022	0	False		Scott Bruton	4,841.58
07/29/2022	0	False		Richard Cary	10,645.33
07/29/2022	0	False		Melinda Black	2,542.94
07/29/2022	0	False		Austin Gutwein	6,359.14
07/29/2022	0	False		Pamela Mandery	5,868.17
07/29/2022	0	False		James Aguirre	5,090.96
07/29/2022	0	False		Ricardo Velasquez	7,832.15
07/29/2022	0	False		Michael Liebetrau	1,109.73
07/29/2022	0	False		Deanna Mihelich	3,484.20
07/29/2022	0	False		Craig Miller	11,233.78
07/29/2022	0	False		Daniel Moate	7,840.99
07/29/2022	0	False		Perry Phipps	11,172.95



07/29/2022	0	False	Joseph Meadows	2,638.52
07/29/2022	0	False	Cory Hendricks	2,587.50
07/29/2022	0	False	Anthony Lemmon	2,319.61
07/29/2022	0	False	Nicholas Schulgen	2,220.98
07/29/2022	0	False	David Doucett	4,079.51
07/29/2022	0	False	Chase Smith	5,548.13
07/29/2022	0	False	Kim Stonebraker-Weiss	4,395.09
07/29/2022	0	False	James Kaae	7,839.59
07/29/2022	0	False	Jason Weiss	10,338.17
07/29/2022	0	False	Nigel Draveling	7,158.24
07/29/2022	0	False	Dmitriy Vladis	5,497.34
07/29/2022	0	False	Christopher Werre	7,968.54
07/29/2022	0	False	Joseph Beach	5,443.62
07/29/2022	0	False	Philip Bennett	7,532.08
07/29/2022	0	False	Jordan Jolley	2,401.22
07/29/2022	0	False	Jason Battles	3,708.01
07/29/2022	0	False	Neil MacVicar	2,974.56
07/29/2022	0	False	Jorge Orozco	5,744.02
07/29/2022	0	False	Larry White	4,714.17
07/29/2022	0	False	Ryan Barnet	4,328.14
07/29/2022	0	False	Michael Chambliss	3,936.70
07/29/2022	0	False	Kevin Aspy	3,501.21
07/29/2022	0	False	Lyle Beach	7,577.75
07/29/2022	0	False	Patrick Fry	4,173.86
07/29/2022	0	False	Jeffrey Hamlin	7,024.44
07/29/2022	0	False	Andrew Vining	3,587.05
07/29/2022	0	False	Thomas Holmes	9,590.58
07/29/2022	0	False	Alec Bagley	1,821.94
07/29/2022	0	False	Joan Quade	2,740.36
07/29/2022	0	False	Ryan Dalziel	3,557.09
07/29/2022	0	False	Jason George	6,510.15
07/29/2022	0	False	Kevin Halbert	226.17
07/29/2022	0	False	Timothy Barrett	2,375.70
07/29/2022	0	False	Donald Harris	7,970.22
07/29/2022	0	False	Kevin Snyder	5,015.18
07/29/2022	0	False	Kenneth Knowles	5,887.12
07/29/2022	0	False	Christopher Wilson	2,602.32
07/29/2022	0	False	Todd Shinn	6,756.58
07/29/2022	0	False	Matthew Hedger	7,322.20
07/29/2022	0	False	John Cooper	6,742.69
07/29/2022	0	False	Emily Arteche	2,359.87
07/29/2022	0	False	Ilyse Treptow	3,572.99
07/29/2022	0	False	Dinah Reed	4,348.18
07/29/2022	0	False	Jason Rogers	5,076.69
07/29/2022	0	False	Dylan Gamble	3,038.11
07/29/2022	0	False	Michael Bailey	9,719.90
07/29/2022	0	False	Thomas Munro	2,039.06
07/29/2022	0	False	Mark Correia	10,197.63
07/29/2022	0	False	Jacob Fouts	9,528.38
07/29/2022	0	False	Lucas Hughes	9,029.11
07/29/2022	0	False	Michael Stevens	6,975.36
07/29/2022	0	False	Darby Summers	3,543.12
07/29/2022	0	False	Theresa Tozier	6,584.00
07/29/2022	0	False	Gregory Heath	3,883.58
07/29/2022	0	False	Matthew West	5,411.23
07/29/2022	0	False	William Wisham	8,303.21
07/29/2022	0	False	Robert Lasswell	6,212.80
07/29/2022	0	False	Benjamin Parker	6,551.60

07/29/2022

0

False

Peter O'Donnell

7,126.11

Item 2.

0.00

518,903.86

Total Employees:

105

518,903.86

PV 7-2022

## Accounts Payable

## Blanket Voucher Approval Document



User: tholden  
 Printed: 07/28/2022 - 4:24PM  
 Warrant Request Date: 7/29/2022  
 DAC Fund:

Batch: 00007.07.2022 - PV 7-2022

City of Snoqualmie

Claims presented to the City to be paid in the amount of \$ 675,177.74 (incl. ACH)  
 for claims warrants numbered 58507 through 58520 & dated 7/29/2022

Line	Claimant	Voucher No.	Amount
1	AFLAC	000000000	78.13
2	AWC Benefits	000000000	149,721.72
3	City of Snoqualmie	000058507	1,140.00
4	Dept of Retirement Syst.-PERS	000000000	87,647.83
5	Dept. of Labor & Industries	000058508	23,026.72
6	Dept. of Retirement Syst.- DCP	000000000	37,331.00
7	Dept. of Retirement Syst.- PSERS	000000000	1,979.35
8	Dept. of Retirement Syst.-LEOFF	000000000	54,727.57
9	DiMartino Associates	000058509	346.50
10	Employment Security Dept.	000058510	1,977.43
11	Employment Security Dept.	000058511	5,982.29
12	IAFF Firepac-Political Affairs Dept.	000058512	4.18
13	IAFF LOCAL #2878	000058513	2,439.55
14	ICMA Retirement Trust -303907	000058514	14,436.00
15	IRS-Payroll EFTPS	000000000	258,577.82
16	NWFFT TRUST	000058515	25,571.51
17	Office of Support Enforcement - DSHS	000000000	2,911.14
18	Snoqualmie Police Association	000058516	1,900.00
19	Teamsters Local Union #763	000058517	2,994.00
20	Voya Institutional Trust Company	000058518	450.00
21	Western States Police Medical Trust	000058519	1,035.00
22	WSCFF	000058520	900.00
Page Total:			\$675,177.74
Grand Total:			\$675,177.74

# Accounts Payable

## Check Detail

User: tholden  
 Printed: 08/02/2022 - 11:18AM



Check Number	Check Date		Amount
<b>90110 - AFLAC Line Item Account</b>			
0	07/29/2022	Inv	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/28/2022	PR Batch 00002.07.2022 AFLAC-Pre Tax	631-00-000-231-50-19-000	78.13
Inv Total			78.13
0 Total:			78.13
<b>90110 - AFLAC Total:</b>			78.13
<b>90000 - AWC Benefits Line Item Account</b>			
0	07/29/2022	Inv	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/28/2022	PR Batch 00002.07.2022 AWC Medical Benefits Employee	631-00-000-231-50-14-000	702.38
07/28/2022	PR Batch 00002.07.2022 Kaiser Medical Benefits/200	631-00-000-231-50-14-000	2,127.26
07/28/2022	PR Batch 00002.07.2022 AWC Life Insurance	631-00-000-231-50-14-000	482.70
07/19/2022	Edmund Crosson Medical Premium	001-08-009-521-22-22-400	1,742.18
07/28/2022	PR Batch 00002.07.2022 AWC-Vision Employee	631-00-000-231-50-14-000	3.81
07/28/2022	PR Batch 00002.07.2022 AWC-Dental Benefits	631-00-000-231-50-14-000	11,287.35
07/28/2022	PR Batch 00002.07.2022 AWC-Life Insurance Police	631-00-000-231-50-14-000	810.00
07/28/2022	PR Batch 00002.07.2022 AWC-Medical Benefits/HF 500	631-00-000-231-50-14-000	31,735.30
07/28/2022	PR Batch 00002.07.2022 AWC-Vision	631-00-000-231-50-14-000	1,673.33
07/28/2022	PR Batch 00002.07.2022 AWC Life Insurance Employee	631-00-000-231-50-14-000	4.80
07/28/2022	PR Batch 00002.07.2022 AWC - Medical Benefits/HF 250	631-00-000-231-50-14-000	99,104.62
07/28/2022	PR Batch 00002.07.2022 AWC Dental Benefits Employee	631-00-000-231-50-14-000	47.99
Inv Total			149,721.72
0 Total:			149,721.72
<b>90000 - AWC Benefits Total:</b>			149,721.72
<b>90099 - City of Snoqualmie Line Item Account</b>			
58507	07/29/2022	Inv	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/28/2022	PR Batch 00002.07.2022 FSA	631-00-000-231-50-15-000	1,140.00

Check Number	Check Date			Amount
Inv Total				1,140.00
58507 Total:				1,140.00
90099 - City of Snoqualmie Total:				1,140.00
90070 - Dept of Retirement Syst.-PERS Line Item Account				
0	07/29/2022			
Inv				
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
07/28/2022	PR Batch 00002.07.2022 PERS 3 Employer	631-00-000-231-50-16-000	6,850.46	
07/28/2022	PR Batch 00002.07.2022 PERS2 Employee	631-00-000-231-50-16-000	28,842.45	
07/28/2022	PR Batch 00002.07.2022 PERS 2 Employer	631-00-000-231-50-16-000	46,483.55	
07/28/2022	PR Batch 00002.07.2022 PERS 3 Employee	631-00-000-231-50-16-000	5,471.37	
Inv Total				87,647.83
0 Total:				87,647.83
90070 - Dept of Retirement Syst.-PERS Total:				87,647.83
90010 - Dept. of Labor & Industries Line Item Account				
58508	07/29/2022			
Inv				
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
07/28/2022	PR Batch 00002.07.2022 L&I Employer	631-00-000-231-50-73-000	18,823.50	
07/28/2022	PR Batch 00002.07.2022 L&I Employee	631-00-000-231-50-73-000	4,203.22	
Inv Total				23,026.72
58508 Total:				23,026.72
90010 - Dept. of Labor & Industries Total:				23,026.72
90105 - Dept. of Retirement Syst.- DCP Line Item Account				
0	07/29/2022			
Inv				
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
07/28/2022	PR Batch 00002.07.2022 DCP-Employer	631-00-000-231-50-19-000	11,352.00	
07/28/2022	PR Batch 00002.07.2022 DCP Employee	631-00-000-231-50-19-000	22,889.00	
07/28/2022	PR Batch 00002.07.2022 DCP-Employer-Supplement	631-00-000-231-50-19-000	3,090.00	
Inv Total				37,331.00
0 Total:				37,331.00

Check Number	Check Date		Amount
<b>90105 - Dept. of Retirement Syst.- DCP Total:</b>			37,331.00
<b>90075 - Dept. of Retirement Syst.- PSERS Line Item Account</b>			
0	07/29/2022		
Inv			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/28/2022	PR Batch 00002.07.2022 PSERS Employee	631-00-000-231-50-16-000	761.74
07/28/2022	PR Batch 00002.07.2022 PSERS Employer	631-00-000-231-50-16-000	1,217.61
Inv Total			1,979.35
0 Total:			1,979.35
<b>90075 - Dept. of Retirement Syst.- PSERS Total:</b>			1,979.35
<b>90030 - Dept. of Retirement Syst.-LEOFF Line Item Account</b>			
0	07/29/2022		
Inv			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/28/2022	PR Batch 00002.07.2022 LEOFF 2 Employer	631-00-000-231-50-16-000	20,972.97
07/28/2022	PR Batch 00002.07.2022 LEOFF 2 Employee	631-00-000-231-50-16-000	33,754.60
Inv Total			54,727.57
0 Total:			54,727.57
<b>90030 - Dept. of Retirement Syst.-LEOFF Total:</b>			54,727.57
<b>90300 - DiMartino Associates Line Item Account</b>			
58509	07/29/2022		
Inv			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/28/2022	PR Batch 00002.07.2022 Brown & Brown DBA DiMartino	631-00-000-231-50-14-000	346.50
Inv Total			346.50
58509 Total:			346.50
<b>90300 - DiMartino Associates Total:</b>			346.50
<b>90020 - Employment Security Dept. Line Item Account</b>			
58510	07/29/2022		
Inv			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/28/2022	PR Batch 00002.07.2022 Emp Sec- Unemployment Tax	631-00-000-231-50-50-000	1,977.43
Inv Total			1,977.43

Check Number	Check Date		Amount
58510 Total:			1,977.43
58511	07/29/2022		
Inv			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/28/2022	PR Batch 00002.07.2022 WA Paid Family & Medical Leave	631-00-000-231-50-32-000	1,602.12
07/28/2022	PR Batch 00002.07.2022 WA Paid Family & Medical Leave	631-00-000-231-50-32-000	4,380.17
Inv Total			5,982.29
58511 Total:			5,982.29
90022 - Employment Security Dept. Total:			7,959.72
90035 - IAFF Firepac-Political Affairs Dept. Line Item Account			
58512	07/29/2022		
Inv			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/28/2022	PR Batch 00002.07.2022 IAFF-FirePac	631-00-000-231-50-50-000	4.18
Inv Total			4.18
58512 Total:			4.18
90035 - IAFF Firepac-Political Affairs Dept. Total:			4.18
90045 - IAFF LOCAL #2878 Line Item Account			
58513	07/29/2022		
Inv			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/28/2022	PR Batch 00002.07.2022 IAFF-Local 2878 Fire	631-00-000-231-50-21-000	2,439.55
Inv Total			2,439.55
58513 Total:			2,439.55
90045 - IAFF LOCAL #2878 Total:			2,439.55
90100 - ICMA Retirement Trust -303907 Line Item Account			
58514	07/29/2022		
Inv			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/28/2022	PR Batch 00002.07.2022 ICMA-Employer	631-00-000-231-50-19-000	2,725.00
07/28/2022	PR Batch 00002.07.2022 ICMA-Employer Supplement	631-00-000-231-50-19-000	350.00
07/28/2022	PR Batch 00002.07.2022 ICMA-Employee	631-00-000-231-50-19-000	11,361.00

Check Number	Check Date			Amount
Inv Total				14,436.00
58514 Total:				14,436.00
90100 - ICMA Retirement Trust -303907 Total:				14,436.00
90085 - IRS-Payroll EFTPS Line Item Account				
0	07/29/2022			
Inv				
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
07/28/2022	PR Batch 00002.07.2022 Medicare Employer	631-00-000-231-50-27-000	14,439.23	
07/28/2022	PR Batch 00002.07.2022 Federal Income Tax	631-00-000-231-50-27-000	123,462.16	
07/28/2022	PR Batch 00002.07.2022 Imputed Income Tax	631-00-000-231-50-50-000	652.50	
07/28/2022	PR Batch 00002.07.2022 Medicare Employee	631-00-000-231-50-27-000	14,439.23	
07/28/2022	PR Batch 00002.07.2022 FICA Employee	631-00-000-231-50-27-000	52,792.35	
07/28/2022	PR Batch 00002.07.2022 FICA Employer	631-00-000-231-50-27-000	52,792.35	
Inv Total				258,577.82
0 Total:				258,577.82
90085 - IRS-Payroll EFTPS Total:				258,577.82
90310 - NWFFT TRUST Line Item Account				
58515	07/29/2022			
Inv				
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
07/28/2022	PR Batch 00002.07.2022 Medical/Vision Benefits	631-00-000-231-50-14-000	23,297.49	
07/28/2022	PR Batch 00002.07.2022 Dental Benefits	631-00-000-231-50-14-000	2,274.02	
Inv Total				25,571.51
58515 Total:				25,571.51
90310 - NWFFT TRUST Total:				25,571.51
90060 - Office of Support Enforcement - DSHS Line Item Account				
0	07/29/2022			
Inv				
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
07/28/2022	PR Batch 00002.07.2022 Child Support	631-00-000-231-50-30-000	2,911.14	
Inv Total				2,911.14
0 Total:				2,911.14



Check Number	Check Date			Amount
90060 - Office of Support Enforcement - DSHS Total:				2,911.14
90180 - Snoqualmie Police Association Line Item Account				
58516	07/29/2022			
Inv				
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
07/28/2022	PR Batch 00002.07.2022 Police Union Dues	631-00-000-231-50-21-000	1,900.00	
Inv Total				1,900.00
58516 Total:				1,900.00
90180 - Snoqualmie Police Association Total:				1,900.00
90040 - Teamsters Local Union #763 Line Item Account				
58517	07/29/2022			
Inv				
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
07/28/2022	PR Batch 00002.07.2022 Teamsters Union Dues	631-00-000-231-50-21-000	2,994.00	
Inv Total				2,994.00
58517 Total:				2,994.00
90040 - Teamsters Local Union #763 Total:				2,994.00
90095 - Voya Institutional Trust Company Line Item Account				
58518	07/29/2022			
Inv				
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
07/28/2022	PR Batch 00002.07.2022 Voya-Employee	631-00-000-231-50-19-000	250.00	
07/28/2022	PR Batch 00002.07.2022 Voya-Employer	631-00-000-231-50-19-000	200.00	
Inv Total				450.00
58518 Total:				450.00
90095 - Voya Institutional Trust Company Total:				450.00
90400 - Western States Police Medical Trust Line Item Account				
58519	07/29/2022			
Inv				
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
07/28/2022	PR Batch 00002.07.2022 W States Police Medical Trust	631-00-000-231-50-17-000	1,035.00	
Inv Total				1,035.00

Check Number	Check Date	Amount
58519 Total:		1,035.00
90400 - Western States Police Medical Trust Total:		1,035.00
90120 - WSCFF Line Item Account		
58520	07/29/2022	
Inv		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
07/28/2022	PR Batch 00002.07.2022 WSCFF-BENEFIT TRUST FF ER	631-00-000-231-50-22-000
Inv Total		900.00
58520 Total:		900.00
90120 - WSCFF Total:		900.00
Total:		675,177.74

# Accounts Payable

## Blanket Voucher Approval Document

User:tholden

Printed:07/25/2022 - 3:48PM

Warrant Request Date:7/25/2022

DAC Fund:



Batch:00006.07.2022 - PV 7-2022 #2

City of Snoqualmie

Claims presented to the City to be paid in the amount of \$1,991.45 ACH

for claims warrants numbered - through - & dated 7/25/2022

Line	Claimant	Voucher No.	Amount
1	Dept. of Retirement Syst.-LEOFF	000000000	1,991.45
Page Total:			\$1,991.45
Grand Total:			\$1,991.45

# Accounts Payable

## Check Detail

User: tholden  
 Printed: 07/25/2022 - 3:58PM



Check Number	Check Date		Amount
<b>90030 - Dept. of Retirement Syst.-LEOFF Line Item Account</b>			
0	07/25/2022		
Inv	01509426		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/01/2022	Richard Cary-LEOFF employer pension contribution 7/2020-12/202	001-08-009-521-22-22-100	1,991.45
Inv 01509426 Total			1,991.45
0 Total:			1,991.45
<b>90030 - Dept. of Retirement Syst.-LEOFF Total:</b>			1,991.45
Total:			1,991.45



## BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

**AB22-112**  
**August 22, 2022**  
**Committee Report**

### AGENDA BILL INFORMATION

<b>TITLE:</b>	AB22-112: Staffing Plan – Mid-Budget Revisions (Behavioral Health Specialist)	<input type="checkbox"/> Discussion Only
<b>PROPOSED COUNCIL ACTION:</b>	Approve the Staffing Plan – FTE Count, dated August 22, 2022	<input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

<b>REVIEW:</b>	Department Director/Peer	Perry Phipps	7/25/2022
	Finance	Drew Bouta	7/25/2022
	Legal	Anna Astrakhan	8/8/2022
	City Administrator	Mike Sauerwein	8/12/2022

<b>DEPARTMENT:</b>	Human Resources		
<b>STAFF:</b>	Perry Phipps, Police Chief & Jennifer Ferguson, Finance & HR Director		
<b>COMMITTEE:</b>	Finance & Administration	Meeting Date: August 16, 2022	
<b>COUNCIL LIAISON:</b>	James Mayhew	Bryan Holloway	Cara Christensen
<b>EXHIBITS:</b>	1. Police Department Memo Dated August 9, 2022 2. 2021-2022 Staff Plan-FTE Count 3. Behavioral Health Specialist Position Description DRAFT		

### SUMMARY

The purpose of this agenda bill and subsequent council action is to address staffing needs.

### BACKGROUND

As part of the City Administration's on-going efforts to assess delivery of core services to the community, staffing adjustments and position changes have been reviewed and proposed.

### ANALYSIS

The 2021-2022 Biennial Budget was last amended in March 2022 through adoption of [Ordinance No. 1260](#), which provided for budgetary appropriations including but not limited to salary and benefits which supports a Full Time Employee ("FTE") count of, not to exceed, 112.5 FTEs. The City Council approved adjustments to the staffing plan on July 25, 2022. An updated Staffing Plan – FTE Count table has been prepared (see Exhibit 2) to show proposed FTE count and position changes.

## BUDGET IMPACTS

Departmental impacts are addressed below:

**Police:** The Police Department is requesting one additional FTE – a new behavior health specialist. (see Exhibit 1). For many years, those individuals in need of assistance or were experiencing an emergency called 911. This resulted in the response of first responders, typically police or fire. While this may be an effective way to ask for assistance and resolve issues in many cases, it does not effectively address the need to help when the need is for someone in a mental health crisis. It became apparent that there was a need to enhance the response of our police and fire departments by including a behavioral health specialist who would respond with police and fire to fill the gap in our service to an increasing population in our community.

**Staffing & Budget Impact:** The current number of authorized positions in the Police Department is 29 FTEs. This request will increase the position count to 30 FTEs. Although this increases the FTE count by 1.0, there is no budget impact due to the grant program which will cover the cost of this position.

## PROPOSED ACTION

Move to approve the Staffing Plan – FTE Count, dated August 22, 2022.



## MEMORANDUM

DATE: August 9, 2022

TO: City Council  
Mayor Ross

FROM: Chief of Police, Perry Phipps

SUBJECT: Staffing Plan, Mid Budget Revisions (Behavioral Health Specialist)

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For many years, those individuals in need of assistance or were experiencing an emergency called 911. This resulted in the response of first responders, typically police or fire. While this may be an effective way to ask for assistance and resolve issues in many cases, it does not effectively address the need to help when the need is for someone in a mental health crisis. Many have noted that the response should include a trained mental health professional to assist first responders in helping those in crisis. Studies have shown that approximately 10% of 911 responses are for those in a mental health crisis or have some degree of mental health illness.

In 2021, the State Legislature passed a series of police reform laws including one that attempted to address the police response to those in mental health crisis. This facilitated much discussion on how do we help those in need when no crime has been committed. It became apparent that there was a need to enhance the response of our police and fire departments by including a behavioral health specialist who would respond with police and fire to fill the gap in our service to an increasing population in our community.

With the assistance of Washington State Representative Lisa Callan, Mayor Ross and North Bend Mayor McFarland, and many others, the state legislature approved \$150,000 to fund a pilot program for one year. The funding became available on July 1, 2022, and the City is working with the Washington State Health Care Authority to process the funding. We are also in the final stages of hiring a behavioral health specialist who will be housed at the police department.

I have attached the Job Description for this position to help answer any questions that you may have.

# AB22-112 | Exhibit 2

City of Snoqualmie  
Staffing Plan - Authorized Positions  
2021-2022 Biennial Budget

Approved as of July  
25, 2022

Proposed as of  
August 22, 2022

Item 3.

		Authorized		Mid-Budget Adjustments		Revised		Proposed	
Department	Position	FTE	LTE	FTE	LTE	FTE	LTE		Notes
Legislative	Council Member	0.1	0.0	0.0	0.0	0.1	0.0		
	Council Member	0.1	0.0	0.0	0.0	0.1	0.0		
	Council Member	0.1	0.0	0.0	0.0	0.1	0.0		
	Council Member	0.1	0.0	0.0	0.0	0.1	0.0		
	Council Member	0.1	0.0	0.0	0.0	0.1	0.0		
	Council Member	0.1	0.0	0.0	0.0	0.1	0.0		
	Council Member	0.1	0.0	0.0	0.0	0.1	0.0		
Department Total		0.7	0.0	0.0	0.0	0.7	0.0	0.7	
Executive	Mayor	0.3	0.0	0.0	0.0	0.3	0.0		
	City Administrator	1.0	0.0	0.0	0.0	1.0	0.0		
	Community Liaison to City Administrator	1.0	0.0	0.0	0.0	1.0	0.0		
Department Total		2.3	0.0	0.0	0.0	2.3	0.0	2.3	
Administration	City Clerk	1.0	0.0	0.0	0.0	1.0	0.0		
	Deputy Clerk	0.0	0.0	0.0	0.0	0.0	0.0		RH Contract authorized April 2022 to Dec 2022 for temp position
	Management Analyst	1.0	0.0	0.0	0.0	1.0	0.0		
	Communications Assistant	0.8	0.0	0.0	0.0	0.8	0.0		
	Communications Coordinator	1.0	0.0	0.0	0.0	1.0	0.0		
	Department Total	3.8	0.0	0.0	0.0	3.8	0.0	3.8	
City Attorney	Confidential Assistant to City Attorney	0.8	0.0	0.0	0.0	0.8	0.0		
	City Attorney	1.0	0.0	0.0	0.0	1.0	0.0		
	Assistant City Attorney	1.0	0.0	0.0	0.0	1.0	0.0		
Department Total		2.8	0.0	0.0	0.0	2.8	0.0	2.8	
Community Development	Community Development Director	1.0	0.0	0.0	0.0	1.0	0.0		
	Planning Manager	1.0	0.0	0.0	0.0	1.0	0.0		Approved July 25, 2022
	Building Official	1.0	0.0	0.0	0.0	1.0	0.0		
	Planning Technician	1.0	0.0	0.0	0.0	1.0	0.0		
	Building Inspector	1.0	0.0	0.0	0.0	1.0	0.0		
	Permit Technician	1.0	0.0	0.0	0.0	1.0	0.0		
	Office Assistant	0.0	0.0	0.0	0.0	0.0	0.0		RH Contract authorized April 2022 to Dec 2022 for temp position
	Senior Planner	1.0	0.0	0.0	0.0	1.0	0.0		Approved July 25, 2022
	Associate Planner	1.0	0.0	0.0	0.0	1.0	0.0		
	Department Total	8.0	0.0	0.0	0.0	8.0	0.0	8.0	
Finance & Human Resources	Finance Director	1.0	0.0	0.0	0.0	1.0	0.0		
	Human Resources Manager	1.0	0.0	0.0	0.0	1.0	0.0		Moved positions to Finance
	Human Resources Analyst	1.0	0.0	0.0	0.0	1.0	0.0		Moved positions to Finance
	Financial Services Manager	1.0	0.0	0.0	0.0	1.0	0.0		
	Budget Manager	1.0	0.0	0.0	0.0	1.0	0.0		Approved June 13, 2022
	Financial Analyst	0.0	0.0	0.0	0.0	0.0	0.0		
	Budget Analyst	0.0	0.0	0.0	0.0	0.0	0.0		RH Contract authorized April 2022 to Dec 2022
	Accountant	1.0	0.0	0.0	0.0	1.0	0.0		
	Senior Account Clerk	2.0	0.0	0.0	0.0	2.0	0.0		
	Account Clerk	1.0	0.0	0.0	0.0	1.0	0.0		
	Accounting Assistant	0.0	0.0	0.0	0.0	0.0	0.0		RH Contract authorized April 2022 to Dec 2022
	Office Assistant	1.0	0.0	0.0	0.0	1.0	0.0		
Department Total		10.0	0.0	0.0	0.0	10.0	0.0	10.0	
Fire	Fire Chief	1.0	0.0	0.0	0.0	1.0	0.0		
	Deputy Fire Chief	1.0	0.0	0.0	0.0	1.0	0.0		
	Administrative Assistant II	0.5	0.0	0.0	0.0	0.5	0.0		Approved June 13, 2022
	Administrative Officer	1.0	0.0	0.0	0.0	1.0	0.0		Approved June 13, 2022
	Fire Captain	1.0	0.0	0.0	0.0	1.0	0.0		
	Fire Lieutenant	2.0	0.0	0.0	0.0	2.0	0.0		
	Firefighter	9.0	0.0	0.0	0.0	9.0	0.0		
Department Total		15.5	0.0	0.0	0.0	15.5	0.0	15.5	
Information Technology	Information Technology Director	1.0	0.0	0.0	0.0	1.0	0.0		
	Information Technology Systems Support	2.0	0.0	0.0	0.0	2.0	0.0		
	Geographical Information Systems Analyst	1.0	0.0	0.0	0.0	1.0	0.0		
	Service Desk Technician	1.0	0.0	0.0	0.0	1.0	0.0		
	Data Analyst	0.0	0.0	0.0	0.0	0.0	0.0		RH Contract authorized April 2022 to Dec 2022
	Information Technology Systems Engineer	1.0	0.0	0.0	0.0	1.0	0.0		
	Information Technology Project Manager	1.0	0.0	0.0	0.0	1.0	0.0		Limited term position for ERP Tyler/Munis Project
Department Total		7.0	0.0	0.0	0.0	7.0	0.0	7.0	
Parks & Public Works	Parks & Public Works Director	1.0	0.0	0.0	0.0	1.0	0.0		
	Deputy Parks & Public Works Director	1.0	0.0	0.0	0.0	1.0	0.0		
	Maintenance Operations Manager	1.0	0.0	0.0	0.0	1.0	0.0		
	Parks Supervisor	1.0	0.0	0.0	0.0	1.0	0.0		
	Parks Lead Worker	1.0	0.0	0.0	0.0	1.0	0.0		
	Urban Forester	1.0	0.0	0.0	0.0	1.0	0.0		
	Parks Maintenance Technician II	5.0	0.0	0.0	0.0	5.0	0.0		
	Maintenance Technician II	6.0	0.0	0.0	0.0	6.0	0.0		
	Laboratory Analyst	1.0	0.0	0.0	0.0	1.0	0.0		
	Senior Operator	2.0	0.0	0.0	0.0	2.0	0.0		
	Sewer Supervisor	1.0	0.0	0.0	0.0	1.0	0.0		
	Administrative Assistant	1.0	0.0	0.0	0.0	1.0	0.0		
	Office Assistant	0.0	0.0	0.0	0.0	0.0	0.0		RH Contract authorized April 2022 to Dec 2022
	Operator II	2.0	0.0	0.0	0.0	2.0	0.0		
	Streets & Stormwater Technician II	2.0	0.0	0.0	0.0	2.0	0.0		



# AB22-112 | Exhibit 2

Item 3.

City of Snoqualmie  
Staffing Plan - Authorized Positions  
2021-2022 Biennial Budget

Approved as of July  
25, 2022

Proposed as of  
August 22, 2022

Proposed

Department	Position	Authorized		Mid-Budget Adjustments		Revised		Notes
		FTE	LTE	FTE	LTE	FTE	LTE	
	Fleet & Facilities Supervisor	1.0	0.0	0.0	0.0	1.0	0.0	
	Senior Industrial Maintenance Technician	1.0	0.0	0.0	0.0	1.0	0.0	
	Water Supervisor	1.0	0.0	0.0	0.0	1.0	0.0	
	Senior Maintenance Technician	1.0	0.0	0.0	0.0	1.0	0.0	
	Engineer	3.0	0.0	0.0	0.0	3.0	0.0	
Department Total		33.0	0.0	0.0	0.0	33.0	0.0	33.0

Police	Police Chief	1.0	0.0	0.0	0.0	1.0	0.0	
	Administrative Coordinator	1.0	0.0	0.0	0.0	1.0	0.0	
	Behavioral Health Specialist	0.0	0.0	1.0	0.0	1.0	0.0	New Position - Grant Funded and Cost Sharing with North Bend
	Police Records Technician	1.0	0.0	0.0	0.0	1.0	0.0	
	Police Records/Evidence Technician	1.0	0.0	0.0	0.0	1.0	0.0	
	Police Captain	1.0	0.0	0.0	0.0	1.0	0.0	
	Police Sergeant	4.0	0.0	0.0	0.0	4.0	0.0	
	Detective	2.0	0.0	0.0	0.0	2.0	0.0	
	Support Officer	1.0	0.0	0.0	0.0	1.0	0.0	
	Resource Officer	1.0	0.0	0.0	0.0	1.0	0.0	
	Police Officer	16.0	0.0	0.0	0.0	16.0	0.0	
Department Total		29.0	0.0	1.0	0.0	30.0	0.0	30.0

Total Staffing Count

112.0	0.0	1.0	0.0	113.0	0.0	check
112.0		1.0		113.0		113.0
Authorized		Adjustments		Revised		



## Human Resources

8020 Railroad Ave SE  
PO Box 987  
Snoqualmie, WA 98065

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

[www.ci.snoqualmie.wa.us](http://www.ci.snoqualmie.wa.us)

Item 3.

## **POSITION DESCRIPTION**

Behavioral Health Specialist – Community Responder

Classification – MP11

Salary Range - \$7,175 - \$7,972 per month plus benefits

The City of Snoqualmie, an Equal Opportunity Employer, is located about 30 miles east of Seattle, and less than 25 minutes travel time from the suburban centers and amenities of the Puget Sound's Eastside communities. The City is graced by Snoqualmie Falls, a natural landmark well known for its spectacular 268-foot cascade located near the Salish Lodge and Spa. The City is also home to the Northwest Railway Museum who manages the historic Snoqualmie Train Depot. The current population is approximately 14,000 with an expected population growth to over 15,000 residents. The City employs over 100 FTE employees and operates under a Strong Mayor/Council form of government, with the City Administrator serving as the Chief Operating Officer and the Mayor serving as the Chief Executive Officer.

### **SUMMARY**

An at-will professional position under the general supervision of the Police Chief. The Behavioral Health Specialist – Community Responder uses evidence-based practice that promotes well-being through assessment, diagnosis, treatment, and prevention. Behavioral Health Specialist – Community Responders incorporate knowledge of human behavior, sociology, psychiatry, psychology, and many other social science disciplines using advocacy, compassion and de-escalation and crisis intervention skills to support those with unmet needs in a culturally responsive manner. They work as a team with other responders and care givers, and collaborate with other local, regional, state and federal programs to identify gaps in existing resources for community members and provide support services as needed. The primary focus of work is crisis intervention, resource referral, and follow-up; this work is conducted in community settings such as emergency and non-emergency police, fire and EMS incident scenes, health care organizations, businesses, homes, public spaces and at social service agencies.

### **SCOPE OF RESPONSIBILITIES:**

Respond to 911 calls for service in the community, both within a team or independently

Conduct ongoing biopsychosocial assessments of community members

Plan, implement, and coordinate services related to crisis response and social service needs in the Snoqualmie Police Service area, including the city of North bend

Provide appropriate referrals and resources to community members (e.g., caregiver respite programs, paratransit applications, DSHS applications, SSDI, Veteran's Benefits)

Follow-up with community members periodically to ensure a warm hand-off to the appropriate resource(s) or services

Periodically re-evaluate efficacy of the resource(s) or services, and determine need for additional or alternate services

Thoroughly document all encounters in accordance with policy and professional standards

Conduct home visits based on referrals from other responders and community service professionals

Provide appropriate level of support to community members during particularly vulnerable transitional times, such as post-hospitalization discharge to home or to alternate points of care

Provide community member and/or caregiver/family education on alternative care strategies and resources

Complete all mandatory training in a timely fashion such as clinical competency, culturally relevant practices, use of appropriate technologies, customer service, and any other assigned program and Department training

Promote public health and wellness by coordinating and participating in community-wide events, health fairs, volunteer fairs, and activities

Seeks funding and resources for programs that improve community outreach and service programs being offered to the community

Participate in the development of the Community Responder Program's performance metrics, tracking, and referrals.

Provide or coordinate training for Fire, Police and City Staff on social services or program updates and advancements.

Represent the Community Responder Program on regional related work groups or committees when requested.

Develop reporting metrics, track data, and provide periodic reports to the Police Chief, Fire Chief, or other City Staff and Elected Officials as directed, or the WA Healthcare Authority.

Present program related information and or reporting metrics to community providers, service organizations, elected officials and or the community.

Performs other duties and assumes other responsibilities as may be assigned.

## **EMPLOYMENT STANDARDS**

### **Education & Experience:**

Master's Degree in social work, sociology, psychology, human development or other related field; licensed mental health provider and/or substance use disorder professional; and 1 year of paid experience in a health care setting, including public health or behavioral health; Valid Washington State Driver's License or ability to obtain one with 30 days of hire. Valid COVID-19 certificate.

### **Preferred Qualifications:**

Previous emergency response experience in law enforcement, fire, emergency medical services or related field.

### **Skills, Knowledge & Abilities:**

Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, a personal computer, tablet computer, calculator, copier, scanner and fax machine.

Ability to effectively communicate both verbally and in written form.

Ability to safely operate a city vehicle.

### **Physical Demands and Work Environment:**

Must be physically capable of lifting, walking, moving, carrying, climbing, bending, kneeling, crawling, reaching, handling, sitting, standing, pushing, and pulling.

Navigate rugged terrains and unsanitary public places, homes, shelter and emergency and non-emergency scenes.

Ability to carry, don, and doff personal and safety equipment during community response, including N95 mask and eye protection.

Work involves outreach to individuals who may be unsheltered / unhoused, living on the streets, in shelters.

The incumbent may be exposed to repeated emotionally disturbing situations, high-stress dynamic situations, hostile and/or aggressive behaviors, which could present a personal risk of harm.

Work may require visits to jails and out-of-town locations, emergency rooms, and other medical facilities.

Exposure to bloodborne pathogens or other potentially infectious material.

Work hours include various shifts and to provide 24/7 coverage for community service calls and emergencies.

DRAFT



# BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB22-119  
August 22, 2022  
Committee Report

Item 4.

## AGENDA BILL INFORMATION

<b>TITLE:</b>	AB22-119: Resolution 1623 Declaring Surplus Property and Authorizing the Sale of City Property (IT Department)	<input type="checkbox"/> Discussion Only
<b>PROPOSED ACTION:</b>	Adopt Resolution 1623 Declaring Surplus Property and Authorizing the Sales of City Property (IT Department)	<input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input checked="" type="checkbox"/> Resolution

<b>REVIEW:</b>	Department Director/Peer	Chris Miller	8/11/2022
	Finance	n/a	
	Legal	Anna Astrakhan	8/11/2022
	City Administrator	Mike Sauerwein	8/11/2022

<b>DEPARTMENT:</b>	Information Technology		
<b>STAFF:</b>	Chris Miller, Interim IT Director		
<b>COMMITTEE:</b>	Finance & Administration	<b>COMMITTEE DATE:</b> August 16, 2022	
<b>MEMBERS:</b>	James Mayhew	Bryan Holloway	Cara Christensen
<b>EXHIBITS:</b>	1. Resolution No. 1623 – with Attachment A		

## SUMMARY

### INTRODUCTION

The Information Technology Department has accumulated an excess of City property that needs to be surplussed. All of the items listed have a de minimus residual monetary value as it is no longer serviceable

### BACKGROUND

The City Council has passed a Resolution establishing procedure for the sale of surplus City property (Resolution 231). The Resolution calls for the City Council to pass a Resolution to sell surplus City property. The City of Snoqualmie finds itself in possession of City property that is appropriate to sell.

### NEXT STEPS

Staff will contact a local e-waste recycling facility to dispose of the surplussed City property properly.

## PROPOSED ACTION

Move to adopt Resolution 1623 Declaring Surplus Property and Authorizing the Sale of City Property (IT Department).

## RESOLUTION NO. 1623

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SNOQUALMIE, WASHINGTON, DECLARING SURPLUS PROPERTY AND AUTHORIZING THE SALE, AWARD OR DISPOSAL OF SURPLUS CITY PROPERTY

**WHEREAS**, the City Council of the City of Snoqualmie has passed a Resolution establishing a procedure for the sale of surplus City property (Resolution No. 231); and

**WHEREAS**, said Resolution calls for the City Council to pass a Resolution in order to sell, award or dispose of surplus City property; and

**WHEREAS**, the City of Snoqualmie finds itself in possession of surplus City property that is no longer useful or has de minimis residual monetary value; and

**RESOLVED**, by the City Council of the City of Snoqualmie, Washington, as follows:

Section 1. The item(s) listed as surplus in Attachment “A” are declared surplus.

Section 2. The aforementioned surplus property shall be disposed of by a sale, award or disposal that complies with State Law.

**PASSED** by the City Council of the City of Snoqualmie, Washington, this 22nd day of August, 2022.

\_\_\_\_\_  
Katherine Ross, Mayor

Attest:

\_\_\_\_\_  
Acting City Clerk

\_\_\_\_\_  
Bob Sterbank, City Attorney

**Equipment Surplus Candidate Inventory****Snoqualmie Printers**

Type	Make	Name	Model	Serial Number	Value	Notes
Printer	HP	OfficeJet Pro 7740	7740	CN7CC2505Z	de minimus	
Printer	HP	LaserJet P3015	CE5280	VNBCB6W3LK	de minimus	
Printer	HP	LaserJet 500 M551	LJ500-M551	CNBCD300TV	de minimus	



## Equipment Surplus Candidate Inventory

### Snoqualmie Laptops, PC, Tablets

Type	Make	Model	Serial Number	Value	Notes
Laptop	HP	Compaq 6735b	CNU9373K7Y	de minimus	
Laptop	Lenovo	20H8-000GUS	PF-17N087	de minimus	
Laptop	Lenovo	2242-80U	R8-MEBBM	de minimus	
Laptop	Lenovo	2242-8QU	R8-3M4K3	de minimus	
Laptop	Lenovo	2242-8QU	R8-3M4L8	de minimus	
Laptop	Lenovo	290F-0032US	PF-07C4W4	de minimus	
Laptop	Lenovo	2396-C6U	MJ85L6A	de minimus	
Laptop	Microsoft	Surface 1724 128GB	023859165353	de minimus	Broken
Laptop	Microsoft	Surface 1724 128GB	076508244753	de minimus	Broken
Laptop	Microsoft	Surface 1724 128GB	000319171253	de minimus	Broken
Laptop	Microsoft	Surface 1724 128GB	068443363456	de minimus	
Laptop	Microsoft	Surface 1724 128GB	017836344753	de minimus	
Laptop	Microsoft	Surface 1724 128GB	079877444953	de minimus	
Laptop	Microsoft	Surface 1724 128GB	082120144753	de minimus	
Laptop	Microsoft	Surface 1724 128GB	082120144753	de minimus	
Laptop	Microsoft	Surface 1724 128GB	028576731853	de minimus	
Laptop	Microsoft	Surface 1796 128GB	014251181953	de minimus	
Laptop	Microsoft	Surface Win 8 128GB	017996334953	de minimus	
Laptop	Microsoft	Surface Win 8 128GB	068791444753	de minimus	
Laptop	Microsoft	Surface Win 8 128GB	050246431753	de minimus	
Laptop	Microsoft	Surface Win 8 128GB	065501434153	de minimus	
Laptop	Microsoft	Surface Win 8 128GB	041551531753	de minimus	
Laptop	Microsoft	Surface Win 8 128GB	022158335153	de minimus	
Laptop	Microsoft	Surface Win RT 64GB	014903424352	de minimus	
PC	Lenovo	0809-C5U	MJLWBA2	de minimus	
PC	Lenovo	7259-B2U	MJRPX14	de minimus	
PC	Lenovo	7279-A8U	MJ01594	de minimus	
PC	Lenovo		MJ01604	de minimus	
Tablet	Apple	iPad A1458	DMPKM03SF185	de minimus	
Tablet	Apple	iPad A1458	DMQKNTQKF185	de minimus	
Tablet	Apple	iPad A1458	DMQK260SF185	de minimus	
Tablet	Apple	iPad A1458	DMQKNTFUF185	de minimus	
Tablet	Apple	iPad A1458	DMQKNSZ8F185	de minimus	
Tablet	Microsoft	Motion MC-F5 CFT-003	B7J8AG000985	de minimus	

## Equipment Surplus Candidate Inventory

### Snoqualmie Monitors

Type	Make	Model	Serial Number	Value
Monitor	Acer	V226HQL	42906980685	de minimus
Monitor	ASUS	VE276Q	C5LMTF045084	de minimus
Monitor	ASUS	VE276Q	C5LMTF045126	de minimus
Monitor	ASUS	VW266	A6LMTF032142	de minimus
Monitor	ASUS	VW266	A6LMTF032147	de minimus
Monitor	ASUS	VW266	ABLMTF054648	de minimus
Monitor	Dell	2208WFPt	CN-0CU889-71618-83D-056S	de minimus
Monitor	Dell	E177FPb	CN044572-46633-6BO-131U	de minimus
Monitor	Dell	E177FPb	CN-0UH572-46633-6BO-12TU	de minimus
Monitor	IBM	6734-AC0	55ZNF53	de minimus
Monitor	Lenovo	3396C6U	MJ85L5W	de minimus
Monitor	Lenovo	7075H1U	S1CVR18	de minimus
Monitor	Lenovo	7075H1U	S1Z7915	de minimus
Monitor	Lenovo	7075H1U	S1Z7994	de minimus
Monitor	Lenovo	7075H1U	S1Z8010	de minimus
Monitor	Lenovo	7075H1U	S1Z8069	de minimus
Monitor	Lenovo	7075H1U	S1Z8069	de minimus
Monitor	Lenovo	7075H1U	S1Z8078	de minimus
Monitor	Lenovo	7075H1U	S1Z8369	de minimus
Monitor	Lenovo	7075H1U	S1Z8602	de minimus
Monitor	LG	22EC33T	311NDWEDE569	de minimus
Monitor	LG	22EN33TA	311NDLS9U576	de minimus
Monitor	LG	22EN33TA	311NDZJDE557	de minimus
Monitor	LG	23CAV42K-B	411MXEZMN604	de minimus
Monitor	LG	23CAV42K-B	507MX5KT7566	de minimus
Monitor	LG	23CAV42K-B	507MXQAT7546	de minimus
Monitor	LG	23CAV42K-B	507MXQAT7564	de minimus
Monitor	LG	23CAV42K-B	604MXCRSV211	de minimus
Monitor	LG	23CAV42K-B	604MXSKSV190	de minimus
Monitor	LG	23CAV42K-B	604MXWESV225	de minimus
Monitor	LG	23CAV42K-B	604MXZJSV213	de minimus
Monitor	LG	23CAV42K-B	607MXPH1840	de minimus
Monitor	LG	23CAV42KL	411MXGLMN719	de minimus
Monitor	LG	23CAV42KL	507NXEZX7548	de minimus
Monitor	LG	23CAV42KL	509MXGLMN719	de minimus
Monitor	LG	23MB35PM-B	6060NTHMB5193	de minimus
Monitor	LG	23MB35PM-B	606NTBKB5237	de minimus

## Equipment Surplus Candidate Inventory

### Snoqualmie Monitors

Type	Make	Model	Serial Number	Value
Monitor	LG	24CAV37K	606MXKDSV237	de minimus
Monitor	LG	24CAV37K	701MXLSRD272	de minimus
Monitor	LG	24CAV37K-B	611MXCRPS435	de minimus
Monitor	LG	24CAV37K-B	707MXVWSE679	de minimus
Monitor	LG	24CAV37K-B	709MXCRK2979	de minimus
Monitor	LG	24CAV37K-B	709MXJXK3068	de minimus
Monitor	LG	24CAV37K-B	709MXKDK3085	de minimus
Monitor	LG	24CAV37K-B	709MXNUK3111	de minimus
Monitor	LG	24CAV37K-B	709MXWEK2993	de minimus
Monitor	LG	24CAV37K-B	807MXUNLU934	de minimus
Monitor	LG	24CAV37K-B	907MXAYKZ560	de minimus
Monitor	LG	24CAV37K-BL	906MVTCP7777	de minimus
Monitor	LG	24MB35P-B	708MXMTVH739	de minimus
Monitor	LG	24MB35PYI	805MXFVN0515	de minimus
Monitor	LG	E2411PU	208NDRF58342	de minimus
Monitor	LG	N2311AZ	205NDRFAT518	de minimus
Monitor	LG	N2311AZ	205NDXQAT562	de minimus
Monitor	Samsung	NC241-T	LF24NEBHBNM/GO	de minimus
Monitor	Samsung	NC241-T	Z6KRHCIDA00423K	de minimus
Monitor	Samsung	NC241-T	Z6KRHCJDA00482K	de minimus
Monitor	Samsung	NC241-T	Z6KRHCJDA00509R	de minimus
Monitor	Samsung	NC241-T	Z6KRHCJDA00514B	de minimus
Monitor	Samsung	NC241-T	Z6KRHCJDA00528T	de minimus
Monitor	Samsung	NC241-T	Z6KRHCJDA00544E	de minimus
Monitor	Samsung	NC241-T	Z6KRHCJF100008A	de minimus
Monitor	Samsung	NC241-T	Z6KRHCJG300070M	de minimus
Monitor	Samsung	NC241-T	Z6KRHCJG300098Z	de minimus
Monitor	Samsung	NC24-T	Z6KRHC5DA00488M	de minimus
Monitor	ViewSonic	VA2246M-LED	TSP145OA1319	de minimus
Monitor	ViewSonic	VA2246M-LED	TSP160780967	de minimus
Monitor	ViewSonic	VG2227WM	R9R101900277	de minimus
Monitor	ViewSonic	VG2227WM	R9R103002943	de minimus
Monitor	ViewSonic	VG2227WM	R9R103003188	de minimus
Monitor	ViewSonic	VS12512	R9R103002058	de minimus
Monitor	ViewSonic	VS12512	R9R103002097	de minimus
Monitor	LG	22EC33T	311NDKDDE565	de minimus
Monitor	ViewSonic	VG2227WM	R9R101900299	de minimus
Monitor	ViewSonic	VA2246M-LED	TSP1639J0290	de minimus
Monitor	Samsung	NC241-T	Z6KRHCJG300070M	de minimus
Monitor	ViewSonic	VA2246M-LED	TSP145OA1321	de minimus

**Equipment Surplus Candidate Inventory****Snoqualmie Monitors**

Type	Make	Model	Serial Number	Value
Monitor	LG	23CAV42K-B	507MXCRT7563	de minimus

**Equipment Surplus Candidate Inventory****SnoqualmieVoIP Phones**

Type	Make	Model	Serial Number	Value
VoIP Phone	Cisco	7961	FCH1302CBB4	de minimus
VoIP Phone	Cisco	7942G	FCH16258FL0	de minimus
VoIP Phone	Cisco	7942	FCH14248KCH	de minimus
VoIP Phone	Cisco	7941	FCH130894P0	de minimus
VoIP Phone	Cisco	7961	FCH13039M27	de minimus
VoIP Phone	Cisco	7942	FCH18509LM1	de minimus
VoIP Phone	Cisco	7941	FCH13098N5X	de minimus
VoIP Phone	Cisco	7941	FCH13098QDM	de minimus

**Equipment Surplus Candidate Inventory****Snoqualmie Hard Drives**

<b>Size</b>	<b>Qty</b>	<b>Value</b>
<b>Size</b>	<b>Qty</b>	<b>Value</b>
3.5"	17	de minimus
2.5"	9	de minimus

## Equipment Surplus Candidate Inventory

### Snoqualmie Cell Phones

Type	Make	Qty	Value
Apple	iPhone 4s A1387	6	de minimus
Apple	iPhone 5c A1532	1	de minimus
Apple	iPhone 5s A1533	1	de minimus
Arbitron	DA113	1	de minimus
Casio	G'zOne Commando C811	1	de minimus
Casio	G'zOne Ravine C781	32	de minimus
HTC	Imagio WHIT100	18	de minimus
Kyocera	Brigadier E6782	7	de minimus
LG	VX8350	1	de minimus
LG	VX8360	1	de minimus
Motorola	Barrage V860	34	de minimus
Motorola	i530	2	de minimus
Motorola	i576	8	de minimus
Motorola	i90c	1	de minimus
Motorola	W385	4	de minimus
Motorola	W755	1	de minimus
Motorola	W766	1	de minimus
Nokia	Lumia 928	7	de minimus
Novatel	NRM-MC551	1	de minimus
Samsung	Galaxy S4	4	de minimus
Samsung	Galaxy S5	24	de minimus
Samsung	Galaxy S7	2	de minimus
Samsung	Galaxy S7 Edge	2	de minimus
Samsung	SCH-U365	1	de minimus
Samsung	SCH-U680	2	de minimus
Samsung	Unknown 1	1	de minimus
Samsung	Unknown 2	1	de minimus
Suntelecom	ST600 Plus	4	de minimus
	Total Count	169	

### Snoqualmie Hotspots

Type	Make	Qty	Value
Verizon	Ellipsis Jetpack	3	de minimus
Verizon	Jetpack	3	de minimus
Verizon	MiFi	9	de minimus
Verizon	MiFi Jetpack	8	de minimus
	Total Count	23	



# 2022 FINANCE & ADMINISTRATION WORK PLAN

Item 7.

Items are not listed in any particular order. Agenda items & meeting dates are subject to change.

UPDATED: 8/12/2022 2:10 PM

AUGUST 16 - FINANCE & ADMINISTRATION COMMITTEE, 6:30 PM		AGENDA FRI 6/17
TOPIC		STAFF
Minutes:		Deb Estrada
Warrants: Claims Report		Drew Bouta
AB22-112: Staffing Plan – Mid-Budget Revisions (Behavioral Health Specialist)		Jen Ferguson
Discussion: Enterprise Resource Planning (ERP) Project Update		Sarah Reeder
Discussion: Financial Quarterly Performance Reporting		Jen Ferguson
Discussion: Finance & Administration Work Plan		Deb Estrada
Draft August 22 City Council Agenda		Deb Estrada

AUGUST 29 – SPECIAL FINANCE & ADMINISTRATION COMMITTEE, 6:00 PM	
Staff Support:	
IT Support:	
TOPIC	
AB22-074: Financial Management Policy, Cont.	

AUGUST 30 – SPECIAL FINANCE & ADMINISTRATION COMMITTEE, 6:00 PM	
Staff Support:	
IT Support:	
TOPIC	
AB22-074: Financial Management Policy, Cont.	

SEPTEMBER 7 - FINANCE & ADMINISTRATION COMMITTEE, 6:30 PM		AGENDA FRI
TOPIC		STAFF
Minutes:		
Warrants: Claims Report		Drew Bouta
AB22-118: MOU & Participation Form Approving Distributions to Local Governments of Funds from WA Attorney		Bob Sterbank
AB22-XXX: Approve Resolution No. XXXX Terminating Mission Square 401(a) Retirement Plan		Jen Ferguson
Draft City Council Agenda		

SEPTEMBER 20 - FINANCE & ADMINISTRATION COMMITTEE, 6:30 PM		AGENDA FRI
TOPIC		STAFF
Minutes:		
Warrants: Claims Report		Drew Bouta



Discussion: Enterprise Resource Planning (ERP) Project Update	Sarah Reed	Item 7.
Discussion: Finance & Administration Work Plan		
Draft City Council Agenda		

<b>OCTOBER 4 - FINANCE &amp; ADMINISTRATION COMMITTEE, 6:30 PM</b>	<b>AGENDA FRI</b>
<b>TOPIC</b>	<b>STAFF</b>
Minutes:	
Warrants: Claims Report	Drew Bouta
Discussion: Finance & Administration Work Plan	
Draft City Council Agenda	

<b>OCTOBER 18 - FINANCE &amp; ADMINISTRATION COMMITTEE, 6:30 PM</b>	<b>AGENDA FRI</b>
<b>TOPIC</b>	<b>STAFF</b>
Minutes:	
Warrants: Claims Report	Drew Bouta
AB22-076: 2023-2024 Biennial Budget – Review and Deliberations of Proposed Budget	All Dept Directors
Discussion: Finance & Administration Work Plan	
Draft City Council Agenda	

<b>NOVEMBER 8 - FINANCE &amp; ADMINISTRATION COMMITTEE, 6:30 PM</b>	<b>AGENDA FRI</b>
<b>TOPIC</b>	<b>STAFF</b>
Minutes:	
Warrants: Claims Report	Drew Bouta
AB22-076: 2023-2024 Biennial Budget – Review and Deliberations of Proposed Budget	
Discussion: Finance & Administration Work Plan	
Draft City Council Agenda	

<b>NOVEMBER 22 - FINANCE &amp; ADMINISTRATION COMMITTEE, 6:30 PM</b>	<b>AGENDA FRI</b>
<b>TOPIC</b>	<b>STAFF</b>
Minutes:	
Warrants: Claims Report	Drew Bouta
Discussion: Finance & Administration Work Plan	
Draft City Council Agenda	

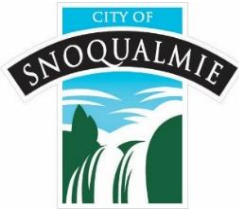
<b>DECEMBER 6 - FINANCE &amp; ADMINISTRATION COMMITTEE, 6:30 PM</b>	<b>AGENDA FRI</b>
<b>TOPIC</b>	<b>STAFF</b>
Minutes:	

Warrants: Claims Report	Drew Bouta	Item 7.
Discussion: Finance & Administration Work Plan		
Draft City Council Agenda		

**DECEMBER 20 - FINANCE & ADMINISTRATION COMMITTEE**  
**PURSUANT TO COUNCIL ACTION TAKEN FEBRUARY 28, 2022**  
**NOTICE:**

**OTHER ITEMS TO BE SCHEDULED:**

1. Internal control matters
  - Discussion of internal controls implementing purchasing matrix and related policies
  - Administration update of Clark Number recommendations
2. Review of Whistleblower policies
3. Travel Policy
4. Financial Reporting
5. Ethics Ordinance – Comprehensive review of ethics policies and practices
6. Council Rules of Procedure
7. Enterprise Resource Planning Project Update



**CITY COUNCIL ROUNDTABLE HYBRID MEETING, 6 PM**  
**CITY COUNCIL REGULAR HYBRID MEETING, 7 PM**  
**Monday, August 22, 2022**

Item 8.

**MAYOR & COUNCIL MEMBERS**

Mayor Katherine Ross  
Councilmembers: Ethan Benson, Cara Christensen,  
Bryan Holloway, Jolyon Johnson, Matthew Laase,  
James Mayhew, and Robert Wotton

**LOCATION**

Snoqualmie City Hall & Zoom  
38624 SE River Street | Snoqualmie, WA 98065  
Phone: 425.888.1555 | [www.snoqualmiewa.gov](http://www.snoqualmiewa.gov)

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**ROUNDTABLE AGENDA, 6 PM**

**CALL TO ORDER & ROLL CALL, 6 PM**

**AGENDA APPROVAL**

**SPECIAL BUSINESS**

1. ARPA Discussion

**ADJOURNMENT**

**REGULAR MEETING AGENDA, 7 PM**

**CALL TO ORDER & ROLL CALL, 7 PM**

**PLEDGE OF ALLEGIANCE**

**AGENDA APPROVAL**

**APPOINTMENTS & PROCLAMATIONS**

1. **AB22-XXX:** Appointment to the Arts Commission  
**Proposed Action:** Confirm the Mayor's recommendation to appoint XXXX to Position No. X on the Arts Commission.

2. AB22-XXX: National Emergency Preparedness Month, Proclamation No. 22-XX

## **PUBLIC COMMENTS AND REQUESTS FOR ITEMS NOT ON THE AGENDA**

### **CONSENT AGENDA:**

3. **Minutes:**  
Approve the City Council Meeting Minutes:
  - a. Roundtable Meeting dated August 8, 2022
  - b. Regular Meeting dated August 8, 2022
  - c. Special Meeting dated August 9, 2022
4. **Warrants:**  
Approve the Claims Report dated August 22, 2022.

### **COMMITTEE REPORTS:**

#### **Public Safety Committee:**

5. **AB22-120:** Accreditation Quarterly Compliance Report
6. **AB22-116:** South Correctional Entity (SCORE) Interlocal Housing Agreement

#### **Community Development Committee**

#### **Parks & Public Works Committee:**

7. **AB22-108:** Water Reclamation Facility Phase 3 Update and Amendment to RH2 Services Agreement
8. **AB22-113:** Adopting the General Sewer Plan (Resolution No. 1621)

#### **Finance & Administration Committee:**

9. **AB22-119:** Declaring Surplus Property and Authorizing the Sale of City Property (Resolution No. 1623)
10. **AB22-112:** Staffing Plan – Mid-Budget Revisions (Behavioral Health Specialist)

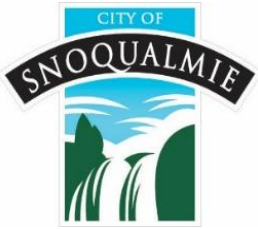
#### **Committee of the Whole:**

11. **AB22-076:** 2023-2024 Biennial Budget – Presentation of Financial Forecast and Summary of Revenue Sources

### **REPORTS**

12. Mayor's Report
13. Commission/Committee Liaison Reports

### **ADJOURNMENT**



**CITY COUNCIL  
SPECIAL HYBRID MEETING  
Tuesday, August 23, 2022, at 6:00 PM**

Item 8.

**MAYOR & COUNCIL MEMBERS**

Mayor Katherine Ross  
Councilmembers: Ethan Benson, Cara Christensen,  
Bryan Holloway, Jo Johnson, Matthew Laase,  
James Mayhew, and Robert Wotton

**LOCATION**

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***Please be advised that while this is an open public meeting,  
there will be no opportunity for public comments or participation.***

**CALL TO ORDER & ROLL CALL**

**SPECIAL BUSINESS**

1. **AB22-098:** Snoqualmie Mill Planned Commercial/Industrial Plan – Quasi-Judicial Land Use Matter

**CLOSED SESSION**

Possible closed session pursuant to RCW 42.30.140(2), regarding a quasi-judicial matter between named parties as distinguished from a matter having general effect on the public or on a class or group.

**ADJOURNMENT**