



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

Tuesday, October 18, 2022, at 6:30 PM

Snoqualmie City Hall, 38624 SE River Street & Zoom

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### COMMITTEE MEMBERS

James Mayhew, Chair

Councilmembers: Cara Christensen and Bryan Holloway

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

**Join by Telephone:** To listen to the meeting via telephone, please call **253.215.8782** and enter Webinar ID **880 1897 0598** and Password **1830050121** if prompted.

Press \*9 to raise your hand to speak. Raising your hand signals the meeting moderator that you have a comment.

Press \*6 to mute and unmute.

**Join by Internet:** To watch the meeting over the internet via your computer, follow these steps:

- 1) Click this [link](#)
- 2) If the Zoom app is not installed on your computer, you will be prompted to download it.
- 3) If prompted for Webinar ID, enter **880 1897 0598**; Enter Password **1830050121**
- 4) Please confirm that your audio works prior to participating.

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### CALL TO ORDER & ROLL CALL

### AGENDA APPROVAL

### PUBLIC COMMENTS

### MINUTES

1. Approval of the minutes dated October 4, 2022

### APPROVAL OF WARRANTS / CLAIMS

2. Consideration of Claims Approval Report dated October 24, 2022

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

3. **AB22-076:** 2023-2024 Biennial Budget

**Proposed Action:** Approve Ordinance 1267 Adopting the 2023-2024 Biennial Budget

Topics:

1. Finish Department Budget Presentations
2. Review of Cost Allocation Plan and Budgetary Assumptions
3. Review AB22-150: Salary Schedule & Benefits – Non-Represented Management & Professionals Group

4. **AB22-151:** Ordinance 1269 Amending SMC 13.12.040(G) to Establish a Payment Plan Program for Delinquent Utility Accounts

**Proposed Action:** Motion to adopt Ordinance No. 1269 Amending SMC 13.12.040(G) to Establish a Payment Plan Program for Delinquent Utility Accounts

5. Placeholder: End of Emergency Proclamation

## **DISCUSSION**

6. Presentation: ERP Tyler/Munis Project Update
- [7.](#) Finance & Administration Work Plan Update

## **CITY COUNCIL AGENDA REVIEW**

- [8.](#) Review Draft Special City Council Agenda dated October 19, 2022
- [9.](#) Review Draft City Council Agenda dated October 24, 2022
- [10.](#) Review Draft Special City Council Agenda dated November 1, 2022

## **ADJOURNMENT**



## FINANCE & ADMINISTRATION COUNCIL COMMITTEE & COMMITTEE OF THE WHOLE HYBRID MEETING MINUTES OCTOBER 4, 2022

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

### CALL TO ORDER

Committee Chair Mayhew called the meeting to order 6:43pm

**Committee Members:** Chair James Mayhew, Councilmember Cara Christensen (remote), Councilmember Holloway. Also, present were Mayor Ross, and Councilmember Johnson (remote).

### City Staff:

Mike Sauerwein, City Administrator  
Bob Sterbank, City Attorney  
Mike Chambless, Parks & Public Works Director  
Emily Arteche, Community Development Director (remote)  
Carson Hornsby, Management Analyst/Acting City Clerk  
Chris Miller, Interim IT Director  
Jimmie Betts, IT Systems Support

**EXECUTIVE SESSION:** Committee added and moved to executive session to discuss litigation and potential litigation pursuant to RCW 42.30.110(1)(i)(i) and (ii). Session attendees included councilmembers in attendance, Mayor Ross, City Administrator Sauerwein, City Attorney Sterbank, and Parks and Public Works Director Chambless. The executive session lasted until 7:05pm.

**AGENDA APPROVAL:** Committee amended the agenda to remove item 3) AB22-140: 2023-2024 Human Services Funding Recommendations, referring it to the Community Development Committee. Agenda was approved as amended.

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

### MINUTES

1. Committee approved the minutes from the September 20, 2022, Finance and Administration Committee meeting.

### APPROVAL OF WARRANTS / CLAIMS

2. Claims Approval Report dated October 10, 2022, was approved for the October 10 City Council Consent agenda.

### CITY COUNCIL AGENDA REVIEW

### AGENDA BILLS

3. **AB22-074:** Financial Management Policy – Moved to the October 10, 2022, council meeting agenda with recommendation for adoption.
4. **AB22-076:** 2023-2024 Biennial Budget – The following departments provided an overview of their proposed biennial budgets: Information Technology, Human Resources, Finance, and Legal.

## CITY COUNCIL MEETING AGENDA REVIEW

5. **October 10, 2022:** Roundtable and Regular Meeting – add Council Committee and Liaison Appointment item; remove AB22-140; remove AB22-138; move AB22-128 to consent agenda; add Legislative Priorities item; move PSRC Presentation to future meeting. **Committee approved agenda as amended.**

6. **October 11, 2022:** Special Meeting – **Committee approved agenda as presented.**

## ADJOURNMENT

Committee Chair Mayhew adjourned the meeting at 8:30pm.

### Attest:

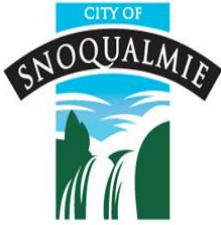
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James Mayhew, Committee Chair

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Carson Hornsby, Acting City Clerk





38624 SE River Street  
PO Box 987  
Snoqualmie, WA 98065

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

[www.snoqualmiewa.gov](http://www.snoqualmiewa.gov)

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

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

**Date:** October 24, 2022

**Subject:** CLAIMS REPORT - Approval of payment for the period:  
September 30, 2022 – October 6, 2022 and ACH September 27, 2022 – October 6, 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:

**September 30, 2022 – October 6, 2022**

**ACH September 27, 2022 – October 6, 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	Amount	CLAIMS TOTAL
		From #	Thru #			
41	9/30/2022	59159	59210	\$	278,953.13	
42	10/4/2022	59211	59212	\$	4,226.76	
43	10/6/2022	59213	59284	\$	384,607.29	
Voids	10/6/2022	59285	59292	\$	-	
<b>Grand Total</b>						<b>\$ 667,787.18</b>

PAYROLL (including Payroll Benefits)						
Batch ID	Date	Warrants		ACH	Amount	PAYROLL TOTAL
		From #	Thru #			
P9-2022	9/30/2022			124	\$ 547,357.66	\$ 547,357.66
PV9-2022	9/30/2022	59145	59158	8	\$ 578,909.52	652,182.03
<b>Grand Total</b>						<b>1,199,539.69</b>

MISCELLANEOUS DISBURSEMENTS				
Date	Description	ACH Amount	Wire Amount	MISC TOTAL
9/27/2022	Navia - 2022 HRA Plan Reimbursements	\$ 1,371.19		\$ 1,371.19
9/27/2022	DOL Firearm Fees	\$ 918.00		\$ 918.00
9/28/2022	DOR Warrant	\$ 48,138.75		\$ 48,138.75
10/3/2022	Merchant Card Fees - Bluefin	\$ 597.37		\$ 597.37
10/3/2022	Merchant Card Fees - Bank of America	\$ 137.40		\$ 137.40
10/4/2022	Navia - 2022 FSA Plan Reimbursements	\$ 417.00		\$ 417.00
10/4/2022	Navia - 2022 HRA Plan Reimbursements	\$ 4,885.31		\$ 4,885.31
10/4/2022	Merchant Card Fees - Bankcard	\$ 9,681.94		\$ 9,681.94
10/4/2022	Merchant Card Fees - Merchant Transact	\$ 794.26		\$ 794.26
10/6/2022	Merchant Card Fees - American Express	\$ 1,073.79		\$ 1,073.79
<b>Grand Total</b>				<b>68,015.01</b>

**Total 1,935,341.88**

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*

10/13/2022

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

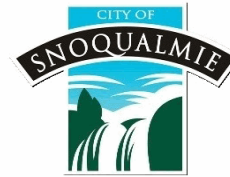
James Mayhew, Mayor Pro Tem/Committee Chair

Date

# Accounts Payable

## Blanket Voucher Approval Document

User: TWood  
 Printed: 09/30/2022 - 8:37AM  
 Warrant Request Date: 9/30/2022  
 DAC Fund:



Batch: 00005.09.2022 - 9-29-22 Check Run

City of Snoqualmie

Claims presented to the City to be paid in the amount of \$ 278,953.13  
 for claims warrants numbered 59159 through 59210 & dated 9-30-22.

Line	Claimant	Voucher No.	Amount
1	911 SUPPLY INC	000059159	818.45
2	A & H EMBROIDERY	000059160	97.50
3	AMAZON CAPITAL SERVICES	000059161	1,316.32
4	Arteche,Emily	000059162	25.19
5	Astrakhan,Anna	000059163	31.40
6	BERRY DUNN MCNEIL & PARKER LLC	000059164	4,560.00
7	Brown,Carma	000059165	20.00
8	Carmichael's True Value Hardware	000059166	3.58
9	CenturyLink	000059167	178.88
10	CenturyLink PD	000059168	1,643.23
11	Chiu,Richard & Krisha	000059169	20.00
12	City of Bellevue	000059170	4,833.17
13	City of Issaquah Finance Dept.	000059171	108,662.75
14	Comcast	000059172	421.18
15	Corporate Payment Systems	000059174	2,010.40
16	Entenmann-Rovin Co.	000059175	894.40
17	Evergreen Ford, Inc.	000059176	423.49
18	George,Jason	000059177	312.00
19	Grainger	000059178	1,392.23
20	Halbert,Kevin	000059179	136.00
21	Herrera Environmental Consultants Inc	000059180	6,491.47
22	Issaquah Municipal Court	000059181	7,321.66
23	L.N. Curtis & Sons	000059182	611.14
24	Land Development Consultants, Inc.	000059183	3,218.50
25	Les Schwab Tires, Inc.	000059184	1,318.50
26	Level 3 Communications, LLC	000059185	2,314.34
27	Lewis & Laws, PLLC	000059186	3,200.00
28	Liebetrau,Michael	000059187	125.50
29	McMaster-Carr	000059188	294.84
30	Miller,YiJu	000059189	200.00
31	Minuteman Press	000059190	49.01
32	Moberly,Lynn	000059191	6,000.00
33	Navia Benefit Solutions	000059192	422.00
34	North Bend Auto Parts, Inc. (Gen.)	000059193	83.34
35	Northwest Hydraulic Consultants, Inc	000059194	1,025.00
36	Occupational Health Centers of WA, P.S.	000059173	721.00
37	OSW Equipment & Repair, LLC	000059195	2,214.15
38	Otak, Inc.	000059196	41,879.83
39	PowerDMS, Inc.	000059197	4,208.28
40	Puget Sound Energy	000059198	93.60
41	RH2 Engineering, Inc.	000059199	44,215.42

Page Total:

\$253,807.75

Line	Claimant	Voucher No.	Amount	Item 2.
42	Robert Half	000059200	7,443.26	
43	Seattle Automotive Distributing	000059201	34.06	
44	South Correctional Entity	000059202	7,685.80	
45	Stericycle, Inc. (PD)	000059203	22.24	
46	The Seattle Times	000059204	53.52	
47	The Workwear Place	000059205	256.59	
48	Thomson Reuters - West Pymt. Center	000059206	401.84	
49	Todd's Towing	000059207	277.95	
50	TSI - Technical Systems, Inc.	000059208	1,295.91	
51	Valley Defenders, PLLC	000059209	7,450.00	
52	VWR International LLC	000059210	224.21	
Page Total:			\$25,145.38	
Grand Total:			\$278,953.13	

# Accounts Payable

## Check Detail

User: TWood  
Printed: 09/30/2022 - 10:29AM



Item 2.

Check Number	Check Date	Amount
<b>911 supp - 911 SUPPLY INC Line Item Account</b>		
59159	09/30/2022	
Inv INV-2-19899		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
07/12/2022	Nick Schulgen - Academy Uniforms	001-08-009-521-22-31-050
		584.31
Inv INV-2-19899 Total		584.31
Inv INV-2-21643		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
09/02/2022	boots Stonebraker, K	001-08-009-521-31-31-050
		234.14
Inv INV-2-21643 Total		234.14
59159 Total:		818.45
<b>911 supp - 911 SUPPLY INC Total:</b>		818.45
<b>a &amp; h - A &amp; H EMBROIDERY Line Item Account</b>		
59160	09/30/2022	
Inv 16105		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
09/14/2022	clothing Knowles, K	510-24-053-518-20-23-100
		97.50
Inv 16105 Total		97.50
59160 Total:		97.50
<b>a &amp; h - A &amp; H EMBROIDERY Total:</b>		97.50
<b>amazoncap - AMAZON CAPITAL SERVICES Line Item Account</b>		
59161	09/30/2022	
Inv 1LHK-6FH7-9CTH		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
09/20/2022	suspension strips for planhold files	001-12-019-576-80-31-040
		105.52
09/20/2022	suspension strips for planhold files	401-18-019-534-10-31-910
		527.60
09/20/2022	suspension strips for planhold files	402-20-019-535-10-31-910
		527.60
09/20/2022	suspension strips for planhold files	001-16-019-542-90-31-040
		105.52
Inv 1LHK-6FH7-9CTH Total		1,266.24

Inv      1WF3-JDHR-79PQ

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/11/2022	IT: phone case for FD	502-11-021-518-88-31-820	50.08

Inv 1WF3-JDHR-79PQ Total		50.08
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59161 Total:		1,316.32
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<b>amazoncap - AMAZON CAPITAL SERVICES Total:</b>		1,316.32
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**Arteche - Arteche, Emily Line Item Account**

59162      09/30/2022

Inv      9/22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/15/2022	mileage	130-14-031-558-60-43-000	25.19

Inv 9/22 Total		25.19
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59162 Total:		25.19
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<b>Arteche - Arteche, Emily Total:</b>		25.19
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**aas - Astrakhan, Anna Line Item Account**

59163      09/30/2022

Inv      7/22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/08/2022	mailing arbitration documents	001-04-004-515-31-41-000	31.40

Inv 7/22 Total		31.40
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59163 Total:		31.40
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<b>aas - Astrakhan, Anna Total:</b>		31.40
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**berrdun - BERRY DUNN MCNEIL & PARKER LLC Line Item Account**

59164      09/30/2022

Inv      420428

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/15/2022	IT: ERP project	502-11-023-594-18-41-040	4,560.00

Inv 420428 Total		4,560.00
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59164 Total:		4,560.00
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<b>berrdun - BERRY DUNN MCNEIL &amp; PARKER LLC Total:</b>		4,560.00
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**BrownC - Brown, Carma Line Item Account**

59165      09/30/2022

Inv      VLF Refund

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/01/2022	vehicle license refund AWJ9152	310-00-000-317-60-00-000	20.00

Inv VLF Refund Total			20.00
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59165 Total:			20.00
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**BrownC - Brown, Carma Total:**

20.00

**ctv - Carmichael's True Value Hardware Line Item Account**

59166      09/30/2022

Inv      B333641

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/12/2022	IT: magnet tape	502-11-021-518-88-31-820	3.58

Inv B333641 Total			3.58
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59166 Total:			3.58
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**ctv - Carmichael's True Value Hardware Total:**

3.58

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

59167      09/30/2022

Inv      0848-06-21

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/20/2021	city phones	511-25-054-518-50-42-000	89.80

Inv 0848-06-21 Total			89.80
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Inv      0848-12-21

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/20/2021	city phones	511-25-054-518-50-42-000	89.08

Inv 0848-12-21 Total			89.08
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59167 Total:			178.88
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**century - CenturyLink Total:**

178.88

**cenlink - CenturyLink PD Line Item Account 511-25-054-518-50-42-000**

59168      09/30/2022

Inv      072922

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
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07/08/2022	Snoqualmie PD Landlines	511-25-054-518-50-42-000	172.53
Inv 072922 Total			172.53
Inv    5004-08-22			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/20/2022	PD land lines	511-25-054-518-50-42-000	1,438.59
Inv 5004-08-22 Total			1,438.59
Inv    706B-09-22			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/08/2022	PD land lines	511-25-054-518-50-42-000	32.11
Inv 706B-09-22 Total			32.11
59168 Total:			<hr/> 1,643.23
<b>cenlink - CenturyLink PD Total:</b>			<hr/> 1,643.23
<b>chiur - Chiu, Richard &amp; Krisha Line Item Account</b>			
59169	09/30/2022		
Inv    VLF Refund			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/01/2022	vehicle license refund BGK8896	310-00-000-317-60-00-000	20.00
Inv VLF Refund Total			20.00
59169 Total:			<hr/> 20.00
<b>chiur - Chiu, Richard &amp; Krisha Total:</b>			<hr/> 20.00
<b>cob - City of Bellevue Line Item Account</b>			
59170	09/30/2022		
Inv    43392			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/07/2022	MBP Q3 subscription 2022	502-11-027-518-88-49-900	4,833.17
Inv 43392 Total			4,833.17
59170 Total:			<hr/> 4,833.17
<b>cob - City of Bellevue Total:</b>			<hr/> 4,833.17
<b>coi - City of Issaquah Finance Dept. Line Item Account</b>			
59171	09/30/2022		



Inv      21000423

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/09/2021	Nov 2021 jail housing	001-13-117-512-50-41-115	16,500.00

Inv 21000423 Total	16,500.00
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Inv      220000013

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/10/2022	dispatch svcs	014-08-012-521-22-41-511	18,382.60
01/10/2022	dispatch svcs	001-08-009-521-22-41-511	27,573.90

Inv 220000013 Total	45,956.50
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Inv      22000012

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/09/2022	Dec 2021 jail housing	001-13-117-512-50-41-115	17,256.25

Inv 22000012 Total	17,256.25
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Inv      22000355

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/09/2022	Aug 2022 jail housing	001-13-117-512-50-41-115	28,950.00

Inv 22000355 Total	28,950.00
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59171 Total:	108,662.75
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**coi - City of Issaquah Finance Dept. Total:**

108,662.75

**comcast - Comcast Line Item Account 511-25-054-518-50-42-000**

59172              09/30/2022

Inv      559927-09-22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/11/2022	internet	511-25-054-518-50-42-000	421.18

Inv 559927-09-22 Total	421.18
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59172 Total:	421.18
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**comcast - Comcast Total:**

421.18

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

59174              09/30/2022

Inv      9/22 DH

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/23/2022	Christmas train	501-23-051-548-68-31-330	293.98

Inv 9/22 DH Total	293.98
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Inv      9/22 KJ

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/23/2022	compliance posters	001-06-075-518-10-31-040	395.91
09/23/2022	LinkedIn	001-06-075-518-10-49-200	1,005.19

Inv 9/22 KJ Total			1,401.10
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Inv      9/22 KR

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/23/2022	breakfast, hotel for mayor's training	001-01-001-513-10-43-000	245.32
09/23/2022	Snoqualmie Valley Record subscription	001-01-001-513-10-49-200	70.00

Inv 9/22 KR Total			315.32
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59174 Total:			2,010.40
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**corppay - Corporate Payment Systems Total:**

2,010.40

**entenman - Entenmann-Rovin Co. Line Item Account**

59175      09/30/2022

Inv      0167642-IN

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/08/2022	uniform badges #681, 682, 683	001-08-009-521-22-31-050	894.40

Inv 0167642-IN Total			894.40
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59175 Total:			894.40
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**entenman - Entenmann-Rovin Co. Total:**

894.40

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

59176      09/30/2022

Inv      5184511

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/21/2022	wiper motor assembly #403	501-23-051-548-68-31-301	423.49

Inv 5184511 Total			423.49
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59176 Total:			423.49
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**ef - Evergreen Ford, Inc. Total:**

423.49

**georja - George, Jason Line Item Account**

59177      09/30/2022

Inv      9/22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/02/2022	PSI testing group III exams	402-20-040-535-80-23-300	312.00

Inv 9/22 Total	312.00
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59177 Total:	312.00
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georja - George, Jason Total:	312.00
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**grainger - Grainger Line Item Account**

59178      09/30/2022

Inv    9430929571

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2022	cleaning supplies	402-20-040-535-80-31-340	348.37

Inv 9430929571 Total	348.37
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Inv    9431925255

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/01/2022	hydrant supplies	402-20-040-535-80-31-300	30.69

Inv 9431925255 Total	30.69
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Inv    9432016054

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/01/2022	hydrant supplies	402-20-040-535-80-31-300	874.20

Inv 9432016054 Total	874.20
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Inv    9432016069

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/01/2022	hydrant supplies	402-20-040-535-80-31-300	69.30

Inv 9432016069 Total	69.30
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Inv    9432016088

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/01/2022	hydrant supplies	402-20-040-535-80-31-300	69.67

Inv 9432016088 Total	69.67
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59178 Total:	1,392.23
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grainger - Grainger Total:	1,392.23
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**halbertk - Halbert, Kevin Line Item Account**

59179      09/30/2022

Inv    9/22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/15/2022	CDL license renewal	001-16-035-542-30-23-300	136.00

Inv 9/22 Total	136.00
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59179 Total: 136.00

**halbertk - Halbert, Kevin Total:** 136.00

**herrera - Herrera Environmental Consultants Inc Line Item Account 130-14-032-558-60-41-080**

59180                      09/30/2022

Inv      51929

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/26/2022	pro svcs 7/30-8/26/2022	403-22-050-531-45-41-040	6,491.47

Inv 51929 Total 6,491.47

59180 Total: 6,491.47

**herrera - Herrera Environmental Consultants Inc Total:** 6,491.47

**imc - Issaquah Municipal Court Line Item Account 001-13-117-512-50-41-115**

59181                      09/30/2022

Inv      06-22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/05/2022	Snoqualmie Court Filing Fees	001-13-117-512-50-41-115	7,321.66

Inv 06-22 Total 7,321.66

59181 Total: 7,321.66

**imc - Issaquah Municipal Court Total:** 7,321.66

**Incs - L.N. Curtis & Sons Line Item Account 001-09-014-522-20-31-050**

59182                      09/30/2022

Inv      752821

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/09/2022	structural FF boots for VFF Wolfe, A	001-09-014-522-20-31-050	611.14

Inv 752821 Total 611.14

59182 Total: 611.14

**Incs - L.N. Curtis & Sons Total:** 611.14

**LDC - Land Development Consultants, Inc. Line Item Account**

59183                      09/30/2022

Inv      28403

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/18/2022	housing action plan pro svcs ending 8/13/22	131-14-255-551-00-41-000	1,014.00

Inv 28403 Total 1,014.00

Inv 28805

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/19/2022	housing action plan pro svcs ending 9/10/22	131-14-255-551-00-41-000	2,204.50

Inv 28805 Total 2,204.50

59183 Total: 3,218.50

**LDC - Land Development Consultants, Inc. Total:**

3,218.50

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

59184 09/30/2022

Inv 36300610207

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/21/2022	replacement tires #403	501-23-051-548-68-31-400	1,318.50

Inv 36300610207 Total 1,318.50

59184 Total: 1,318.50

**Ist - Les Schwab Tires, Inc. Total:**

1,318.50

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

59185 09/30/2022

Inv 600795508

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/01/2022	voice services	511-25-054-518-50-42-000	2,314.34

Inv 600795508 Total 2,314.34

59185 Total: 2,314.34

**level3 - Level 3 Communications, LLC Total:**

2,314.34

**Iewislaw - Lewis & Laws, PLLC Line Item Account**

59186 09/30/2022

Inv 1753

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/05/2022	Snoqualmie Conflict Class	001-13-117-515-91-41-111	3,200.00

Inv 1753 Total 3,200.00

59186 Total: 3,200.00

**lewislaw - Lewis & Laws, PLLC Total:**

3,200.00

**liebetra - Liebetrau, Michael Line Item Account**

59187      09/30/2022

Inv      07-11

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/11/2022	Mileage Reimbursement - 54 miles	501-23-051-548-68-32-100	33.75

Inv 07-11 Total 33.75

Inv      8/22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/30/2022	fuel/mileage	001-08-009-521-40-43-000	91.75

Inv 8/22 Total 91.75

59187 Total: 125.50

**liebetra - Liebetrau, Michael Total:**

125.50

**mcmaster - McMaster-Carr Line Item Account**

59188      09/30/2022

Inv      85129549

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/21/2022	chemical for filters	402-20-040-535-80-31-200	294.84

Inv 85129549 Total 294.84

59188 Total: 294.84

**mcmaster - McMaster-Carr Total:**

294.84

**YiJu - Miller, YiJu Line Item Account**

59189      09/30/2022

Inv      11

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/25/2022	Plein Air artist painting purchase	012-13-060-573-20-41-000	200.00

Inv 11 Total 200.00

59189 Total: 200.00

**YiJu - Miller, YiJu Total:**

200.00

**mp - Minuteman Press Line Item Account 511-25-054-518-50-31-000**

59190      09/30/2022

Inv      89189

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/13/2022	Arteche, E business cards	130-14-031-558-60-49-300	49.01

Inv 89189 Total			49.01
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59190 Total:			49.01
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mp - Minuteman Press Total:			49.01
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**lolm - Moberly, Lynn Line Item Account 001-13-117-515-41-41-110**

59191      09/30/2022

Inv      Aug-22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/05/2022	August 2022	001-13-117-515-41-41-110	6,000.00

Inv Aug-22 Total			6,000.00
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59191 Total:			6,000.00
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lolm - Moberly, Lynn Total:			6,000.00
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**navia ap - Navia Benefit Solutions Line Item Account**

59192      09/30/2022

Inv      10512071

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/23/2022	FSA Admin Fees - Aug 2022	001-13-000-518-10-41-000	50.00

Inv 10512071 Total			50.00
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Inv      10512072

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/23/2022	HRA Monthly Admin Fees - Aug 2022	001-08-009-521-22-22-300	38.00
09/23/2022	HRA Monthly Admin Fees - Aug 2022	401-18-019-534-10-22-300	1.40
09/23/2022	HRA Monthly Admin Fees - Aug 2022	501-23-019-548-61-22-300	0.40
09/23/2022	HRA Monthly Admin Fees - Aug 2022	150-13-000-514-60-22-300	4.00
09/23/2022	HRA Monthly Admin Fees - Aug 2022	014-08-012-521-10-22-300	4.96
09/23/2022	HRA Monthly Admin Fees - Aug 2022	001-09-014-522-10-22-300	2.48
09/23/2022	HRA Monthly Admin Fees - Aug 2022	001-10-017-525-60-22-300	2.00
09/23/2022	HRA Monthly Admin Fees - Aug 2022	001-28-056-571-20-22-300	1.20
09/23/2022	HRA Monthly Admin Fees - Aug 2022	417-13-200-594-31-22-300	2.00
09/23/2022	HRA Monthly Admin Fees - Aug 2022	403-22-030-531-90-22-300	11.32
09/23/2022	HRA Monthly Admin Fees - Aug 2022	001-16-035-542-30-22-300	6.00
09/23/2022	HRA Monthly Admin Fees - Aug 2022	014-08-012-521-22-22-300	38.00
09/23/2022	HRA Monthly Admin Fees - Aug 2022	510-24-053-518-20-22-300	6.10
09/23/2022	HRA Monthly Admin Fees - Aug 2022	502-11-020-518-88-22-300	32.00
09/23/2022	HRA Monthly Admin Fees - Aug 2022	130-15-034-558-50-22-300	8.00
09/23/2022	HRA Monthly Admin Fees - Aug 2022	403-22-050-531-30-22-300	4.00
09/23/2022	HRA Monthly Admin Fees - Aug 2022	001-06-007-514-23-22-300	34.40
09/23/2022	HRA Monthly Admin Fees - Aug 2022	001-12-028-576-80-22-300	25.36

09/23/2022	HRA Monthly Admin Fees - Aug 2022	310-17-200-595-90-22-300	1.20
09/23/2022	HRA Monthly Admin Fees - Aug 2022	001-16-019-542-90-22-300	0.80
09/23/2022	HRA Monthly Admin Fees - Aug 2022	403-22-019-531-10-22-300	1.20
09/23/2022	HRA Monthly Admin Fees - Aug 2022	001-05-005-514-20-22-300	4.00
09/23/2022	HRA Monthly Admin Fees - Aug 2022	303-12-200-594-76-22-300	1.20
09/23/2022	HRA Monthly Admin Fees - Aug 2022	417-13-200-594-35-22-300	4.00
09/23/2022	HRA Monthly Admin Fees - Aug 2022	001-03-003-513-10-22-300	4.00
09/23/2022	HRA Monthly Admin Fees - Aug 2022	401-19-019-539-15-22-300	0.60
09/23/2022	HRA Monthly Admin Fees - Aug 2022	402-20-019-535-10-22-300	1.60
09/23/2022	HRA Monthly Admin Fees - Aug 2022	401-18-037-534-81-22-300	14.00
09/23/2022	HRA Monthly Admin Fees - Aug 2022	417-13-200-594-34-22-300	4.00
09/23/2022	HRA Monthly Admin Fees - Aug 2022	001-12-029-576-80-22-300	1.32
09/23/2022	HRA Monthly Admin Fees - Aug 2022	001-07-008-557-20-22-300	8.00
09/23/2022	HRA Monthly Admin Fees - Aug 2022	401-19-039-539-35-22-300	6.00
09/23/2022	HRA Monthly Admin Fees - Aug 2022	001-01-001-513-10-22-300	6.80
09/23/2022	HRA Monthly Admin Fees - Aug 2022	001-04-004-515-31-22-300	12.00
09/23/2022	HRA Monthly Admin Fees - Aug 2022	001-12-019-576-80-22-300	0.80
09/23/2022	HRA Monthly Admin Fees - Aug 2022	329-13-200-594-18-22-300	0.60
09/23/2022	HRA Monthly Admin Fees - Aug 2022	510-24-019-518-20-22-300	0.10
09/23/2022	HRA Monthly Admin Fees - Aug 2022	501-23-051-548-68-22-300	6.00
09/23/2022	HRA Monthly Admin Fees - Aug 2022	001-08-009-521-31-22-300	4.00
09/23/2022	HRA Monthly Admin Fees - Aug 2022	130-14-031-558-60-22-300	16.00
09/23/2022	HRA Monthly Admin Fees - Aug 2022	402-20-040-535-80-22-300	20.00
09/23/2022	HRA Monthly Admin Fees - Aug 2022	001-08-009-521-21-22-300	8.00
09/23/2022	HRA Monthly Admin Fees - Aug 2022	001-06-075-518-10-22-300	5.60
09/23/2022	HRA Monthly Admin Fees - Aug 2022	001-08-009-521-10-22-300	18.56

Inv 10512072 Total 372.00

59192 Total: 422.00

navia ap - Navia Benefit Solutions Total: 422.00

**nb autog - North Bend Auto Parts, Inc. (Gen.) Line Item Account**

59193      09/30/2022

Inv      946024

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/04/2022	Car Wash Supplies	001-08-009-521-22-31-910	9.58

Inv 946024 Total 9.58

Inv      946960

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/12/2022	Car Maintenance Supplies	001-08-009-521-22-31-910	24.47

Inv 946960 Total 24.47

Inv      948684

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/25/2022	Tow Straps for Vehicles 102 & 104	001-08-009-521-22-31-910	49.29

Inv 948684 Total 49.29



59193 Total:

83.34

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

83.34

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

59194 09/30/2022

Inv 28662

<u>Line Item Date</u>	<u>Line Item Description</u>
09/21/2022	services ending 8/31/22

<u>Line Item Account</u>	
417-13-405-594-31-41-040	1,025.00

Inv 28662 Total	1,025.00
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59194 Total:

1,025.00

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

1,025.00

**concen - Occupational Health Centers of WA, P.S. Line Item Account 001-09-014-522-10-41-000**

59173 09/30/2022

Inv 76410439

<u>Line Item Date</u>	<u>Line Item Description</u>
08/24/2022	medical Spears, J

<u>Line Item Account</u>	
001-08-009-521-22-41-000	721.00

Inv 76410439 Total	721.00
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59173 Total:

721.00

**concen - Occupational Health Centers of WA, P.S. Total:**

721.00

**osw - OSW Equipment & Repair, LLC Line Item Account**

59195 09/30/2022

Inv 522217

<u>Line Item Date</u>	<u>Line Item Description</u>
09/16/2022	repair parts

<u>Line Item Account</u>	
501-23-051-548-68-31-301	2,214.15

Inv 522217 Total	2,214.15
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59195 Total:

2,214.15

**osw - OSW Equipment & Repair, LLC Total:**

2,214.15

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

59196 09/30/2022

Inv 82200237

<u>Line Item Date</u>	<u>Line Item Description</u>
08/16/2022	design services

<u>Line Item Account</u>	
310-17-506-595-30-41-060	18,734.39

Inv 82200237 Total 18,734.39

Inv 92200114

Line Item Date	Line Item Description	Line Item Account	
09/12/2022	design services	310-17-506-595-30-41-060	23,145.44

Inv 92200114 Total 23,145.44

59196 Total: 41,879.83

**otak - Otak, Inc. Total:** 41,879.83

**powerdms - PowerDMS, Inc. Line Item Account**

59197 09/30/2022

Inv Q-140430

Line Item Date	Line Item Description	Line Item Account	
09/15/2022	shared staffing for Boeing Classic participation	001-09-014-522-10-49-200	4,208.28

Inv Q-140430 Total 4,208.28

59197 Total: 4,208.28

**powerdms - PowerDMS, Inc. Total:** 4,208.28

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

59198 09/30/2022

Inv 002083-08-22

Line Item Date	Line Item Description	Line Item Account	
08/29/2022	PD building gas	001-08-009-521-50-47-100	93.60

Inv 002083-08-22 Total 93.60

59198 Total: 93.60

**pse - Puget Sound Energy Total:** 93.60

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

59199 09/30/2022

Inv 87549

Line Item Date	Line Item Description	Line Item Account	
09/19/2022	operational support	402-20-019-535-10-41-000	2,245.78

Inv 87549 Total 2,245.78

Inv 87550

Line Item Date	Line Item Description	Line Item Account	
09/19/2022	advanced 90% design plans & specs	417-13-451-594-35-41-060	7,134.84

09/19/2022	advanced 60% design plans, specs & equip	417-13-452-594-35-41-060	3,357.57
09/19/2022	advanced 60% design plans, specs & equip	417-13-454-594-35-41-060	29,378.75
09/19/2022	advanced 60% design plans, specs & equip	417-13-453-594-35-41-060	2,098.48
Inv 87550 Total			41,969.64

59199 Total:

44,215.42

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

44,215.42

**roberth - Robert Half Line Item Account**

59200 09/30/2022

Inv 60747704

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2022	Aikelamu, A week ending 9/16/22	502-11-020-518-88-41-190	3,600.00
Inv 60747704 Total			3,600.00

Inv 60761740

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/21/2022	Jain, A week ending 9/16/22	130-14-031-558-60-41-000	1,683.26
Inv 60761740 Total			1,683.26

Inv 60771442

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/26/2022	Grier, C week ending 9/23/22	310-17-200-595-90-41-190	432.00
09/26/2022	Grier, C week ending 9/23/22	001-06-007-514-23-41-190	1,728.00
Inv 60771442 Total			2,160.00

59200 Total:

7,443.26

**roberth - Robert Half Total:**

7,443.26

**seaauto - Seattle Automotive Distributing Line Item Account 501-23-051-548-68-31-301**

59201 09/30/2022

Inv S5-7567533

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/21/2022	radiator cap Ford police suv	501-23-051-548-68-31-301	34.06
Inv S5-7567533 Total			34.06

59201 Total:

34.06

**seaauto - Seattle Automotive Distributing Total:**

34.06

**score - South Correctional Entity Line Item Account 001-08-009-523-60-41-504**

59202 09/30/2022

Inv 6184

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/10/2022	July 2022 Sno inmates	001-08-009-523-60-41-504	7,685.80

Inv 6184 Total			7,685.80
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59202 Total:			7,685.80
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score - South Correctional Entity Total:

7,685.80

stericyc - Stericycle, Inc. (PD) Line Item Account 001-08-009-521-22-41-000

59203 09/30/2022

Inv 3006078515

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/30/2022	Sharps Container Disposal	001-08-009-521-22-41-000	22.24

Inv 3006078515 Total			22.24
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59203 Total:			22.24
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stericyc - Stericycle, Inc. (PD) Total:

22.24

seatimes - The Seattle Times Line Item Account

59204 09/30/2022

Inv 36675

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/11/2022	Timber Trails	130-14-031-558-60-41-390	194.01
08/11/2022	credit for dup pymt Order # 26548	130-14-031-558-60-41-390	-140.49

Inv 36675 Total			53.52
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59204 Total:			53.52
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seatimes - The Seattle Times Total:

53.52

twwp - The Workwear Place Line Item Account

59205 09/30/2022

Inv 2020

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/06/2022	Beach, J union clothing allowance	001-12-028-576-80-23-100	256.59

Inv 2020 Total			256.59
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59205 Total:			256.59
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**twwp - The Workwear Place Total:**

256.59

**westpay - Thomson Reuters - West Pymt. Center Line Item Account**

59206      09/30/2022

Inv      846631538

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/01/2022	officer research database monthly fee	001-08-009-521-10-49-200	196.02

Inv 846631538 Total	196.02
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Inv      846968483

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/01/2022	officer research database monthly fee	001-08-009-521-10-49-200	205.82

Inv 846968483 Total	205.82
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59206 Total:

401.84

**westpay - Thomson Reuters - West Pymt. Center Total:**

401.84

**toddstow - Todd's Towing Line Item Account**

59207      09/30/2022

Inv      41552

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/20/2022	North Bend Evidence Tow 22N-2321	014-08-012-521-22-41-000	277.95

Inv 41552 Total	277.95
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59207 Total:

277.95

**toddstow - Todd's Towing Total:**

277.95

**tsi lw - TSI - Technical Systems, Inc. Line Item Account**

59208      09/30/2022

Inv      7406-101

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/30/2022	4/22 Job # 7406	401-18-037-534-82-48-000	740.52

Inv 7406-101 Total	740.52
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Inv      7406-102

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/31/2022	5/22 Job # 7406	401-18-037-534-82-48-000	555.39

Inv 7406-102 Total	555.39
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59208 Total:

1,295.91

<b>tsi lw - TSI - Technical Systems, Inc. Total:</b>	1,295.91
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**valleyd - Valley Defenders, PLLC Line Item Account 001-13-117-515-91-41-111**

59209                      09/30/2022

Inv      Aug1-22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/14/2022	Snoqualmie public defender	001-13-117-515-91-41-111	7,450.00

Inv Aug1-22 Total	7,450.00
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59209 Total:	7,450.00
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<b>valleyd - Valley Defenders, PLLC Total:</b>	7,450.00
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**vwr - VWR International LLC Line Item Account**

59210                      09/30/2022

Inv      8810616042

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/01/2022	water treatment chemicals	401-18-037-534-82-31-500	224.21

Inv 8810616042 Total	224.21
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59210 Total:	224.21
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<b>vwr - VWR International LLC Total:</b>	224.21
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Total:	278,953.13
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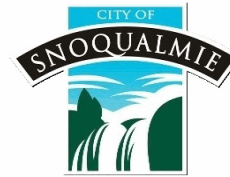
# Accounts Payable

## Blanket Voucher Approval Document

Item 2.

#42

User: TWood  
Printed: 10/04/2022 - 3:37PM  
Warrant Request Date: 10/4/2022  
DAC Fund:



Batch: 00001.10.2022 - 10-4-22 Check Run

City of Snoqualmie

Claims presented to the City to be paid in the amount of \$ 4,226.76,  
for claims warrants numbered 59211 through 59212 & dated 10-4-22.

Line	Claimant	Voucher No.	Amount
1	Audrey B. Eide	000059211	2,625.00
2	US Postmaster	000059212	1,601.76
Page Total:			\$4,226.76
Grand Total:			\$4,226.76

# Accounts Payable

## Check Detail

User: TWood  
Printed: 10/04/2022 - 3:45PM



Item 2.

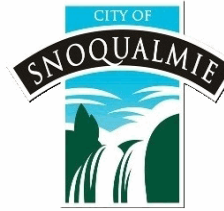
Check Number	Check Date				Amount
<b>Eide - Audrey B. Eide Line Item Account</b>					
59211	10/04/2022				
Inv	081822				
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>			
08/18/2022	Grievance hearing arbitration and mediation svcs	001-08-009-521-10-41-104	2,625.00		
Inv 081822 Total				2,625.00	
59211 Total:				2,625.00	
<b>Eide - Audrey B. Eide Total:</b>				2,625.00	
<b>usp - US Postmaster Line Item Account</b>					
59212	10/04/2022				
Inv	09-22 UB				
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>			
10/04/2022	Postage UB Mailing Sept 2022	403-22-050-531-30-42-300	533.92		
10/04/2022	Postage UB Mailing Sept 2022	402-20-040-535-80-42-300	533.92		
10/04/2022	Postage UB Mailing Sept 2022	401-18-037-534-81-42-300	533.92		
Inv 09-22 UB Total				1,601.76	
59212 Total:				1,601.76	
<b>usp - US Postmaster Total:</b>				1,601.76	
Total:				4,226.76	



# Accounts Payable

## Check Detail

User: TWood  
Printed: 10/11/2022 - 10:28AM



Item 2.

Check Number	Check Date				Amount
<b>Eide - Audrey B. Eide Line Item Account</b>					
59211	10/04/2022				
Inv	081822				
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>			
08/18/2022	Grievance hearing arbitration and mediation svcs	001-08-009-521-10-41-104	2,625.00		
Inv 081822 Total					2,625.00
59211 Total:					2,625.00
<b>Eide - Audrey B. Eide Total:</b>					2,625.00
<b>usp - US Postmaster Line Item Account</b>					
59212	10/04/2022				
Inv	09-22 UB				
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>			
10/04/2022	Postage UB Mailing Sept 2022	401-18-037-534-81-42-300	533.92		
10/04/2022	Postage UB Mailing Sept 2022	402-20-040-535-80-42-300	533.92		
10/04/2022	Postage UB Mailing Sept 2022	403-22-050-531-30-42-300	533.92		
Inv 09-22 UB Total					1,601.76
59212 Total:					1,601.76
<b>usp - US Postmaster Total:</b>					1,601.76
Total:					4,226.76

## Accounts Payable

## Blanket Voucher Approval Document

User: TWood  
 Printed: 10/10/2022 - 3:34PM  
 Warrant Request Date: 10/6/2022  
 DAC Fund:



Batch: 00002.10.2022 - 10-6-22 Check Run

City of Snoqualmie

Claims presented to the City to be paid in the amount of \$ 384,607.29  
 for claims warrants numbered 59213 through 59284 & dated 10-6-22.

Line	Claimant	Voucher No.	Amount
1	911 SUPPLY INC	000059213	1,394.51
2	AFTERMATH	000059214	300.00
3	AHERN RENTALS	000059215	509.84
4	AMAZON CAPITAL SERVICES	000059216	330.15
5	ASHBAUGH BEAL	000059217	1,176.75
6	CENTRAL WELDING SUPPLY	000059218	214.12
7	CENTURYLINK	000059219	3,133.74
8	CHINOOK LUMBER INC	000059220	296.36
9	CINTAS	000059221	865.55
10	CITY OF ISSAQUAH FINANCE DEPT	000059222	47,335.17
11	Complete Office (Fin. Acct.)	000059223	790.62
12	Complete Office (PD Acct.)	000059224	550.60
13	Corporate Payment Systems	000059225	1,144.42
14	Correia, Mark	000059226	1,116.99
15	Crystal Springs	000059227	253.42
16	ESO Solutions, Inc.	000059228	594.73
17	Ferguson Waterworks #3011	000059229	4,421.34
18	Grainger	000059230	589.05
19	Green River Community College/WETRC	000059231	315.00
20	Gutwein, Austin	000059232	15.40
21	HANDY IN THE VALLEY	000059233	9,823.76
22	JOHN B LYNCH	000059234	2,175.00
23	KC Radio Comm. Services	000059235	2,755.55
24	King County Finance	000059236	1,023.00
25	Knowles, Ken	000059237	15.21
26	L.N. Curtis & Sons	000059238	1,200.20
27	Macdonald-Miller	000059239	516.19
28	Matzke Polygraph, LLC	000059240	300.00
29	Minuteman Press	000059241	2,660.19
30	Mt. Si Artist Guild	000059242	400.00
31	Munro, Thomas	000059243	50.55
32	Net Transcripts, Inc.	000059244	584.73
33	North Bend Auto Parts, Inc. (Fleet)	000059247	3,460.15
34	North Bend Auto Parts, Inc. (Fleet)	000059245	2,551.79
35	North Bend Auto Parts, Inc. (Fleet)	000059246	3,588.87
36	North Bend Auto Parts, Inc. (Gen.)	000059248	183.03
37	Northstar Chemical, Inc.	000059249	1,957.76
38	Occupational Health Centers of WA, P.S.	000059250	1,173.00
39	Orkin	000059251	1,335.83
40	Otak, Inc.	000059252	973.25
41	Pacific Civil and Infrastructure	000059253	74,986.06

Page Total: \$177,061.88

Line	Claimant	Voucher No.	Amount	Item 2.
42	Pacific Office Automation (OR)	000059254	1,976.45	
43	Parametrix	000059255	356.14	
44	PIERCE,KATHY	000059256	350.00	
45	Prothman Company	000059257	1,273.34	
46	Public Safety Testing	000059258	1,886.40	
47	Rebecca Dean PLLC	000059259	9,052.00	
48	Regional Animal Services of KC	000059260	95.00	
49	RH2 Engineering, Inc.	000059261	19,018.90	
50	Robert Half	000059262	9,533.49	
51	Snoqualmie Valley Chamber of Commerce	000059263	1,800.00	
52	South Correctional Entity	000059264	14,038.08	
53	Spok, Inc.	000059265	204.88	
54	Statewide Security	000059266	215.57	
55	Stericycle, Inc. (PD)	000059267	10.36	
56	The Seattle Times	000059268	417.01	
57	Thomas J. Tree & Garden Care LLC	000059269	14,309.46	
58	Thomson Reuters - West Pymt. Center	000059270	708.27	
59	Tyler Technologies, Inc.	000059271	66,348.96	
60	Uline	000059272	379.06	
61	Unum Life Insurance	000059273	57.50	
62	Utilities Underground Location Center	000059274	119.97	
63	Ventilation Power Cleaning, Inc.	000059275	45,465.21	
64	Verizon Wireless (Central Svcs.)	000059276	5,461.58	
65	Vermeer Northwest	000059277	714.33	
66	Vladis,Dmitriy	000059278	224.95	
67	WA ST Patrol - B & F Servs	000059279	180.00	
68	WA STATE DEPT OF ECOLOGY	000059280	1,560.00	
69	Water Management Group	000059281	3,975.00	
70	Water Management Laboratories, Inc.	000059282	912.00	
71	Western Systems, Inc.	000059283	93.15	
72	WOOD CHIPPER SAFETY SHIELD	000059284	6,808.35	
Page Total:			\$207,545.41	
Grand Total:			\$384,607.29	

# Accounts Payable

## Check Detail

User: TWood  
Printed: 10/11/2022 - 10:29AM



Item 2.

Check Number	Check Date				Amount
911 supp - 911 SUPPLY INC Line Item Account					
59213	10/06/2022				
Inv	INV-2-21570				
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>			
08/26/2022	clothing Meadows, J	001-08-009-521-22-31-050	118.69		
Inv INV-2-21570 Total					118.69
Inv	INV-2-21887				
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>			
09/08/2022	academy uniforms Hendricks, C	014-08-012-521-22-31-050	52.82		
Inv INV-2-21887 Total					52.82
Inv	INV-2-21888				
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>			
09/08/2022	Class A uniform name tag Hendricks, C	014-08-012-521-22-31-050	16.52		
Inv INV-2-21888 Total					16.52
Inv	INV-2-21889				
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>			
09/08/2022	Class A uniform Lemmon, A	014-08-012-521-22-31-050	110.09		
Inv INV-2-21889 Total					110.09
Inv	INV-2-22193				
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>			
09/20/2022	uniforms & equipment Spears, J	001-08-009-521-22-31-050	834.26		
Inv INV-2-22193 Total					834.26
Inv	INV-2-22194				
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>			
09/20/2022	flashlight Butler, S	001-08-009-521-22-31-050	176.15		
Inv INV-2-22194 Total					176.15
Inv	INV-2-22375				
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>			
09/23/2022	academy shorts/tee shirt Spears, J	001-08-009-521-22-31-050	85.98		
Inv INV-2-22375 Total					85.98

59213 Total: 1,394.51

**911 supp - 911 SUPPLY INC Total:** 1,394.51

**afmath - AFTERMATH Line Item Account**

59214                      10/06/2022

Inv      JC2022-7424

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/24/2022	jail decontamination case # 22N-3042	014-08-012-521-22-41-000	300.00

Inv JC2022-7424 Total 300.00

59214 Total: 300.00

**afmath - AFTERMATH Total:** 300.00

**ahern - AHERN RENTALS Line Item Account**

59215                      10/06/2022

Inv      25304486-001

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/19/2022	scissor lift rental	510-24-053-518-20-45-100	509.84

Inv 25304486-001 Total 509.84

59215 Total: 509.84

**ahern - AHERN RENTALS Total:** 509.84

**amazoncap - AMAZON CAPITAL SERVICES Line Item Account**

59216                      10/06/2022

Inv      1C9XRKJC1RP4

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2022	laundry detergent	001-09-014-522-20-31-340	31.68

Inv 1C9XRKJC1RP4 Total 31.68

Inv      1K4H-JLXN-F9TJ

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/22/2022	binoculars for officer vehicles	014-08-012-521-22-31-910	84.90
09/22/2022	pd drone replacement parts	001-08-009-521-22-31-910	228.53

Inv 1K4H-JLXN-F9TJ Total 313.43

Inv      1Q6G-R4YD-9M4N

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/27/2022	credit for return of badge holder Vladis, D	001-08-009-521-22-31-050	-14.96

Inv 1Q6G-R4YD-9M4N Total	-14.96
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59216 Total:	330.15
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amazoncap - AMAZON CAPITAL SERVICES Total:	330.15
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**stanisla - ASHBAUGH BEAL Line Item Account 001-04-004-515-41-41-102**

59217      10/06/2022

Inv      77619

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2022	Phase IIA litigation	001-04-004-515-41-41-102	1,176.75

Inv 77619 Total	1,176.75
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59217 Total:	1,176.75
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stanisla - ASHBAUGH BEAL Total:	1,176.75
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**cws - CENTRAL WELDING SUPPLY Line Item Account 001-09-014-522-20-31-912**

59218      10/06/2022

Inv      RT141855

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/19/2022	oxygen	001-09-014-522-20-31-912	214.12

Inv RT141855 Total	214.12
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59218 Total:	214.12
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cws - CENTRAL WELDING SUPPLY Total:	214.12
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**century - CENTURYLINK Line Item Account 511-25-054-518-50-42-000**

59219      10/06/2022

Inv      0848-09-22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2022	city phones	511-25-054-518-50-42-000	90.20

Inv 0848-09-22 Total	90.20
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Inv      1491-09-22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2022	city phones	511-25-054-518-50-42-000	644.91

Inv 1491-09-22 Total	644.91
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Inv      3865-09-22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
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09/20/2022	city phones	511-25-054-518-50-42-000	15.82
Inv 3865-09-22 Total			15.82
Inv 6080-09-22			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2022	city phones	511-25-054-518-50-42-000	225.73
Inv 6080-09-22 Total			225.73
Inv 6240-09-22			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2022	city phones	511-25-054-518-50-42-000	1,518.94
Inv 6240-09-22 Total			1,518.94
Inv 8001-09-22			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2022	city phones	511-25-054-518-50-42-000	638.14
Inv 8001-09-22 Total			638.14
59219 Total:			3,133.74
century - CENTURYLINK Total:			3,133.74
cl - CHINOOK LUMBER INC Line Item Account			
59220	10/06/2022		
Inv 1858726			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/02/2022	repair to gate Fisher Park	402-20-040-535-80-31-300	296.36
Inv 1858726 Total			296.36
59220 Total:			296.36
cl - CHINOOK LUMBER INC Total:			296.36
cintas - CINTAS Line Item Account 511-25-054-518-50-31-000			
59221	10/06/2022		
Inv 5126305663			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/27/2022	first aid supplies	511-25-054-518-50-31-000	865.55
Inv 5126305663 Total			865.55
59221 Total:			865.55

cintas - CINTAS Total:

865.55

**coi - CITY OF ISSAQUAH FINANCE DEPT Line Item Account**

59222                      10/06/2022

Inv      220000356

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/09/2022	dispatch for Snoqualmie Aug 2022	001-08-009-521-22-41-511	28,401.10
09/09/2022	dispatch for Snoqualmie Aug 2022	014-08-012-521-22-41-511	18,934.07
Inv 220000356 Total			47,335.17

59222 Total:

47,335.17

**coi - CITY OF ISSAQUAH FINANCE DEPT Total:**

47,335.17

**co - Complete Office (Fin. Acct.) Line Item Account 511-25-054-518-50-31-000**

59223                      10/06/2022

Inv      2134753-0

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/17/2022	office supplies for building dept	511-25-054-518-50-31-000	424.23
Inv 2134753-0 Total			424.23

Inv      2143926-0

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/30/2022	office supplies for building dept	511-25-054-518-50-31-000	231.63
Inv 2143926-0 Total			231.63

Inv      2163269-0

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/04/2022	Office Supplies	511-25-054-518-50-31-000	106.91
Inv 2163269-0 Total			106.91

Inv      2163269-1

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/04/2022	Office Supplies	511-25-054-518-50-31-000	8.51
Inv 2163269-1 Total			8.51

Inv      2163269-2

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/04/2022	Office Supplies	511-25-054-518-50-31-000	19.34
Inv 2163269-2 Total			19.34

59223 Total:

790.62



**co - Complete Office (Fin. Acct.) Total:**

790.62

**comp pd - Complete Office (PD Acct.) Line Item Account**

59224      10/06/2022

Inv      2158626-0

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/06/2022	trash can liners	511-25-054-518-50-31-000	52.08
09/06/2022	office supplies	511-25-054-518-50-31-000	147.94

Inv 2158626-0 Total      200.02

Inv      2158626-1

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2022	tissue	511-25-054-518-50-31-000	74.87

Inv 2158626-1 Total      74.87

Inv      2161856-0

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2022	paper towels	511-25-054-518-50-31-000	44.96
09/20/2022	office supplies	511-25-054-518-50-31-000	230.75

Inv 2161856-0 Total      275.71

59224 Total:

550.60

**comp pd - Complete Office (PD Acct.) Total:**

550.60

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

59225      10/06/2022

Inv      9/22 BCS

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/23/2022	Law360 subscription	001-04-004-515-31-49-200	130.42
09/23/2022	WSAMA conference BSterbank	001-04-004-515-31-43-000	260.00
09/23/2022	News Tribune subscription	001-04-004-515-31-49-200	15.99
09/23/2022	training PRA deep dive Astrakhan, A	001-04-004-515-31-43-000	40.00

Inv 9/22 BCS Total      446.41

Inv      9/22 IT

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/23/2022	Zoom	502-11-020-518-88-41-030	653.11
09/23/2022	web.com	502-11-020-518-88-41-030	24.95
09/23/2022	PayPal	502-11-020-518-88-41-030	19.95

Inv 9/22 IT Total      698.01

59225 Total:

1,144.42

**corppay - Corporate Payment Systems Total:**

1,144.42

**correira - Correira, Mark Line Item Account**

59226      10/06/2022

Inv      8-22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/22/2022	Hotel Room Reimbursement MCorreira	001-09-014-522-45-43-000	948.00
08/22/2022	Uber (Airport) Reimbursement MCorreira	001-09-014-522-45-43-000	18.99
08/22/2022	3 Days of Meal Reimbursements MCorreira	001-09-014-522-45-43-000	150.00
Inv 8-22 Total			1,116.99

59226 Total:

1,116.99

**correira - Correira, Mark Total:**

1,116.99

**cryspr - Crystal Springs Line Item Account 001-08-009-521-50-45-000**

59227      10/06/2022

Inv      5310053 091122

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/11/2022	water cooler rental	001-08-009-521-50-45-000	253.42
Inv 5310053 091122 Total			253.42

59227 Total:

253.42

**cryspr - Crystal Springs Total:**

253.42

**eso - ESO Solutions, Inc. Line Item Account**

59228      10/06/2022

Inv      ESO-90786

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/16/2022	DATA API TO ACCESS ACCT DATA IN EOS FIRE RMS SUITE	001-09-014-522-10-41-000	594.73
Inv ESO-90786 Total			594.73

59228 Total:

594.73

**eso - ESO Solutions, Inc. Total:**

594.73

**fei - Ferguson Waterworks #3011 Line Item Account**

59229      10/06/2022

Inv      1141267

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/26/2022	Water Meter Registers	401-18-037-534-81-31-300	4,421.34
Inv 1141267 Total			4,421.34

59229 Total: 4,421.34

**fei - Ferguson Waterworks #3011 Total:** 4,421.34

**grainger - Grainger Line Item Account**

59230                      10/06/2022

Inv      9445815625

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/15/2022	electric strike	510-24-053-518-20-31-300	589.05

Inv 9445815625 Total 589.05

59230 Total: 589.05

**grainger - Grainger Total:** 589.05

**grcc ww - Green River Community College/WETRC Line Item Account**

59231                      10/06/2022

Inv      218951

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/26/2022	test prep for Water Certification & CEU	402-20-040-535-80-43-000	315.00

Inv 218951 Total 315.00

59231 Total: 315.00

**grcc ww - Green River Community College/WETRC Total:** 315.00

**gutweina - Gutwein, Austin Line Item Account**

59232                      10/06/2022

Inv      8/22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/27/2022	adult diapers for subject in custody case # 22N-3140	014-08-012-521-40-43-000	15.40

Inv 8/22 Total 15.40

59232 Total: 15.40

**gutweina - Gutwein, Austin Total:** 15.40

**HANDY - HANDY IN THE VALLEY Line Item Account**

59233                      10/06/2022

Inv      2230

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/07/2022	Holiday Llighting Deposit	001-12-028-576-80-41-000	9,823.76

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Inv 2230 Total	9,823.76
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59233 Total:	9,823.76
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<b>HANDY - HANDY IN THE VALLEY Total:</b>	9,823.76
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**LYNCH - JOHN B LYNCH Line Item Account**

59234              10/06/2022

Inv      1

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/12/2022	Lanham arbitration	001-08-009-521-10-41-104	2,175.00

Inv 1 Total	2,175.00
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59234 Total:	2,175.00
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<b>LYNCH - JOHN B LYNCH Total:</b>	2,175.00
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**kc radio - KC Radio Comm. Services Line Item Account 001-08-009-521-50-48-000**

59235              10/06/2022

Inv      18815

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/30/2022	officer portable radios	001-08-009-521-50-42-100	1,377.77
08/30/2022	officer portable radios	014-08-012-521-50-42-100	1,377.78

Inv 18815 Total	2,755.55
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59235 Total:	2,755.55
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<b>kc radio - KC Radio Comm. Services Total:</b>	2,755.55
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**kcf 710 - King County Finance Line Item Account**

59236              10/06/2022

Inv      11012808

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2022	KC inet	502-11-020-518-88-42-200	1,023.00

Inv 11012808 Total	1,023.00
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59236 Total:	1,023.00
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<b>kcf 710 - King County Finance Total:</b>	1,023.00
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**knowk - Knowles, Ken Line Item Account**

59237              10/06/2022

Inv      9/22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/27/2022	keys	510-24-053-518-20-31-300	15.21
Inv 9/22 Total			15.21

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59237 Total: 15.21

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**knowk - Knowles, Ken Total:** 15.21

**Incs - LN Curtis & Sons Line Item Account 001-09-014-522-20-31-050**

59238      10/06/2022

Inv      INV631154

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/12/2022	boots, gloves for VFF Wolf, A & VFF Liston, K	001-09-014-522-20-31-050	1,200.20
Inv INV631154 Total			1,200.20

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59238 Total: 1,200.20

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**Incs - LN Curtis & Sons Total:** 1,200.20

**macdmill - Macdonald-Miller Line Item Account**

59239      10/06/2022

Inv      SVC240560

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/13/2022	HVAC service	510-24-053-518-20-48-000	516.19
Inv SVC240560 Total			516.19

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59239 Total: 516.19

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**macdmill - Macdonald-Miller Total:** 516.19

**matzken - Matzke Polygraph, LLC Line Item Account**

59240      10/06/2022

Inv      91222

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/08/2022	polygraph Liu, J Mills, J	001-08-009-521-22-41-000	300.00
Inv 91222 Total			300.00

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59240 Total: 300.00

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**matzken - Matzke Polygraph, LLC Total:** 300.00

**mp - Minuteman Press Line Item Account 511-25-054-518-50-31-000**

59241                      10/06/2022

Inv      89172

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/09/2022	domestic violence 2-part forms	511-25-054-518-50-49-300	363.64

Inv 89172 Total			363.64
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Inv      89200

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/14/2022	business cards Hedger, M	401-18-037-534-81-31-000	49.01

Inv 89200 Total			49.01
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Inv      89331

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/03/2022	POSTAGE FOR MAILING B&O TAX RETURNS	511-25-054-518-50-42-300	1,837.25
10/03/2022	WINDOW ENVELOPES FOR B&O TAXES	511-25-054-518-50-31-000	410.29

Inv 89331 Total			2,247.54
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59241 Total:			2,660.19
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**mp - Minuteman Press Total:**

2,660.19

**msag - Mt. Si Artist Guild Line Item Account**

59242                      10/06/2022

Inv      8/26/22 FFAAWW

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/26/2022	reimbursement for August services	012-13-060-573-20-41-000	400.00

Inv 8/26/22 FFAAWW Total			400.00
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59242 Total:			400.00
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**msag - Mt. Si Artist Guild Total:**

400.00

**munro - Munro, Thomas Line Item Account**

59243                      10/06/2022

Inv      9/22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/03/2022	travel	001-09-014-522-45-43-000	8.25
10/03/2022	certification packet mailing	511-25-054-518-50-42-300	42.30

Inv 9/22 Total			50.55
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59243 Total:			50.55
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**munro - Munro, Thomas Total:**

50.55

**net tran - Net Transcripts, Inc. Line Item Account**

59244      10/06/2022

Inv      NT12402

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/08/2022	interview transcripts 19N-0833	014-08-012-521-22-41-000	280.32

Inv NT12402 Total	280.32
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Inv      NT12623

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/15/2022	interview transcripts 19N-0833	014-08-012-521-22-41-000	304.41

Inv NT12623 Total	304.41
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59244 Total:

584.73

**net tran - Net Transcripts, Inc. Total:**

584.73

**nb autof - North Bend Auto Parts, Inc. (Fleet) Line Item Account 501-23-051-548-68-31-301**

59245      10/06/2022

Inv      949226

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/31/2022	antifreeze	501-23-051-548-68-31-301	63.18

Inv 949226 Total	63.18
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Inv      950286

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/08/2022	grease	501-23-051-548-68-31-301	158.05

Inv 950286 Total	158.05
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Inv      951175

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/15/2022	prybar set	501-23-051-548-68-31-301	129.70

Inv 951175 Total	129.70
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Inv      960855

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/29/2022	oil	501-23-051-548-68-31-301	730.52

Inv 960855 Total	730.52
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Inv      961318

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/01/2022	oil	501-23-051-548-68-31-301	742.26

Inv 961318 Total	742.26
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Inv 962172	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/09/2022	curved cutter	501-23-051-548-68-31-301	41.58

Inv 962172 Total	41.58
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Inv 962594	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/13/2022	ratchets	501-23-051-548-68-31-301	197.24

Inv 962594 Total	197.24
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Inv 962618	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/13/2022	welding gloves	501-23-051-548-68-31-301	15.67

Inv 962618 Total	15.67
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Inv 962783	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/14/2022	drill bits	501-23-051-548-68-31-301	201.19

Inv 962783 Total	201.19
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Inv 962850	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/15/2022	tools	501-23-051-548-68-31-301	91.47

Inv 962850 Total	91.47
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Inv 962903	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/15/2022	fastener	501-23-051-548-68-31-301	46.24

Inv 962903 Total	46.24
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Inv 963314	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/19/2022	beam, rags, antifreeze	501-23-051-548-68-31-301	134.69

Inv 963314 Total	134.69
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59245 Total:	2,551.79
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59246	10/06/2022
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Inv 948736	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/26/2022	steel strip	501-23-051-548-68-31-301	10.63



Inv 948736 Total				10.63
Inv 948796				
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
05/26/2022	repair parts	501-23-051-548-68-31-301	44.86	
Inv 948796 Total				44.86
Inv 948859				
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
05/27/2022	repair parts	501-23-051-548-68-31-301	19.69	
Inv 948859 Total				19.69
Inv 949521				
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
06/02/2022	repair parts	501-23-051-548-68-31-301	35.02	
Inv 949521 Total				35.02
Inv 950068				
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
06/06/2022	repair parts	501-23-051-548-68-31-301	15.92	
Inv 950068 Total				15.92
Inv 950667				
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
06/11/2022	trim line	501-23-051-548-68-31-301	106.67	
Inv 950667 Total				106.67
Inv 951929				
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
06/12/2022	repair parts	501-23-051-548-68-31-301	99.88	
Inv 951929 Total				99.88
Inv 951930				
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
06/21/2022	repair parts	501-23-051-548-68-31-301	252.67	
Inv 951930 Total				252.67
Inv 952026				
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
06/22/2022	repair parts	501-23-051-548-68-31-301	40.54	
Inv 952026 Total				40.54

Inv      952055

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/22/2022	repair parts	501-23-051-548-68-31-301	219.78

Inv 952055 Total			219.78
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Inv      952170

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/23/2022	repair parts	501-23-051-548-68-31-301	198.36

Inv 952170 Total			198.36
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Inv      952232

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/23/2022	repair parts	501-23-051-548-68-31-301	60.17

Inv 952232 Total			60.17
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Inv      952343

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/24/2022	repair parts	501-23-051-548-68-31-301	50.43

Inv 952343 Total			50.43
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Inv      952397

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/24/2022	repair parts	501-23-051-548-68-31-301	1,268.89

Inv 952397 Total			1,268.89
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Inv      961000

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2022	repair parts	501-23-051-548-68-31-301	34.31

Inv 961000 Total			34.31
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Inv      961040

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/30/2022	repair parts	501-23-051-548-68-31-301	194.13

Inv 961040 Total			194.13
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Inv      961041

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/30/2022	repair parts	501-23-051-548-68-31-301	13.54

Inv 961041 Total			13.54
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Inv      961097

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2022	repair parts	501-23-051-548-68-31-301	13.54

Inv 961097 Total	13.54
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Inv    961289	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/01/2022	repair parts	501-23-051-548-68-31-301	22.39

Inv 961289 Total	22.39
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Inv    961335	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/01/2022	repair parts	501-23-051-548-68-31-301	42.04

Inv 961335 Total	42.04
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Inv    962058	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/08/2022	batteries	501-23-051-548-68-31-301	507.37

Inv 962058 Total	507.37
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Inv    962170	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/09/2022	repair parts	501-23-051-548-68-31-301	214.90

Inv 962170 Total	214.90
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Inv    962502	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/12/2022	repair parts	501-23-051-548-68-31-301	98.03

Inv 962502 Total	98.03
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Inv    963784	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/22/2022	steel bar, strip	501-23-051-548-68-31-301	25.11

Inv 963784 Total	25.11
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59246 Total:	3,588.87
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59247                      10/06/2022	
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Inv    948854	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/27/2022	oil filters	501-23-051-548-68-31-301	66.57

Inv 948854 Total	66.57
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Inv    949579	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/02/2022	brake drums/shoes	501-23-051-548-68-31-301	283.67

Inv 949579 Total			283.67
Inv 950568			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/10/2022	resistor	501-23-051-548-68-31-301	42.73
Inv 950568 Total			42.73
Inv 950858			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/13/2022	lights	501-23-051-548-68-31-301	183.40
Inv 950858 Total			183.40
Inv 951116			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/15/2022	battery, alternator	501-23-051-548-68-31-301	369.90
Inv 951116 Total			369.90
Inv 951282			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/16/2022	brakes	501-23-051-548-68-31-301	300.07
Inv 951282 Total			300.07
Inv 951880			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/21/2022	batteries	501-23-051-548-68-31-301	753.71
Inv 951880 Total			753.71
Inv 960900			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/29/2022	turn signal switch	501-23-051-548-68-31-301	109.85
Inv 960900 Total			109.85
Inv 961255			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/01/2022	speed sensor	501-23-051-548-68-31-301	46.87
Inv 961255 Total			46.87
Inv 961399			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/02/2022	brake system	501-23-051-548-68-31-301	37.31
Inv 961399 Total			37.31

Inv      961430

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/02/2022	wiper motor	501-23-051-548-68-31-301	107.10

Inv 961430 Total		107.10
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Inv      961780

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/06/2022	battery	501-23-051-548-68-31-301	141.67

Inv 961780 Total		141.67
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Inv      963316

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/19/2022	ice blade	501-23-051-548-68-31-301	33.42

Inv 963316 Total		33.42
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Inv      963659

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/21/2022	brake pads	501-23-051-548-68-31-301	983.88

Inv 963659 Total		983.88
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59247 Total:		3,460.15
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**nb autof - North Bend Auto Parts, Inc. (Fleet) Total:**

9,600.81

**nb autog - North Bend Auto Parts, Inc. (Gen.) Line Item Account**

59248      10/06/2022

Inv      957402

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/02/2022	cut off wheels	402-20-040-535-80-31-300	17.76

Inv 957402 Total		17.76
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Inv      957404

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/02/2022	chain for Fisher Park	402-20-040-535-80-31-300	23.21

Inv 957404 Total		23.21
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Inv      959610

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/19/2022	gas can for mobile tool in truck	402-20-040-535-80-31-300	142.06

Inv 959610 Total		142.06
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59248 Total:		183.03
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**nb autog - North Bend Auto Parts, Inc. (Gen.) Total:**

183.03

**nsci - Northstar Chemical, Inc. Line Item Account 402-21-047-539-70-31-500**

59249      10/06/2022

Inv      231823

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/18/2022	chlorine for cleaning	402-20-040-535-80-31-340	1,957.76

Inv 231823 Total			1,957.76
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59249 Total:

1,957.76

**nsci - Northstar Chemical, Inc. Total:**

1,957.76

**concen - Occupational Health Centers of WA, P.S. Line Item Account 001-09-014-522-10-41-000**

59250      10/06/2022

Inv      76565006

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/07/2022	medical for candidate Ward, D	001-08-009-521-22-41-000	1,173.00

Inv 76565006 Total			1,173.00
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59250 Total:

1,173.00

**concen - Occupational Health Centers of WA, P.S. Total:**

1,173.00

**orkin - Orkin Line Item Account**

59251      10/06/2022

Inv      230289193

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/12/2022	rodent control sewer	402-20-040-535-80-48-200	199.29

Inv 230289193 Total			199.29
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Inv      231470730

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/26/2022	rodent and pest control	510-24-053-518-20-48-000	161.17

Inv 231470730 Total			161.17
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Inv      233007803

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/15/2022	rodent control sewer	402-20-040-535-80-48-200	199.29

Inv 233007803 Total			199.29
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Inv      233007805

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/24/2022	pest and rodent control	510-24-053-518-20-48-000	265.72

Inv 233007805 Total	265.72
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Inv      233007864

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/24/2022	pest and rodent control	510-24-053-518-20-48-000	143.75

Inv 233007864 Total	143.75
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Inv      233007865

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/15/2022	monthly PPW	510-24-053-518-20-48-000	205.44

Inv 233007865 Total	205.44
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Inv      233008041

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/22/2022	monthly PD	510-24-053-518-20-48-000	161.17

Inv 233008041 Total	161.17
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59251 Total:	1,335.83
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<b>orkin - Orkin Total:</b>	1,335.83
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**otak - Otak, Inc. Line Item Account 130-14-032-558-60-41-080**

59252      10/06/2022

Inv      92200168

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/28/2022	pro svcs ending 9/2/22	310-17-508-595-50-41-000	178.00

Inv 92200168 Total	178.00
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Inv      92200169

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/28/2022	pro svcs ending 9/2/22 stairwell	329-13-701-594-18-41-060	795.25

Inv 92200169 Total	795.25
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59252 Total:	973.25
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<b>otak - Otak, Inc. Total:</b>	973.25
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**pacifice - Pacific Civil and Infrastructure Line Item Account**

59253      10/06/2022

Inv      12

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/19/2022	5% retainage	417-00-000-223-40-00-000	-3,946.64
09/19/2022	util infrast proj phase 2 tree streets thru 8/31	417-13-236-594-31-63-000	78,932.70

Inv 12 Total			74,986.06
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59253 Total:

74,986.06

**pacific - Pacific Civil and Infrastructure Total:**

74,986.06

**poa-or - Pacific Office Automation (OR) Line Item Account 511-25-054-518-50-45-200**

59254      10/06/2022

Inv      614257

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/23/2022	copier image contract x6	511-25-054-518-50-45-200	492.56

Inv 614257 Total			492.56
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Inv      CSQ-0922

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/15/2022	copier lease contract x6	511-25-054-518-50-45-200	1,483.89

Inv CSQ-0922 Total			1,483.89
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59254 Total:

1,976.45

**poa-or - Pacific Office Automation (OR) Total:**

1,976.45

**paramet - Parametrix Line Item Account**

59255      10/06/2022

Inv      38838

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/28/2022	CM&I svcs 7/31-8/27/22	417-13-405-594-31-41-040	356.14

Inv 38838 Total			356.14
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59255 Total:

356.14

**paramet - Parametrix Total:**

356.14

**KATHYP - PIERCE, KATHY Line Item Account**

59256      10/06/2022

Inv      001

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/14/2022	polygraph Canaday, K	014-08-012-521-22-41-000	350.00

Inv 001 Total			350.00
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59256 Total: 350.00

**KATHYP - PIERCE, KATHY Total:**350.00**pc - Prothman Company Line Item Account**

59257      10/06/2022

Inv      2022-8057

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2022	pro svcs 8/1-9/15/22	001-16-019-542-90-41-000	1,273.34

Inv 2022-8057 Total 1,273.34

59257 Total: 1,273.34

**pc - Prothman Company Total:**1,273.34**pstest - Public Safety Testing Line Item Account**

59258      10/06/2022

Inv      PSTI22-300

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/26/2022	background investigation Canaday, K	014-08-012-521-22-41-000	1,886.40

Inv PSTI22-300 Total 1,886.40

59258 Total: 1,886.40

**pstest - Public Safety Testing Total:**1,886.40**rebeccad - Rebecca Dean PLLC Line Item Account**

59259      10/06/2022

Inv      1315

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2022	HR INVESTIGATION	001-03-003-513-10-41-000	2,336.00

Inv 1315 Total 2,336.00

Inv      1323

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/01/2022	HR INVESTIGATION	001-03-003-513-10-41-000	6,716.00

Inv 1323 Total 6,716.00

59259 Total: 9,052.00

**rebeccad - Rebecca Dean PLLC Total:**9,052.00

**rega - Regional Animal Services of KC Line Item Account 633-00-000-237-17-00-000**

59260      10/06/2022

Inv      228307

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/26/2022	pet licenses	633-13-000-589-30-10-200	95.00

Inv 228307 Total			95.00
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59260 Total:

95.00

**rega - Regional Animal Services of KC Total:**

95.00

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

59261      10/06/2022

Inv      86950

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/05/2022	lift station IFM improvements svcs through 8/5	417-13-414-594-35-41-040	3,790.60

Inv 86950 Total			3,790.60
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Inv      87457

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/15/2022	lift station IFM improvements svcs through 8/28	417-13-414-594-35-41-040	15,228.30

Inv 87457 Total			15,228.30
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59261 Total:

19,018.90

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

19,018.90

**roberth - Robert Half Line Item Account**

59262      10/06/2022

Inv      60784219

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/27/2022	Walker, J week ending 9/23/22	001-06-007-514-23-41-190	1,752.24

Inv 60784219 Total			1,752.24
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Inv      60799808

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/28/2022	Aikelamu, A week ending 9/23/22	502-11-020-518-88-41-190	3,600.00

Inv 60799808 Total			3,600.00
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Inv      60799814

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/28/2022	McCoy, H week ending 9/23/22	502-11-020-518-88-41-190	2,021.25

Inv 60799814 Total	2,021.25
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Inv 60810956	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/03/2022	GENERAL FINANCE OFFICE - 27 HOURS	001-06-007-514-23-41-190	1,458.00
10/03/2022	MUNIS ERP CONVERSION - 13 HOURS	502-11-020-518-88-41-190	702.00

Inv 60810956 Total	2,160.00
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59262 Total:	9,533.49
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<b>roberth - Robert Half Total:</b>	9,533.49
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**snoq vc - Snoqualmie Valley Chamber of Commerce Line Item Account**

59263	10/06/2022
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Inv 2230	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/23/2022	block party expenses	001-28-061-573-20-41-000	1,800.00

Inv 2230 Total	1,800.00
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59263 Total:	1,800.00
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<b>snoq vc - Snoqualmie Valley Chamber of Commerce Total:</b>	1,800.00
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**score - South Correctional Entity Line Item Account 001-08-009-523-60-41-504**

59264	10/06/2022
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Inv 6242	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/16/2022	August 2022 Sno inmates	001-08-009-523-60-41-504	14,038.08

Inv 6242 Total	14,038.08
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59264 Total:	14,038.08
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<b>score - South Correctional Entity Total:</b>	14,038.08
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**spok - Spok, Inc. Line Item Account 401-19-039-539-35-42-000**

59265	10/06/2022
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Inv F0303878O	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/15/2022	irrigation phone line monitoring	401-19-039-539-35-42-000	26.66

Inv F0303878O Total	26.66
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Inv F0303878P	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
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04/15/2022	irrigation phone line monitoring	401-19-039-539-35-42-000	26.66
Inv F0303878P Total			26.66
Inv    F0303878Q			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
05/14/2022	irrigation phone line monitoring	401-19-039-539-35-42-000	27.06
Inv F0303878Q Total			27.06
Inv    F0303878R			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
06/15/2022	irrigation phone line monitoring	401-19-039-539-35-42-000	27.47
Inv F0303878R Total			27.47
Inv    F0303878S			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/15/2022	irrigation phone line monitoring	401-19-039-539-35-42-000	28.08
Inv F0303878S Total			28.08
Inv    F0303878T			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/15/2022	irrigation phone line monitoring	401-19-039-539-35-42-000	28.50
Inv F0303878T Total			28.50
Inv    F0303878U			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/15/2022	irrigation phone line monitoring	401-19-039-539-35-42-000	40.45
Inv F0303878U Total			40.45
59265 Total:			204.88
<b>spok - Spok, Inc. Total:</b>			204.88
<b>statewid - Statewide Security Line Item Account</b>			
59266	10/06/2022		
Inv    214338			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/12/2022	key cards for PD building	001-08-009-521-22-41-000	215.57
Inv 214338 Total			215.57
59266 Total:			215.57
<b>statewid - Statewide Security Total:</b>			215.57

**stericyc - Stericycle, Inc. (PD) Line Item Account 001-08-009-521-22-41-000**

59267 10/06/2022

Inv 3006154934

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2022	sharps container disposal	001-08-009-521-22-41-000	10.36

Inv 3006154934 Total			10.36
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59267 Total:			10.36
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**stericyc - Stericycle, Inc. (PD) Total:**

10.36

**seatimes - The Seattle Times Line Item Account**

59268 10/06/2022

Inv 35655

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/28/2022	legal notice ordinance	001-05-005-514-20-41-320	60.21

Inv 35655 Total			60.21
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Inv 36645

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/11/2022	legal notice ordinance	001-05-005-514-20-41-320	69.13

Inv 36645 Total			69.13
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Inv 36646

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/11/2022	legal notice ordinance	001-05-005-514-20-41-320	51.29

Inv 36646 Total			51.29
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Inv 37435

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/01/2022	notice spec meeting mill site	001-03-003-513-10-49-200	236.38

Inv 37435 Total			236.38
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59268 Total:			417.01
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**seatimes - The Seattle Times Total:**

417.01

**tje - Thomas J. Tree & Garden Care LLC Line Item Account**

59269 10/06/2022

Inv 902

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/27/2022	34624 Bybee St cottonwood removal	403-22-030-531-90-48-156	5,292.54

Inv 902 Total	5,292.54
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Inv    913	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/16/2022	36824 SE Braeburn douglas fir removal	403-22-030-531-90-48-156	1,960.20

Inv 913 Total	1,960.20
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Inv    917	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/21/2022	8012 Douglas Ave SE 2 tree removals	403-22-030-531-90-48-156	2,548.26

Inv 917 Total	2,548.26
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Inv    918	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/21/2022	34922 Rhododendron Drive douglas fir removal	403-22-030-531-90-48-156	1,764.18

Inv 918 Total	1,764.18
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Inv    920	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/22/2022	34207 SE Strouf maple top removal	403-22-030-531-90-48-156	1,176.12

Inv 920 Total	1,176.12
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Inv    922	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/22/2022	36309 SE Woody Creed douglas fir removal	403-22-030-531-90-48-156	1,568.16

Inv 922 Total	1,568.16
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59269 Total:	14,309.46
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tje - Thomas J. Tree & Garden Care LLC Total:	14,309.46
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**westpay - Thomson Reuters - West Pymt. Center Line Item Account**

59270                      10/06/2022	
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Inv    846936437	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/01/2022	1000195318 monthly fee	001-04-004-515-31-49-200	708.27

Inv 846936437 Total	708.27
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59270 Total:	708.27
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westpay - Thomson Reuters - West Pymt. Center Total:	708.27
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**tylertec - Tyler Technologies, Inc. Line Item Account**

59271 10/06/2022

Inv 045-392767

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/01/2022	IT: ERP SaaS fees 4th Q	502-11-023-594-18-64-000	66,348.96

Inv 045-392767 Total			66,348.96
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59271 Total:			66,348.96
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tylertec - Tyler Technologies, Inc. Total:

66,348.96

uline - Uline Line Item Account

59272 10/06/2022

Inv 153515009

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/06/2022	bins for evidence and nitrile gloves	001-08-009-521-50-35-901	379.06

Inv 153515009 Total			379.06
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59272 Total:			379.06
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uline - Uline Total:

379.06

uli - Unum Life Insurance Line Item Account 001-08-009-521-22-22-400

59273 10/06/2022

Inv 10/22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
10/01/2022	group ins premium Crosson, E	001-08-009-521-22-22-400	57.50

Inv 10/22 Total			57.50
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59273 Total:			57.50
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uli - Unum Life Insurance Total:

57.50

uulc - Utilities Underground Location Center Line Item Account

59274 10/06/2022

Inv 2080230

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/31/2022	August locates	401-18-037-534-81-41-000	119.97

Inv 2080230 Total			119.97
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59274 Total:			119.97
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uulc - Utilities Underground Location Center Total:

119.97

**ventilat - Ventilation Power Cleaning, Inc. Line Item Account 402-20-045-535-60-48-801**

59275      10/06/2022

Inv      61496

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/30/2022	clean sewer mains	402-20-045-535-60-48-801	6,396.24

Inv 61496 Total			6,396.24
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Inv      61524

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/06/2022	clean sewer mains	402-20-045-535-60-48-801	11,965.39

Inv 61524 Total			11,965.39
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Inv      61554

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/14/2022	clean sewer mains	402-20-045-535-60-48-801	11,802.04

Inv 61554 Total			11,802.04
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Inv      61589

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/20/2022	clean sewer mains	402-20-045-535-60-48-801	15,301.54

Inv 61589 Total			15,301.54
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59275 Total:			45,465.21
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**ventilat - Ventilation Power Cleaning, Inc. Total:**

			45,465.21
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**verizes - Verizon Wireless (Central Svcs.) Line Item Account 511-25-054-518-50-42-010**

59276      10/06/2022

Inv      9915982621

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/16/2022	cell phones	511-25-054-518-50-42-010	5,461.58

Inv 9915982621 Total			5,461.58
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59276 Total:			5,461.58
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**verizes - Verizon Wireless (Central Svcs.) Total:**

			5,461.58
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**vermeer - Vermeer Northwest Line Item Account 501-23-051-548-68-31-301**

59277      10/06/2022

Inv      S89064

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/26/2022	brushchipper purchase, parts & service	501-23-051-548-68-31-301	714.33



Inv S89064 Total	714.33
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59277 Total:	714.33
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vermeer - Vermeer Northwest Total:	714.33
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**vladisd - Vladis, Dmitriy Line Item Account**

59278      10/06/2022

Inv      8/22

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
08/15/2022	firearm repairs and replacements	001-08-009-521-50-31-310	224.95

Inv 8/22 Total	224.95
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59278 Total:	224.95
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vladisd - Vladis, Dmitriy Total:	224.95
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**wsp bf - WA ST Patrol - B & F Servs Line Item Account**

59279      10/06/2022

Inv      I23000942

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/07/2022	fingerprint fees	633-13-000-589-30-20-000	180.00

Inv I23000942 Total	180.00
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59279 Total:	180.00
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wsp bf - WA ST Patrol - B & F Servs Total:	180.00
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**doe - WA STATE DEPT OF ECOLOGY Line Item Account**

59280      10/06/2022

Inv      23-WAR310282-1

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/19/2022	stormwater const permit fees 7/1/22-6/30/23	417-13-405-594-31-41-040	780.00

Inv 23-WAR310282-1 Total	780.00
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Inv      23-WAR310510-1

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/19/2022	stormwater general permit 7/1/22-6/30/23	417-13-236-594-31-63-000	780.00

Inv 23-WAR310510-1 Total	780.00
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59280 Total:	1,560.00
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**doe - WA STATE DEPT OF ECOLOGY Total:**

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1,560.00**wmg - Water Management Group Line Item Account 401-19-039-539-35-41-000**

59281                      10/06/2022

Inv      21771

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/23/2022	October irrigation monitoring svcs	401-19-039-539-35-41-000	3,975.00

Inv 21771 Total			3,975.00
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59281 Total:

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3,975.00**wmg - Water Management Group Total:**

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3,975.00**wml - Water Management Laboratories, Inc. Line Item Account**

59282                      10/06/2022

Inv      206165

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/22/2022	water samples	401-18-037-534-81-41-000	912.00

Inv 206165 Total			912.00
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59282 Total:

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912.00**wml - Water Management Laboratories, Inc. Total:**

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912.00**wsystems - Western Systems, Inc. Line Item Account**

59283                      10/06/2022

Inv      53330

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/21/2022	cable for school speed zone lights	001-08-009-521-22-31-910	93.15

Inv 53330 Total			93.15
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59283 Total:

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93.15**wsystems - Western Systems, Inc. Total:**

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93.15**WOODCHIP - WOOD CHIPPER SAFETY SHIELD Line Item Account**

59284                      10/06/2022

Inv      8044

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/14/2022	safety system for chipper	403-22-030-531-90-41-000	6,808.35

Inv 8044 Total			6,808.35
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59284 Total:	6,808.35
<b>WOODCHIP - WOOD CHIPPER SAFETY SHIELD Total:</b>	6,808.35
Total:	384,607.29



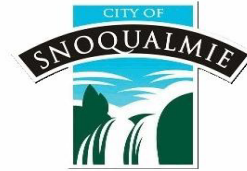
**Payroll**  
**Blanket Voucher Document**

Claims presented to the City to be paid on 9/ 30 /2022 in the amount of \$ 547,357.66  
which includes claim warrants numbered \_\_\_\_ - \_\_\_\_ through \_\_\_\_ - \_\_\_\_,  
totaling \$ 0.00, and direct deposits totaling \$ 547,357.66.

# Payroll

## ACH Check Register

User: 'THolden'  
 Printed: 09/29/2022 - 3:03PM  
 Batch: 00002.09.2022 - EOM 9-30-2022  
 Include Partial: TRUE



Check Date	Check Number	Partial ACH	Employee Name	Amount
09/30/2022	0	False	Michael Sauerwein	9,957.29
09/30/2022	0	False	James Mayhew	780.27
09/30/2022	0	False	Bryan Holloway	688.36
09/30/2022	0	False	Matthew Laase	688.36
09/30/2022	0	False	Ethan Benson	688.36
09/30/2022	0	False	Jolyon Johnson	688.36
09/30/2022	0	False	Robert Wotton	538.36
09/30/2022	0	False	Cara Christensen	688.36
09/30/2022	0	False	Katherine Ross	2,592.74
09/30/2022	0	False	Reina McCauley	1,831.47
09/30/2022	0	False	Bob Sterbank	6,700.23
09/30/2022	0	False	Anna Astrakhan	1,736.44
09/30/2022	0	False	Tania Holden	4,739.89
09/30/2022	0	False	Jimmie Betts Jr.	4,216.66
09/30/2022	0	False	Brendon Ecker	3,347.19
09/30/2022	0	False	Mark Gerken	2,101.37
09/30/2022	0	False	Andrew Latham	3,250.47
09/30/2022	0	False	Sarah Reeder	3,376.01
09/30/2022	0	False	Christopher Miller	11,952.49
09/30/2022	0	False	Shawn Somers	2,674.87
09/30/2022	0	False	Andrew Bouta	6,411.36
09/30/2022	0	False	Samantha Brumfield	2,435.01
09/30/2022	0	False	Kimberly Johnson	4,616.05
09/30/2022	0	False	Nicole Wiebe	4,717.79
09/30/2022	0	False	Jennifer Ferguson	6,559.18
09/30/2022	0	False	Carson Hornsby	5,297.85
09/30/2022	0	False	Debbie Kinsman	2,393.12
09/30/2022	0	False	Heather Florida	4,014.50
09/30/2022	0	False	Gerald Knutsen	5,764.59
09/30/2022	0	False	Kyla Henderson	3,198.78
09/30/2022	0	False	Tami Wood	2,821.44
09/30/2022	0	False	Gail Folkins	3,723.99
09/30/2022	0	False	Danna McCall	3,178.68
09/30/2022	0	False	Brian Lynch	5,255.48
09/30/2022	0	False	Scott Bruton	5,087.56
09/30/2022	0	False	Melinda Black	2,539.34
09/30/2022	0	False	Stephanie Butler	5,373.44
09/30/2022	0	False	Austin Gutwein	6,111.93
09/30/2022	0	False	Joseph Spears	1,412.87
09/30/2022	0	False	Pamela Mandery	3,897.29
09/30/2022	0	False	James Aguirre	5,195.88
09/30/2022	0	False	Ricardo Velasquez	4,898.06
09/30/2022	0	False	Michael Liebetrau	1,624.32
09/30/2022	0	False	Deanna Mihelich	4,062.65
09/30/2022	0	False	Craig Miller	10,819.37
09/30/2022	0	False	Daniel Moate	7,777.66

09/30/2022	0	False	Perry Phipps	9,763.97
09/30/2022	0	False	Joseph Meadows	2,765.54
09/30/2022	0	False	Cory Hendricks	2,564.98
09/30/2022	0	False	Anthony Lemmon	2,315.86
09/30/2022	0	False	Nicholas Schulgen	2,220.98
09/30/2022	0	False	David Doucett	5,215.14
09/30/2022	0	False	Chase Smith	6,668.10
09/30/2022	0	False	Kim Stonebraker-Weiss	7,111.13
09/30/2022	0	False	James Kaae	6,746.31
09/30/2022	0	False	Jason Weiss	13,218.91
09/30/2022	0	False	Nigel Draveling	10,489.34
09/30/2022	0	False	Dmitriy Vladis	6,836.79
09/30/2022	0	False	Christopher Werre	8,018.45
09/30/2022	0	False	Joseph Beach	4,136.42
09/30/2022	0	False	Philip Bennett	7,176.59
09/30/2022	0	False	Jordan Jolley	2,486.97
09/30/2022	0	False	Jason Battles	5,414.27
09/30/2022	0	False	Neil MacVicar	3,511.12
09/30/2022	0	False	Jorge Orozco	5,922.39
09/30/2022	0	False	Ryan Barnet	3,658.46
09/30/2022	0	False	Michael Chambless	3,935.54
09/30/2022	0	False	Kevin Aspy	3,471.88
09/30/2022	0	False	Lyle Beach	8,193.68
09/30/2022	0	False	Patrick Fry	3,240.34
09/30/2022	0	False	Jeffrey Hamlin	7,042.74
09/30/2022	0	False	Andrew Vining	3,787.58
09/30/2022	0	False	Thomas Holmes	8,889.62
09/30/2022	0	False	Alec Bagley	2,393.90
09/30/2022	0	False	Joan Quade	2,791.36
09/30/2022	0	False	Ryan Dalziel	3,733.40
09/30/2022	0	False	Jason George	6,815.02
09/30/2022	0	False	Kevin Halbert	3,165.05
09/30/2022	0	False	Timothy Barrett	2,482.13
09/30/2022	0	False	Donald Harris	8,272.82
09/30/2022	0	False	Kevin Snyder	4,312.11
09/30/2022	0	False	Kenneth Knowles	5,851.36
09/30/2022	0	False	Christopher Wilson	2,938.44
09/30/2022	0	False	Todd Shinn	6,365.61
09/30/2022	0	False	Matthew Hedger	7,424.28
09/30/2022	0	False	John Cooper	5,822.14
09/30/2022	0	False	Emily Artech	8,603.87
09/30/2022	0	False	Ilyse Treptow	3,564.84
09/30/2022	0	False	Dinah Reed	5,493.14
09/30/2022	0	False	Jason Rogers	5,504.01
09/30/2022	0	False	Dylan Gamble	3,413.82
09/30/2022	0	False	Michael Bailey	7,853.86
09/30/2022	0	False	Jessica Rellamas	329.15
09/30/2022	0	False	Thomas Munro	2,310.52
09/30/2022	0	False	Mark Correira	8,589.70
09/30/2022	0	False	Jacob Fouts	11,573.11
09/30/2022	0	False	Steven Randall	18,162.56
09/30/2022	0	False	Michael Stevens	3,165.34
09/30/2022	0	False	Darby Summers	5,438.59
09/30/2022	0	False	Theresa Tozier	7,623.53
09/30/2022	0	False	Gregory Heath	3,241.88
09/30/2022	0	False	Matthew West	6,683.37
09/30/2022	0	False	William Wisham	8,164.46
09/30/2022	0	False	Robert Lasswell	9,102.65

09/30/2022	0	False	Catherine Cotton	383.73
09/30/2022	0	False	Benjamin Parker	12,674.26
09/30/2022	0	False	Jesse Curlee	519.30
09/30/2022	0	False	Mark Mulligan	218.29
09/30/2022	0	False	John-Louis Solms	840.98
09/30/2022	0	False	Robert Angrisano	882.34
09/30/2022	0	False	Lorrie Jones	737.57
09/30/2022	0	False	Peter O'Donnell	7,547.02
09/30/2022	0	False	Kristina Myers	574.44
09/30/2022	0	False	Anthony Ohrzda	491.72
09/30/2022	0	False	Kyle Liston	137.86
09/30/2022	0	False	Nicko Chavez	165.44
09/30/2022	0	False	David Hazelton	55.15
09/30/2022	0	False	Kathleen Anthony	110.29
09/30/2022	0	False	Mary Beinners	110.29
09/30/2022	0	False	Thomas Walker	491.72
09/30/2022	0	False	Anna Meehan	747.85
09/30/2022	0	False	Joshua Demetrescu	499.05
09/30/2022	0	False	Adrian Otterness	905.32
09/30/2022	0	False	Alexander Wolfe	850.18

0.00

547,357.66

Total Employees:

124

547,357.66

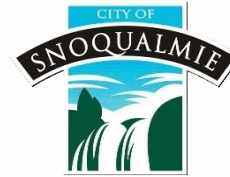




## Accounts Payable

## Blanket Voucher Approval Document

User: THolden  
 Printed: 09/29/2022 - 4:52PM  
 Warrant Request Date: 9/30/2022  
 DAC Fund:



Batch: 00006.09.2022 - PV 9-2022

City of Snoqualmie

Claims presented to the City to be paid in the amount of \$ 652,182.03 (Incl. ACH),  
 for claims warrants numbered 59145 through 59158 & dated 9/30/2022.

Line	Claimant	Voucher No.	Amount
1	AFLAC	000000000	78.13
2	AWC BENEFITS	000000000	150,352.48
3	City of Snoqualmie	000059145	1,140.00
4	Dept of Retirement Syst.-PERS	000000000	90,550.42
5	Dept. of Labor & Industries	000059146	24,069.96
6	Dept. of Retirement Syst.- DCP	000000000	39,681.00
7	Dept. of Retirement Syst.- PSERS	000000000	1,482.23
8	Dept. of Retirement Syst.-LEOFF	000000000	56,385.58
9	DiMartino Associates	000059147	283.50
10	Employment Security Dept.	000059148	1,925.70
11	Employment Security Dept.	000059149	5,550.20
12	IAFF Firepac-Political Affairs Dept.	000059150	8.36
13	IAFF LOCAL #2878	000059151	2,215.43
14	ICMA Retirement Trust -303907	000059152	9,636.00
15	IRS-Payroll EFTPS	000000000	238,334.77
16	NWFFT TRUST	000059153	21,204.36
17	Office of Support Enforcement - DSHS	000000000	2,044.91
18	Snoqualmie Police Association	000059154	1,800.00
19	Teamsters Local Union #763	000059155	3,204.00
20	Voya Institutional Trust Company	000059156	450.00
21	Western States Police Medical Trust	000059157	1,035.00
22	WSCFF	000059158	750.00
Page Total:			\$652,182.03
Grand Total:			\$652,182.03

# Accounts Payable

## Check Detail

User: THolden  
Printed: 10/03/2022 - 11:30AM



Item 2.

Check Number	Check Date	Amount
<b>90110 - AFLAC Line Item Account</b>		
0	09/30/2022	
Inv		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
09/29/2022	PR Batch 00002.09.2022 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	09/30/2022	
Inv		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
09/29/2022	PR Batch 00002.09.2022 AWC Medical Benefits Employee	631-00-000-231-50-14-000
		534.78
09/29/2022	PR Batch 00002.09.2022 AWC-Dental Benefits	631-00-000-231-50-14-000
		11,450.62
09/29/2022	PR Batch 00002.09.2022 AWC - Medical Benefits/HF 250	631-00-000-231-50-14-000
		99,686.74
09/29/2022	PR Batch 00002.09.2022 AWC-Vision	631-00-000-231-50-14-000
		1,694.30
09/29/2022	PR Batch 00002.09.2022 AWC Dental Benefits Employee	631-00-000-231-50-14-000
		36.84
09/29/2022	PR Batch 00002.09.2022 AWC-Life Insurance Police	631-00-000-231-50-14-000
		855.00
09/29/2022	PR Batch 00002.09.2022 AWC-Medical Benefits/HF 500	631-00-000-231-50-14-000
		31,727.86
09/29/2022	PR Batch 00002.09.2022 AWC-Vision Employee	631-00-000-231-50-14-000
		1.90
09/29/2022	PR Batch 00002.09.2022 Kaiser Medical Benefits/200	631-00-000-231-50-14-000
		2,127.26
09/29/2022	PR Batch 00002.09.2022 AWC Life Insurance Employee	631-00-000-231-50-14-000
		4.05
09/29/2022	PR Batch 00002.09.2022 AWC Life Insurance	631-00-000-231-50-14-000
		490.95
Inv Total		148,610.30
Inv 9-2022		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
09/30/2022	Edmund Crosson Medical Premium	001-08-009-521-22-22-400
		1,742.18
Inv 9-2022 Total		1,742.18
0 Total:		150,352.48
<b>90000 - AWC BENEFITS Total:</b>		150,352.48
<b>90099 - City of Snoqualmie Line Item Account</b>		

59145      09/30/2022

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/29/2022	PR Batch 00002.09.2022 FSA	631-00-000-231-50-15-000	1,140.00

Inv Total			1,140.00
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59145 Total:			1,140.00
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<b>90099 - City of Snoqualmie Total:</b>			1,140.00
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**90070 - Dept of Retirement Syst.-PERS Line Item Account**

0      09/30/2022

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/29/2022	PR Batch 00002.09.2022 PERS 3 Employer	631-00-000-231-50-16-000	6,524.65
09/29/2022	PR Batch 00002.09.2022 PERS2 Employee	631-00-000-231-50-16-000	30,010.31
09/29/2022	PR Batch 00002.09.2022 PERS 3 Employee	631-00-000-231-50-16-000	4,989.15
09/29/2022	PR Batch 00002.09.2022 PERS 2 Employer	631-00-000-231-50-16-000	49,026.31

Inv Total			90,550.42
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0 Total:			90,550.42
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<b>90070 - Dept of Retirement Syst.-PERS Total:</b>			90,550.42
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**90010 - Dept. of Labor & Industries Line Item Account**

59146      09/30/2022

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/29/2022	PR Batch 00002.09.2022 L&I Employee	631-00-000-231-50-73-000	4,436.19
09/29/2022	PR Batch 00002.09.2022 L&I Employer	631-00-000-231-50-73-000	19,633.77

Inv Total			24,069.96
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59146 Total:			24,069.96
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<b>90010 - Dept. of Labor &amp; Industries Total:</b>			24,069.96
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**90105 - Dept. of Retirement Syst.- DCP Line Item Account**

0      09/30/2022

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/29/2022	PR Batch 00002.09.2022 DCP Employee	631-00-000-231-50-19-000	24,864.00
09/29/2022	PR Batch 00002.09.2022 DCP-Employer	631-00-000-231-50-19-000	11,877.00
09/29/2022	PR Batch 00002.09.2022 DCP-Employer-Supplement	631-00-000-231-50-19-000	2,940.00

Inv Total			39,681.00
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0 Total: 39,681.00

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**90105 - Dept. of Retirement Syst.- DCP Total:** 39,681.00

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

0      09/30/2022

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/29/2022	PR Batch 00002.09.2022 PSERS Employer	631-00-000-231-50-16-000	914.46
09/29/2022	PR Batch 00002.09.2022 PSERS Employee	631-00-000-231-50-16-000	567.77

Inv Total 1,482.23

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0 Total: 1,482.23

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**90075 - Dept. of Retirement Syst.- PSERS Total:** 1,482.23

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

0      09/30/2022

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/29/2022	PR Batch 00002.09.2022 LEOFF 2 Employer	631-00-000-231-50-16-000	21,608.38
09/29/2022	PR Batch 00002.09.2022 LEOFF 2 Employee	631-00-000-231-50-16-000	34,777.20

Inv Total 56,385.58

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0 Total: 56,385.58

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**90030 - Dept. of Retirement Syst.-LEOFF Total:** 56,385.58

**90300 - DiMartino Associates Line Item Account**

59147      09/30/2022

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/29/2022	PR Batch 00002.09.2022 Brown & Brown DBA DiMartino	631-00-000-231-50-14-000	283.50

Inv Total 283.50

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59147 Total: 283.50

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**90300 - DiMartino Associates Total:** 283.50

**90020 - Employment Security Dept. Line Item Account**

59148      09/30/2022

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/29/2022	PR Batch 00002.09.2022 Emp Sec- Unemployment Tax	631-00-000-231-50-50-000	1,925.70
Inv Total			1,925.70

59148 Total: 1,925.70

59149      09/30/2022

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/29/2022	PR Batch 00002.09.2022 WA Paid Family & Medical Leave	631-00-000-231-50-32-000	4,063.78
09/29/2022	PR Batch 00002.09.2022 WA Paid Family & Medical Leave	631-00-000-231-50-32-000	1,486.42
Inv Total			5,550.20

59149 Total: 5,550.20

**90022 - Employment Security Dept. Total:** 7,475.90

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

59150      09/30/2022

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/29/2022	PR Batch 00002.09.2022 IAFF-FirePac	631-00-000-231-50-50-000	8.36
Inv Total			8.36

59150 Total: 8.36

**90035 - IAFF Firepac-Political Affairs Dept. Total:** 8.36

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

59151      09/30/2022

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/29/2022	PR Batch 00002.09.2022 IAFF-Local 2878 Fire	631-00-000-231-50-21-000	2,215.43
Inv Total			2,215.43

59151 Total: 2,215.43

**90045 - IAFF LOCAL #2878 Total:** 2,215.43

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

59152      09/30/2022

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/29/2022	PR Batch 00002.09.2022 ICMA-Employee	631-00-000-231-50-19-000	7,411.00
09/29/2022	PR Batch 00002.09.2022 ICMA-Employer	631-00-000-231-50-19-000	1,875.00
09/29/2022	PR Batch 00002.09.2022 ICMA-Employer Supplement	631-00-000-231-50-19-000	350.00

Inv Total		9,636.00
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59152 Total:		9,636.00
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<b>90100 - ICMA Retirement Trust -303907 Total:</b>		9,636.00
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**90085 - IRS-Payroll EFTPS Line Item Account**

0      09/30/2022

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/29/2022	PR Batch 00002.09.2022 FICA Employer	631-00-000-231-50-27-000	46,930.65
09/29/2022	PR Batch 00002.09.2022 Federal Income Tax	631-00-000-231-50-27-000	115,413.15
09/29/2022	PR Batch 00002.09.2022 Medicare Employer	631-00-000-231-50-27-000	14,205.16
09/29/2022	PR Batch 00002.09.2022 Imputed Income Tax	631-00-000-231-50-50-000	650.00
09/29/2022	PR Batch 00002.09.2022 Medicare Employee	631-00-000-231-50-27-000	14,205.16
09/29/2022	PR Batch 00002.09.2022 FICA Employee	631-00-000-231-50-27-000	46,930.65

Inv Total		238,334.77
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0 Total:		238,334.77
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<b>90085 - IRS-Payroll EFTPS Total:</b>		238,334.77
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**90310 - NWFFT TRUST Line Item Account**

59153      09/30/2022

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/29/2022	PR Batch 00002.09.2022 Medical/Vision Benefits	631-00-000-231-50-14-000	19,327.72
09/29/2022	PR Batch 00002.09.2022 Dental Benefits	631-00-000-231-50-14-000	1,876.64

Inv Total		21,204.36
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59153 Total:		21,204.36
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<b>90310 - NWFFT TRUST Total:</b>		21,204.36
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**90060 - Office of Support Enforcement - DSHS Line Item Account**

0      09/30/2022

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/29/2022	PR Batch 00002.09.2022 Child Support	631-00-000-231-50-30-000	2,044.91

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Inv Total	2,044.91
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0 Total:	2,044.91
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<b>90060 - Office of Support Enforcement - DSHS Total:</b>	2,044.91
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**90180 - Snoqualmie Police Association Line Item Account**

59154      09/30/2022

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/29/2022	PR Batch 00002.09.2022 Police Union Dues	631-00-000-231-50-21-000	1,800.00

Inv Total	1,800.00
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59154 Total:	1,800.00
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<b>90180 - Snoqualmie Police Association Total:</b>	1,800.00
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**90040 - Teamsters Local Union #763 Line Item Account**

59155      09/30/2022

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/29/2022	PR Batch 00002.09.2022 Teamsters Union Dues	631-00-000-231-50-21-000	3,204.00

Inv Total	3,204.00
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59155 Total:	3,204.00
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<b>90040 - Teamsters Local Union #763 Total:</b>	3,204.00
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**90095 - Voya Institutional Trust Company Line Item Account**

59156      09/30/2022

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/29/2022	PR Batch 00002.09.2022 Voya-Employer	631-00-000-231-50-19-000	200.00
09/29/2022	PR Batch 00002.09.2022 Voya-Employee	631-00-000-231-50-19-000	250.00

Inv Total	450.00
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59156 Total:	450.00
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<b>90095 - Voya Institutional Trust Company Total:</b>	450.00
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**90400 - Western States Police Medical Trust Line Item Account**

59157      09/30/2022

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/29/2022	PR Batch 00002.09.2022 W States Police Medical Trust	631-00-000-231-50-17-000	1,035.00

Inv Total		1,035.00
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59157 Total:		<u>1,035.00</u>
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<b>90400 - Western States Police Medical Trust Total:</b>		<u>1,035.00</u>
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**90120 - WSCFF Line Item Account**

59158              09/30/2022

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
09/29/2022	PR Batch 00002.09.2022 WSCFF-BENEFIT TRUST FF ER	631-00-000-231-50-22-000	750.00

Inv Total		750.00
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59158 Total:		<u>750.00</u>
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<b>90120 - WSCFF Total:</b>		<u>750.00</u>
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Total:		<u><u>652,182.03</u></u>
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# BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

**AB22-076**  
**October 24, 2022**

Choose an item.

Item 3.

## AGENDA BILL INFORMATION

<b>TITLE:</b>	AB22-076: 2023-2024 Biennial Budget	<input type="checkbox"/> Discussion Only
<b>PROPOSED ACTION:</b>	Approve Ordinance 1267 Adopting the 2023-2024 Biennial Budget	<input checked="" type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input checked="" type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

<b>REVIEW:</b>	Department Director/Peer	Jen Ferguson	10/13/2022
	Finance	Drew Bouta	10/13/2022
	Legal	Bob Sterbank	Click or tap to enter a date.
	City Administrator	Mike Sauerwein	Click or tap to enter a date.

<b>DEPARTMENT:</b>	Finance		
<b>STAFF:</b>	Budget Manager, Drew Bouta		
<b>COMMITTEE:</b>	Committee of the Whole	<b>COMMITTEE DATE:</b> October 10, 2022	
<b>MEMBERS:</b>	Choose an item.	Choose an item.	Choose an item.
<b>EXHIBITS:</b>	1. Ordinance 1267 Adopting the 2023-2024 Biennial Budget 2. Mayor's Proposed 2023-2024 Biennial Budget Document (Updated 10/13/2022)		

<b>AMOUNT OF EXPENDITURE</b>	\$ n/a
<b>AMOUNT BUDGETED</b>	\$ Choose an item.
<b>APPROPRIATION REQUESTED</b>	\$ Choose an item.

## SUMMARY

### INTRODUCTION

The purpose of this agenda bill is to adopt the 2023-2024 Biennial budget.

### LEGISLATIVE HISTORY

- On September 12, 2022, the Mayor proposed the 2023-2024 Biennial Budget to City Council.
- During the week of October 3, 2022, directors presented brief reviews of their department's proposed budgets to respective committees.
- On October 10, City Council reviewed and deliberated the proposed budget with the Administration available to answer questions.
- During the week of October 17, 2022, directors presented any remaining reviews to their respective committees and answered questions regarding their proposed budgets if necessary.

### BACKGROUND

### ANALYSIS

## **BUDGET IMPACTS**

## **NEXT STEPS**

Per the Council approved budget calendar, City Council will review and deliberate the Mayor's Proposed 2023-2024 Biennial Budget on November 1, 2022.

## **PROPOSED ACTION**

No action. Council will continue to deliberate the proposed budget.

**CITY OF SNOQUALMIE  
ORDINANCE NO. 1267**

**AN ORDINANCE OF THE CITY COUNCIL OF  
THE CITY OF SNOQUALMIE, WASHINGTON,  
ADOPTING THE 2023-2024 BIENNIAL BUDGET;  
PROVIDING FOR SEVERABILITY AND AN  
EFFECTIVE DATE.**

**WHEREAS**, as a noncharter code City, the City of Snoqualmie is authorized by RCW 35A.34.040 to establish by ordinance a two-year fiscal biennium budget cycle for the City; and

**WHEREAS**, the City Council passed Ordinance No. 1096 establishing a two-year fiscal biennial budget, as authorized by RCW 35A.34.040; and

**WHEREAS**, the City has prepared a 2023-2024 budget that meets the requirements of the Washington law, and has held public hearings as required by law;

**NOW, THEREFORE, BE IT ORDAINED** by the Council of the City of Snoqualmie as follows:

**SECTION 1. Biennial Budget Amended.**

The City of Snoqualmie biennial budget for the 2023-2024 fiscal biennium, as determined after hearings and placed into final form and content, is hereby adopted by reference.

**SECTION 2. Budget Summary Form.**

Pursuant to RCW 35A.34.120, the totals of estimated revenues and appropriations for each separate fund, and the aggregate totals for all such funds combined, are set forth on page 2 of this ordinance in summary form:



## Proposed 2023-2024 Biennial Budget Ordinance Table

Fund #	Fund Name	Est. 2023 Beginning Fund Balance	Est. 2023 Sources	Est. 2023 Uses	Est. 2023 Ending Fund Balance	Est. 2024 Sources	Est. 2024 Uses	Est. 2024 Ending Fund Balance	Total 2023-2024 Est. Sources	Total 2023-2024 Uses (Appropriation)
001	General Fund	\$ 4,423,674	\$ 20,807,296		\$ 1,588,496	\$ 22,109,762		\$ 2,370,164	\$ 42,917,057	
	Administrative Departments <sup>1</sup>			\$ 5,409,502			\$ 5,403,482			\$ 10,812,984
	Police (Snoqualmie)			\$ 5,374,405			\$ 5,498,018			\$ 10,872,423
	Fire & Emergency Management			\$ 4,121,255			\$ 4,235,158			\$ 8,356,412
	Parks Maintenance			\$ 1,895,439			\$ 1,843,537			\$ 3,738,976
	Community Development <sup>2</sup>			\$ 2,270,875			\$ 2,472,814			\$ 4,743,689
	Streets Maintenance			\$ 1,117,085			\$ 1,090,062			\$ 2,207,147
	Non-Departmental <sup>3</sup>			\$ 3,453,914			\$ 785,023			\$ 4,238,937
002	Reserve Fund	\$ 2,726,625	\$ 273,120	\$ -	\$ 2,999,745	\$ 89,945	\$ -	\$ 3,089,690	\$ 363,065	\$ -
	<b>Total General Fund</b>	<b>\$ 7,150,300</b>	<b>\$ 21,080,416</b>	<b>\$ 23,642,475</b>	<b>\$ 4,588,241</b>	<b>\$ 22,199,707</b>	<b>\$ 21,328,093</b>	<b>\$ 5,459,854</b>	<b>\$ 43,280,122</b>	<b>\$ 44,970,568</b>
012	Arts Activities Fund	\$ 48,578	\$ 52,094	\$ 60,856	\$ 39,816	\$ 28,217	\$ 37,136	\$ 30,897	\$ 80,311	\$ 97,992
014	North Bend Police Services Fund	\$ 244,924	\$ 2,994,406	\$ 3,141,968	\$ 97,362	\$ 2,605,980	\$ 2,703,342	\$ -	\$ 5,600,386	\$ 5,845,310
018	Deposits Reimbursement Control Fund	\$ 21,266	\$ 10,358	\$ 10,358	\$ 21,266	\$ 10,358	\$ 10,358	\$ 21,266	\$ 20,716	\$ 20,716
020	School Impact Fee Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>Total Managerial Funds</b>	<b>\$ 314,767</b>	<b>\$ 3,056,858</b>	<b>\$ 3,213,182</b>	<b>\$ 158,443</b>	<b>\$ 2,644,555</b>	<b>\$ 2,750,836</b>	<b>\$ 52,163</b>	<b>\$ 5,701,413</b>	<b>\$ 5,964,018</b>
110	Hotel/Motel Tax Fund	\$ 147,700	\$ 140,190	\$ 175,000	\$ 112,890	\$ 139,601	\$ 175,000	\$ 77,491	\$ 279,791	\$ 350,000
118	Drug Enforcement Fund	\$ 10,200	\$ 5,172	\$ 5,172	\$ 10,200	\$ 5,172	\$ 5,172	\$ 10,200	\$ 10,344	\$ 10,344
131	Affordable Housing Fund	\$ 898,936	\$ 384,121	\$ 374,000	\$ 909,057	\$ 394,121	\$ 384,000	\$ 919,178	\$ 778,242	\$ 758,000
150	ARPA Covid Local Recovery Fund	\$ 2,244,095	\$ 28,327	\$ 1,139,516	\$ 1,132,906	\$ 9,454	\$ 1,142,360	\$ -	\$ 37,781	\$ 2,281,876
	<b>Total Special Revenue Funds</b>	<b>\$ 3,300,932</b>	<b>\$ 557,810</b>	<b>\$ 1,693,688</b>	<b>\$ 2,165,053</b>	<b>\$ 548,348</b>	<b>\$ 1,706,532</b>	<b>\$ 1,006,869</b>	<b>\$ 1,106,158</b>	<b>\$ 3,400,220</b>
310	Non-Utilities Capital Fund	\$ 20,100,000	\$ 13,954,950	\$ 16,390,500	\$ 17,664,450	\$ 5,407,400	\$ 20,970,850	\$ 2,101,000	\$ 19,362,350	\$ 37,361,350
	<b>Total Capital Funds</b>	<b>\$ 20,100,000</b>	<b>\$ 13,954,950</b>	<b>\$ 16,390,500</b>	<b>\$ 17,664,450</b>	<b>\$ 5,407,400</b>	<b>\$ 20,970,850</b>	<b>\$ 2,101,000</b>	<b>\$ 19,362,350</b>	<b>\$ 37,361,350</b>
401	Water Operations Fund	\$ 1,635,856	\$ 5,190,814	\$ 5,628,534	\$ 1,198,136	\$ 5,504,819	\$ 5,782,576	\$ 920,380	\$ 10,695,634	\$ 11,411,110
402	Sewer Operations Fund	\$ 786,844	\$ 6,447,608	\$ 6,295,595	\$ 938,857	\$ 6,713,795	\$ 6,721,162	\$ 931,490	\$ 13,161,403	\$ 13,016,757
403	Stormwater Operations Fund	\$ 984,709	\$ 2,850,899	\$ 3,214,206	\$ 621,402	\$ 3,063,483	\$ 3,211,299	\$ 473,586	\$ 5,914,382	\$ 6,425,505
417	Utilities Capital Fund	\$ 19,400,000	\$ 10,373,442	\$ 8,491,000	\$ 21,282,442	\$ 14,773,142	\$ 20,556,000	\$ 15,499,584	\$ 25,146,584	\$ 29,047,000
	<b>Total Enterprise Funds</b>	<b>\$ 22,807,410</b>	<b>\$ 24,862,763</b>	<b>\$ 23,629,335</b>	<b>\$ 24,040,838</b>	<b>\$ 30,055,239</b>	<b>\$ 36,271,037</b>	<b>\$ 17,825,040</b>	<b>\$ 54,918,002</b>	<b>\$ 59,900,372</b>
501	Equipment Replacement & Repair Fund	\$ 2,384,697	\$ 3,158,553	\$ 3,578,954	\$ 1,964,296	\$ 1,956,573	\$ 1,307,054	\$ 2,613,815	\$ 5,115,126	\$ 4,886,008
502	Information Technology Fund	\$ 2,251,692	\$ 2,657,771	\$ 3,134,406	\$ 1,775,057	\$ 2,624,569	\$ 3,116,305	\$ 1,283,321	\$ 5,282,340	\$ 6,250,711
510	Facilities Maintenance Fund	\$ 711,374	\$ 914,845	\$ 1,418,153	\$ 208,066	\$ 723,497	\$ 716,587	\$ 214,976	\$ 1,638,342	\$ 2,134,740
	<b>Total Internal Service Funds</b>	<b>\$ 5,347,762</b>	<b>\$ 6,731,169</b>	<b>\$ 8,131,513</b>	<b>\$ 3,947,418</b>	<b>\$ 5,304,639</b>	<b>\$ 5,139,946</b>	<b>\$ 4,112,111</b>	<b>\$ 12,035,808</b>	<b>\$ 13,271,459</b>
	<b>Total All Funds</b>	<b>\$ 59,021,171</b>	<b>\$ 70,243,966</b>	<b>\$ 76,700,693</b>	<b>\$ 52,564,444</b>	<b>\$ 66,159,888</b>	<b>\$ 88,167,295</b>	<b>\$ 30,557,037</b>	<b>\$ 136,403,853</b>	<b>\$ 164,867,987</b>

**SECTION 3. Transfers Within Funds Authorized.**

Pursuant to RCW 35A.34.200(2), transfers between individual appropriations within any one fund of the 2023-2024 biennial budget may be made during the 2023-2024 fiscal biennium by order of the Mayor; provided, however, that transfers between individual appropriations within the General Fund (Fund No. 001) may be made only within the functional classifications within the General Fund identified in the summary in Section 2 above.

**SECTION 4. Transmittal of Budget.**

The City Clerk is hereby directed to transmit to the Office of the State Auditor and to the Association of Washington Cities a complete copy of the budget herein referred to as adopted.

**SECTION 5. Effective Date.**

This ordinance shall be effective from and its adoption and the expiration of five days after its publication, as provided by law.

**SECTION 6. Severability.**

If any portion of this chapter, if found to be invalid or unenforceable for any reason, such finding shall not affect the validity or enforceability of any other section of this chapter.

**SECTION 7. Corrections by the City Clerk or Code Reviser.**

Upon approval of the City Attorney, the City Clerk and Code Reviser are authorized to make necessary corrections to this ordinance, including the correction of clerical errors; references to other local, state or federal laws, codes, rules, or regulations, or ordinance numbering and section/subsection numbering.

**PASSED** by the Council of the City of Snoqualmie, Washington at a regular meeting thereof and

**APPROVED** by the Mayor of the City of Snoqualmie on this 14th day of November, 2022.

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

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Deana Dean, City Clerk

\_\_\_\_\_  
Bob C. Sterbank, City Attorney



## City of Snoqualmie

### Mayor's Proposed 2023-2024 Biennial Budget



Original Proposal: 9/12/2022  
Updated: 10/3/2022  
Updated: 10/13/2022



## Table of Contents

<b>Mayor's Budget Message</b>	<b>3</b>
<b>Leadership</b>	<b>5</b>
Mayor	5
City Council	5
City Officials	6
Advisory Boards & Commissions	6
<b>Mission, Vision, Values</b>	<b>9</b>
<b>Council Priorities</b>	<b>10</b>
<b>Budget Process</b>	<b>12</b>
<b>Financial Forecast</b>	<b>14</b>
<b>2023-2024 Biennial Budget Executive Summary</b>	<b>15</b>
<b>General Fund Overview</b>	<b>18</b>
General Fund Sources Summary	19
General Fund Uses Summary	22
Reserve Fund Summary	23
<b>General Fund by Functional Classification</b>	<b>24</b>
Administrative Departments	24
Police (Snoqualmie)	29
Fire & Emergency Management	31
Parks Maintenance	33
Community Development	35
Streets Maintenance	37
Non-Departmental	38
<b>Managerial Funds</b>	<b>39</b>
Arts Activities Fund (#012)	39
North Bend Police Services Fund (#014)	40
Deposits Reimbursement Control Fund (#018)	41
<b>Special Revenue Funds</b>	<b>42</b>
Hotel/Motel Tax Fund (#110)	42
Drug Enforcement Fund (#118)	42
Affordable Housing Fund (#131)	43
ARPA Covid Local Recovery Fund (#150)	44

<b>Governmental Capital Funds</b>	<b>46</b>
Non-Utilities Capital Fund (#310)	46
<b>Enterprise Funds</b>	<b>47</b>
Water Operations Fund (#401)	50
Sewer Operations Fund (#402)	52
Stormwater Operations Fund (#403)	54
Utilities Capital Fund (#417)	57
<b>Internal Service Funds</b>	<b>58</b>
Equipment Replacement & Repair Fund (#501)	58
Information Technology Fund (#502)	61
Facilities Maintenance Fund (#510)	63
<b>Appendices</b>	<b>65</b>
Financial Forecast Working Table	A1
Proposed Budget Ordinance Table	A2
Biennial Budget Comparison Table & Presentation	A3
Organizational Chart	A4
2023-2028 Capital Improvement Plan	A5
Financial Management Policy	A6
Department Presentations	A7
Glossary of Common Budget Terms	A8





## Mayor's Budget Message

Snoqualmie City Council and Community:

I am pleased to present the City of Snoqualmie's 2023-2024 Biennial Budget which will fund the city's activities for the next two years. This proposed two-year budget totals \$164.9 million, including \$45.0 million for the General Fund, and \$66.4 million in capital investments.

It is my goal that the biennial budget reflects the needs of our community. The entire budget process is a demonstration of the teamwork and diligence of city staff and City Council. I am encouraged by the strength of our local community as we recover from the financial challenges of COVID-19, it is clear that we are a community that supports our own. As we look to the future, I am confident that this balanced budget is fiscally responsible and places us on a good footing for a strong economic future.

This budget reflects using America Rescue Plan Act (ARPA) funds to supplement our revenue losses that occurred during COVID-19 and covers operating expenses negatively impacted by inflation. Cities continue to struggle with revenue limitations such as property taxes, representing 45% of our revenue, which is limited to a 1% annual increase, not including new construction, by state law. We included funding in the budget to improve revenue management oversight and a comprehensive revenue fee study to ensure our service costs are covered. In addition, we are looking at other ways to maximize revenue streams, such as increasing tourism and economic development.

Based on input from the community, the City Council has identified priorities that are evident throughout the budget. These priorities are seen in capital projects that are being funded and specific services that are supported. We took a balanced budget approach to align resources with our need to add staffing resources as our community grows and increases demand for new levels of service.

The biennial budget and capital improvement plan addresses several strategic Council priorities:

- Ensure Fiscal Transparency and Operational Stability
- Assure a Safe Community
- Enhance Quality of Life
- Encourage Economic Vibrancy
- Bolster Neighborhood Livability
- Invest in Transportation & Infrastructure

Council approved the Capital Improvement Plan (CIP) on August 8, 2022. The CIP is a financially sound, responsible, and balanced investment in our community. The plan preserves the City's financially stable condition, provides for the proactive maintenance of critical

infrastructure, and invests strategically in improvements designed to enhance the quality of life for Snoqualmie residents.

Council is currently performing a comprehensive review of all financial policies which are incorporated into the budget, the first review in over a decade. Financial policies help foster confidence in local government by increasing transparency, accountability, and consistency in municipal decision-making.

I would like to thank the City Council for their work in setting priorities that put our community needs first. I would also like to thank our city staff who have labored to make this budget a reality and who continually work so hard to keep our city running smoothly.

It is a pleasure to serve as your Mayor, I am thankful to be a part of such a wonderful community.

Respectfully,

Mayor Katherine Ross



## Leadership

Snoqualmie is a full-service City with exceptional residents, businesses, community stakeholders, and city employees. Elected officials serve in a healthy and vigorous political environment, but universally agree that Snoqualmie should welcome others while honoring the history, passion, and location that makes this place spectacular and extraordinary. Snoqualmie operates under the Mayor-Council form of government.

### Mayor



The elected Mayor, **Katherine Ross**, is responsible for the day-to-day administration of the City, the implementation of Council policies, and coordination of all City activities and functions in partnership with the City Administrator and department directors. The goal is to ensure and provide the best service to the community.

The seven-member City Council establishes municipal code, citywide policies, and provides leadership for the community. The City Council is responsible for providing effective representation for its residents, determine policy, enact ordinances and resolutions, approve contracts, and authorize payment of all obligations incurred by the City.

### City Council

#### Regular Meetings

**7:00 pm**

2nd and 4th Mondays  
of each month  
Snoqualmie City Hall  
38624 SE River Street  
Snoqualmie, WA 98065



**Ethan Benson**  
City Council Position 1



**Rob Wotton**  
City Council Position 2



**Bryan Holloway**  
City Council Position 3



**James Mayhew**  
City Council Position 4



**Matthew Laase**  
City Council Position 5



**Cara Christensen**  
City Council Position 6



**Jolyon Johnson**  
City Council Position 7

## City Officials

### Appointed by City Council:

City Administrator	Mike Sauerwein
City Attorney	Bob Sterbank
Police Chief	Perry Phipps
Fire Chief	Mark Correia
Parks & Public Works Director	Mike Chambless
Finance & Human Resources Director	Jen Ferguson
Community Development Director	Emily Arteché
Information Technology Director	Chris Miller (Interim)

## Advisory Boards & Commissions

The people that serve on advisory boards and commissions are volunteer residents who advise the City Council in matters concerning the arts, parks, comprehensive land use and development, and in the allocation of dollars for tourism and human services.

### Arts Commission

The Snoqualmie Arts Commission helps develop and support public programs for the arts, advises the City on permanent public art installations, and helps develop designs for City streetlight pole banners. Commission programs include classes at reduced cost, art shows in the City Hall Lobby, and developing popular events like the Plein Air Paint Out, and the Finally Friday Art and Wine Walks.

#### 5:30 p.m., Second Monday of the Month

Pos. No.	Name	Term Expires
1	VACANT	
2	Michelle Tjosvold	1/31/2024
3	Donna Cronk	1/31/2025
4	Nicole Hansen	1/31/2025
5	Catherine Cotton	1/31/2026
6	VACANT	
7	Sally Mayo	1/31/2025
	Gloria McNeely	Lifetime

### Civil Service Commission

To ensure equitable treatment of fire and police officers by the City, the commission conducts testing for police and fire positions, conducts promotional exams, and hears appeals of disciplinary actions.

#### 6:00 p.m., First Wednesday of the Month

Pos. No.	Name	Term Expires
1	Fuzzy Fletcher	3/31/2024
2	Rod Roadifer	3/31/2026
3	James Rowland	3/31/2024
4	Chris Stephens	3/31/2026
5	Grahame Ross	3/31/2024

## Economic Development Commission

The Economic Development Commission duties include 1) preparing an economic development element for the Snoqualmie Comprehensive Plan and from time to time recommending amendments to the City Council on goals, policies, objectives, and provisions for economic growth and vitality and a high quality of life; and 2) provide such other advice and recommendations to the Mayor and City Council regarding matters affecting economic development within the city.

## Parks & Events Commission

The Snoqualmie Parks & Events Commission advises the City Council regarding many aspects of city parks, recreational facilities, and programs. They also advise regarding conduct of any form of recreation or cultural activities held for the enjoyment and well-being of the public.

## Planning Commission

The role of the Planning Commission is to make recommendations to the City Council, and on some issues, make decisions on land use issues such as zoning. The principal guide to making land use decisions in Snoqualmie is the Comprehensive Plan of the City and Zoning Ordinance.

### 8:00 a.m., Third Wednesday of the Month

Pos. No.	Name	Term Expires
1	Louis Washington	12/31/2022
2	Joelle Gibson	12/31/2023
3	Rob McDonald	12/31/2022
4	Ryan Seal	12/31/2023
5	Sherry Jennings	12/31/2022
6	Larry Mana'o	12/31/2023
7	Bobbie Harrison	12/31/2022
*	Council Member James Mayhew	
*	Kelly Coughlin, Chamber of Commerce	

### 7:00 p.m., Third Monday of the Month

Pos. No.	Name	Term Expires
1	Emily Anderson	2/28/2025
2	Ryan Pryor	2/28/2024
3	Ian Gray	2/28/2024
4	Heather Palmerini	2/28/2024
5	Paul Sweum	2/28/2025

### 7:30 p.m., First and Third Monday of the Month

Pos. No.	Name	Term Expires
1	Neeraj Mathur	12/31/2023
2	Steve Smith	3/31/2023
3	Andre Testman	12/31/2023
4	Darrel Lambert	12/31/2025
5	Luke Marusiak	12/31/2024
6	Chris Alef	12/31/2025
7	David Goodman	12/31/2023
*	Council Member Jolyon Johnson	

### Lodging Tax Advisory Committee

The Lodging Tax Advisory Committee (LTAC) meets on an as needed basis to review applications submitted by local organizations requesting lodging tax funds for tourism projects. The LTAC Committee typically meets no less than twice per year.

Pos. No.	Name	Term Expires
1	Shannon Galusha	12/31/2022
2	Laurie Hay	12/31/2022
3	Richard Anderson	12/31/2022
4	Kelly Coughlin	12/31/2022
*	Council Member Matt Laase	

### Human Services Advisory Committee

The City of Snoqualmie assigns a portion of its biennial budget to provide aid for residents in need. Human services are often provided directly by larger municipalities, however, the City of Snoqualmie contracts with community organizations to provide human services because the City does not employ staff with expertise in these areas.

The Human Services Advisory Committee works with staff to identify and prioritize funding needs in the community, administer the funding application process, recommend budget allocations to the City Council, and review accountability reports from human services organizations to ensure efficient

use of City funds. The Human Services Advisory Committee is different from the City's other Commissions as it is a special advisory committee to the Mayor as opposed to being a Council Commission. The Human Services Advisory Committee meets on an as needed basis

Pos. No.	Name	Term Expires
1	Carol Peterson	3/12/2024
2	Sara Weisel	3/12/2024
3	Jennifer Bragg	3/12/2024
*	Council Member James Mayhew	



## Mission, Vision, & Values

### —VISION—VALUES—MISSION—

**Snoqualmie is extraordinary**  
genuine in its beauty, people,  
and quality of life.

**OR**

**Snoqualmie is spectacular**  
genuine in its beauty, people,  
and quality of life.

In serving our community, we  
are:

**T**ransparent in every action

**R**esponsive in addressing all  
concerns

**A**ccountable in all we do

**I**nnovative in our work

**T**rustworthy in the eyes of  
those we serve

**S**ustainable fiscally and  
environmentally

We are stewards of our  
natural and built environment,  
striving to preserve and  
create an extraordinary  
community for our residents,  
businesses, neighbors and  
visitors.







## Council Priorities

At the 2022 City Council Retreat, and with several new Council Members, the Council updated its priorities for the City in order to focus efforts over the next biennium. Within each priority is a number of aspirational goals to achieve and action items to do. The 2023-2024 Biennial Budget endeavors to support, through funding, the achievement of priorities. Throughout the budget document, the various budget allocations work to achieve these priorities along with the routine and ongoing delivery of services that City departments provide.

### Encourage Economic Vibrancy

#### Goal #1: Attract Retain Development

- Create and promote a Snoqualmie brand identity campaign that supports tourism initiatives.
- Develop business recruitment and retention plans to support existing businesses and attract new businesses to the community.

#### Goal #2: Continue Efforts for Pandemic Recovery

- Develop an action plan to utilize remaining ARPA funds for economic development efforts, to generate sustainable revenue increases or expenditure decreases, and staff retention.

#### Goal #3: Strengthen the City's Employment Base

### Bolster Neighborhood Livability

#### Goal #1: Support Affordable Housing Development

- Address options for affordable housing needs and implement action plans, including the review of zoning standards.

#### Goal #2: Provide Aesthetically Pleasing Streetscapes

- Update street standards to include or enhance pedestrian friendly walkways, street tree placements and continuous sidewalks.

### Invest in Transportation & Infrastructure

#### Goal #1: Maintain Sustainable Streets, Parks, and Utility Infrastructure

- Ensure adequate capital improvements are funded.
- Transfer the Snoqualmie Parkway to the State of Washington.
- Develop a City intermodal transportation plan to connect the City to resources.



## Assure a Safe Community

### Goal #1: Maintain Proactive Community Public Safety Services

- Maintain public safety levels of service by staffing police and fire departments through retention and recruitment efforts, to perform at desired and sustainable levels-of-service.

### Goal #2: Deliver Exceptional First Responder Coverage and Response Times

- Invest in adequate fire apparatus.

## Enhance Quality of Life

### Goal #1: Implement Opportunities to Expand Recreational Programs and Activities

- Expand the Community Center to include a pool.

### Goal #2: Cultivate an Environmentally Conscious Community

- Develop long-term plans to include environmentally friendly aspects throughout the Comprehensive Plan update.
- Expand efforts to communicate the City's efforts to improve the environment.

### Goal #3: Provide Non-motorized Mobility Options for Connecting Neighborhoods and Recreational Amenities.

- Expand options for residents and visitors to locate trails, parks, and outdoor recreational opportunities.

### Goal #4: Enhance Regional Connectivity

- Continue the partnership with King County Metro to provide equitable transportation options for commuters.

## Ensure Fiscal Transparency & Operational Stability

### Goal #1: Reinforce Snoqualmie's Mission, Vision, & Values

- Adopt a strategic plan.

### Goal #2: Maintain an Appropriate Financial Capacity for Present and Future Levels-of-Service

- Adopt sustainable biennial budgets.
- Improve organizational capacity, effectiveness, and efficiency through fully and sustainably staffing administrative, support, and public works operations and functions.
- Maintain the integrity, security, and continuity of the network applications system.



## Budget Process

The City of Snoqualmie adopts a biennial budget and allocates spending over a two-year period. Budget amendments occur periodically and the City is required to update the budget at the end of the first year to allow for expenditure adjustments and new revenue sources that were unforeseen at the time of budget adoption. The budget process begins with the priority setting work of City Council, then an update of the multi-year Capital Improvement Plan (CIP), and finally, development of the proposed biennial budget based on the priorities of Council and the Mayor's direction. The 2023-2024 biennial budget includes **6.6%** and **2.5%** inflationary increases for 2023 and 2024 respectively, above 2022 authorized allocations for supplies and services. Personnel costs and internal service charges were estimated by budget staff. Departments were given the opportunity to propose new positions, reclassified positions, or substitute one position for a currently vacant position, as well as request new or changed programs, activities, studies, or pieces of equipment for the 2023-2024 biennium. As a part of their effort, each department was asked to answer the following questions and classify any "enhancements" they may have to the base budget using the framework below.

**Catch Up:** What does the City need to do to "catch up" to level-of-service expectations or fix existing system deficiencies?

**Keep Up:** What does the City need to do to "keep up" with the growth and changing nature of the community (i.e., maintain levels-of-service)?

**Step Up:** What does the City need to do to "step up" and match the vision the Council and Mayor have for the community (i.e., strategic investments)?

Once departments submitted their budget materials, the Mayor then proceeded to review and evaluate budget requests in order to determine what to propose for funding in the 2023-2024 Biennial Budget. This budget document and the presentations that follow reflect those decisions.

The following is the 2023-2024 Biennial Budget Development Calendar which outlines Council's year-long involvement in budget process. Critical pieces that influence and flow into the 2023-2024 Biennial Budget have been captured within the calendar and have been incorporated into this document.



## City of Snoqualmie 2023-2024 Biennial Budget Development Calendar

2022 Dates	Council, Committee, or Public	Regular or Special Meeting	Topic/Action
March 15	Council	Special - Budget Workshop	Budget Training with Mike Bailey
March 25 & 26	Council	Special - Council Retreat	Presentation and Review of the Financial Forecast
			Presentation and Review of the Preliminary Capital Improvement Plan (CIP)
April 23	Council	Special - Tour	Presentation and Review of the Budget Calendar
April 25	Council	Special - Budget Workshop	Tour of CIP Locations
	Council	Regular	Discussion of Council's Priorities
May 3	F&A Committee	Regular	Adoption of the Budget Calendar
May 17	F&A Committee	Regular	Adoption of Council's Priorities
May 31	Council	Special - Budget Workshop	Introduction to the Review and Update of the Financial Policies
June 7	F&A Committee	Regular	Review Proposed Update to the Financial Policies
June 9	Public	Special - Open House	Presentation and Review of the Mayor's Proposed 2023-2028 CIP
June 13	Council	Special - Budget Workshop	Review Proposed Update to the Financial Policies
June 21	F&A Committee	Regular	Public Open House Regarding the Mayor's Proposed 2023-2028 CIP
July 11	Council	Regular	Deliberation of the Final Proposed 2023-2028 CIP
July 19	Public Safety + F&A Committee	Regular	Review Proposed Update to the Financial Policies
July 25	Council	Regular	Presentation on Public Financing and Municipal Bonds
August 2	F&A Committee	Regular	Review of the Final 2023-2028 CIP
August 3	F&A Committee	Regular	Special Topic: Police Take-Home Program
August 8	Council	Regular	Adoption of the Final 2023-2028 CIP
August 29	F&A Committee	Regular	Review Proposed Update to the Financial Policies
August 30	F&A Committee	Regular	Review Proposed Update to the Financial Policies
September 12	N/A	N/A	Release of the Mayor's Proposed 2023-2024 Biennial Budget Document
	Council	Special - Budget Workshop	Presentation of the Mayor's Proposed 2023-2024 Biennial Budget
October 3 & 4	All Committees	Regular	Presentation and Review of the Financial Forecast
October 10	Council	Special - Budget Workshop	Department Presentations Regarding the Mayor's Proposed 2023-2024 Biennial Budget
October 17 & 18	All Committees	Regular	Review and Deliberation of the Mayor's Proposed 2023-2024 Biennial Budget
October 18	F&A Committee	Regular	Review Proposed Update to the Financial Policies
November 1	Council	Special - Budget Workshop	Review and Deliberation of the Mayor's Proposed 2023-2024 Biennial Budget
November 7 & 8	All Committees	Regular	Review of Internal Cost Allocation Plan and Budgetary Assumptions
November 14	Council	Regular	Deliberation of the Final 2023-2024 Biennial Budget
November 28	Council	Regular	Presentation and Review of the 2023 Property Tax Levy (incl. Public Hearing)
			Review of the Final 2023-2024 Biennial Budget (incl. Public Hearing)
November 28	Council	Regular	Adoption of the 2023 Property Tax Levy (incl. Public Hearing)
			Adoption of the Final 2023-2024 Biennial Budget (incl. Public Hearing)

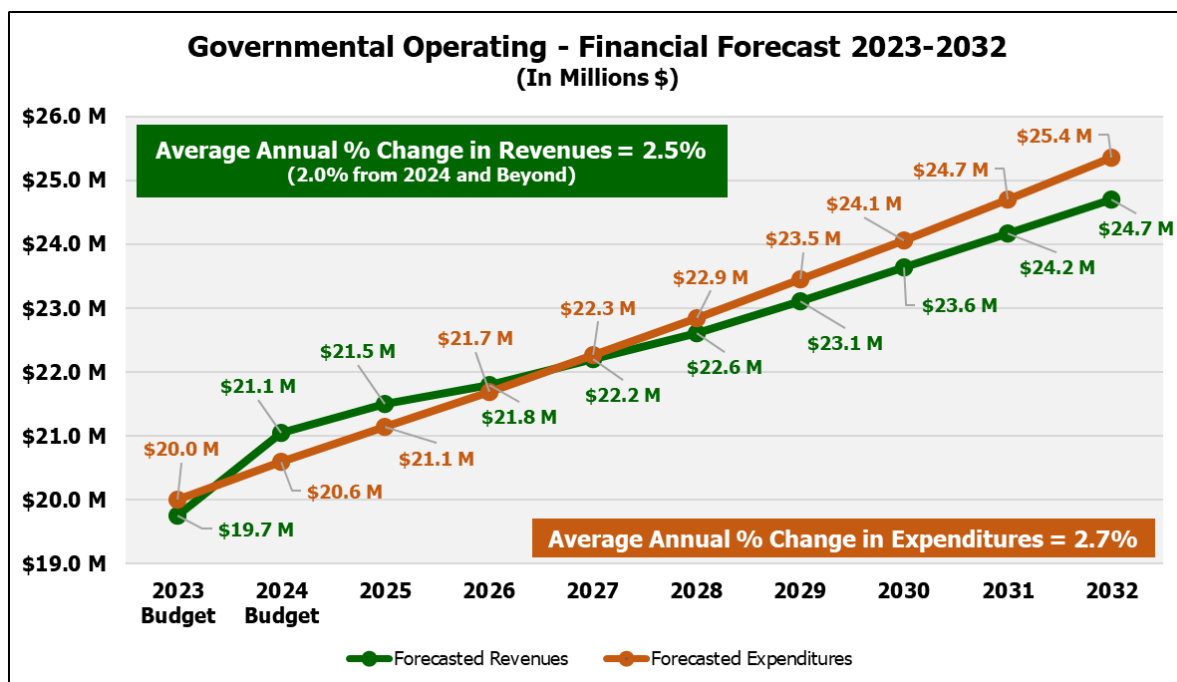
<b>Council Priorities</b>
<b>Financial Forecast</b>
<b>Financial Policies</b>
<b>2023-2028 Capital Improvement Plan</b>
<b>2023-2024 Biennial Budget</b>
<b>Other</b>
<b>Adoption Dates</b>



## Financial Forecast

The City of Snoqualmie has been working within a time of unprecedented economic uncertainty. Reverberations from the pandemic, and the actions taken to stem the public health emergency, have resulted in inflationary pressures unseen since the 1970s. Such actions include greater than normal transfer payments from the federal government and supply chain disruptions. Like the residents and businesses that call our community home, the City has had to manage through the inflation experienced. Coupled with the fact that the City is subject to the 1% statutory limit on its most significant source of revenue, property tax, without the changes proposed in the budget (i.e., new ongoing sources of revenue, please see General Fund Sources Summary), the City would likely see recurring expenditures exceeding recurring revenues during the biennium. While such actions proposed in the budget will help during this biennium, the City will need to continue to be proactive and strategic in what it does to prevent future budgetary deficits and protect levels-of-service.

The following chart shows the expected trend in recurring revenues and recurring expenditures over a 10-year period for "Governmental Operating" (i.e., General Fund). "Governmental Operating" includes important services such as Police, Fire, and Parks Maintenance. The City used the August 2022 King County Economic Forecast to support many of the assumptions included in the chart. Moreover, the chart also assumes taking the 1% property tax increase annually. Given this is a forecast of recurring revenues and expenditures, the chart does not include ARPA funds which are a one-time source of support. A detailed table representing the chart has been included in Appendix A1.





## 2023-2024 Biennial Budget Executive Summary

The 2023-2024 Biennial Budget is comprised of 18 funds with a total budgeted sources forecast of \$136.4 million and budgeted uses of \$164.9 million. The city is projected to begin the biennium with a fund balance of \$59.0 million and end the biennium with a \$30.6 fund balance. Operating Funds, which includes the General Fund and three of the Enterprise Funds, anticipate ending fund balances and reserve targets that meet city financial management policy adopted by the City Council.

### Summary Sources, Uses, and Fund Balance (All Funds):

Fund Name	Beg. Fund Balance	2023 Sources	2024 Sources	Total Sources	2023 Uses	2024 Uses	Total Uses	End. Fund Balance
General Fund	4,423,674	20,807,296	22,109,762	42,917,057	23,642,475	21,328,093	44,970,568	2,370,164
Reserve Fund	2,726,625	273,120	89,945	363,065	-	-	-	3,089,690
<b>Total General Fund</b>	<b>7,150,300</b>	<b>21,080,416</b>	<b>22,199,707</b>	<b>43,280,122</b>	<b>23,642,475</b>	<b>21,328,093</b>	<b>44,970,568</b>	<b>5,459,854</b>
Arts Activities Fund	48,578	52,094	28,217	80,311	60,856	37,136	97,992	30,897
North Bend Police Services Fund	244,924	2,994,406	2,605,980	5,600,386	3,141,968	2,703,342	5,845,310	-
Deposits Reimbursement Control Fund	21,266	10,358	10,358	20,716	10,358	10,358	20,716	21,266
School Impact Fee Fund	-	-	-	-	-	-	-	-
<b>Total Managerial Funds</b>	<b>314,767</b>	<b>3,056,858</b>	<b>2,644,555</b>	<b>5,701,413</b>	<b>3,213,182</b>	<b>2,750,836</b>	<b>5,964,018</b>	<b>52,163</b>
Hotel/Motel Tax Fund	147,700	140,190	139,601	279,791	175,000	175,000	350,000	77,491
Drug Enforcement Fund	10,200	5,172	5,172	10,344	5,172	5,172	10,344	10,200
Affordable Housing Fund	898,936	384,121	394,121	778,242	374,000	384,000	758,000	919,178
ARPA Covid Local Recovery Fund	2,244,095	28,327	9,454	37,781	1,139,516	1,142,360	2,281,876	-
<b>Total Special Revenue Funds</b>	<b>3,300,932</b>	<b>557,810</b>	<b>548,348</b>	<b>1,106,158</b>	<b>1,693,688</b>	<b>1,706,532</b>	<b>3,400,220</b>	<b>1,006,869</b>
Non-Utilities Capital Fund	20,100,000	13,954,950	5,407,400	19,362,350	16,390,500	20,970,850	37,361,350	2,101,000
<b>Total Governmental Capital Funds</b>	<b>20,100,000</b>	<b>13,954,950</b>	<b>5,407,400</b>	<b>19,362,350</b>	<b>16,390,500</b>	<b>20,970,850</b>	<b>37,361,350</b>	<b>2,101,000</b>
Water Operations Fund	1,635,856	5,190,814	5,504,819	10,695,634	5,628,534	5,782,576	11,411,110	920,380
Sewer Operations Fund	786,844	6,447,608	6,713,795	13,161,403	6,295,595	6,721,162	13,016,757	931,490
Stormwater Operations Fund	984,709	2,850,899	3,063,483	5,914,382	3,214,206	3,211,299	6,425,505	473,586
Utilities Capital Fund	19,400,000	10,373,442	14,773,142	25,146,584	8,491,000	20,556,000	29,047,000	15,499,584
<b>Total Enterprise Funds</b>	<b>22,807,410</b>	<b>24,862,763</b>	<b>30,055,239</b>	<b>54,918,002</b>	<b>23,629,335</b>	<b>36,271,037</b>	<b>59,900,372</b>	<b>17,825,040</b>
Equipment Replacement & Repair Fund	2,384,697	3,158,553	1,956,573	5,115,126	3,578,954	1,307,054	4,886,008	2,613,815
Information Technology Fund	2,251,692	2,657,771	2,624,569	5,282,340	3,134,406	3,116,305	6,250,711	1,283,321
Facilities Maintenance Fund	711,374	914,845	723,497	1,638,342	1,418,153	716,587	2,134,740	214,976
<b>Total Internal Service Funds</b>	<b>5,347,762</b>	<b>6,731,169</b>	<b>5,304,639</b>	<b>12,035,808</b>	<b>8,131,513</b>	<b>5,139,946</b>	<b>13,271,459</b>	<b>4,112,111</b>
<b>Total All Funds</b>	<b>59,021,171</b>	<b>70,243,966</b>	<b>66,159,888</b>	<b>136,403,853</b>	<b>76,700,693</b>	<b>88,167,295</b>	<b>164,867,987</b>	<b>30,557,037</b>

### City Staffing Overview:

City services are provided to the community through the allocation of people and tools. The City has structured the organization and crafted a long-term staffing plan for continued service delivery. Below is a staffing count matrix of overall authorized full-time equivalent (FTE) positions included in the proposed budget.

For 2023-2024 biennium, the City is proposing to add 6.75 positions, to include a Revenue Manager who will oversee and maximize City revenues, a Budget Analyst that will support financial modeling and reporting efforts and produce ad-hoc analyses, a CIP Project Manager who will manage and coordinate capital programs and projects and the grant receipt process,

and an Information Technology Manager who will lead operations and support the implementation of critical network infrastructure projects over the next two years. Two new maintenance positions within the Parks and Public Works Department will continue to enhance water and stormwater systems in accordance with the City's utility plans and 2021 Rate Study, and a part-time Mechanic will support new programs while maintaining an appropriate level of service for City vehicles. The matrix also includes a number of position substitutions and reclassifications.

Department	Position Title	Authorized FTEs	Change Requested	Proposed FTEs
Legislative	Mayor Pro-Tem	0.15	-	0.15
	Council Member	0.60	-	0.60
	<b>Department Total =</b>	<b>0.75</b>	<b>0.00</b>	<b>0.75</b>
Executive	Mayor	0.25	-	0.25
	City Administrator	1.00	-	1.00
	Management Analyst	1.00	-	1.00
	<b>Department Total =</b>	<b>2.25</b>	<b>0.00</b>	<b>2.25</b>
City Clerk	City Clerk	1.00	-	1.00
	<b>Department Total =</b>	<b>1.00</b>	<b>0.00</b>	<b>1.00</b>
Communications	Communications Assistant	0.75	-	0.75
	Communications Coordinator	1.00	-	1.00
	<b>Department Total =</b>	<b>1.75</b>	<b>0.00</b>	<b>1.75</b>
City Attorney	Confidential Assistant to City Attorney	1.00	-	1.00
	City Attorney	1.00	-	1.00
	Assistant City Attorney	1.00	-	1.00
	<b>Department Total =</b>	<b>3.00</b>	<b>0.00</b>	<b>3.00</b>
Community Development	Community Development Director	1.00	-	1.00
	Community Liaison	1.00	-	1.00
	Planning Manager	1.00	(1.00)	0.00
	Senior Planner	1.00	2.00	3.00
	Associate Planner	1.00	-	1.00
	Planning Technician	1.00	-	1.00
	Building Official	1.00	-	1.00
	Building Inspector	1.00	(1.00)	0.00
	Permit Coordinator	0.00	1.00	1.00
	Permit Technician	1.00	(1.00)	0.00
	<b>Department Total =</b>	<b>9.00</b>	<b>0.00</b>	<b>9.00</b>
Finance & Human Resources	Finance & Human Resources Director	1.00	-	1.00
	Management Analyst	0.00	1.00	1.00
	Human Resources Manager	1.00	(1.00)	0.00
	Human Resources Analyst	0.00	1.00	1.00
	Human Resources Assistant	1.00	(1.00)	0.00
	Accounting Manager	1.00	-	1.00
	Accountant	1.00	-	1.00
	Senior Account Clerk	2.00	-	2.00
	Budget Manager	1.00	-	1.00
	Budget Analyst	0.00	1.00	1.00
	Project Specialist	0.00	0.56	0.56
	ARPA Specialist/Human Services Navigator	0.56	(0.56)	0.00
	Revenue Manager	0.00	1.00	1.00
	Account Clerk	1.00	-	1.00
	Office Assistant	1.00	-	1.00
	<b>Department Total =</b>	<b>10.56</b>	<b>2.00</b>	<b>12.56</b>

Department	Position Title	Authorized FTEs	Change Requested	Proposed FTEs
Fire & Emergency Management	Fire Chief	1.00	-	1.00
	Deputy Fire Chief	1.00	-	1.00
	Administrative Assistant II	0.50	-	0.50
	Fire Training Captain	1.00	-	1.00
	Fire Lieutenant	3.00	-	3.00
	Firefighter	9.00	-	9.00
	<b>Department Total =</b>	<b>15.50</b>	<b>0.00</b>	<b>15.50</b>
Information Technology	IT Director	1.00	-	1.00
	IT Manager	0.00	1.00	1.00
	IT Systems Engineer	1.00	-	1.00
	IT Project Manager	1.00	-	1.00
	IT Systems Support	2.00	-	2.00
	Service Desk Technician (Snoqualmie)	1.00	-	1.00
	Service Desk Technician (Duvall)	1.00	-	1.00
	GIS Systems Analyst	1.00	-	1.00
	<b>Department Total =</b>	<b>8.00</b>	<b>1.00</b>	<b>9.00</b>
Parks & Public Works	Parks & Public Works Director	1.00	-	1.00
	Deputy Parks & Public Works Director/City Engineer	1.00	-	1.00
	CIP Project Manager	0.00	1.00	1.00
	Engineer	3.00	-	3.00
	Maintenance Operations Manager	1.00	(1.00)	0.00
	Administrative Assistant	1.00	-	1.00
	Parks & Streets Supervisor	1.00	-	1.00
	Parks & Streets Lead Worker	1.00	-	1.00
	Parks - Maintenance Technician (Levels 4-1)	4.00	-	4.00
	Streets - Maintenance Technician (Levels 4-1)	1.00	-	1.00
	Stormwater & Urban Forestry Supervisor	0.00	1.00	1.00
	Urban Forester	1.00	-	1.00
	Urban Forestry - Maintenance Technician	1.00	-	1.00
	Stormwater - Maintenance Technician (Levels 4-1)	1.00	1.00	2.00
	Sewer - Supervisor	1.00	-	1.00
	Sewer - Plant Operator Lead	1.00	-	1.00
	Sewer - Plant Operator Sr	1.00	-	1.00
	Sewer - Industrial Maintenance Technician Sr	1.00	-	1.00
	Sewer - Laboratory Analyst	1.00	-	1.00
	Sewer - Maintenance Technician-Treatment (Levels 4-1)	2.00	-	2.00
	Water Supervisor	1.00	-	1.00
	Water - Maintenance Technician-Treatment (Levels 4-1)	2.00	1.00	3.00
	Water - Maintenance Technician-Distribution (Levels 4-1)	2.00	-	2.00
	Irrigation - Maintenance Technician (Levels 4-1)	1.00	-	1.00
	Fleet & Facilities Supervisor	1.00	-	1.00
	Facilities - Maintenance Technicians (Levels 4-1)	1.00	-	1.00
	Fleet - Mechanic (Levels 3-1)	1.00	0.75	1.75
	<b>Department Total =</b>	<b>33.00</b>	<b>3.75</b>	<b>36.75</b>
Police	Police Chief	1.00	-	1.00
	Administrative Coordinator	1.00	-	1.00
	Behavioral Health Coordinator	1.00	-	1.00
	Police Records Technician	1.00	-	1.00
	Police Records/Evidence Technician	1.00	-	1.00
	Police Captain	1.00	-	1.00
	Police Sergeant	4.00	-	4.00
	Administrative Sergeant	0.00	1.00	1.00
	Detective	2.00	(1.00)	1.00
	Support Officer	1.00	-	1.00
	Resource Officer	1.00	-	1.00
	Police Officer	16.00	-	16.00
	<b>Department Total =</b>	<b>30.00</b>	<b>0.00</b>	<b>30.00</b>
<b>Total Staffing Count =</b>		<b>114.81</b>	<b>6.75</b>	<b>121.56</b>



## General Fund Overview

The General Fund serves as the main operating fund of the City and includes source and use allocations for general government activities such as administration, public safety, court services, community planning and development, economic development, street maintenance, park maintenance and human services. Overall General Fund sources are projected at \$42.9 million and General Fund uses are projected at \$45.0 million for 2023-2024 biennium.

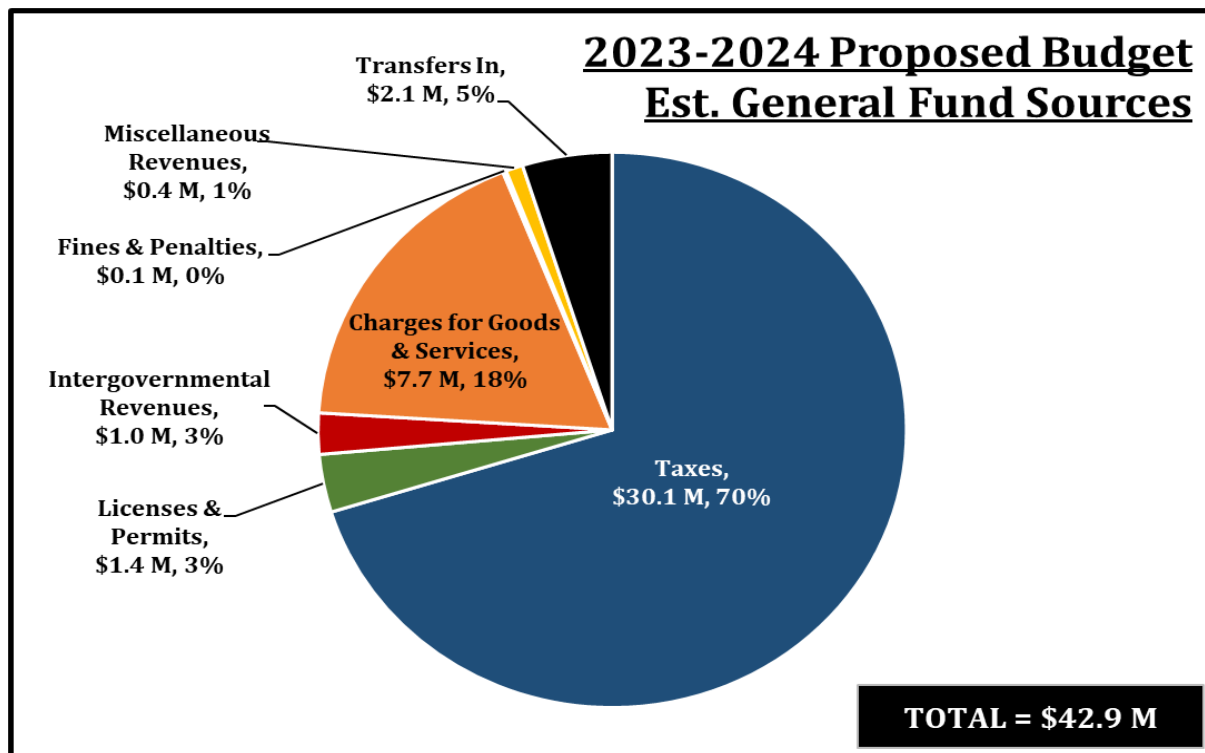
The ending fund balance for the General Fund is anticipated to decrease \$2.1 million during the biennium. Fund balance is the difference between total sources and uses and measures the net financial resources available for spending. The City of Snoqualmie operates and reports on a cash basis, so sources and uses are reported when received or paid. While fund balance is not required to be "budgeted", it is a key figure in understanding what is available for spending and an indicator of general financial health for the fund. The beginning fund balance for the General Fund is stable and provides a strong foundation for starting the biennial budget period.

	2022 Restated or Estimated	2023 Proposed Budget	2024 Proposed Budget	2023-2024 Proposed Budget	2022 to 2023 % Change	2023 to 2024 % Change
<b>Beginning Fund Balance</b>	<b>\$ 2,820,304</b>	<b>\$ 4,423,674</b>	<b>\$ 1,588,496</b>			
<b>Sources</b>						
<i>Taxes</i>	\$ 14,263,811	\$ 14,912,668	\$ 15,223,503	\$ 30,136,171	4.5%	2.1%
<i>Licenses &amp; Permits</i>	\$ 652,835	\$ 581,660	\$ 864,713	\$ 1,446,374	-10.9%	48.7%
<i>Intergovernmental Revenues</i>	\$ 451,713	\$ 528,904	\$ 497,124	\$ 1,026,028	17.1%	-6.0%
<i>Charges for Goods &amp; Services</i>	\$ 3,239,349	\$ 3,477,838	\$ 4,229,094	\$ 7,706,932	7.4%	21.6%
<i>Fines &amp; Penalties</i>	\$ 36,571	\$ 39,154	\$ 39,513	\$ 78,667	7.1%	0.9%
<i>Miscellaneous Revenues</i>	\$ 177,984	\$ 208,162	\$ 196,906	\$ 405,068	17.0%	-5.4%
<i>Transfers In</i>	\$ 773,750	\$ 1,058,909	\$ 1,058,909	\$ 2,117,818	36.9%	0.0%
<b>Total Sources =</b>	<b>\$ 19,596,014</b>	<b>\$ 20,807,296</b>	<b>\$ 22,109,762</b>	<b>\$ 42,917,057</b>	<b>6.2%</b>	<b>6.3%</b>
<b>Uses</b>						
<i>Salaries &amp; Wages</i>	\$ 6,943,575	\$ 8,342,152	\$ 8,605,071	\$ 16,947,223	20.1%	3.2%
<i>Employee Benefits</i>	\$ 2,709,873	\$ 3,292,942	\$ 3,424,954	\$ 6,717,896	21.5%	4.0%
<i>Supplies</i>	\$ 534,043	\$ 686,666	\$ 658,157	\$ 1,344,823	28.6%	-4.2%
<i>Services</i>	\$ 7,534,108	\$ 8,583,535	\$ 8,583,714	\$ 17,167,249	13.9%	0.0%
<i>Capital Outlays</i>	\$ -	\$ 2,000	\$ 7,050	\$ 9,050	100.0%	252.5%
<i>Transfers Out</i>	\$ 271,044	\$ 2,735,179	\$ 49,147	\$ 2,784,326	909.1%	-98.2%
<b>Total Uses =</b>	<b>\$ 17,992,643</b>	<b>\$ 23,642,475</b>	<b>\$ 21,328,093</b>	<b>\$ 44,970,568</b>	<b>31.4%</b>	<b>-9.8%</b>
<b>Sources Over (Under) Uses =</b>	<b>\$ 1,603,370</b>	<b>\$ (2,835,179)</b>	<b>\$ 781,668</b>	<b>\$ (2,053,511)</b>		
<b>Ending Fund Balance</b>	<b>\$ 4,423,674</b>	<b>\$ 1,588,496</b>	<b>\$ 2,370,164</b>			



## General Fund Sources Summary

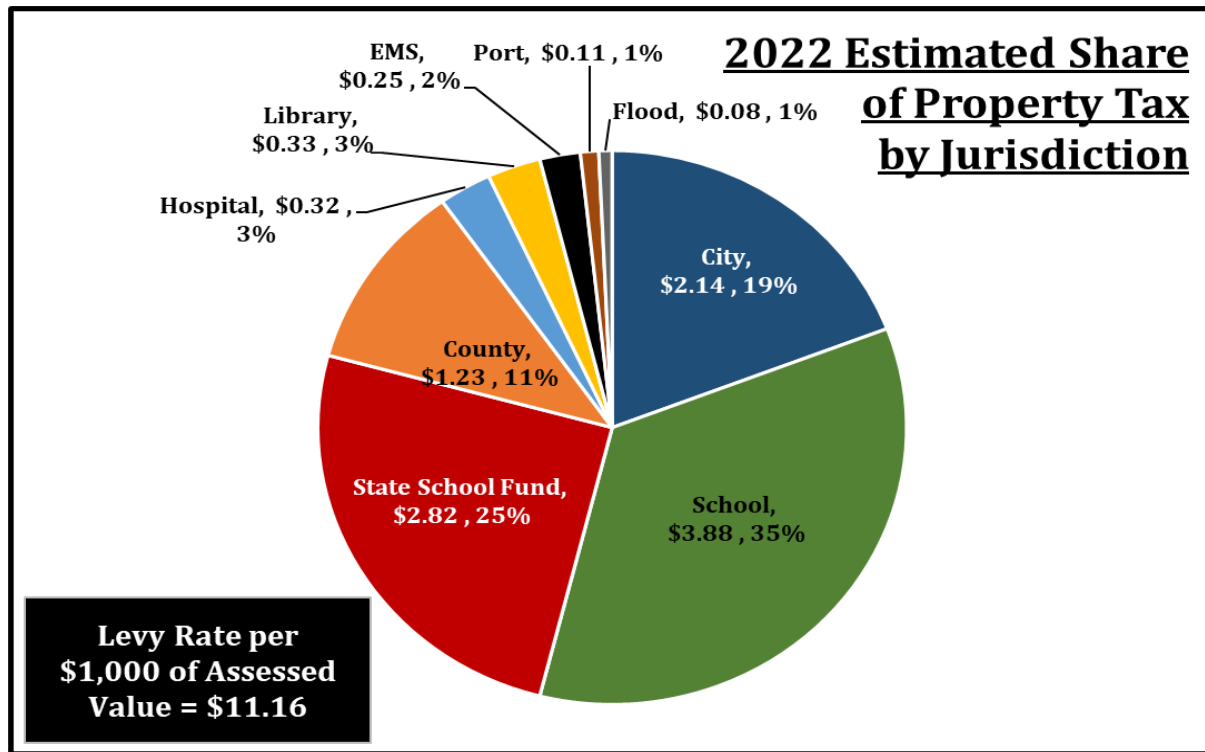
70% of General Fund sources come from property taxes, sales taxes, utility taxes, and other taxes. Charges for goods and services make up the second largest proportion at 18%. The following chart breaks out General Fund sources over the biennium by type of source.



### Property Tax:

The King County Assessor's Office estimated the overall 2022 assessed valuation (AV) for property within the City of Snoqualmie at approximately \$4.0 billion. This is an increase in property values of \$494 million dollars over 2021 and represents a 13.9% increase.

The City of Snoqualmie only receives a proportion of the property taxes paid by property owners residing within City boundaries. For 2022, the City receives approximately \$0.19 of every property tax dollar paid. The 2022 levy rate is \$11.16 per \$1,000 of assessed valuation which is a 9.3% decline from the 2021 levy rate of \$12.31.



Property taxes represent the largest source of revenue for the General Fund. The City is projecting an increase of nearly \$215 thousand to a total of \$8.4 million for 2023, which includes the statutory limitation of a 1% increase from the previous year levy along with anticipated new construction values. The final property tax levy rate is set when all taxing jurisdictions adopt final levies and is provided by King County in early January of each year. For the two-year biennium, the City anticipates collecting \$16.7 million in property taxes.

For the average valued home in the City of Snoqualmie, which is estimated to be \$905,000 in 2023, the city portion of the property tax bill is approximately \$1,937. Average values of Snoqualmie homes have increased 17.5% from 2022, according to the King County Assessed Value Forecast, a continued trend of valuation increases as property owners saw an 18.6% increase from 2021 to 2022.

### **Sales Tax/Business & Occupation (B&O) Tax:**

Sales and B&O tax revenue combined represents the second largest revenue source for the General Fund and is projected at \$8.2 million for the biennium, representing 19.5% of all General Fund sources. The 2023-2024 budget forecasts sales tax using King County's Office of Economic and Financial Analysis 2022 CPI-U forecasts.

## Utility and Other Taxes:

Utility taxes are another major source of funding for the city's General fund at 11.6% of sources. The 2023-2024 forecast for these taxes is \$5.0 million, which represents a 2.1% decrease from the prior biennium.

## Other General Fund Sources:

The remaining General Fund sources represent \$12.8 million and include administrative cost allocations to enterprise funds, building permits, development-related fees, miscellaneous licenses and taxes, public safety revenues, interest income and other miscellaneous sources.

Although mixed-use building projects may happen in Snoqualmie's near future, such as the Mill Site development, depending upon City Council's decision-making, these projects would not affect the budget until 2025, and are not included in the 2023-2024 biennium revenues.

## New Ongoing Sources of Revenue:

As a part of the 2023-2024 Biennial Budget, and in order to sustain the City's level-of-service following the inflationary pressures and staffing challenges experienced in 2022, the City is proposing to generate new and ongoing sources of revenue from the following activities:

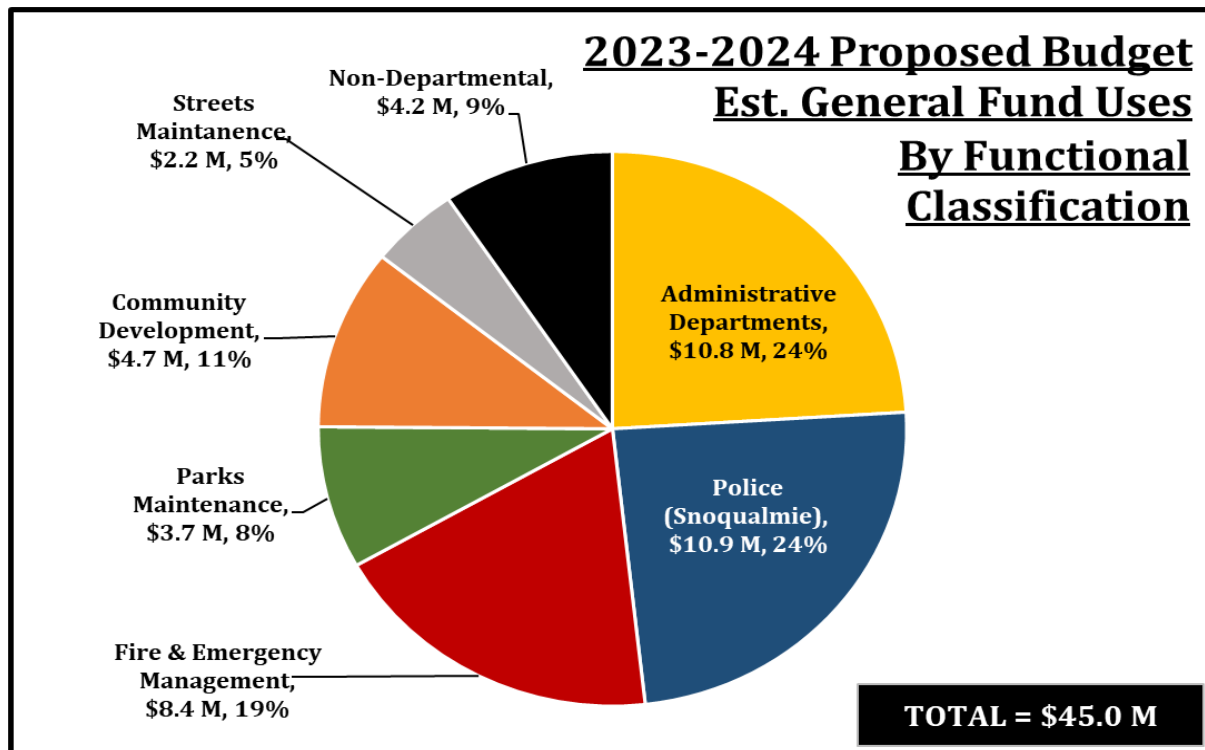
- **B&O Tax/Business License** (2023: +\$247,189, 2024: +\$256,047)
  - o B&O taxes and business licenses are paid to the City on the honor system. The intent of this initiative is to develop an internal audit program to work with those businesses that perform services or sell goods within Snoqualmie without obtaining the necessary license and paying the required the B&O tax. Additionally, other tax programs such as admissions or gambling need oversight to ensure compliance with SMC. The proposed Revenue Manager position is expected to facilitate and support revenue enhancement programs. The budget estimates the amount of revenue generated from the audit at 1.5 times the cost of the Revenue Manager position.
- **Comprehensive Fee Study** (2023: +\$100,000, 2024: +\$300,000)
  - o The budget proposes conducting a comprehensive fee study that would look into all fees set for things like building permits, the use of recreational fields, staffing rates and ambulance transport, and the degree to which the City should cost recover through its fee structure.
- **Ground Emergency Medical Transport (GEMT) Billing** (2023: +\$0, 2024: +\$300,000)
  - o The GEMT program, as available through the Washington State Health Care Authority, provides supplemental payments to publicly owned GEMT providers.

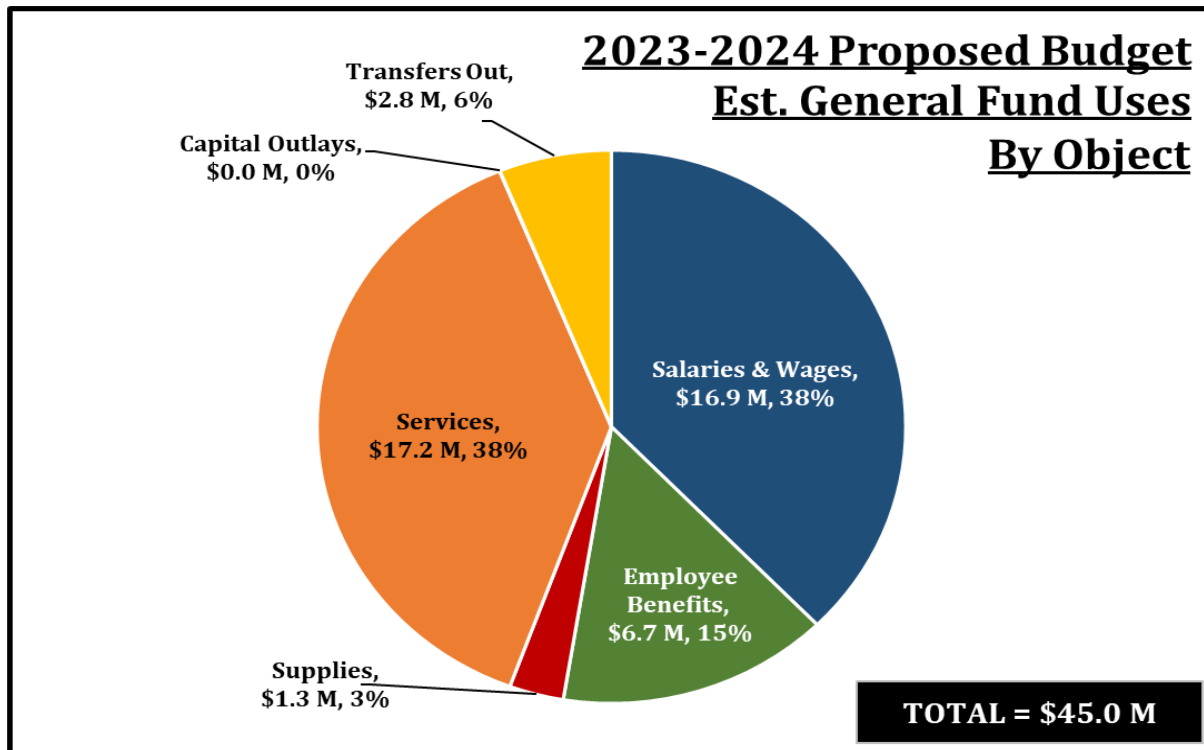
The supplemental payments would cover the funding gap between the City's actual costs per GEMT transport and the allowable amount received from Medicaid and any other source of reimbursement.

## General Fund Uses Summary

Overall General Fund uses are projected at \$45.0 million for 2023-2024 biennium, a 25% increase from the prior biennium. The bulk of the increase, at 73%, comes from salaries, benefits, and a transfer to the CIP. The increases in personnel costs are associated with cost-of-living adjustments, collective bargaining agreement obligations and premiums for benefits. The new biennium also includes a \$2.5 million dollar transfer-out to the Non-Utilities Capital Fund for investment in capital improvements such as the Community Center Expansion Project.

Other overall increases from one budget period to another results from a consolidation and realignment of unneeded special revenue funds, updated accounting codes required by the State Auditors Office BARS and better reporting of governmental expenditures.





## Reserve Fund Summary

### Description:

The Reserve Fund (#002) is important to the City's financial flexibility and stability and provides options to respond to unexpected events that may arise during the biennium. Important events that may require the use of the Reserve Fund includes an economic downturn, a public emergency, or cash flow issues that prevent the City from paying expenditures when due. This budget assumes a reserve target of 15% of General Fund expenditures and does not anticipate using any during the biennium.

### Proposed 2023-2024 Biennial Budget Sources, Uses, and Fund Balance:

	2022 Restated or Estimated	2023 Proposed Budget	2024 Proposed Budget	2023-2024 Proposed Budget	2022 to 2023 % Change	2023 to 2024 % Change
<b>Beginning Fund Balance</b>	<b>\$ 2,686,007</b>	<b>\$ 2,726,625</b>	<b>\$ 2,999,745</b>			
<b>Sources</b>						
Miscellaneous Revenues	\$ 6,484	\$ 47,941	\$ 50,798	\$ 98,739	639.4%	6.0%
Transfers In	\$ 34,134	\$ 225,179	\$ 39,147	\$ 264,326	559.7%	-82.6%
<b>Total Sources =</b>	<b>\$ 40,618</b>	<b>\$ 273,120</b>	<b>\$ 89,945</b>	<b>\$ 363,065</b>	<b>572.4%</b>	<b>-67.1%</b>
<b>Sources Over (Under) Uses =</b>	<b>\$ 40,618</b>	<b>\$ 273,120</b>	<b>\$ 89,945</b>	<b>\$ 363,065</b>		
<b>Ending Fund Balance</b>	<b>\$ 2,726,625</b>	<b>\$ 2,999,745</b>	<b>\$ 3,089,690</b>			



## General Fund by Functional Classification

### Administrative Departments

#### Description:

The Administrative Departments are composed of the Mayor and her team, the Council, the City Clerk's Office, the City Attorney's Office, the Finance and Human Resources Department, and the Communications Office.

The **Mayor** and her team provide guidance and leadership to the City through policy implementation and propel the vision of the City as expressed through the legislative process.

#### Core Services:

- Serve as the Chief Executive of the City and provide leadership and oversight over all department functions.
- Serve as City representative in legislative affairs and intergovernmental relations.
- Implement the priorities of the City Council throughout the entire organization.
- Support departments with additional analytical capacity when needed, especially in regard to large or abnormal projects.
- Manage and oversee the Human Services allocation process, under the advisement of the Human Services Commission.

The **Council** represents the residents of Snoqualmie and provides guidance, leadership, and direction to their government in a manner that best serves their needs as expressed through the democratic process.

#### Core Services:

- Provide legislative oversight and policymaking over all City business.
- Support City constituents by fostering their connection to government.

The **City Clerk** ensures transparency and community access in the legislative process and fosters community understanding of government.

#### Core Services:

- Manage the legislative affairs of the City.
- Responsible for records management.
- Provide administrative support to elected officials.
- Serve as the City's volunteer coordinator.
- Provide oversight of the City's risk management program.

The **City Attorney** provides the services necessary in order to keep the City in good standing, providing timely advice and guidance to City Council, the Mayor, City Administrator and departments on a number of legal issues facing the City. The department defends the City against litigation, brings litigation on behalf of the City as authorized by City Council, and contracts for the court, prosecutorial, and defender services necessary to maintain the rule of law.

**Core Services:**

- Provide ongoing legal advice to the elected and appointed officials of the City, the City Administrator, and City departments.
- Prepare legal documents, ordinances, resolutions, contracts, and other legal instruments.
- Represent the City in all civil legal actions to which the City is a party, including in federal, state, and local courts, and administrative agencies.
- Contract for court, prosecutorial, and defender services.

The **Finance and Human Resources Department** manages and protects the financial resources entrusted to the City by the community as well as provides effective management of human resources. As stewards of the money and keepers of the policies and regulations that govern fiscal and personnel actions, the Department promotes accountability, transparency, and continuity of City services. Through effective leadership and sound practices, the City is able to maintain a healthy financial condition and work environment to support other departments and the levels-of-service they provide to the community.

**Core Services:**

- Prepare annual financial reports, maintain compliance with BARS requirements, and facilitate the annual audit review.
- Prepare the biennial budget and Capital Improvement Plan (CIP), conduct long-range financial planning, and provide the analysis necessary to drive sound financial decision-making.
- Serve as City Treasurer, manage cash and investments, and oversee the issuance of debt.
- Manage utility billing and business licensing and taxes.
- Oversee citywide payroll and payments to vendors.
- Maintain internal controls and ensure compliance with internal policies.
- Serve as the receptionist for the City.
- Manage the Human Resources program for the City including personnel, benefits, labor relations, and organizational development.

The **Communications Office** is charged with providing transparent and timely communications and information to Snoqualmie residents. The Department is responsible for maintaining and updating the City's website, social media channels, answering general resident inquiries, coordinating community surveys, City news releases, emergency communications, and other communication-related needs.

## Proposed 2023-2024 Biennial Budget Uses:

Uses	2022 Restated or Estimated	2023 Proposed Budget	2024 Proposed Budget	2023-2024 Proposed Budget	2022 to 2023 % Change	2023 to 2024 % Change
<i>Salaries &amp; Wages</i>	\$ 1,863,929	\$ 2,352,041	\$ 2,430,646	\$ 4,782,687	26.2%	3.3%
<i>Employee Benefits</i>	\$ 724,052	\$ 956,259	\$ 993,493	\$ 1,949,752	32.1%	3.9%
<i>Supplies</i>	\$ 11,999	\$ 9,355	\$ 11,203	\$ 20,558	-22.0%	19.8%
<i>Services</i>	\$ 1,491,381	\$ 2,091,847	\$ 1,968,140	\$ 4,059,987	40.3%	-5.9%
<i>Capital Outlays</i>	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
<i>Transfers Out</i>	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
<b>Total Uses =</b>	<b>\$ 4,091,360</b>	<b>\$ 5,409,502</b>	<b>\$ 5,403,482</b>	<b>\$ 10,812,984</b>	<b>32.2%</b>	<b>-0.1%</b>

## Proposed 2023-2024 Biennial Budget Staffing:

Position Title	Authorized FTEs	Change Requested	Proposed FTEs
Mayor Pro-Tem	0.15	-	0.15
Council Member	0.60	-	0.60
<b>Legislative Subtotal =</b>	<b>0.75</b>	<b>0.00</b>	<b>0.75</b>
Mayor	0.25	-	0.25
Management Analyst	1.00	-	1.00
City Administrator	1.00	-	1.00
<b>Executive Subtotal =</b>	<b>2.25</b>	<b>0.00</b>	<b>2.25</b>
City Clerk	1.00	-	1.00
<b>City Clerk Subtotal =</b>	<b>1.00</b>	<b>0.00</b>	<b>1.00</b>
City Attorney	1.00	-	1.00
Assistant City Attorney	1.00	-	1.00
Confidential Assistant to City Attorney	1.00	-	1.00
<b>City Attorney Subtotal =</b>	<b>3.00</b>	<b>0.00</b>	<b>3.00</b>
Finance & Human Resources Director	1.00	-	1.00
Management Analyst	0.00	1.00	1.00
Human Resources Manager	1.00	(1.00)	0.00
Human Resources Analyst	0.00	1.00	1.00
Human Resources Assistant	1.00	(1.00)	0.00
Accounting Manager	1.00	-	1.00
Accountant	1.00	-	1.00
Senior Account Clerk	2.00	-	2.00
Budget Manager	1.00	-	1.00
Budget Analyst	0.00	1.00	1.00
Revenue Manager	0.00	1.00	1.00
Account Clerk	1.00	-	1.00
Office Assistant	1.00	-	1.00
<b>Finance &amp; Human Resources Subtotal =</b>	<b>10.00</b>	<b>2.00</b>	<b>12.00</b>
Communications Assistant	0.75	-	0.75
Communications Coordinator	1.00	-	1.00
<b>Communications Subtotal =</b>	<b>1.75</b>	<b>0.00</b>	<b>1.75</b>
<b>Total Staffing Count =</b>	<b>18.75</b>	<b>2.00</b>	<b>20.75</b>



## Major Changes/Additions:

- **Revenue Manager** (Ongoing) (2023: -\$165,312, 2024: -\$171,490)
  - o The purpose of this position is to provide better oversight of the collection of revenues such as utility billing, B&O taxes, business licensing, and general cash receipting. In addition, one goal of this position is to facilitate and support an audit of B&O taxes and business licensing. Furthermore, the position may facilitate and/or support the proposed Comprehensive Fee Study and Ground Emergency Medical Transport (GEMT) billing. Both will require significant effort. This position is assumed critical to generating new ongoing sources of revenue over the next biennium.
- **Budget Manager** (Ongoing) (2023: -\$22,631, 2024: -\$23,422)
  - o The reclassification of a Senior Financial Analyst to a Budget Manager will allow the Finance and Human Resources Department to improve service delivery by increasing its focus on updating the financial policy, managing the development of the biennial budget and Capital Improvement Plan (CIP), create a long-term financial model, and oversee portions of multi-year Enterprise Resource Planning (ERP) System Project. The reclassification was approved by Council in July of 2022 and is therefore considered authorized.
- **Budget Analyst** (Ongoing) (2023: -\$143,285, 2024: -\$148,456)
  - o The purpose of this position is to work with the Budget Manager to create and maintain appropriate financial models, produce reports for the review of departments, the Administration, and the Council, and to conduct ad-hoc analyses. Given how critical the budget is in setting the direction of the City, this position will play a significant role in maintaining appropriate financial capacity, and identifying issues beforehand, so that the City can provide adequate levels-of-service now and into the future.
- **Other Finance & Human Resources Department Staffing Changes** (Ongoing) (2023: -\$1,169, 2024: -\$651)
  - o The Finance and Human Resources Department is seeking to restructure the Human Resources function by converting the Human Resources Manager position into a Management Analyst and reclassifying the Human Resources Assistant into a Human Resources Analyst. This will help the department to retain a current employee as well as provide flexibility when it comes to updating and improving policies across all areas of the department.
- **Temporary Assistance During the ERP Project** (One-Time) (2023: -\$50,000, 2024: -\$50,000)
  - o The Finance and Human Resources Department will need additional assistance over the next biennium during the implementation of the Enterprise Resource Planning System (ERP) Project. With the ERP Project generating approximately

30% of the department's workload over the next biennium, the department will need to backfill the time devoted to the ERP Project to maintain the core services it provides to the community.

- **Additional Enterprise Resource Planning System (ERP) Project Modules** (One-Time & Ongoing) (2024: -\$80,050)
  - o The Finance and Human Resources Department has identified the need for a "system of record" module that can support the taxing and licensing needs of the City and an open data portal that would allow the public to review the City's financial information and budget.
- **Contract Legal Support** (One-Time) (2023: -\$100,000, 2024: -\$100,000)
  - o The funding of additional contract legal support will help to handle some of the anticipated workload the City Attorney's Office will likely experience over the next two years. One goal of this request is to reduce the bottleneck other departments experience when requiring the review and help of the City Attorney.
- **Strategic Plan** (One-Time) (2024: -\$100,000)
  - o The development of a strategic plan will help the City to think more deeply about its current opportunities and challenges, provide guidance and direction to departments, uncover ways to protect key services, and find those strategic investments that will help to propel the City well into the future.
- **Council Chambers Audio/Visual Upgrade** (One-Time) (2023: -\$108,000)
  - o The intent of this proposal is to improve the ability of the Charles S. Peterson Council Chambers to host hybrid meetings and reduce the effort required to administer the technology. The Council Chambers is one of the most important meeting spaces in the City of Snoqualmie and plays host to several organizations outside the City as well as regional meetings. The costs included here represent internal service charges that will allow the Information Technology Department to purchase the necessary equipment to upgrade the Council Chambers.
- **Security Infrastructure at City Hall** (One-Time) (2023: -\$207,000)
  - o The intent of this proposal is to adapt City Hall to account for potential safety risks. As a result, the City expects to prevent the property damage that has occurred in the past as well as protect employees from emergent threats. A secondary goal from such changes is the ability to free up more useable space to house employees. The costs included here represent internal service charges that will allow the Facilities Maintenance Division of the Parks and Public Works Department to construct the improvements.

## Police (Snoqualmie)

### Description:

The Police Department maintains a “no call too small” community standard to protect the safety and well-being of residents, businesses, and visitors. With 30 officers, sergeants, detectives, and other critical employees, serving both the cities of Snoqualmie and North Bend, the Police Department works cooperatively with the public and within the framework of the U.S. Constitution to enforce the law, reduce fear, deter crime, preserve peace, and provide service with understanding and sensitivity.

### Core Services:

- Patrol the cities of Snoqualmie and North Bend to intercede and deter crime or violations, issuing citations where necessary.
- Respond to calls or emergencies from the general public and resolve with discipline, professionalism, and care.
- Investigate and resolve complex property, drug, and violent crimes, preserving evidence where necessary.
- Ensure the safety and well-being of students through the deployment of a school resource officer.
- Transport people in custody to contracted jails.
- Bring under control nuisance animals who pose a threat to people.
- Outreach to the community to foster trust, coordination, and expectation that services will arrive when needed.

### Proposed 2023-2024 Biennial Budget Uses:

Uses	2022 Restated or Estimated	2023 Proposed Budget	2024 Proposed Budget	2023-2024 Proposed Budget	2022 to 2023 % Change	2023 to 2024 % Change
<i>Salaries &amp; Wages</i>	\$ 2,069,052	\$ 2,208,956	\$ 2,275,073	\$ 4,484,029	6.8%	3.0%
<i>Employee Benefits</i>	\$ 745,435	\$ 807,143	\$ 839,324	\$ 1,646,467	8.3%	4.0%
<i>Supplies</i>	\$ 126,288	\$ 188,900	\$ 139,000	\$ 327,900	49.6%	-26.4%
<i>Services</i>	\$ 1,578,333	\$ 2,169,406	\$ 2,244,621	\$ 4,414,027	37.4%	3.5%
<i>Capital Outlays</i>	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
<i>Transfers Out</i>	\$ 219,666	\$ -	\$ -	\$ -	-100.0%	0.0%
<b>Total Uses =</b>	<b>\$ 4,738,775</b>	<b>\$ 5,374,405</b>	<b>\$ 5,498,018</b>	<b>\$ 10,872,423</b>	<b>13.4%</b>	<b>2.3%</b>

### Proposed 2023-2024 Biennial Budget Staffing:

Position Title	Authorized FTEs	Change Requested	Proposed FTEs
Police Chief	0.88	-	0.88
Administrative Coordinator	1.00	-	1.00
Behavioral Health Coordinator	0.50	-	0.50
Police Records/Evidence Technician	1.00	-	1.00
Police Captain	0.88	-	0.88
Police Sergeant	2.00	-	2.00
Administrative Sergeant	0.00	1.00	1.00
Detective	2.00	(1.00)	1.00
Support Officer	0.50	-	0.50
Resource Officer	1.00	-	1.00
Police Officer	8.00	-	8.00
<b>Total Staffing Count =</b>	<b>17.76</b>	<b>0.00</b>	<b>17.76</b>

### Major Changes/Additions:

- **Police Take Home Car Program** (One-Time & Ongoing) (2023: -\$170,321, 2024: -\$192,316)
  - o The Police Take Home Car Program is intended as a recruitment and retention effort to sustain the level-of-service the Police Department provides to the residents of Snoqualmie and North Bend. The City of North Bend is anticipated to fully participate in this program and their share of costs have been projected and included under the North Bend Police Services Fund (#014). The costs included here represent internal service charges that will allow the Equipment Replacement and Repair Division of the Parks and Public Works Department to purchase and maintain the additional police vehicles.
- **Behavioral Health Coordinator** (Ongoing) (2023: -\$143,285, 2024: -\$148,456)
  - o The purpose of this position is to work with the Police and Fire Departments as a first responder in situations that may require help in rendering mental health assistance. This position has been approved by Council as a mid-year adjustment and is funded through a grant that is expected to last through June 30, 2023. It is expected that the cities of Snoqualmie and North Bend will split the cost of the position following the end of the grant. The Behavioral Health Coordinator was approved by Council in September of 2022 and is therefore considered authorized.
- **Administrative Sergeant** (Ongoing) (2023: -\$23,643, 2024: -\$24,256)
  - o The reclassification of a Detective position to an Administrative Sergeant will allow the Police Department to address certain needs more effectively and help to free up leadership's capacity to develop strategies to improve levels-of-service to the community.

## Fire & Emergency Management

### Description:

The Fire and Emergency Management Department is an internationally accredited agency committed to providing superior community-based preparedness and emergency services in a timely and professional manner. The men and women of the department, both professional and volunteer, work hard to safeguard life, whether through proactive planning, risk mitigation, or the prompt response of an elite and well-trained crew.

### Core Services:

- Provide basic life support to people seeking medical care and transport to the hospital.
- Respond to motor vehicle accidents, in particular on I-90 or SR 18, and extricate passengers.
- Rescue people from swift water.
- Respond to and suppress fires, whether residential, commercial, or in the wildland interface.
- Work to prevent fires through inspection.
- Plan and prepare accordingly for disasters or emergencies. Activate the Emergency Operations Center when required.
- Educate the public on such issues as fire prevention or CPR.

### Proposed 2023-2024 Biennial Budget Uses:

	2022 Restated or Estimated	2023 Proposed Budget	2024 Proposed Budget	2023-2024 Proposed Budget	2022 to 2023 % Change	2023 to 2024 % Change
<b>Uses</b>						
<i>Salaries &amp; Wages</i>	\$ 1,824,015	\$ 2,128,900	\$ 2,191,297	\$ 4,320,197	16.7%	2.9%
<i>Employee Benefits</i>	\$ 670,645	\$ 745,728	\$ 778,053	\$ 1,523,781	11.2%	4.3%
<i>Supplies</i>	\$ 134,521	\$ 145,365	\$ 149,000	\$ 294,365	8.1%	2.5%
<i>Services</i>	\$ 739,821	\$ 1,101,261	\$ 1,116,808	\$ 2,218,069	48.9%	1.4%
<i>Capital Outlays</i>	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
<i>Transfers Out</i>	\$ 30,000	\$ -	\$ -	\$ -	-100.0%	0.0%
<b>Total Uses =</b>	<b>\$ 3,399,002</b>	<b>\$ 4,121,255</b>	<b>\$ 4,235,158</b>	<b>\$ 8,356,412</b>	<b>21.2%</b>	<b>2.8%</b>

### Proposed 2023-2024 Biennial Budget Staffing:

Position Title	Authorized FTEs	Change Requested	Proposed FTEs
Fire Chief	1.00	-	1.00
Deputy Fire Chief	1.00	-	1.00
Administrative Assistant II	0.50	-	0.50
Fire Training Captain	1.00	-	1.00
Fire Lieutenant	3.00	-	3.00
Firefighter	9.00	-	9.00
<b>Total Staffing Count =</b>	<b>15.50</b>	<b>0.00</b>	<b>15.50</b>

## Major Changes/Additions:

- **Firefighter** (Ongoing) (2023: -\$66,989, 2024: -\$69,175)
  - o The addition of a Firefighter is expected to allow the Fire and Emergency Management Department to move the Fire Captain to an administrative role and manage the Department's training and volunteer firefighter program. The training program oversight is necessary due to the City leaving the South King County Fire Training Consortium. In addition, the Volunteer Firefighter Program has struggled because of a lack of oversight and direct administrative support. Lastly, the position will support the Department's accreditation effort. This position is offset by the reduction in the hours of the Administration Assistant position from full-time to half-time. The additional Firefighter was approved by Council in July of 2022 and is therefore considered authorized.
- **Puget Sound Emergency Radio Network (PSERN) Improvements** (Ongoing) (2023: -\$25,000, 2024: -\$15,000)
  - o King County is replacing its radio system and there are additional costs that the City will need to support. This includes an annual service fee, user fee, new hardware costs, and replacement costs. The Puget Sound Emergency Radio Network is a voter-approved emergency public safety radio system that will be used for dispatching and facilitate communications between fire, law enforcement, and other first responders. This system will use the latest telecommunications technology in replacement of an aging system and will provide improved coverage, capacity, and reliability.
- **Retention & Recruitment** (One-Time) (2023: -\$100,000, 2024: -\$100,000)
  - o This funding will allow the Fire and Emergency Management Department to keep and hire highly trained firefighters in an environment of increasing competition for their services. In addition, the funding could be used to jumpstart a Diversity, Equity, and Inclusion (DEI) Program that could help to encourage a broader range of candidates from different backgrounds into becoming firefighters.

## Parks Maintenance

### Description:

The Parks Maintenance Division of the Parks and Public Works Department provides the maintenance necessary to support a safe, welcoming, and attractive experience for users of playgrounds, sport courts, athletic fields, trails, and other features. The City of Snoqualmie is defined by its accessibility to nature and the active engagement of its residents. As a result, the City currently maintains over 40 parks, 30 miles of trails, and 1,200 acres of open space contributing to the overall health and well-being of the community. The City is also an active leader in forest and street tree management through proactive assessment and mitigation and the Green Snoqualmie Partnership.

### Core Services:

- Maintain grass turf at parks, athletic fields, and other rights-of-way through mowing, edging, fertilizing, aerating, etc.
- Maintain beds, shrubs, and ground cover at parks and other rights-of-way through weeding, spraying, trimming, mulching, and bark blowing.
- Maintain park and other athletic field structures by cleaning and repairing bathrooms, air blowing walkways, emptying garbage cans, repairing playground structures, preserving field turf, restoring baseball fields to condition, etc.
- Pick up leaves during the fall.
- Conduct pre-emergent work in parks as necessary in order to mitigate probable future issues.
- Maintain the trail system by clearing fallen trees, restoring eroded pathways, and fixing or replacing worn or broken bridges and guide logs.
- Maintain street and landscape trees in visible areas by pruning branches and removing and planting trees when necessary.
- Assess the condition and health of trees regularly for damage, infestation, and other stressors.
- Manage volunteers and rent out park structures and shelters when applicable.
- Assist with other City functions as needed such as events set-up and the holiday lighting of trees or in times of an emergency such as during snow events.

## Proposed 2023-2024 Biennial Budget Uses:

	2022 Restated or Estimated	2023 Proposed Budget	2024 Proposed Budget	2023-2024 Proposed Budget	2022 to 2023 % Change	2023 to 2024 % Change
<b>Uses</b>						
<i>Salaries &amp; Wages</i>	\$ 511,074	\$ 484,340	\$ 499,822	\$ 984,162	-5.2%	3.2%
<i>Employee Benefits</i>	\$ 268,371	\$ 240,020	\$ 249,179	\$ 489,199	-10.6%	3.8%
<i>Supplies</i>	\$ 119,755	\$ 172,191	\$ 178,573	\$ 350,764	43.8%	3.7%
<i>Services</i>	\$ 812,192	\$ 996,888	\$ 913,913	\$ 1,910,801	22.7%	-8.3%
<i>Capital Outlays</i>	\$ -	\$ 2,000	\$ 2,050	\$ 4,050	100.0%	2.5%
<i>Transfers Out</i>	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
<b>Total Uses =</b>	<b>\$ 1,711,392</b>	<b>\$ 1,895,439</b>	<b>\$ 1,843,537</b>	<b>\$ 3,738,976</b>	<b>10.8%</b>	<b>-2.7%</b>

## Proposed 2023-2024 Biennial Budget Staffing:

Position Title	Authorized FTEs	Change Requested	Proposed FTEs
Parks & Public Works Director	0.10	-	0.10
Administrative Assistant II	0.10	-	0.10
Maintenance Operations Manager	0.40	(0.40)	0.00
Parks & Streets Supervisor	0.50	-	0.50
Parks & Streets Lead Worker	0.50	-	0.50
Parks - Maintenance Technician	4.00	-	4.00
<b>Total Staffing Count =</b>	<b>5.60</b>	<b>(0.40)</b>	<b>5.20</b>

## Major Changes/Additions:

- **Parks Deferred Repairs** (One-Time) (2023: -\$75,000, 2024: -\$75,000)
  - o For the 2021-2022 biennium, the budget for parks maintenance was reduced to counteract the anticipated financial impacts of the pandemic. The goal of this proposal is to give the Parks Maintenance Division of the Parks and Public Works Department the ability to repair items that may have been neglected during the pandemic due to a lack of funding.
- **Parks, Open Space, and Recreation Study** (One-Time) (2023: -\$100,000)
  - o The intent of this study is to reimagine the City's parks system in response to the changing demographics and standards of the community. The goal is to figure out what recreational facilities might be missing from the City's current offerings or oversupplied and will help the City to allocate dollars wisely in the future.



## Community Development

### Description:

The Community Development Department, which is composed of planning, building, and events, works to secure Snoqualmie's future as a livable, inspiring, vibrant, and equitable community. As stewards of Snoqualmie's vision for long-term growth, community character, and economic vitality, the Department engages multiple stakeholders to foster mutual learning, investment, and collaboration.

### Core Services:

- Facilitate decision-making on land use and zoning issues, under the advisement of the Planning Commission, and in conformance with the adopted Comprehensive Plan and Zoning Ordinance(s).
- Facilitate the review and development of plans and projects in conformance with the Zoning Code, State Environmental Policy Act (SEPA), Shoreline Master Plan, Floodplain Ordinance, Snoqualmie Ridge Master Plan(s), Development Agreements, Parks, Open Space, and Recreation Plans, etc.
- Review and issue building permit applications and other development permits for grading, design review, historic preservation, variances, etc.
- Enforce the building code, inspect buildings, and manage the Fire Marshal program for the City.
- Manage economic development programs for the City under the advisement of the Economic Development Commission
- Manage art programs for the City under the advisement of the Arts Commission.
- Manage the lodging tax distribution program for the City under the advisement of the Lodging Tax Advisory Committee
- Lead in the development of environmental programs and provide the stewardship necessary to restore environmentally sensitive areas, support sustainability programs, reposition the City for renewable energy, tackle climate change, K4C, MSWMAC Solid Waste, etc.
- Manage large strategic capital projects in collaboration with other departments and agencies.
- Write, apply, and administer grants from multiple levels of government including the federal government, the State of Washington, and King County.

### Proposed 2023-2024 Biennial Budget Uses:

	2022 Restated or Estimated	2023 Proposed Budget	2024 Proposed Budget	2023-2024 Proposed Budget	2022 to 2023 % Change	2023 to 2024 % Change
<b>Uses</b>						
<i>Salaries &amp; Wages</i>	\$ 589,980	\$ 951,804	\$ 985,066	\$ 1,936,870	61.3%	3.5%
<i>Employee Benefits</i>	\$ 252,908	\$ 436,922	\$ 453,987	\$ 890,909	72.8%	3.9%
<i>Supplies</i>	\$ 8,029	\$ 26,043	\$ 10,271	\$ 36,314	224.4%	-60.6%
<i>Services</i>	\$ 1,102,173	\$ 856,106	\$ 1,023,489	\$ 1,879,595	-22.3%	19.6%
<i>Capital Outlays</i>	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
<i>Transfers Out</i>	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
<b>Total Uses =</b>	<b>\$ 1,953,090</b>	<b>\$ 2,270,875</b>	<b>\$ 2,472,814</b>	<b>\$ 4,743,689</b>	<b>16.3%</b>	<b>8.9%</b>

### Proposed 2023-2024 Biennial Budget Staffing:

Position Title	Authorized FTEs	Change Requested	Proposed FTEs
Community Development Director	1.00	-	1.00
Community Liaison	1.00	-	1.00
Planning Manager	1.00	(1.00)	0.00
Senior Planner	1.00	2.00	3.00
Associate Planner	1.00	-	1.00
Planning Technician	1.00	-	1.00
Building Official	1.00	-	1.00
Building Inspector	1.00	(1.00)	0.00
Permit Coordinator	0.00	1.00	1.00
Permit Technician	1.00	(1.00)	0.00
<b>Total Staffing Count =</b>	<b>9.00</b>	<b>0.00</b>	<b>9.00</b>

### Major Changes/Additions:

- **Community Development Department Staffing Changes** (Ongoing) (2023: - \$34,914, 2024: -\$33,741)
  - o The Community Development Department is seeking to reorganize by reclassifying the Permit Technician into a Permit Coordinator and the Planning Manager and Building Inspector positions into two Senior Planner positions. This will help the department to meet several challenges over the next two years including an update to the Comprehensive Plan. In addition, and in order to support reduced building staffing, the City is proposing to utilize contract support when needed to help with inspections and other services.
- **Additional Enterprise Resource Planning System (ERP) Project Modules** (One-Time & Ongoing) (2024: -\$82,600)
  - o The Community Development Department has identified the need for new permit tracking software that can fully integrate with the new ERP system.

## Streets Maintenance

### Description:

The Streets Maintenance Division of the Parks and Public Works Department provides the maintenance necessary to sustain a transportation system that keeps Snoqualmie and its neighborhoods connected. With nearly 40 miles of road and adjacent sidewalk, the City ensures that important destinations are accessible by all modes of travel. In taking the necessary actions to preserve the condition and functionality of infrastructure, the City can reduce potential safety hazards and avoid potential costly rebuilds.

### Core Services:

- Maintain the condition, safety, and visibility of roads by patching potholes and striping (painting) lanes and shoulders where necessary.
- Maintain landscaped medians, bioswales, and roadsides through mowing, edging, weeding, trimming, etc.
- Repair and replace damaged or worn out signage or install new signage including traffic and wayfinding signs.
- Inspect bridges and other vital transportation structures for deterioration and design solutions to mitigate the wear.
- Maintain the condition, functionality, and luminance of streetlights.
- Maintain the condition, functionality, and synchronicity of traffic control devices.
- Work to keep the transportation network operating during snow events with the de-icing and snow plowing of roads.
- Sweep the streets regularly to remove loose debris and to protect the stormwater system.

### Proposed 2023-2024 Biennial Budget Uses:

	2022 Restated or Estimated	2023 Proposed Budget	2024 Proposed Budget	2023-2024 Proposed Budget	2022 to 2023 % Change	2023 to 2024 % Change
<b>Uses</b>						
<i>Salaries &amp; Wages</i>	\$ 85,525	\$ 216,111	\$ 223,167	\$ 439,278	152.7%	3.3%
<i>Employee Benefits</i>	\$ 48,462	\$ 106,870	\$ 110,918	\$ 217,788	120.5%	3.8%
<i>Supplies</i>	\$ 133,451	\$ 144,812	\$ 170,110	\$ 314,922	8.5%	17.5%
<i>Services</i>	\$ 668,591	\$ 649,292	\$ 580,867	\$ 1,230,159	-2.9%	-10.5%
<i>Capital Outlays</i>	\$ -	\$ -	\$ 5,000	\$ 5,000	0.0%	100.0%
<i>Transfers Out</i>	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
<b>Total Uses =</b>	<b>\$ 936,029</b>	<b>\$ 1,117,085</b>	<b>\$ 1,090,062</b>	<b>\$ 2,207,147</b>	<b>19.3%</b>	<b>-2.4%</b>

## Proposed 2023-2024 Biennial Budget Staffing:

Position Title	Authorized FTEs	Change Requested	Proposed FTEs
Parks & Public Works Director	0.10	-	0.10
Administrative Assistant II	0.10	-	0.10
Maintenance Operations Manager	0.30	(0.30)	0.00
Parks & Streets Supervisor	0.50	-	0.50
Parks & Streets Lead Worker	0.50	-	0.50
Streets - Maintenance Technician	1.00	-	1.00
<b>Total Staffing Count =</b>	<b>2.50</b>	<b>(0.30)</b>	<b>2.20</b>

## Major Changes/Additions:

- **Right-of-Way Mower** (One-Time & Ongoing) (2023: -\$80,000, 2024: -\$13,000)
  - o The current landscape services contract does not include right-of-way mowing and the City currently does not have a right-of-way mower. This funding will allow the City to purchase a mower that will improve the sightlines and safety of our local roadways.

## Non-Departmental

### Description:

The Non-Departmental portion of the General Fund supports City-wide efforts that cannot be prescribed to a department. This includes things like subscriptions and membership dues, environmental sustainability projects, human service awards, City contracted services such as municipal court services, public prosecutor services, and public defender Services, as well as transfers out to various other funds.

## Proposed 2023-2024 Biennial Budget Uses:

	2022 Restated or Estimated	2023 Proposed Budget	2024 Proposed Budget	2023-2024 Proposed Budget	2022 to 2023 % Change	2023 to 2024 % Change
<b>Uses</b>						
<i>Salaries &amp; Wages</i>	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
<i>Employee Benefits</i>	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
<i>Supplies</i>	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
<i>Services</i>	\$ 1,141,617	\$ 718,735	\$ 735,876	\$ 1,454,611	-37.0%	2.4%
<i>Capital Outlays</i>	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
<i>Transfers Out</i>	\$ 21,378	\$ 2,735,179	\$ 49,147	\$ 2,784,326	12694.4%	-98.2%
<b>Total Uses =</b>	<b>\$ 1,162,995</b>	<b>\$ 3,453,914</b>	<b>\$ 785,023</b>	<b>\$ 4,238,937</b>	<b>197.0%</b>	<b>-77.3%</b>



## Managerial Funds

### Arts Activities Fund (#012)

#### Description:

Ordinance 913 provides for establishment of an Arts fund to acquire and display art works in public buildings constructed by the City. The ordinance directs that 1% of the construction cost of qualifying public works buildings be transferred into the fund. In addition, the General Fund (#001) makes a \$10,000 annual contribution to the fund to support the work of the Arts Commission.

#### Proposed 2023-2024 Biennial Budget Sources, Uses, and Fund Balance:

	2022 Restated or Estimated	2023 Proposed Budget	2024 Proposed Budget	2023-2024 Proposed Budget	2022 to 2023 % Change	2023 to 2024 % Change
<b>Beginning Fund Balance</b>	<b>\$ 46,032</b>	<b>\$ 48,578</b>	<b>\$ 39,816</b>			
<b>Sources</b>						
<i>Charges for Goods &amp; Services</i>	\$ 200	\$ 500	\$ 500	\$ 1,000	150.0%	0.0%
<i>Miscellaneous Revenues</i>	\$ 130	\$ 738	\$ 581	\$ 1,319	467.7%	-21.3%
<i>Transfers In</i>	\$ 10,000	\$ 50,856	\$ 27,136	\$ 77,992	408.6%	-46.6%
<b>Total Sources =</b>	<b>\$ 10,330</b>	<b>\$ 52,094</b>	<b>\$ 28,217</b>	<b>\$ 80,311</b>	<b>404.3%</b>	<b>-45.8%</b>
<b>Uses</b>						
<i>Supplies</i>	\$ 2,050	\$ 6,000	\$ 6,000	\$ 12,000	192.6%	0.0%
<i>Services</i>	\$ 5,734	\$ 14,000	\$ 14,000	\$ 28,000	144.2%	0.0%
<i>Capital Outlays</i>	\$ -	\$ 40,856	\$ 17,136	\$ 57,992	100.0%	-58.1%
<b>Total Uses =</b>	<b>\$ 7,784</b>	<b>\$ 60,856</b>	<b>\$ 37,136</b>	<b>\$ 97,992</b>	<b>681.8%</b>	<b>-39.0%</b>
<b>Sources Over (Under) Uses =</b>	<b>\$ 2,546</b>	<b>\$ (8,762)</b>	<b>\$ (8,919)</b>	<b>\$ (17,681)</b>		
<b>Ending Fund Balance</b>	<b>\$ 48,578</b>	<b>\$ 39,816</b>	<b>\$ 30,897</b>			

## North Bend Police Services Fund (#014)

### Description:

The City of Snoqualmie provides the City of North Bend with police services under an interlocal agreement signed on May 14, 2019. Consequently, a separate fund was established to track the cost of the service and the fee received from North Bend.

### Proposed 2023-2024 Biennial Budget Sources, Uses, and Fund Balance:

	2022 Restated or Estimated	2023 Proposed Budget	2024 Proposed Budget	2023-2024 Proposed Budget	2022 to 2023 % Change	2023 to 2024 % Change
<b>Beginning Fund Balance</b>	<b>\$ 16,429</b>	<b>\$ 244,924</b>	<b>\$ 97,362</b>			
<b>Sources</b>						
<i>Intergovernmental Revenues</i>	\$ 37,500	\$ 37,500	\$ -	\$ 37,500	0.0%	-100.0%
<i>Charges for Goods &amp; Services</i>	\$ 2,185,164	\$ 2,954,026	\$ 2,605,160	\$ 5,559,186	35.2%	-11.8%
<i>Miscellaneous Revenues</i>	\$ -	\$ 2,880	\$ 820	\$ 3,700	0.0%	0.0%
<i>Transfers In</i>	\$ 187,025	\$ -	\$ -	\$ -	-100.0%	0.0%
<b>Total Sources =</b>	<b>\$ 2,409,689</b>	<b>\$ 2,994,406</b>	<b>\$ 2,605,980</b>	<b>\$ 5,600,386</b>	<b>24.3%</b>	<b>-13.0%</b>
<b>Uses</b>						
<i>Salaries &amp; Wages</i>	\$ 1,157,881	\$ 1,241,620	\$ 1,284,468	\$ 2,526,088	7.2%	3.5%
<i>Employee Benefits</i>	\$ 436,657	\$ 575,696	\$ 598,859	\$ 1,174,555	31.8%	4.0%
<i>Supplies</i>	\$ 54,357	\$ 79,200	\$ 79,200	\$ 158,400	45.7%	0.0%
<i>Services</i>	\$ 532,299	\$ 1,245,452	\$ 740,815	\$ 1,986,267	134.0%	-40.5%
<i>Capital Outlays</i>	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
<b>Total Uses =</b>	<b>\$ 2,181,194</b>	<b>\$ 3,141,968</b>	<b>\$ 2,703,342</b>	<b>\$ 5,845,310</b>	<b>44.0%</b>	<b>-14.0%</b>
<b>Sources Over (Under) Uses =</b>	<b>\$ 228,495</b>	<b>\$ (147,562)</b>	<b>\$ (97,362)</b>	<b>\$ (244,924)</b>		
<b>Ending Fund Balance</b>	<b>\$ 244,924</b>	<b>\$ 97,362</b>	<b>\$ -</b>			

### Proposed 2023-2024 Biennial Budget Staffing:

Position Title	Authorized FTEs	Change Requested	Proposed FTEs
Police Chief	0.12	-	0.12
Behavioral Health Coordinator	0.50	-	0.50
Police Records Technician	1.00	-	1.00
Police Captain	0.12	-	0.12
Police Sergeant	2.00	-	2.00
Support Officer	0.50	-	0.50
Police Officer	8.00	-	8.00
<b>Total Staffing Count =</b>	<b>12.24</b>	<b>0.00</b>	<b>12.24</b>

## Major Changes/Additions:

- **Police Take Home Car Program** (One-Time & Ongoing) (2023: -\$608,803, 2024: -\$92,601)
  - o The Police Take Home Car Program is intended as a recruitment and retention effort to sustain the level-of-service the Police Department provides to the residents of Snoqualmie and North Bend. The City of North Bend is anticipated to fully participate in this program. The costs included here represent internal service charges that will allow the Equipment Replacement and Repair Division of the Parks and Public Works Department to purchase and maintain the additional police vehicles.

## Deposits Reimbursement Control Fund (#018)

### Description:

This fund is used to hold and account for various types of damage and security deposits that are not related to utility or capital projects, or for certain other special purposes, until they are either refunded to the payee or retained by the City. The types of deposits held in this fund typically include damage deposits, security deposits, bid deposits and certain types of development-related deposits. These deposits used to be held in a special non-budgeted fund, since the money held in it does not technically belong to the City. Due to recent changes in governmental accounting standards, the State Auditor's Office now directs that these types of deposits be accounted for in the fund most closely related to their business purpose. Deposits of these types are deemed to be held more for the benefit of the City than for the benefit of the depositor.

### Proposed 2023-2024 Biennial Budget Sources, Uses, and Fund Balance:

	2022 Restated or Estimated	2023 Proposed Budget	2024 Proposed Budget	2023-2024 Proposed Budget	2022 to 2023 % Change	2023 to 2024 % Change
<b>Beginning Fund Balance</b>	\$ 21,266	\$ 21,266	\$ 21,266			
<b>Sources</b>						
<i>Miscellaneous Revenues</i>	\$ -	\$ 358	\$ 358	\$ 716	100.0%	0.0%
<i>Deposits</i>	\$ -	\$ 10,000	\$ 10,000	\$ 20,000	100.0%	0.0%
<b>Total Sources =</b>	\$ -	\$ 10,358	\$ 10,358	\$ 20,716	100.0%	0.0%
<b>Uses</b>						
<i>Refundable Deposits Disbursed</i>	\$ -	\$ 10,358	\$ 10,358	\$ 20,716	100.0%	0.0%
<b>Total Uses =</b>	\$ -	\$ 10,358	\$ 10,358	\$ 20,716	100.0%	0.0%
<b>Sources Over (Under) Uses =</b>	\$ -	\$ -	\$ -	\$ -		
<b>Ending Fund Balance</b>	\$ 21,266	\$ 21,266	\$ 21,266			



## Special Revenue Funds

Special revenue funds are used to account for and report the proceeds and users of specific revenue sources that are restricted or committed to expenditures for specific purposes other than debt service or capital projects.

### Hotel/Motel Tax Fund (#110)

#### Description:

This fund records receipts from hotel/motel or lodging taxes. These receipts are a “diversion” of the state component of sales tax attributed to hotel/motel room rentals. The funds are dedicated to tourism promotion. The City’s Lodging Tax Advisory Committee reviews applications from organizations and makes final recommendations on how to spend the taxes received.

#### Proposed 2023-2024 Biennial Budget Sources, Uses, and Fund Balance:

	2022 Restated or Estimated	2023 Proposed Budget	2024 Proposed Budget	2023-2024 Proposed Budget	2022 to 2023 % Change	2023 to 2024 % Change
<b>Beginning Fund Balance</b>	\$ 78,782	\$ 147,700	\$ 112,890			
<b>Sources</b>						
<i>Taxes</i>	\$ 166,918	\$ 138,000	\$ 138,000	\$ 276,000	-17.3%	0.0%
<i>Miscellaneous Revenues</i>	\$ 2,000	\$ 2,190	\$ 1,601	\$ 3,791	9.5%	-26.9%
<b>Total Sources =</b>	<b>\$ 168,918</b>	<b>\$ 140,190</b>	<b>\$ 139,601</b>	<b>\$ 279,791</b>	<b>-17.0%</b>	<b>-0.4%</b>
<b>Uses</b>						
<i>Services</i>	\$ 100,000	\$ 175,000	\$ 175,000	\$ 350,000	75.0%	0.0%
<b>Total Uses =</b>	<b>\$ 100,000</b>	<b>\$ 175,000</b>	<b>\$ 175,000</b>	<b>\$ 350,000</b>	<b>75.0%</b>	<b>0.0%</b>
<b>Sources Over (Under) Uses =</b>	<b>\$ 68,918</b>	<b>\$ (34,810)</b>	<b>\$ (35,399)</b>	<b>\$ (70,209)</b>		
<b>Ending Fund Balance</b>	<b>\$ 147,700</b>	<b>\$ 112,890</b>	<b>\$ 77,491</b>			

### Drug Enforcement Fund (#118)

#### Description:

The Drug Enforcement Fund was established to collect proceeds from the sale of confiscated and/or forfeited property seized as a result of criminal drug activity. A portion of the proceeds are required to be forwarded to the State of Washington to support the operation of the State Patrol Crime Lab. The proceeds that are retained by the City must be used to support drug



enforcement activities, including acquisition of specialized police equipment. Funds are also used for undercover operations.

### Proposed 2023-2024 Biennial Budget Sources, Uses, and Fund Balance:

	2022 Restated or Estimated	2023 Proposed Budget	2024 Proposed Budget	2023-2024 Proposed Budget	2022 to 2023 % Change	2023 to 2024 % Change
<b>Beginning Fund Balance</b>	\$ 32,372	\$ 10,200	\$ 10,200			
<b>Sources</b>						
<i>Miscellaneous Revenues</i>	\$ -	\$ 5,172	\$ 5,172	\$ 10,344	100.0%	0.0%
<b>Total Sources =</b>	\$ -	\$ 5,172	\$ 5,172	\$ 10,344	100.0%	0.0%
<b>Uses</b>						
<i>Supplies</i>	\$ 5,172	\$ 172	\$ 172	\$ 344	-96.7%	0.0%
<i>Services</i>	\$ 10,000	\$ -	\$ -	\$ -	-100.0%	0.0%
<i>Refundable Deposits Disbursed</i>	\$ 7,000	\$ 5,000	\$ 5,000	\$ 10,000	-28.6%	0.0%
<b>Total Uses =</b>	\$ 22,172	\$ 5,172	\$ 5,172	\$ 10,344	-76.7%	0.0%
<b>Sources Over (Under) Uses =</b>	\$ (22,172)	\$ -	\$ -	\$ -		
<b>Ending Fund Balance</b>	\$ 10,200	\$ 10,200	\$ 10,200			

## Affordable Housing Fund (#131)

### Description:

The Affordable Housing Fund was established to collect proceeds from an affordable housing sales tax credit from the State of Washington and a 0.1% housing and related services sales tax. The credit does not increase the tax rate for consumers but instead shares a portion of the state sales tax with cities, towns, and counties. The sales tax credit can be used for the acquisition, rehabilitation, or construction of affordable housing, the operation and maintenance of such housing units, or to provide rental assistance to tenants below a certain median income threshold. The 0.1% sales tax may be used similarly or to support behavioral health treatment programs and services.

## Proposed 2023-2024 Biennial Budget Sources, Uses, and Fund Balance:

	2022 Restated or Estimated	2023 Proposed Budget	2024 Proposed Budget	2023-2024 Proposed Budget	2022 to 2023 % Change	2023 to 2024 % Change
<b>Beginning Fund Balance</b>	<b>\$ 553,936</b>	<b>\$ 898,936</b>	<b>\$ 909,057</b>			
<b>Sources</b>						
<i>Taxes</i>	\$ 343,000	\$ 369,000	\$ 379,000	\$ 748,000	7.6%	2.7%
<i>Miscellaneous Revenues</i>	\$ 2,000	\$ 15,121	\$ 15,121	\$ 30,242	656.1%	0.0%
<b>Total Sources =</b>	<b>\$ 345,000</b>	<b>\$ 384,121</b>	<b>\$ 394,121</b>	<b>\$ 778,242</b>	<b>11.3%</b>	<b>2.6%</b>
<b>Uses</b>						
<i>Services</i>	\$ -	\$ 374,000	\$ 384,000	\$ 758,000	100.0%	2.7%
<b>Total Uses =</b>	<b>\$ -</b>	<b>\$ 374,000</b>	<b>\$ 384,000</b>	<b>\$ 758,000</b>	<b>100.0%</b>	<b>2.7%</b>
<b>Sources Over (Under) Uses =</b>	<b>\$ 345,000</b>	<b>\$ 10,121</b>	<b>\$ 10,121</b>	<b>\$ 20,242</b>		
<b>Ending Fund Balance</b>	<b>\$ 898,936</b>	<b>\$ 909,057</b>	<b>\$ 919,178</b>			

## ARPA Covid Local Recovery Fund (#150)

### Description:

The America Rescue Plan Act (ARPA) Covid Local Recovery Fund was established to collect proceeds from the U.S. Department of Treasury following congressional passage of the America Rescue Plan Act (ARPA). The Coronavirus State and Local Fiscal Recovery Funds (SLFRF), which is a part of the American Rescue Plan, delivered funds to state, local, and Tribal governments across the country to support their response to and recovery from the COVID-19 public health emergency. The program ensures that governments have the resources needed to fight the pandemic and support family and businesses struggling with its public health and economic impacts, maintain vital public services, even amid declines in revenue, and build a strong, resilient, and equitable recovery by making investments that support long-term growth and opportunity.

The City received \$3.8 million in funds over two tranches and engaged in a process to allocate ARPA funds in 2022 to the resident, business, and non-profit members of the community who have been negatively impacted by the pandemic. In order to protect the City from inflationary pressures experienced in 2022 and over the biennium. It is the intention of the City to transfer the remaining funds into the General Fund (#001) to support its ongoing operations.

## Proposed 2023-2024 Biennial Budget Sources, Uses, and Fund Balance:

	2022 Restated or Estimated	2023 Proposed Budget	2024 Proposed Budget	2023-2024 Proposed Budget	2022 to 2023 % Change	2023 to 2024 % Change
<b>Beginning Fund Balance</b>	<b>\$ 1,894,301</b>	<b>\$ 2,244,095</b>	<b>\$ 1,132,906</b>			
<b>Sources</b>						
<i>Intergovernmental Revenues</i>	\$ 1,903,134	\$ -	\$ -	\$ -	-100.0%	0.0%
<i>Miscellaneous Revenues</i>	\$ 4,000	\$ 28,327	\$ 9,454	\$ 37,781	608.2%	-66.6%
<b>Total Sources =</b>	<b>\$ 1,907,134</b>	<b>\$ 28,327</b>	<b>\$ 9,454</b>	<b>\$ 37,781</b>	<b>-98.5%</b>	<b>-66.6%</b>
<b>Uses</b>						
<i>Salaries &amp; Wages</i>	\$ 41,711	\$ 54,441	\$ 56,347	\$ 110,788	30.5%	3.5%
<i>Employee Benefits</i>	\$ 15,324	\$ 25,666	\$ 26,604	\$ 52,270	67.5%	3.7%
<i>Services</i>	\$ 750,305	\$ 500	\$ 500	\$ 1,000	-99.9%	0.0%
<i>Transfers Out</i>	\$ 750,000	\$ 1,058,909	\$ 1,058,909	\$ 2,117,818	41.2%	0.0%
<b>Total Uses =</b>	<b>\$ 1,557,340</b>	<b>\$ 1,139,516</b>	<b>\$ 1,142,360</b>	<b>\$ 2,281,876</b>	<b>-26.8%</b>	<b>0.2%</b>
<b>Sources Over (Under) Uses =</b>	<b>\$ 349,794</b>	<b>\$ (1,111,189)</b>	<b>\$ (1,132,906)</b>	<b>\$ (2,244,095)</b>		
<b>Ending Fund Balance</b>	<b>\$ 2,244,095</b>	<b>\$ 1,132,906</b>	<b>\$ -</b>			

## Proposed 2023-2024 Biennial Budget Staffing:

Position Title	Authorized FTEs	Change Requested	Proposed FTEs
Project Specialist	0.00	0.56	0.56
ARPA Specialist/Human Services Navigator	0.56	(0.56)	0.00
<b>Total Staffing Count =</b>	<b>0.56</b>	<b>0.00</b>	<b>0.56</b>



## Governmental Capital Funds

### Non-Utilities Capital Fund (#310)

#### Description:

The Non-Utilities Capital Fund appropriates funds for the acquisition or improvement of long-term park, transportation, and facility infrastructure with a useful life greater than one year over the biennium. On August 8, 2022, Council adopted the 2023-2028 Capital Improvement Plan (CIP). The first two years of the plan have been incorporated into this fund for the 2023-2024 Biennial Budget.

#### Proposed 2023-2024 Biennial Budget Sources, Uses, and Fund Balance:

	2022 Restated or Estimated	2023 Proposed Budget	2024 Proposed Budget	2023-2024 Proposed Budget	2022 to 2023 % Change	2023 to 2024 % Change
<b>Beginning Fund Balance</b>	<b>\$ 18,637,740</b>	<b>\$ 20,100,000</b>	<b>\$ 17,664,450</b>			
<b>Sources</b>						
<i>Taxes</i>	\$ 3,175,915	\$ 2,587,388	\$ 2,857,766	\$ 5,445,154	-18.5%	10.4%
<i>Intergovernmental Revenues</i>	\$ 1,740,000	\$ 8,518,550	\$ 2,383,400	\$ 10,901,950	389.6%	-72.0%
<i>Miscellaneous Revenues</i>	\$ -	\$ 349,012	\$ 166,234	\$ 515,246	100.0%	-52.4%
<i>Transfers In</i>	\$ -	\$ 2,500,000	\$ -	\$ 2,500,000	100.0%	-100.0%
<b>Total Sources =</b>	<b>\$ 4,915,915</b>	<b>\$ 13,954,950</b>	<b>\$ 5,407,400</b>	<b>\$ 19,362,350</b>	<b>183.9%</b>	<b>-61.3%</b>
<b>Uses</b>						
<i>Salaries &amp; Wages</i>	\$ 81,850	\$ 232,366	\$ 240,149	\$ 472,515	183.9%	3.3%
<i>Employee Benefits</i>	\$ 30,429	\$ 97,940	\$ 101,719	\$ 199,659	221.9%	3.9%
<i>Supplies</i>	\$ 203	\$ -	\$ -	\$ -	-100.0%	0.0%
<i>Services</i>	\$ 7,696	\$ 158,258	\$ 162,391	\$ 320,649	1956.4%	2.6%
<i>Capital Outlays</i>	\$ 2,985,478	\$ 15,774,080	\$ 20,362,455	\$ 36,136,535	428.4%	29.1%
<i>Debt Service</i>	\$ 348,000	\$ 87,000	\$ 87,000	\$ 174,000	-75.0%	0.0%
<i>Transfers Out</i>	\$ -	\$ 40,856	\$ 17,136	\$ 57,992	100.0%	-58.1%
<b>Total Uses =</b>	<b>\$ 3,453,655</b>	<b>\$ 16,390,500</b>	<b>\$ 20,970,850</b>	<b>\$ 37,361,350</b>	<b>374.6%</b>	<b>27.9%</b>
<b>Sources Over (Under) Uses =</b>	<b>\$ 1,462,260</b>	<b>\$ (2,435,550)</b>	<b>\$ (15,563,450)</b>	<b>\$ (17,999,000)</b>		
<b>Ending Fund Balance</b>	<b>\$ 20,100,000</b>	<b>\$ 17,664,450</b>	<b>\$ 2,101,000</b>			

#### Proposed 2023-2024 Biennial Budget Staffing:

Position Title	Authorized FTEs	Change Requested	Proposed FTEs
Parks & Public Works Director	0.125	-	0.125
Administrative Assistant II	0.125	-	0.125
Engineer	0.75	-	0.75
CIP Project Manager	0.00	1.00	1.00
<b>Total Staffing Count =</b>	<b>1.00</b>	<b>1.00</b>	<b>2.00</b>

## Major Changes/Additions:

- **CIP Project Manager** (Ongoing) (2023: -\$153,800, 2024: -\$159,318)
  - o The purpose of this position is to help implement the non-utilities portion of the CIP which includes managing multiple capital programs and projects while going after the grants necessary to accomplish the plan. Sufficient labor dollars were allocated within the 2023-2028 CIP to fund this position.



## Enterprise Funds

Enterprise funds may be used to account for any activity for which a fee is charged to external users of goods and services. Enterprise funds are required to be used for any activity whose principal source of revenue is pledged to the repayment of revenue-type debt, if there is a legal requirement that all costs must be recovered through user fees, or when a government establishes a policy to recover all costs of an activity through user fees.

## Enterprise Funds Resources Summary:

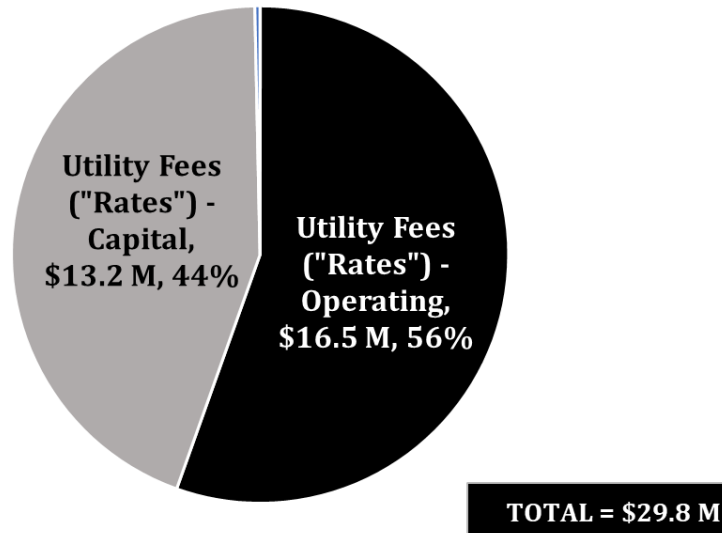
The City of Snoqualmie operates three enterprise utilities: water, sewer, and stormwater. The primary source of revenue generated by all three utilities are utility fees ("rates"). Utility rates are set by Council and were last adopted in May of 2021 for a six-year period (2021-2026). Changes in utility rates may differ between customer class and the utility involved. For an average resident<sup>1</sup> in Snoqualmie, the following table estimates the increase in their utility bill on an annual basis.

Phase-In Alternative 1	Existing	2022	2023	2024	2025	2026
Avg. Residential Monthly Bill	\$ 159.45	\$ 164.34	\$ 169.38	\$ 174.58	\$ 179.94	\$ 185.47
\$ Monthly Difference		\$ 4.89	\$ 5.04	\$ 5.20	\$ 5.36	\$ 5.53
Overall Increase		3.07%	3.07%	3.07%	3.07%	3.07%

In total, the enterprise funds are expected to generate \$29.8 million in revenue over the next biennium. This is approximately a 5.5% increase over the amount collected during the 2021-2022 biennium. Of the revenue expected to be collected during the next biennium, roughly \$13.2 million will fund the capital needs of the utilities and \$16.5 million will support utility operations.

<sup>1</sup> Assumes a ¾" meter, 7 centum cubic feet of monthly water usage, and 1 equivalent service unit (ESU).

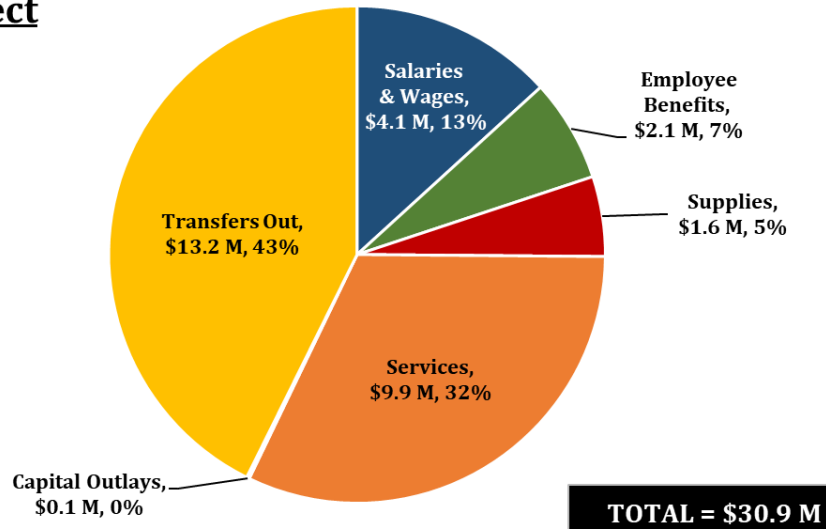
**2023-2024 Proposed Budget**  
**Est. Enterprise Fund Sources**



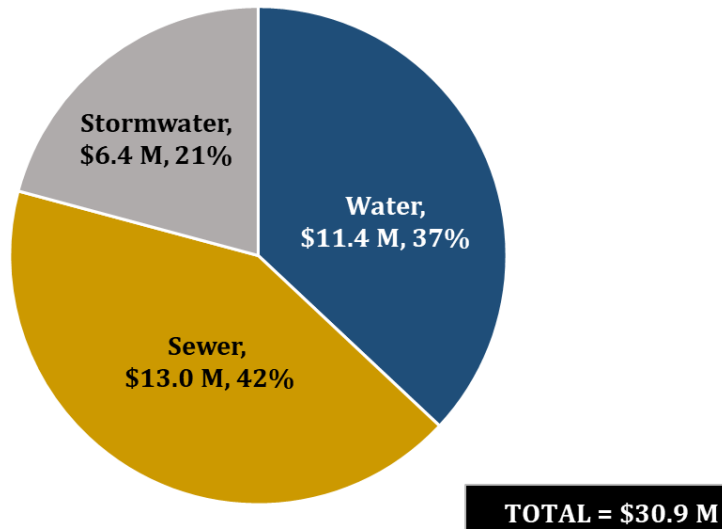
**Enterprise Funds Uses Summary:**

During the 2023-2024 biennium, the three operating enterprise funds (Water Operations Fund (#401), Sewer Operations Fund (#402), Stormwater Operations Fund (#403)) are expected to spend \$30.9 million, which includes \$13.2 million in transfers to the Utilities Capital Fund (#417) to pay for capital improvements and debt service. The following two charts break out the anticipated spending by object and utility.

**2023-2024 Proposed Budget**  
**Est. Enterprise Fund Uses**  
**By Object**



**2023-2024 Proposed Budget**  
**Est. General Fund Uses**  
**By Utility**



## Water Operations Fund (#401)

### Description:

The Water Operations Fund is composed of the Water Operations Division of the Parks and Public Works Department. The Division provides the management and maintenance necessary to deliver high quality drinking water to the residents and businesses of Snoqualmie. Through a reliable collection, treatment, and distribution system, the City is able to supply clean and readily available water in support of a healthy and vibrant community.

### Core Services:

- Collect water from spring and local sources and convey to a treatment plant.
- Treat the water removing any contaminants through effective means and technology.
- Test samples constantly to ensure and maintain compliance with federal and state standards.
- Clean, repair, and inspect collection mains, booster pump stations, pressure reducing valve stations, and other essential facilities to maintain the satisfactory distribution of water, at the proper pressure, to residents and businesses.
- Install and maintain water meters.
- Maintain adequate fire flow and ensure the proper replacement of fire hydrants.
- Monitor the supervisory control system to ensure system functionality and respond in a timely fashion to issues that may arise.
- Maintain and calibrate the irrigation system to support the health and vibrancy of City-owned parks, City-owned rights-of-way, and privately owned landscaping.

### Proposed 2023-2024 Biennial Budget Sources, Uses, and Fund Balance:

	2022 Restated or Estimated	2023 Proposed Budget	2024 Proposed Budget	2023-2024 Proposed Budget	2022 to 2023 % Change	2023 to 2024 % Change
<b>Beginning Fund Balance</b>	<b>\$ 1,362,835</b>	<b>\$ 1,635,856</b>	<b>\$ 1,198,136</b>			
<b>Sources</b>						
<i>Licenses &amp; Permits</i>	\$ 3,238	\$ 3,335	\$ 3,435	\$ 6,770	3.0%	3.0%
<i>Charges for Goods &amp; Services</i>	\$ 4,857,266	\$ 5,158,947	\$ 5,479,489	\$ 10,638,437	6.2%	6.2%
<i>Miscellaneous Revenues</i>	\$ 17,505	\$ 28,532	\$ 21,895	\$ 50,427	63.0%	-23.3%
<b>Total Sources =</b>	<b>\$ 4,878,009</b>	<b>\$ 5,190,814</b>	<b>\$ 5,504,819</b>	<b>\$ 10,695,634</b>	<b>6.4%</b>	<b>6.0%</b>
<b>Uses</b>						
<i>Salaries &amp; Wages</i>	\$ 513,027	\$ 745,834	\$ 770,087	\$ 1,515,921	45.4%	3.3%
<i>Employee Benefits</i>	\$ 272,908	\$ 380,391	\$ 395,044	\$ 775,435	39.4%	3.9%
<i>Supplies</i>	\$ 290,625	\$ 363,029	\$ 349,556	\$ 712,585	24.9%	-3.7%
<i>Services</i>	\$ 1,669,217	\$ 1,951,638	\$ 1,828,428	\$ 3,780,066	16.9%	-6.3%
<i>Capital Outlays</i>	\$ 3,395	\$ 38,619	\$ 3,710	\$ 42,329	1037.5%	-90.4%
<i>Transfers Out</i>	\$ 1,855,816	\$ 2,149,023	\$ 2,435,751	\$ 4,584,774	15.8%	13.3%
<b>Total Uses =</b>	<b>\$ 4,604,987</b>	<b>\$ 5,628,534</b>	<b>\$ 5,782,576</b>	<b>\$ 11,411,110</b>	<b>22.2%</b>	<b>2.7%</b>
<b>Sources Over (Under) Uses =</b>	<b>\$ 273,022</b>	<b>\$ (437,720)</b>	<b>\$ (277,757)</b>	<b>\$ (715,476)</b>		
<b>Ending Fund Balance</b>	<b>\$ 1,635,856</b>	<b>\$ 1,198,136</b>	<b>\$ 920,380</b>			



### Proposed 2023-2024 Biennial Budget Staffing:

Position Title	Authorized FTEs	Change Requested	Proposed FTEs
Parks & Public Works Director	0.15	-	0.15
Deputy Parks & Public Works Director	0.20	-	0.20
Administrative Assistant II	0.15	-	0.15
Water Supervisor	1.00	-	1.00
Water Treatment - Maintenance Technician	2.00	1.00	3.00
Water Distribution - Maintenance Technician	2.00	-	2.00
Irrigation - Maintenance Technician	1.00	-	1.00
<b>Total Staffing Count =</b>	<b>6.50</b>	<b>1.00</b>	<b>7.50</b>

### Major Changes/Additions:

- **Water Maintenance Technician** (Ongoing) (2023: -\$117,722, 2024: -\$121,977)
  - o The purpose of this position is to support the operational functioning of the water distribution system and treatment facilities during assigned shifts and in emergency situations. The Water System Plan calls for the addition of 6 new positions over the next few years to maintain the condition of the water system. The position was contemplated and included within the 2021-2026 utility rate scheduled adopted by Council.
- **Valve Turning Machine and Pick-Up Truck** (One-time) (2023: -\$145,000)
  - o Currently, Water Maintenance Technicians are hand turning valves which runs a risk of injury. The Valve Turning Machine will enable technicians to do their job in a safer, more effective manner. The new Water Maintenance Technician position, listed above, will also need a pick-up truck to perform their duties in support of the water treatment and distribution process.

## Sewer Operations Fund (#402)

### Description:

The Sewer Operations Fund is composed of the Sewer Operations Division of the Parks and Public Works Department. The Division provides the management and maintenance necessary to deliver a reliable system for the collection, conveyance, and treatment of sewage from residential and commercial users. The service provided ensures that residents and businesses can enjoy a personally clean, hygienic, and sanitary life free from diseases and contamination.

### Core Services:

- Clean, repair, and inspect collection mains, lift stations, and other essential facilities to maintain the satisfactory conveyance of sewage to the treatment plant.
- Treat the sewage entering the treatment plant through effective means and technology to separate solids from water.
- Treat the solids and water effectively before transport or discharge.
- Test samples constantly to ensure and maintain compliance with federal and state standards.
- Monitor the supervisory control system to ensure plant functionality and respond in a timely fashion to issues that may arise.

### Proposed 2023-2024 Biennial Budget Sources, Uses, and Fund Balance:

	2022 Restated or Estimated	2023 Proposed Budget	2024 Proposed Budget	2023-2024 Proposed Budget	2022 to 2023 % Change	2023 to 2024 % Change
<b>Beginning Fund Balance</b>	<b>\$ 481,202</b>	<b>\$ 786,844</b>	<b>\$ 938,857</b>			
<b>Sources</b>						
<i>Charges for Goods &amp; Services</i>	\$ 6,176,933	\$ 6,432,492	\$ 6,697,825	\$ 13,130,317	4.1%	4.1%
<i>Miscellaneous Revenues</i>	\$ 18,572	\$ 15,116	\$ 15,970	\$ 31,086	-18.6%	5.6%
<b>Total Sources =</b>	<b>\$ 6,195,505</b>	<b>\$ 6,447,608</b>	<b>\$ 6,713,795</b>	<b>\$ 13,161,403</b>	<b>4.1%</b>	<b>4.1%</b>
<b>Uses</b>						
<i>Salaries &amp; Wages</i>	\$ 600,048	\$ 787,436	\$ 812,529	\$ 1,599,965	31.2%	3.2%
<i>Employee Benefits</i>	\$ 280,199	\$ 375,118	\$ 389,655	\$ 764,773	33.9%	3.9%
<i>Supplies</i>	\$ 280,105	\$ 290,940	\$ 297,962	\$ 588,902	3.9%	2.4%
<i>Services</i>	\$ 1,485,878	\$ 2,043,493	\$ 2,049,754	\$ 4,093,247	37.5%	0.3%
<i>Capital Outlays</i>	\$ 6,416	\$ 6,840	\$ 7,010	\$ 13,850	6.6%	2.5%
<i>Transfers Out</i>	\$ 3,237,218	\$ 2,791,768	\$ 3,164,252	\$ 5,956,020	-13.8%	13.3%
<b>Total Uses =</b>	<b>\$ 5,889,863</b>	<b>\$ 6,295,595</b>	<b>\$ 6,721,162</b>	<b>\$ 13,016,757</b>	<b>6.9%</b>	<b>6.8%</b>
<b>Sources Over (Under) Uses =</b>	<b>\$ 305,642</b>	<b>\$ 152,013</b>	<b>\$ (7,367)</b>	<b>\$ 144,646</b>		
<b>Ending Fund Balance</b>	<b>\$ 786,844</b>	<b>\$ 938,857</b>	<b>\$ 931,490</b>			

### Proposed 2023-2024 Biennial Budget Staffing:

Position Title	Authorized FTEs	Change Requested	Proposed FTEs
Parks & Public Works Director	0.10	-	0.10
Deputy Parks & Public Works Director	0.20	-	0.20
Administrative Assistant II	0.10	-	0.10
Sewer Supervisor	1.00	-	1.00
Sewer - Plant Operator Lead	1.00	-	1.00
Sewer - Plant Operator Senior	1.00	-	1.00
Sewer - Industrial Maint. Technician Senior	1.00	-	1.00
Sewer - Maintenance Technician	2.00	-	2.00
Sewer - Laboratory Analyst	1.00	-	1.00
<b>Total Staffing Count =</b>	<b>7.40</b>	<b>0.00</b>	<b>7.40</b>

## Stormwater Operations Fund (#403)

### Description:

The Stormwater Operations Fund is composed of the Stormwater & Urban Forestry Division of the Parks and Public Works Department. The Division provides the management and maintenance necessary to preserve storm drainage, catch basin, and water retention facilities critical for healthy streams, clean water, and a green environment. With an average rainfall of 60 inches annually, higher than in other areas around Puget Sound, the City of Snoqualmie maintains facilities to their highest standard in order to keep rain from washing pollutants into streams or from overwhelming drainage capacity. Ultimately, such efforts contribute to the wider regional goal of protecting the health and ecology of the Snoqualmie River and the Puget Sound.

### Core Services:

- Clean and repair the storm drainage system to maintain satisfactory stormwater conveyance and water quality.
- Clean and maintain catch basins and/or retention ponds on an ongoing basis to remove pollutants and reduce flooding and stream erosion.
- Support the flood control efforts of the City by suggesting and/or analyzing changes to other sources of infrastructure such as the street network.
- Lead the effort in maintaining the City's National Pollutant Discharge Elimination System (NPDES) permit.
- Support the Urban Forestry Program with annual funding. The urban forest helps to filter and retain stormwater reducing the need for extensive grey and built infrastructure.

## Proposed 2023-2024 Biennial Budget Sources, Uses, and Fund Balance:

	2022 Restated or Estimated	2023 Proposed Budget	2024 Proposed Budget	2023-2024 Proposed Budget	2022 to 2023 % Change	2023 to 2024 % Change
<b>Beginning Fund Balance</b>	<b>\$ 613,908</b>	<b>\$ 984,709</b>	<b>\$ 621,402</b>			
<b>Sources</b>						
<i>Charges for Goods &amp; Services</i>	\$ 2,635,524	\$ 2,838,624	\$ 3,057,401	\$ 5,896,025	7.7%	7.7%
<i>Miscellaneous Revenues</i>	\$ 6,233	\$ 12,275	\$ 6,082	\$ 18,357	96.9%	-50.5%
<b>Total Sources =</b>	<b>\$ 2,641,757</b>	<b>\$ 2,850,899</b>	<b>\$ 3,063,483</b>	<b>\$ 5,914,382</b>	<b>7.9%</b>	<b>7.5%</b>
<b>Uses</b>						
<i>Salaries &amp; Wages</i>	\$ 286,106	\$ 477,431	\$ 493,335	\$ 970,766	66.9%	3.3%
<i>Employee Benefits</i>	\$ 166,164	\$ 255,373	\$ 265,331	\$ 520,704	53.7%	3.9%
<i>Supplies</i>	\$ 136,319	\$ 149,710	\$ 153,455	\$ 303,165	9.8%	2.5%
<i>Services</i>	\$ 694,622	\$ 999,637	\$ 1,008,532	\$ 2,008,169	43.9%	0.9%
<i>Capital Outlays</i>	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
<i>Transfers Out</i>	\$ 987,745	\$ 1,332,055	\$ 1,290,646	\$ 2,622,701	34.9%	-3.1%
<b>Total Uses =</b>	<b>\$ 2,270,956</b>	<b>\$ 3,214,206</b>	<b>\$ 3,211,299</b>	<b>\$ 6,425,505</b>	<b>41.5%</b>	<b>-0.1%</b>
<b>Sources Over (Under) Uses =</b>	<b>\$ 370,801</b>	<b>\$ (363,307)</b>	<b>\$ (147,816)</b>	<b>\$ (511,123)</b>		
<b>Ending Fund Balance</b>	<b>\$ 984,709</b>	<b>\$ 621,402</b>	<b>\$ 473,586</b>			

## Proposed 2023-2024 Biennial Budget Staffing:

Position Title	Authorized FTEs	Change Requested	Proposed FTEs
Parks & Public Works Director	0.10	-	0.10
Deputy Parks & Public Works Director	0.10	-	0.10
Administrative Assistant II	0.10	-	0.10
Stormwater & Urban Forestry Supervisor	0.00	1.00	1.00
Urban Forester	1.00	-	1.00
Stormwater - Maintenance Technician	1.00	1.00	2.00
Urban Forestry - Maintenance Technician	1.00	-	1.00
<b>Total Staffing Count =</b>	<b>3.30</b>	<b>2.00</b>	<b>5.30</b>

## Major Changes/Additions:

- **Stormwater & Urban Forestry Supervisor** (Ongoing) (2023: -\$136,958, 2024: -\$141,908)
  - o The purpose of this position is to supervise the work of the Division including the operational functioning of the stormwater system and maintenance of City-owned natural resources including street trees and forested open space. Since August 2019, the City has been under a National Pollution Discharge Elimination System (NPDES) Phase II Municipal Stormwater Permit (Phase II Permit) issued by the Washington State Department of Ecology. By creating a supervisory position that is focused on maintaining the stormwater system, the Urban Forestry Program, and managing the NPDES permit, the Division will be able to improve service as well as maintain excellent relations with the Department of Ecology. Currently the Division is managed by the Sewer Supervisor.

- **Stormwater Maintenance Technician** (Ongoing) (2023: -\$117,722, 2024: -\$121,977)
  - o The purpose of this position is to support the operational functioning of the stormwater system and maintenance of City-owned natural resources including street trees and forested open space during assigned shifts and in emergency situations. Since August 2019, the City has been under a National Pollution Discharge Elimination System (NPDES) Phase II Municipal Stormwater Permit (Phase II Permit) issued by the Washington State Department of Ecology. To meet the requirements of the permit, this position will help to track, inspect, and cleanup where necessary. The position was contemplated and included within the 2021-2026 utility rate scheduled adopted by Council.

## Utilities Capital Fund (#417)

### Description:

The Utilities Capital Fund appropriates funds for the acquisition or improvement of long-term utility (water, sewer, and stormwater) infrastructure with a useful life greater than one year over the biennium. On August 8, 2022, Council adopted the 2023-2028 Capital Improvement Plan (CIP). The first two years of the plan have been incorporated into this fund for the 2023-2024 Biennial Budget.

### Proposed 2023-2024 Biennial Budget Sources, Uses, and Fund Balance:

	2022 Restated or Estimated	2023 Proposed Budget	2024 Proposed Budget	2023-2024 Proposed Budget	2022 to 2023 % Change	2023 to 2024 % Change
<b>Beginning Fund Balance</b>	<b>\$ 10,682,998</b>	<b>\$ 19,400,000</b>	<b>\$ 21,282,442</b>			
<b>Sources</b>						
<i>Intergovernmental Revenues</i>	\$ 2,434,083	\$ 290,500	\$ 1,518,500	\$ 1,809,000	-88.1%	422.7%
<i>Miscellaneous Revenues</i>	\$ 5,531,607	\$ 3,572,153	\$ 3,719,350	\$ 7,291,503	-35.4%	4.1%
<i>Capital Contributions</i>	\$ 1,100,000	\$ 237,943	\$ 2,644,643	\$ 2,882,586	-78.4%	1011.5%
<i>Transfers In</i>	\$ 6,009,011	\$ 6,272,846	\$ 6,890,649	\$ 13,163,495	4.4%	9.8%
<b>Total Sources =</b>	<b>\$ 15,074,702</b>	<b>\$ 10,373,442</b>	<b>\$ 14,773,142</b>	<b>\$ 25,146,584</b>	<b>-31.2%</b>	<b>42.4%</b>
<b>Uses</b>						
<i>Salaries &amp; Wages</i>	\$ 278,911	\$ 393,823	\$ 407,467	\$ 801,290	41.2%	3.5%
<i>Employee Benefits</i>	\$ 108,538	\$ 165,690	\$ 172,162	\$ 337,852	52.7%	3.9%
<i>Supplies</i>	\$ 231	\$ -	\$ -	\$ -	-100.0%	0.0%
<i>Services</i>	\$ 17,672	\$ 308,802	\$ 370,510	\$ 679,312	1647.5%	20.0%
<i>Capital Outlays</i>	\$ 3,504,437	\$ 5,063,685	\$ 17,197,861	\$ 22,261,546	44.5%	239.6%
<i>Debt Service</i>	\$ 2,447,911	\$ 2,409,000	\$ 2,408,000	\$ 4,817,000	-1.6%	0.0%
<i>Transfers Out</i>	\$ -	\$ 150,000	\$ -	\$ 150,000	100.0%	-100.0%
<b>Total Uses =</b>	<b>\$ 6,357,700</b>	<b>\$ 8,491,000</b>	<b>\$ 20,556,000</b>	<b>\$ 29,047,000</b>	<b>33.6%</b>	<b>142.1%</b>
<b>Sources Over (Under) Uses =</b>	<b>\$ 8,717,002</b>	<b>\$ 1,882,442</b>	<b>\$ (5,782,858)</b>	<b>\$ (3,900,416)</b>		
<b>Ending Fund Balance</b>	<b>\$ 19,400,000</b>	<b>\$ 21,282,442</b>	<b>\$ 15,499,584</b>			

### Proposed 2023-2024 Biennial Budget Staffing:

Position Title	Authorized FTEs	Change Requested	Proposed FTEs
Parks & Public Works Director	0.25	-	0.25
Deputy Parks & Public Works Director	0.50	-	0.50
Administrative Assistant II	0.25	-	0.25
Engineer	2.25	-	2.25
<b>Total Staffing Count =</b>	<b>3.25</b>	<b>0.00</b>	<b>3.25</b>



## Internal Service Funds

Internal service funds are used to account for services provided by one City department to another department of the City. They can also provide a mechanism for allocating common costs among the various departments of the City.

### Equipment Replacement & Repair Fund (#501)

#### Description:

The Equipment Replacement and Repair Division maintains a “keep the City moving” commitment by providing safe and operable equipment at the lowest possible cost per mile. With over 140 vehicles and equipment, the division is able to keep multiple City departments responding to calls for service through strict preventative maintenance and proper replacement management. The work completed ensures that the City can provide quality, longer-lived assets, reducing the need to part with vehicles or equipment sooner than expected.

#### Core Services:

- Manage approximately \$10 million dollars’ worth of City assets through the repair and replacement of batteries, engines, transmissions, drive axles, brakes, tires, oil, etc.
- Maintain and replenish the inventory of high use parts on an as-needed basis.
- Manage and procure the replacement of all City vehicles and equipment.
- Manage the registration and insurance for all City vehicles and equipment.
- Support the City Clerk in the repair or replacement of vehicles or equipment damaged due to accidents.
- Support 4 insourcing programs including City of North Bend Police Services, the school resource officer, City of Duvall information technology, and the Coalition of Small Police Agencies.
- Outsource specialty vehicles and equipment for repair and maintenance such as large Fire Department apparatus.



## Proposed 2023-2024 Biennial Budget Sources, Uses, and Fund Balance:

	2022 Restated or Estimated	2023 Proposed Budget	2024 Proposed Budget	2023-2024 Proposed Budget	2022 to 2023 % Change	2023 to 2024 % Change
<b>Beginning Fund Balance</b>	<b>\$ 2,527,534</b>	<b>\$ 2,384,697</b>	<b>\$ 1,964,296</b>			
<b>Sources</b>						
<i>Charges for Goods &amp; Services</i>	\$ 1,225,850	\$ 2,536,378	\$ 1,844,780	\$ 4,381,158	106.9%	-27.3%
<i>Miscellaneous Revenues</i>	\$ 5,745	\$ 37,787	\$ 41,793	\$ 79,580	557.7%	10.6%
<i>Other Financing Sources</i>	\$ 67,992	\$ 70,000	\$ 70,000	\$ 140,000	3.0%	0.0%
<i>Transfers In</i>	\$ -	\$ 514,388	\$ -	\$ 514,388	100.0%	-100.0%
<b>Total Sources =</b>	<b>\$ 1,299,587</b>	<b>\$ 3,158,553</b>	<b>\$ 1,956,573</b>	<b>\$ 5,115,126</b>	<b>143.0%</b>	<b>-38.1%</b>
<b>Uses</b>						
<i>Salaries &amp; Wages</i>	\$ 184,691	\$ 235,703	\$ 242,885	\$ 478,588	27.6%	3.0%
<i>Employee Benefits</i>	\$ 84,802	\$ 124,319	\$ 129,137	\$ 253,456	46.6%	3.9%
<i>Supplies</i>	\$ 242,577	\$ 485,488	\$ 526,418	\$ 1,011,906	100.1%	8.4%
<i>Services</i>	\$ 376,451	\$ 247,468	\$ 254,022	\$ 501,490	-34.3%	2.6%
<i>Capital Outlays</i>	\$ 553,903	\$ 2,485,976	\$ 154,592	\$ 2,640,568	348.8%	-93.8%
<i>Transfers Out</i>	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
<b>Total Uses =</b>	<b>\$ 1,442,425</b>	<b>\$ 3,578,954</b>	<b>\$ 1,307,054</b>	<b>\$ 4,886,008</b>	<b>148.1%</b>	<b>-63.5%</b>
<b>Sources Over (Under) Uses =</b>	<b>\$ (142,838)</b>	<b>\$ (420,401)</b>	<b>\$ 649,519</b>	<b>\$ 229,118</b>		
<b>Ending Fund Balance</b>	<b>\$ 2,384,697</b>	<b>\$ 1,964,296</b>	<b>\$ 2,613,815</b>			

## Proposed 2023-2024 Biennial Budget Staffing:

Position Title	Authorized FTEs	Change Requested	Proposed FTEs
Parks & Public Works Director	0.05	-	0.05
Administrative Assistant II	0.05	-	0.05
Maintenance Operations Manager	0.20	(0.20)	0.00
Fleet & Facilities Supervisor	0.50	-	0.50
Fleet - Mechanic	1.00	0.75	1.75
<b>Total Staffing Count =</b>	<b>1.80</b>	<b>0.55</b>	<b>2.35</b>

## Major Changes/Additions:

- **Mechanic II** (Ongoing) (2023: -\$97,110, 2024: -\$100,668)
  - o The intent of this ¾ time position is to support the Police Take Home Car Program which will result in the purchase of new vehicles and additional maintenance requirements.

## 2023 Equipment Replacement List:

As a part of the 2023-2024 Biennial Budget, the City of Snoqualmie will be replacing or purchasing a number of new vehicles or pieces of equipment.

Count	Asset	Year	ID#	Dept.	Cost	Type
2	Ford Explorer SUV 4x4	-	-	Police (S)	\$88,997	New
3	Ford Explorer SUV 4x4	-	-	Police (NB)	\$88,997	New
4	Ford Explorer SUV 4x4	-	-	Police (NB)	\$88,997	New
5	Ford Explorer SUV 4x4	-	-	Police (NB)	\$88,997	New
6	Ford Explorer SUV 4x4	-	-	Police (NB)	\$88,997	New
7	Ford Explorer SUV 4x4	-	-	Police (NB)	\$88,997	New
8	Ford Explorer SUV 4x4	-	-	Police (NB)	\$88,997	New
9	Fire Engine LaFrance	2003	106	Fire & EM	\$775,000	Replace
10	Valve Turning Machine	-	-	P&PW (Water)	\$70,000	New
11	Chev. 1 Ton Service	2003	232	P&PW (Water)	\$85,000	Replace
12	Chev. ¾ Ton Utility	-	-	P&PW (Water)	\$75,000	New
13	Chev. ¾ Ton Utility	2004	455	P&PW (Water)	\$75,000	Replace
14	Schwarze Sweeper	2014	248	P&PW (Storm)	\$375,000	Replace
15	580 SL Backhoe/Case	1997	226	P&PW (Streets)	\$180,000	Replace
16	Lift Truck – Cat T30D	1997	245	P&PW (Fleet)	\$49,999	Replace
17	Olympic Trailer 1 ½ T	2013	422	P&PW (Parks)	\$6,000	Replace
18	Magnum Trailer	2003	444	P&PW (Parks)	\$12,000	Replace
19	Tiger ROW Mower	-	-	P&PW (Parks)	\$160,000	New
<b>TOTAL =</b>					<b>\$2,485,978</b>	

## 2024 Equipment Replacement List:

Count	Asset	Year	ID#	Dept.	Cost	Type
1	Honda XR 650L (Motorcycle)	2001	136	Police (S)	\$13,113	Replace
2	Honda XR 650L (Motorcycle)	2001	137	Police (S)	\$13,113	Replace
3	Ford Explorer SUV 4x4	-	-	Police (S)	\$93,366	New
4	Compactor/Wack BS600	2000	246	P&PW (Water)	\$5,000	Replace
5	Toro Sand Pro 2020	2007	441	P&PW (Parks)	\$17,000	Replace
6	Toro Blower Towbehind Buff.	2010	470	P&PW (Parks)	\$13,000	Replace
<b>TOTAL =</b>					<b>\$154,592</b>	

## Information Technology Fund (#502)

The Information Technology Department delivers cost-effective and sustainable technology solutions through strategic partnerships, effective and accountable employees, and collaborative and trustworthy engagement. The department prides itself on innovation, responsiveness, and transparency in support of citywide operations and excellent service delivery to the community and its residents.

### Core Services:

- Manage the provision and maintenance of critical infrastructure systems (network, cybersecurity, storage, etc.)
- Manage the provision and maintenance of business continuity services (enterprise applications, email, internet, etc.)
- Manage, administer, and provide professional technology services (project management, equipment lifecycle, contract management, application development, etc.)
- Purchase, setup, and maintain computing equipment such as desktops, laptops, printers, etc.
- Purchase, setup, and maintain communications equipment such as office phones, mobile phones, and video/teleconferencing equipment.
- Provide and manage the City's geographic information system.
- Respond in a timely and professional manner to requests for help.
- Serve the City of Duvall with their IT needs through the ILA.

### Proposed 2023-2024 Biennial Budget Sources, Uses, and Fund Balance:

	2022 Restated or Estimated	2023 Proposed Budget	2024 Proposed Budget	2023-2024 Proposed Budget	2022 to 2023 % Change	2023 to 2024 % Change
<b>Beginning Fund Balance</b>	<b>\$ 3,151,904</b>	<b>\$ 2,251,692</b>	<b>\$ 1,775,057</b>			
<b>Sources</b>						
<i>Charges for Goods &amp; Services</i>	\$ 1,911,953	\$ 2,473,635	\$ 2,597,980	\$ 5,071,615	29.4%	5.0%
<i>Miscellaneous Revenues</i>	\$ 7,046	\$ 34,136	\$ 26,589	\$ 60,725	384.5%	-22.1%
<i>Transfers In</i>	\$ -	\$ 150,000	\$ -	\$ 150,000	100.0%	-100.0%
<b>Total Sources =</b>	<b>\$ 1,918,999</b>	<b>\$ 2,657,771</b>	<b>\$ 2,624,569</b>	<b>\$ 5,282,340</b>	<b>38.5%</b>	<b>-1.2%</b>
<b>Uses</b>						
<i>Salaries &amp; Wages</i>	\$ 870,186	\$ 966,526	\$ 1,000,817	\$ 1,967,343	11.1%	3.5%
<i>Employee Benefits</i>	\$ 334,503	\$ 394,059	\$ 409,067	\$ 803,126	17.8%	3.8%
<i>Supplies</i>	\$ 45,620	\$ 65,500	\$ 67,138	\$ 132,638	43.6%	2.5%
<i>Services</i>	\$ 1,016,051	\$ 1,016,188	\$ 1,022,992	\$ 2,039,180	0.0%	0.7%
<i>Capital Outlays</i>	\$ 552,851	\$ 692,133	\$ 616,291	\$ 1,308,424	25.2%	-11.0%
<i>Transfers Out</i>	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
<b>Total Uses =</b>	<b>\$ 2,819,212</b>	<b>\$ 3,134,406</b>	<b>\$ 3,116,305</b>	<b>\$ 6,250,711</b>	<b>11.2%</b>	<b>-0.6%</b>
<b>Sources Over (Under) Uses =</b>	<b>\$ (900,213)</b>	<b>\$ (476,635)</b>	<b>\$ (491,736)</b>	<b>\$ (968,371)</b>		
<b>Ending Fund Balance</b>	<b>\$ 2,251,692</b>	<b>\$ 1,775,057</b>	<b>\$ 1,283,321</b>			

## Proposed 2023-2024 Biennial Budget Staffing:

Position Title	Authorized FTEs	Change Requested	Proposed FTEs
Information Technology Director	1.00	-	1.00
IT Manager	0.00	1.00	1.00
Information Technology Systems Support	2.00	-	2.00
Service Desk Technician (Snoqualmie)	1.00	-	1.00
Service Desk Technician (Duvall)	1.00	-	1.00
GIS Systems Analyst	1.00	-	1.00
IT Systems Engineer	1.00	-	1.00
IT Project Manager	1.00	-	1.00
<b>Total Staffing Count =</b>	<b>8.00</b>	<b>1.00</b>	<b>9.00</b>

## Major Changes/Additions:

- **IT Manager** (Ongoing) (2023: -\$164,793, 2024: -\$170,717)
  - o The intent of this position is to allow the Information Technology Department to address certain needs more effectively, manage several projects scheduled over the next two years, and help to free up leadership's capacity to develop strategies to improve levels-of-service to other departments.
- **Council Chambers Audio/Visual Upgrade** (One-Time) (2023: -\$108,000)
  - o The intent of this proposal is to improve the ability of the Charles S. Peterson Council Chambers to host hybrid meetings and reduce the effort required to administer the technology. The Council Chambers is one of the most important meeting spaces in the City of Snoqualmie and plays host to several organizations outside the City as well as regional meetings. The Information Technology Fund will receive funds from the General Fund (#001) to support this improvement.
- **Core Switch Replacement** (One-Time) (2023: -\$97,000)
  - o A core switch enables the routing of data necessary at the core layer level within and between networks. The current core switch will no longer be supported by the vendor soon. End-of-support is scheduled for April 2024.
- **Firewall Replacement** (One-Time) (2023: -\$30,000)
  - o This is a necessary replacement to prevent attacks against the City's networks. All network traffic is scanned as it goes in and out of the City. The current firewall is aging and soon will no longer be supported by the vendor. End-of-life and end-of-support is scheduled for the 3<sup>rd</sup> quarter of 2023 and 4<sup>th</sup> quarter of 2024 respectively.
- **Broadband Feasibility Study** (One-Time) (2023: -\$15,000)
  - o This study would provide a path forward on what economic options might be available regarding the utilization of existing conduits and fiber owned by the City to increase the speed of data transmission.

## Facilities Maintenance Fund (#510)

The Facilities Division provides the management, repair, and maintenance necessary to keep 5 municipal buildings and their grounds in excellent condition. With over 60,000 square feet, the City maximizes the use of space to keep employees productive and accessible to visitors. In taking the necessary preventative actions, the City can ensure that each building will reach or exceed its anticipated useful life.

### Core Services:

- Maintain the interior condition and functionality of buildings by painting, plumbing, cleaning carpets, fixing lights, installing or deconstructing cubical systems, etc.
- Repair mechanical or electrical components such as entry doors, garage doors, elevators, furnaces, tanks, generators, etc.
- Maintain and inspect the outside of buildings for foundation, siding, roof, gutter, fence, lighting, and other issues.
- Work to move heavy pieces of equipment, furniture, etc. in and out of buildings.
- Work with the Information Technology Department to secure buildings.
- Maintain landscaped grounds through mowing, edging, weeding, trimming, etc.
- Respond to requests from staff.

### Proposed 2023-2024 Biennial Budget Sources, Uses, and Fund Balance:

	2022 Restated or Estimated	2023 Proposed Budget	2024 Proposed Budget	2023-2024 Proposed Budget	2022 to 2023 % Change	2023 to 2024 % Change
<b>Beginning Fund Balance</b>	\$ 636,450	\$ 711,374	\$ 208,066			
<b>Sources</b>						
<i>Charges for Goods &amp; Services</i>	\$ 609,924	\$ 904,557	\$ 717,372	\$ 1,621,929	48.3%	-20.7%
<i>Miscellaneous Revenues</i>	\$ -	\$ 10,288	\$ 6,125	\$ 16,413	100.0%	-40.5%
<b>Total Sources =</b>	<b>\$ 609,924</b>	<b>\$ 914,845</b>	<b>\$ 723,497</b>	<b>\$ 1,638,342</b>	<b>50.0%</b>	<b>-20.9%</b>
<b>Uses</b>						
<i>Salaries &amp; Wages</i>	\$ 151,225	\$ 158,595	\$ 163,587	\$ 322,182	4.9%	3.1%
<i>Employee Benefits</i>	\$ 99,899	\$ 80,847	\$ 84,004	\$ 164,851	-19.1%	3.9%
<i>Supplies</i>	\$ 48,575	\$ 54,137	\$ 55,492	\$ 109,629	11.5%	2.5%
<i>Services</i>	\$ 235,301	\$ 403,186	\$ 413,504	\$ 816,690	71.3%	2.6%
<i>Capital Outlays</i>	\$ -	\$ 207,000	\$ -	\$ 207,000	100.0%	-100.0%
<i>Transfers Out</i>	\$ -	\$ 514,388	\$ -	\$ 514,388	0.0%	0.0%
<b>Total Uses =</b>	<b>\$ 535,000</b>	<b>\$ 1,418,153</b>	<b>\$ 716,587</b>	<b>\$ 2,134,740</b>	<b>165.1%</b>	<b>-49.5%</b>
<b>Sources Over (Under) Uses =</b>	<b>\$ 74,924</b>	<b>\$ (503,308)</b>	<b>\$ 6,910</b>	<b>\$ (496,398)</b>		
<b>Ending Fund Balance</b>	<b>\$ 711,374</b>	<b>\$ 208,066</b>	<b>\$ 214,976</b>			

### Proposed 2023-2024 Biennial Budget Staffing:

Position Title	Authorized FTEs	Change Requested	Proposed FTEs
Parks & Public Works Director	0.025	-	0.025
Administrative Assistant II	0.025	-	0.025
Maintenance Operations Manager	0.10	(0.10)	0.00
Fleet & Facilities Supervisor	0.50	-	0.50
Facilities - Maintenance Technician	1.00	-	1.00
<b>Total Staffing Count =</b>	<b>1.65</b>	<b>(0.10)</b>	<b>1.55</b>

### Major Changes/Additions:

- **Security Infrastructure at City Hall** (One-Time) (2023: -\$207,000)
  - o The intent of this proposal is to adapt City Hall to account for potential safety risks. As a result, the City expects to prevent the property damage that has occurred in the past as well as protect employees from emergent threats. A secondary goal from such changes is the ability to free up more useable space to house employees. The Facilities Maintenance Fund will receive funds from the General Fund (#001) to support this improvement.



## Appendices



## A1: Financial Forecast Working Table





Forecast - Revenues, Expenditures & Fund Balance - Governmental Operating	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
	Budgeted	Budgeted	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected
Beginning Fund Balance	4,423,674	1,588,495	2,370,163	2,573,671	2,532,649	2,413,061	2,117,741	1,722,090	1,238,532	643,633
Revenues										
Property Tax (Avg. Annual Inc. = 1.25%)	8,401,505	8,506,524	8,612,855	8,720,516	8,829,522	8,939,891	9,051,640	9,164,786	9,279,345	9,395,337
Sales & Use Tax/B&O Tax (KC Economic Forecast: Avg. Annual Inc. = 3.40%)	4,033,781	4,197,448	4,367,025	4,388,424	4,506,033	4,614,178	4,817,663	5,043,612	5,262,000	5,489,845
Utility Tax (Avg. Annual Inc. = 2.20%)	2,467,004	2,508,311	2,563,493	2,619,890	2,677,528	2,736,434	2,796,635	2,858,161	2,921,041	2,985,304
Charges for Goods & Services (4.10% Annual Inc.)	3,477,838	4,229,094	4,313,676	4,399,949	4,487,948	4,577,707	4,669,261	4,762,647	4,857,900	4,955,058
Licenses & Permit Fees (2.00% Annual Inc.)	581,660	864,713	882,008	899,648	917,641	935,994	954,713	973,808	993,284	1,013,150
Intergovernmental Revenues & Grants (2.00% Annual Inc.)	528,904	497,124	507,066	517,207	527,551	538,103	548,865	559,842	571,039	582,459
Other Revenues (2.00% Annual Inc.)	257,694	247,639	252,592	257,644	262,796	268,052	273,413	278,882	284,459	290,149
Total Revenues =	19,748,387	21,050,852	21,498,715	21,803,278	22,209,021	22,610,359	23,112,191	23,641,736	24,169,068	24,711,301
Expenditures (Inflated Using August 2022 KC Economic Forecast)										
Administrative Depts.	4,944,502	5,073,432	5,209,400	5,343,281	5,485,947	5,628,582	5,776,050	5,927,960	6,084,459	6,245,088
Police (Snoqualmie)	5,285,408	5,404,652	5,549,497	5,692,119	5,844,098	5,996,045	6,153,141	6,314,969	6,481,684	6,652,800
Fire & Emergency Management	4,021,255	4,135,158	4,245,980	4,355,102	4,471,383	4,587,639	4,707,835	4,831,651	4,959,207	5,090,130
Parks Maintenance	1,720,439	1,768,537	1,815,934	1,862,603	1,912,335	1,962,056	2,013,461	2,066,415	2,120,969	2,176,962
Streets Maintenance	1,037,085	1,090,062	1,119,276	1,148,041	1,178,694	1,209,340	1,241,024	1,273,663	1,307,288	1,341,801
Community Development	1,902,265	2,012,389	2,066,321	2,119,425	2,176,014	2,232,590	2,291,084	2,351,339	2,413,415	2,477,129
Developer Reimbursed Expenditures	368,610	377,825	387,951	397,921	408,546	419,168	430,150	441,463	453,118	465,080
Human Services	254,014	260,364	267,342	274,213	281,534	288,854	296,422	304,218	312,249	320,493
Court Services	373,245	382,576	392,829	402,925	413,683	424,439	435,559	447,014	458,816	470,928
Non-Departmental (Sustainability, etc.)	91,476	92,935	95,426	97,879	100,492	103,105	105,806	108,589	111,456	114,398
Total Expenditures =	19,998,299	20,597,930	21,149,955	21,693,509	22,272,726	22,851,816	23,450,534	24,067,283	24,702,659	25,354,810
Revenues Over (Under) Expenditures	(249,912)	452,922	348,760	109,769	(63,705)	(241,458)	(338,343)	(425,547)	(533,592)	(643,509)
One-Time Expenditures										
Executive: Council Chambers A/V Upgrade	108,000	-	-	-	-	-	-	-	-	-
Executive: Security Infrastructure at City Hall	207,000	-	-	-	-	-	-	-	-	-
Executive: Strategic Plan	-	100,000	-	-	-	-	-	-	-	-
City Attorney: Contract Legal Support	100,000	100,000	-	-	-	-	-	-	-	-
Finance & Human Resources: Temporary Assistance During the ERP Project	50,000	50,000	-	-	-	-	-	-	-	-
Finance & Human Resources: Additional ERP Project Modules	-	80,050	-	-	-	-	-	-	-	-
Police: Take-Home Program Vehicle Purchase	88,997	93,366	97,949	102,758	-	-	-	-	-	-
Fire & Emergency Management: Retention & Recruitment	100,000	100,000	-	-	-	-	-	-	-	-
Parks Maintenance: Parks, Open Space, and Recreation Study	100,000	-	-	-	-	-	-	-	-	-
Parks Maintenance: Deferred Repairs	75,000	75,000	-	-	-	-	-	-	-	-
Community Development: Permit Software Replacement	-	82,600	-	-	-	-	-	-	-	-
Street Maintenance: ROW Mower Support	80,000	-	-	-	-	-	-	-	-	-
Total One-Time Expenditures =	908,997	681,016	97,949	102,758	-	-	-	-	-	-
Transfers										
Transfer In (ARPA 2022-2024)	1,058,909	1,058,909	-	-	-	-	-	-	-	-
Transfer In (from Reserve Fund)	-	-	-	-	-	-	-	-	-	19,876
Transfer Out (to Arts Activities Fund)	(10,000)	(10,000)	(12,500)	(12,500)	(15,000)	(15,000)	(17,500)	(17,500)	(20,000)	(20,000)
Transfer Out (to Reserve Fund)	(225,179)	(39,147)	(34,803)	(35,533)	(40,883)	(38,863)	(39,808)	(40,512)	(41,307)	-
Transfer Out (to Capital Funds)	(2,500,000)	-	-	-	-	-	-	-	-	-
Total Transfers =	(1,676,270)	1,009,762	(47,303)	(48,033)	(55,883)	(53,863)	(57,308)	(58,012)	(61,307)	(124)
Ending Fund Balance	1,588,495	2,370,163	2,573,671	2,532,649	2,413,061	2,117,741	1,722,090	1,238,532	643,633	0
Estimated Fund Balance	8%	12%	12%	12%	11%	9%	7%	5%	3%	0%

Reserve Fund

Proposed Policy - Reserve Range 15% to 20% (Assumes 15%)	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Beginning Fund Balance	2,726,625	2,999,745	3,089,690	3,172,493	3,254,026	3,340,909	3,427,772	3,517,580	3,610,092	3,705,399
Interest Earned	47,941	50,798	48,000	46,000	46,000	48,000	50,000	52,000	54,000	56,000
In	225,179	39,147	34,803	35,533	40,883	38,863	39,808	40,512	41,307	-
Out	-	-	-	-	-	-	-	-	-	(19,876)
Ending Fund Balance	2,999,745	3,089,690	3,172,493	3,254,026	3,340,909	3,427,772	3,517,580	3,610,092	3,705,399	3,741,523
Reserve Target %	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%
Fund Balance Required - Min 15%	2,999,745	3,089,690	3,172,493	3,254,026	3,340,909	3,427,772	3,517,580	3,610,092	3,705,399	3,803,221
Fund Balance Over (Under) Target - Min	0	0	(0)	(0)	0	(0)	(0)	(0)	0	(61,698)
Fund Balance Required - Max 20%	3,999,660	4,119,586	4,229,991	4,338,702	4,454,545	4,570,363	4,690,107	4,813,457	4,940,532	5,070,962
Fund Balance Over (Under) Target - Max	(999,915)	(1,029,896)	(1,057,498)	(1,084,676)	(1,113,636)	(1,142,591)	(1,172,527)	(1,203,365)	(1,235,133)	(1,329,439)

## A2: Proposed Budget Ordinance Table





Proposed 2023-2024 Biennial Budget Ordinance Table

Fund #	Fund Name	Est. 2023 Beginning Fund Balance	Est. 2023 Sources	Est. 2023 Uses	Est. 2023 Ending Fund Balance	Est. 2024 Sources	Est. 2024 Uses	Est. 2024 Ending Fund Balance	Total 2023-2024 Est. Sources	Total 2023-2024 Uses (Appropriation)
001	General Fund	\$ 4,423,674	\$ 20,807,296		\$ 1,588,496	\$ 22,109,762		\$ 2,370,164	\$ 42,917,057	
	Administrative Departments <sup>1</sup>			\$ 5,409,502			\$ 5,403,482			\$ 10,812,984
	Police (Snoqualmie)			\$ 5,374,405			\$ 5,498,018			\$ 10,872,423
	Fire & Emergency Management			\$ 4,121,255			\$ 4,235,158			\$ 8,356,412
	Parks Maintenance			\$ 1,895,439			\$ 1,843,537			\$ 3,738,976
	Community Development <sup>2</sup>			\$ 2,270,875			\$ 2,472,814			\$ 4,743,689
	Streets Maintenance			\$ 1,117,085			\$ 1,090,062			\$ 2,207,147
	Non-Departmental <sup>3</sup>			\$ 3,453,914			\$ 785,023			\$ 4,238,937
002	Reserve Fund	\$ 2,726,625	\$ 273,120	\$ -	\$ 2,999,745	\$ 89,945	\$ -	\$ 3,089,690	\$ 363,065	\$ -
	Total General Fund	\$ 7,150,300	\$ 21,080,416	\$ 23,642,475	\$ 4,588,241	\$ 22,199,707	\$ 21,328,093	\$ 5,459,854	\$ 43,280,122	\$ 44,970,568
012	Arts Activities Fund	\$ 48,578	\$ 52,094	\$ 60,856	\$ 39,816	\$ 28,217	\$ 37,136	\$ 30,897	\$ 80,311	\$ 97,992
014	North Bend Police Services Fund	\$ 244,924	\$ 2,994,406	\$ 3,141,968	\$ 97,362	\$ 2,605,980	\$ 2,703,342	\$ -	\$ 5,600,386	\$ 5,845,310
018	Deposits Reimbursement Control Fund	\$ 21,266	\$ 10,358	\$ 10,358	\$ 21,266	\$ 10,358	\$ 10,358	\$ 21,266	\$ 20,716	\$ 20,716
020	School Impact Fee Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Total Managerial Funds	\$ 314,767	\$ 3,056,858	\$ 3,213,182	\$ 158,443	\$ 2,644,555	\$ 2,750,836	\$ 52,163	\$ 5,701,413	\$ 5,964,018
110	Hotel/Motel Tax Fund	\$ 147,700	\$ 140,190	\$ 175,000	\$ 112,890	\$ 139,601	\$ 175,000	\$ 77,491	\$ 279,791	\$ 350,000
118	Drug Enforcement Fund	\$ 10,200	\$ 5,172	\$ 5,172	\$ 10,200	\$ 5,172	\$ 5,172	\$ 10,200	\$ 10,344	\$ 10,344
131	Affordable Housing Fund	\$ 898,936	\$ 384,121	\$ 374,000	\$ 909,057	\$ 394,121	\$ 384,000	\$ 919,178	\$ 778,242	\$ 758,000
150	ARPA Covid Local Recovery Fund	\$ 2,244,095	\$ 28,327	\$ 1,139,516	\$ 1,132,906	\$ 9,454	\$ 1,142,360	\$ -	\$ 37,781	\$ 2,281,876
	Total Special Revenue Funds	\$ 3,300,932	\$ 557,810	\$ 1,693,688	\$ 2,165,053	\$ 548,348	\$ 1,706,532	\$ 1,006,869	\$ 1,106,158	\$ 3,400,220
310	Non-Utilities Capital Fund	\$ 20,100,000	\$ 13,954,950	\$ 16,390,500	\$ 17,664,450	\$ 5,407,400	\$ 20,970,850	\$ 2,101,000	\$ 19,362,350	\$ 37,361,350
	Total Capital Funds	\$ 20,100,000	\$ 13,954,950	\$ 16,390,500	\$ 17,664,450	\$ 5,407,400	\$ 20,970,850	\$ 2,101,000	\$ 19,362,350	\$ 37,361,350
401	Water Operations Fund	\$ 1,635,856	\$ 5,190,814	\$ 5,628,534	\$ 1,198,136	\$ 5,504,819	\$ 5,782,576	\$ 920,380	\$ 10,695,634	\$ 11,411,110
402	Sewer Operations Fund	\$ 786,844	\$ 6,447,608	\$ 6,295,595	\$ 938,857	\$ 6,713,795	\$ 6,721,162	\$ 931,490	\$ 13,161,403	\$ 13,016,757
403	Stormwater Operations Fund	\$ 984,709	\$ 2,850,899	\$ 3,214,206	\$ 621,402	\$ 3,063,483	\$ 3,211,299	\$ 473,586	\$ 5,914,382	\$ 6,425,505
417	Utilities Capital Fund	\$ 19,400,000	\$ 10,373,442	\$ 8,491,000	\$ 21,282,442	\$ 14,773,142	\$ 20,556,000	\$ 15,499,584	\$ 25,146,584	\$ 29,047,000
	Total Enterprise Funds	\$ 22,807,410	\$ 24,862,763	\$ 23,629,335	\$ 24,040,838	\$ 30,055,239	\$ 36,271,037	\$ 17,825,040	\$ 54,918,002	\$ 59,900,372
501	Equipment Replacement & Repair Fund	\$ 2,384,697	\$ 3,158,553	\$ 3,578,954	\$ 1,964,296	\$ 1,956,573	\$ 1,307,054	\$ 2,613,815	\$ 5,115,126	\$ 4,886,008
502	Information Technology Fund	\$ 2,251,692	\$ 2,657,771	\$ 3,134,406	\$ 1,775,057	\$ 2,624,569	\$ 3,116,305	\$ 1,283,321	\$ 5,282,340	\$ 6,250,711
510	Facilities Maintenance Fund	\$ 711,374	\$ 914,845	\$ 1,418,153	\$ 208,066	\$ 723,497	\$ 716,587	\$ 214,976	\$ 1,638,342	\$ 2,134,740
	Total Internal Service Funds	\$ 5,347,762	\$ 6,731,169	\$ 8,131,513	\$ 3,947,418	\$ 5,304,639	\$ 5,139,946	\$ 4,112,111	\$ 12,035,808	\$ 13,271,459
	Total All Funds	\$ 59,021,171	\$ 70,243,966	\$ 76,700,693	\$ 52,564,444	\$ 66,159,888	\$ 88,167,295	\$ 30,557,037	\$ 136,403,853	\$ 164,867,987

<sup>1</sup> Includes Executive, Legislative, City Attorney, City Clerk, Finance & Human Resources, and Communications

<sup>2</sup> Includes Planning, Developer-Reimbursed Expenditures, Building, and Events

<sup>3</sup> Includes Human Services, Court Services, etc.

## A3: Biennial Budget Comparison Table & Presentation





City of Snoqualmie Biennial Budget Comparison

Item 3.

Fund #	Fund Name	2019-20 Appropriation A = B + C + D + E	2019-20 Transfers Out B	2019-20 Internal Service Charges C	2019-20 Capital Exps. D	2019-20 Operating Exps. E	2021-22 Appropriation F = G + H + I + J	2021-22 Transfers Out G	2021-22 Internal Service Charges H	2021-22 Capital Exps. I	2021-22 Operating Exps. J	2023-24 Appropriation K = L + M + N + O	2023-24 Transfers Out L	2023-24 Internal Service Charges M	2023-24 Capital Exps. N	2023-24 Operating Exps. O
001	General Fund															
	Administrative Departments	\$ 7,812,059	\$ -	\$ 1,118,523	\$ -	\$ 6,693,536	\$ 7,801,703	\$ -	\$ 1,127,689	\$ -	\$ 6,674,014	\$ 10,812,984	\$ -	\$ 1,421,924	\$ -	\$ 9,391,060
	Police (Snoqualmie)	\$ 10,014,283	\$ -	\$ 1,707,833	\$ -	\$ 8,306,450	\$ 9,911,366	\$ 422,894	\$ 1,794,539	\$ -	\$ 7,693,933	\$ 10,872,423	\$ -	\$ 2,653,027	\$ -	\$ 8,219,396
	Fire & Emergency Management	\$ 6,693,695	\$ 30,000	\$ 1,096,101	\$ -	\$ 5,567,594	\$ 7,053,601	\$ 60,000	\$ 1,143,194	\$ -	\$ 5,850,407	\$ 8,356,413	\$ -	\$ 1,616,009	\$ -	\$ 6,740,404
	Parks Maintenance	\$ 4,524,026	\$ -	\$ 723,939	\$ -	\$ 3,800,087	\$ 3,722,931	\$ -	\$ 756,164	\$ -	\$ 2,966,767	\$ 3,738,976	\$ -	\$ 668,483	\$ -	\$ 3,070,493
	Community Development											\$ 4,743,689	\$ -	\$ 547,648	\$ -	\$ 4,196,041
	Streets Maintenance	\$ 3,092,107	\$ -	\$ 618,798	\$ -	\$ 2,473,309	\$ 2,090,000	\$ -	\$ 552,986	\$ -	\$ 1,537,014	\$ 2,207,147	\$ -	\$ 399,265	\$ -	\$ 1,807,882
	Non-Departmental	\$ 3,582,744	\$ 1,885,614	\$ -	\$ -	\$ 1,697,130	\$ 7,042,983	\$ 4,192,640	\$ -	\$ -	\$ 2,850,343	\$ 4,238,937	\$ 2,784,326	\$ -	\$ -	\$ 1,454,611
002	Contingency Reserve Fund Reserve Fund	\$ 1,036,914	\$ 1,036,914	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
003	Operating Reserve Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					
004	Revolving Reserve Fund	\$ 3,055,935	\$ 3,055,935	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					
005	Street Overlay Reserve Fund	\$ 735,288	\$ 735,288	\$ -	\$ -	\$ -										
	Total General Fund	\$ 40,547,051	\$ 6,743,751	\$ 5,265,194	\$ -	\$ 28,538,106	\$ 37,622,584	\$ 4,675,534	\$ 5,374,572	\$ -	\$ 27,572,478	\$ 44,970,569	\$ 2,784,326	\$ 7,306,356	\$ -	\$ 34,879,887
011	Fire Equipment Replacement Fund	\$ 146,100	\$ -	\$ -	\$ -	\$ 146,100	\$ 60,000	\$ -	\$ -	\$ -	\$ 60,000					
012	Arts Activities Fund	\$ 21,154	\$ -	\$ -	\$ -	\$ 21,154	\$ 20,000	\$ -	\$ -	\$ -	\$ 20,000	\$ 97,992	\$ -	\$ -	\$ -	\$ 97,992
014	North Bend Police Services Fund	\$ 4,557,792	\$ -	\$ 958,294	\$ -	\$ 3,599,498	\$ 4,900,094	\$ -	\$ 590,417	\$ -	\$ 4,309,677	\$ 5,845,310	\$ -	\$ 1,438,843	\$ -	\$ 4,406,467
015	Environmental Sustainability Fund	\$ 45,000	\$ -	\$ -	\$ -	\$ 45,000	\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000					
016	Human Services Fund	\$ 457,614	\$ -	\$ -	\$ -	\$ 457,614	\$ 464,574	\$ -	\$ -	\$ -	\$ 464,574					
018	Deposits Reimbursement Control Fund											\$ 20,716	\$ -	\$ -	\$ -	\$ 20,716
020	School Impact Fee Fund											\$ -	\$ -	\$ -	\$ -	\$ -
	Total Managerial Funds	\$ 5,227,660	\$ -	\$ 958,294	\$ -	\$ 4,269,366	\$ 5,474,668	\$ -	\$ 590,417	\$ -	\$ 4,884,251	\$ 5,964,018	\$ -	\$ 1,438,843	\$ -	\$ 4,525,175
101	Streets Revenue Fund	\$ 1,063,207	\$ 1,063,207	\$ -	\$ -	\$ -										
110	Hotel/Motel Tax Fund	\$ 244,385	\$ -	\$ -	\$ -	\$ 244,385	\$ 180,000	\$ -	\$ -	\$ -	\$ 180,000	\$ 350,000	\$ -	\$ -	\$ -	\$ 350,000
113	King County Trails Levy Fund	\$ 92,460	\$ 92,460	\$ -	\$ -	\$ -	\$ 8,867	\$ 8,867	\$ -	\$ -	\$ -					
115	SR Capital Mitigation Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					
116	Real Estate Excise Tax Fund	\$ 2,976,840	\$ 2,976,840	\$ -	\$ -	\$ -	\$ 2,781,805	\$ 2,781,805	\$ -	\$ -	\$ -					
118	Drug Enforcement Fund	\$ 34,746	\$ -	\$ -	\$ -	\$ 34,746	\$ 60,041	\$ -	\$ -	\$ -	\$ 60,041	\$ 10,344	\$ -	\$ -	\$ -	\$ 10,344
119	Tokul Roundabout Construction Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					
120	Riverfront Land Acquisition Fund	\$ 672,303	\$ 472,303	\$ -	\$ 200,000	\$ -										
121	King Conservation Dist. Grants Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					
122	Jeanne Hansen Fields Maintenance Fund	\$ 340,169	\$ 340,169	\$ -	\$ -	\$ -										
130	Community Development Fund	\$ 4,799,947	\$ -	\$ 1,036,497	\$ -	\$ 3,763,450	\$ 4,306,971	\$ -	\$ 867,279	\$ -	\$ 3,439,692					
131	Affordable Housing Fund						\$ 136,000	\$ -	\$ -	\$ -	\$ 136,000	\$ 758,000	\$ -	\$ -	\$ -	\$ 758,000
144	Home Elevation Fund	\$ 1,468,000	\$ -	\$ -	\$ -	\$ 1,468,000	\$ -	\$ -	\$ -	\$ -	\$ -					
150	ARPA Covid Local Recovery Fund						\$ 1,905,000	\$ 1,905,000	\$ -	\$ -	\$ -	\$ 2,281,876	\$ 2,117,818	\$ -	\$ -	\$ 164,058
	Total Special Revenue Funds	\$ 11,692,057	\$ 4,944,979	\$ 1,036,497	\$ 200,000	\$ 5,510,581	\$ 9,378,684	\$ 4,695,672	\$ 867,279	\$ -	\$ 3,815,733	\$ 3,400,220	\$ 2,117,818	\$ -	\$ -	\$ 1,282,402
211	2011 LTGO Bond Debt Service Fund	\$ 935,500	\$ -	\$ -	\$ 935,500	\$ -	\$ 3,003,113	\$ 16,997	\$ -	\$ 2,986,116	\$ -					
216	2016 UTGO Bond Debt Service Fund	\$ 496,015	\$ -	\$ -	\$ 496,015	\$ -	\$ 502,000	\$ -	\$ -	\$ 502,000	\$ -					
221	2021 Refunded LTGO Bond Debt Service Fund						\$ 312,025	\$ -	\$ -	\$ 312,025	\$ -					
	Total Debt Service Funds	\$ 1,431,515	\$ -	\$ -	\$ 1,431,515	\$ -	\$ 3,817,138	\$ 16,997	\$ -	\$ 3,800,141	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
301	Meadowbrook Bridge Maintenance Fund	\$ 77,943	\$ 77,943	\$ -	\$ -	\$ -										
303	Parks & Playgrounds Capital Fund	\$ 3,284,430	\$ -	\$ -	\$ 3,284,430	\$ -	\$ 6,364,090	\$ -	\$ -	\$ 6,364,090	\$ -					
305	Flood Reduction Improvement Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,000	\$ 11,000	\$ -	\$ -	\$ -					
310	Transportation Capital Fund Non-Utilities Capital Fund	\$ 5,253,998	\$ -	\$ -	\$ 5,253,998	\$ -	\$ 3,946,320	\$ -	\$ -	\$ 3,946,320	\$ -	\$ 37,361,350	\$ 57,992	\$ 320,649	\$ 36,982,709	\$ -
313	Riverwalk Construction Fund	\$ 130,010	\$ -	\$ -	\$ 130,010	\$ -										
316	Construction Contingency Fund	\$ 462,983	\$ -	\$ -	\$ 462,983	\$ -										
318	River St. & SR 202 Pedestrian Signal Fund	\$ 22,434	\$ 22,434	\$ -	\$ -	\$ -										
319	Kimball Creek Box Culvert Construction Fund	\$ 21,271	\$ 21,271	\$ -	\$ -	\$ -										
320	Tokul Roundabout Construction Fund	\$ 306,863	\$ 39,366	\$ -	\$ 267,497	\$ -	\$ 303,527	\$ 303,527	\$ -	\$ -	\$ -					
324	Snoqualmie Parkway Maintenance Fund	\$ 1,070,178	\$ 1,070,178	\$ -	\$ -	\$ -										
323	Tokul Parking Lot Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 140	\$ 140	\$ -	\$ -	\$ -					
326	Sidewalks Construction Fund	\$ 1,188,710	\$ 1,173,710	\$ -	\$ 15,000	\$ -										
327	Complete Streets Award Fund	\$ 264,220	\$ 14,220	\$ -	\$ 250,000	\$ -										
329	Facilities Capital Fund	\$ 82,500	\$ -	\$ -	\$ 82,500	\$ -	\$ 725,000	\$ -	\$ -	\$ 725,000	\$ -					
	Total Capital Funds	\$ 12,165,540	\$ 2,419,122	\$ -	\$ 9,746,418	\$ -	\$ 11,350,077	\$ 314,667	\$ -	\$ 11,035,410	\$ -	\$ 37,361,350	\$ 57,992	\$ 320,649	\$ 36,982,709	\$ -
401	Water Operations Fund	\$ 9,050,367	\$ 3,381,026	\$ 1,428,174	\$ -	\$ 4,241,167	\$ 9,583,134	\$ 3,625,735	\$ 1,118,748	\$ -	\$ 4,838,651	\$ 11,411,110	\$ 4,584,774	\$ 1,837,199	\$ -	\$ 4,989,137
402	Sewer Operations Fund	\$ 10,151,015	\$ 4,067,770	\$ 1,002,189	\$ -	\$ 5,081,055	\$ 14,082,219	\$ 8,191,003	\$ 768,054	\$ -	\$ 5,123,162	\$ 13,016,757	\$ 5,956,020	\$ 1,878,519	\$ -	\$ 5,182,218
403	Stormwater Operations Fund	\$ 3,916,929	\$ 1,789,289	\$ 379,864	\$ -	\$ 1,747,775	\$ 8,033,814	\$ 5,362,655	\$ 287,660	\$ -	\$ 2,383,499	\$ 6,425,505	\$ 2,622,701	\$ 907,779	\$ -	\$ 2,895,025
404	Water Capital Improvement Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000	\$ 35,000	\$ -	\$ -	\$ -					
405	Sewer Capital Improvement Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 185,000	\$ 185,000	\$ -	\$ -	\$ -					
406	Stormwater Capital Improvement Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000	\$ 75,000	\$ -	\$ -	\$ -					
407	2017 Refunded Revenue Bond Debt Service Fund	\$ 1,026,082	\$ -	\$ -	\$ 1,026,082	\$ -	\$ 802,364	\$ -	\$ -	\$ 802,364	\$ -					
408	2018 Revenue Bond Debt Service Fund	\$ 3,570,000	\$ -	\$ -	\$ 3,570,000	\$ -	\$ 3,558,214	\$ -	\$ -	\$ 3,558,214	\$ -					
417	Utilities Capital Fund	\$ 19,088,579	\$ -	\$ -	\$ 19,088,579	\$ -	\$ 20,773,884	\$ 300,000	\$ -	\$ 20,473,884	\$ -	\$ 29,047,000	\$ 150,000	\$ 679,312	\$ 28,217,688	\$ -
	Total Enterprise Funds	\$ 46,802,972	\$ 9,238,085	\$ 2,810,228	\$ 23,684,661	\$ 11,069,998	\$ 57,128,629	\$ 17,774,393	\$ 2,174,462	\$ 24,834,462	\$ 12,345,312	\$ 59,900,372	\$ 13,313,495	\$ 5,302,809	\$ 28,217,688	\$ 13,066,380
501	Equipment Replacement & Repair Fund	\$ 3,342,587	\$ -	\$ 354,114	\$ 1,583,005	\$ 1,405,468	\$ 3,085,000	\$ -	\$ 320,230	\$ 1,385,138	\$ 1,379,632	\$ 4,886,008	\$ -	\$ 348,907	\$ 2,640,568	\$ 1,896,533
502	Information Technology Fund	\$ 4,144,983	\$ -	\$ 346,197	\$ -	\$ 3,798,786	\$ 4,752,906	\$ -	\$ 237,431	\$ -	\$ 4,515,475	\$ 6,250,711	\$ -	\$ 553,583	\$ -	\$ 5,697,128
503	Risk Management Fund	\$ 1,666,820	\$ -	\$ 79,675	\$ -	\$ 1,587,145	\$ 1,204,952	\$ -	\$ 84,084	\$ -	\$ 1,120,868					
510	Facilities Maintenance Fund	\$ 2,190,461	\$ -	\$ 156,130	\$ -	\$ 2,034,331	\$ 2,165,000	\$ 1,106,000	\$ 117,889	\$ -	\$ 941,111	\$ 2,134,740	\$ 514,388	\$ 194,487	\$ -	\$ 1,425,865
511	Shared Services Fund	\$ 916,549	\$ -	\$ -	\$ -	\$ 916,549	\$ 910,000	\$ -	\$ -	\$ -	\$ 910,000					
	Total Internal Service Funds	\$ 12,261,400	\$ -	\$ 936,117	\$ 1,583,005	\$ 9,742,278	\$ 12,117,858	\$ 1,106,000	\$ 759,634	\$ 1,385,138	\$ 8,867,086	\$ 13,271,459	\$ 514,388	\$ 1,096,977	\$ 2,640,568	\$ 9,019,526
	TOTAL ALL FUNDS	\$ 130,128,195	\$ 23,345,937	\$ 11,006,330	\$ 36,645,599	\$ 59,130,328	\$ 136,889,638	\$ 28,583,263	\$ 9,766,364	\$ 41,055,151	\$ 57,484,860	\$ 164,867,988	\$ 18,788,019	\$ 15,465,634	\$ 67,840,965	\$ 62,773,370



# 2023-2024 Biennial Budget

~Biennial Budget Comparison~

October 10, 2022



# Introduction



- The “**Biennial Budget Comparison Table**” reveals a **complex, interconnected system** of departments and funds that **provide a diverse set of public goods and services.**
- The table also reveals a large **fund consolidation** effort the City started the previous biennium and the Administration is proposing to continue into the next biennium.
- The purpose of this fund consolidation effort is to **simplify the City’s fund structure and increase Council’s comprehension and understanding of what the City proposes to do financially.**

- **CAUTION:**

- Comparisons are tricky!
- The City is continuously thinking about what fund or departments to best charge expenditures and the proposed budget reflects those decisions that are made throughout the year.



# Summary of the Biennial Budget Comparison Table



	2019/20 Budget	2021/22 Budget	2023/24 Budget	2019/20 to 2021/22 % Change	2019/20 to 2023/24 % Change	2021/22 to 2023/24 % Change
Total Appropriation	\$130.1M	\$136.9M	\$164.9M	5.2%	26.7%	20.4%
Transfers Out (Less)	\$23.3M	\$28.6M	\$18.8M	22.4%	-19.5%	-34.3%
Internal Service Charges (Less)	\$11.0M	\$9.8M	\$15.5M	-11.3%	40.5%	58.4%
Capital Expenditures (Less) <sup>1</sup>	\$36.6M	\$41.1M	\$67.8M	12.0%	85.1%	65.2%
<b>Operating Expenditures<sup>2</sup></b>	<b>\$59.1M</b>	<b>\$57.5M</b>	<b>\$62.8M</b>	<b>-2.8%</b>	<b>6.2%</b>	<b>9.2%</b>

<sup>1</sup> This row is comprised of any funds that pay for the construction of capital assets.

<sup>2</sup> May include some smaller capital outlays.

- **Appropriation -**

- Legal spending level authorized by ordinance. The City **cannot exceed** this level without prior approval of Council.
- Includes the anticipated spending on employees and outside vendors for services rendered, supplies bought, or capital assets constructed (i.e., money leaving the City), but also includes the money that flows internally between different funds.

- **Transfers Out -**

- Money that is transferred between funds (e.g., the budget proposes a \$2.5 million transfer from the General Fund to the Non-Utilities Capital Fund).

- **Internal Service Charges -**

- The costs of certain departments (i.e., ER&R, IT, Admin, etc.) that can be charged to other departments (i.e., Police, Fire) for the provision of goods and services. Must be based on a plan that is fair and equitable.

- **Operating Expenditures -**

- An attempt to determine the amount of money that was/has been budgeted to leave the City (i.e., to employees or outside vendors) that is operating in nature. Does not include the purchase of capital assets.

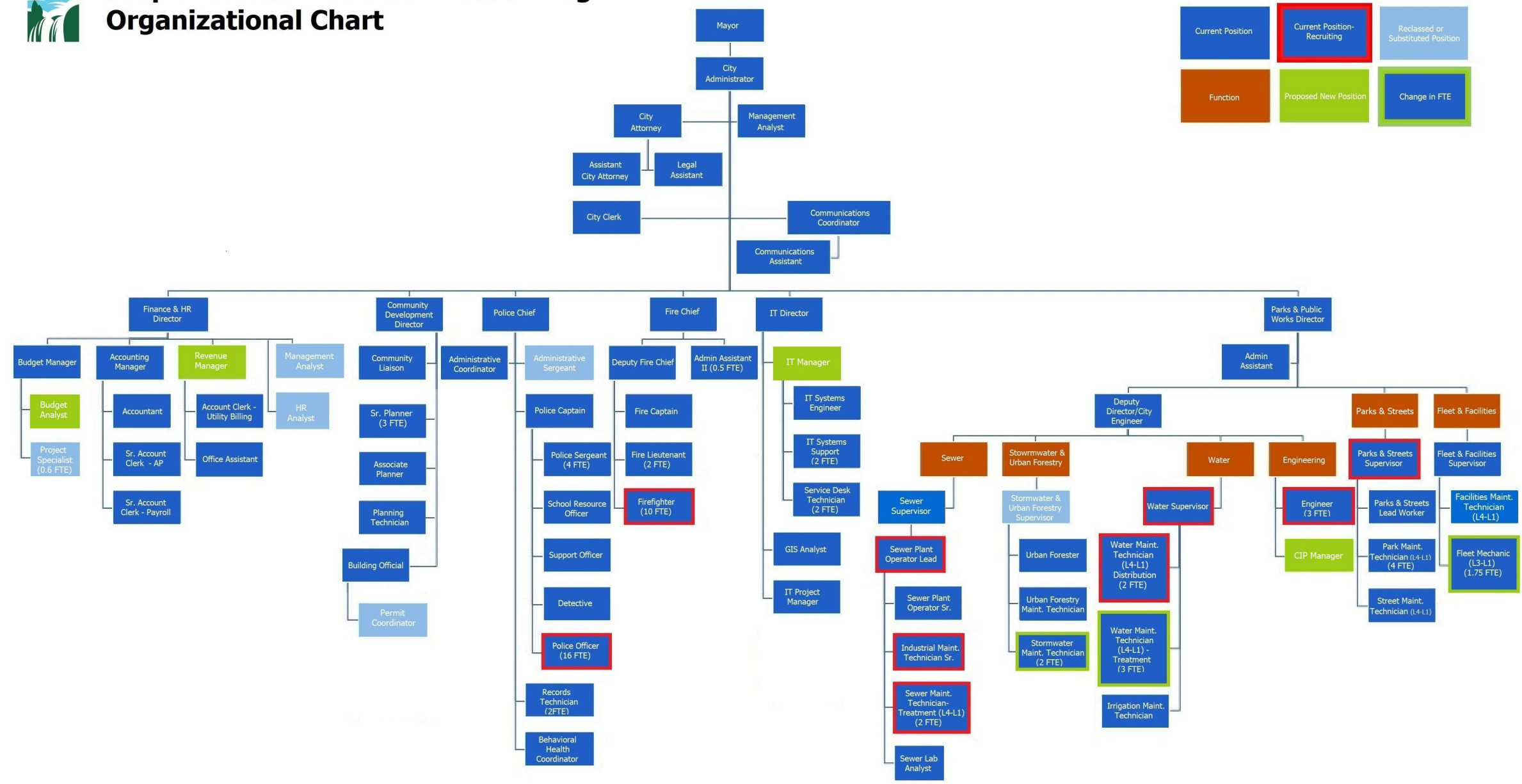
## A4: Organizational Chart





# Proposed 2023 - 2024 Biennial Budget Organizational Chart

Item 3.



## A5: 2023-2028 Capital Improvement Plan





## 2023-2028 Capital Improvement Plan

[Click on the link above for access to the full CIP document](#)

### **Vision:**

**Snoqualmie is extraordinary; genuine in its beauty, people, and quality of life.**

### **Mission:**

**We are stewards of our natural and built environment, striving to preserve and create an extraordinary community for our residents, businesses, neighbors, and visitors.**

Proposed May 31, 2022  
Updated June 8, 2022  
Updated July 9, 2022  
Updated July 16, 2022  
Updated August 5, 2022  
Approved August 8, 2022

## A6: Financial Management Policy







## **FINANCIAL MANAGEMENT POLICY**

**A link will be added following the anticipated  
adoption of the policy on October 24, 2022**

**Adopted: October 24, 2022  
Resolution 22-1627**

## A7: Department Presentations





# 2023-2024 Biennial Budget Department Review



## Fire & Emergency Management



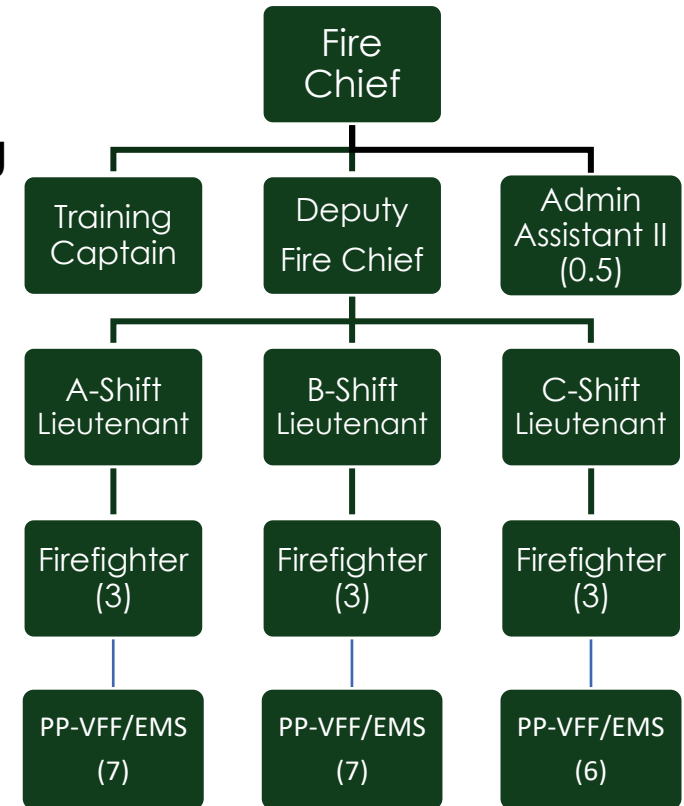
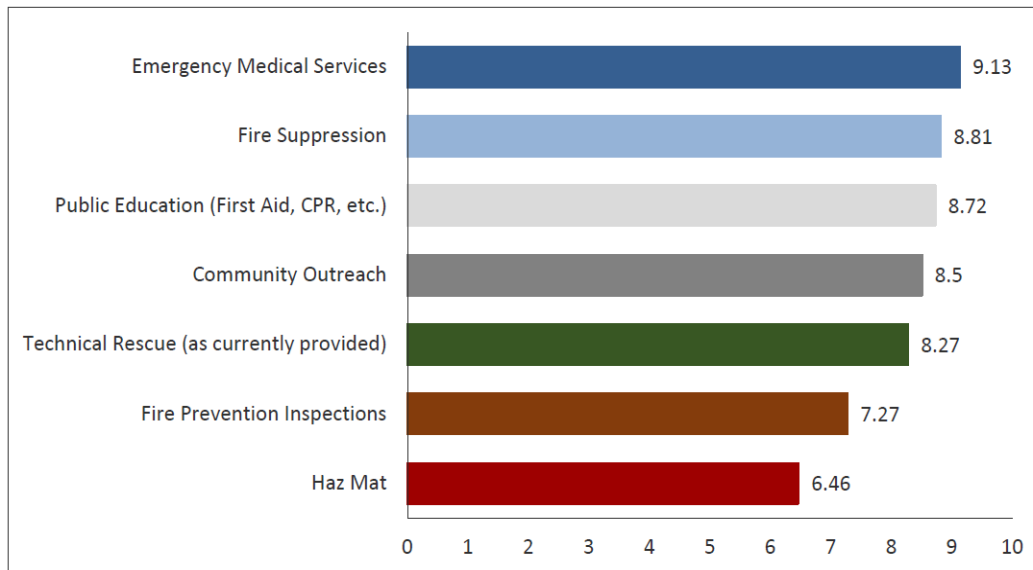
**October 3, 2022**

# Department Overview



## Mission

The City of Snoqualmie Fire & Emergency Management Department is committed to providing superior community-based preparedness and emergency services in a timely and professional manner.



*FTE: 15.5 FTE + 20 Part-Paid Volunteer EMS / Firefighters*

# 2021-2022 Biennium Department Accomplishments



- Responded to 1,380 incidents (32% increase over 2020)
- Trained over 3,600 hours
- Regional COVID-19 partnership with ESFR, Fall City, and Duvall to protect emergency responders
- Participated in 2 mass vaccination events at Snoqualmie Valley Hospital with estimated 2,000 participants
- Completed CFAI Annual Compliance Report (Accreditation Requirement)
- Resigned contract with Echo Glen for Services
- Managed the Pandemic Disaster response (February 2020)

## FIRE PERFORMANCE

### SAVE CALCULATION

(WHAT WAS AT RISK – WHAT WAS LOST = WHAT WAS SAVED)

$$\$45,014,000 - \$223,300 = \$44,790,700$$

### PERFORMANCE CALCULATION

(SAVED / RISK / SAVE PERCENTAGE)

$$\$44,790,700 / \$45,014,000 = 99.5\%$$

# 2023-2024 Biennial Budget



## Fire & Emergency Management Functional Classification (#001):

	2022 Restated or Estimated	2023 Proposed Budget	2024 Proposed Budget	2023-2024 Proposed Budget	2022 to 2023 % Change	2023 to 2024 % Change
<b>Uses</b>						
<i>Salaries &amp; Wages</i>	\$ 1,824,015	\$ 2,128,900	\$ 2,191,297	\$ 4,320,197	16.7%	2.9%
<i>Employee Benefits</i>	\$ 670,645	\$ 745,728	\$ 778,053	\$ 1,523,781	11.2%	4.3%
<i>Supplies</i>	\$ 134,521	\$ 145,365	\$ 149,000	\$ 294,365	8.1%	2.5%
<i>Services</i>	\$ 739,821	\$ 1,101,261	\$ 1,116,808	\$ 2,218,069	48.9%	1.4%
<i>Capital Outlays</i>	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
<i>Transfers Out</i>	\$ 30,000	\$ -	\$ -	\$ -	-100.0%	0.0%
<b>Total Uses =</b>	<b>\$ 3,399,002</b>	<b>\$ 4,121,255</b>	<b>\$ 4,235,158</b>	<b>\$ 8,356,412</b>	<b>21.2%</b>	<b>2.8%</b>

### • Major Changes/Additions:

- Retention & Recruitment Funding:
  - Keep and hire highly trained firefighters in an environment of increasing competition for their services.
  - Jumpstart a Diversity, Equity, and Inclusion (DEI) Program that could help to encourage a broader range of candidates from different backgrounds into becoming firefighters.

# 2023-2024 Biennium Department Outlook/Work Plan



- Administrative Staffing:
  - Accreditation
  - Training
  - Volunteer coordination / expansion
  - Fire Prevention
- Maintain Accredited Status
- Strategic Planning Update: Expires in 2023
- WA State Rating Bureau (WSRB) Evaluation (2022)
- Update Comprehensive Emergency Management Plan (CEMP) (2022, 2023)
- Apparatus replacement and addition:
  - Replace 2009 Fire Pumper (2023)
  - Ladder truck





# **2023-2024 Biennial Budget Department Review**



**October 3, 2022**



# Department Overview



## Mission

Snoqualmie Police Department's mission is to protect life and property and to provide professional, high quality and effective police service in partnership with the community. We, the members of the Snoqualmie Police Department, believe that our work has a vital impact on the quality of life in our community

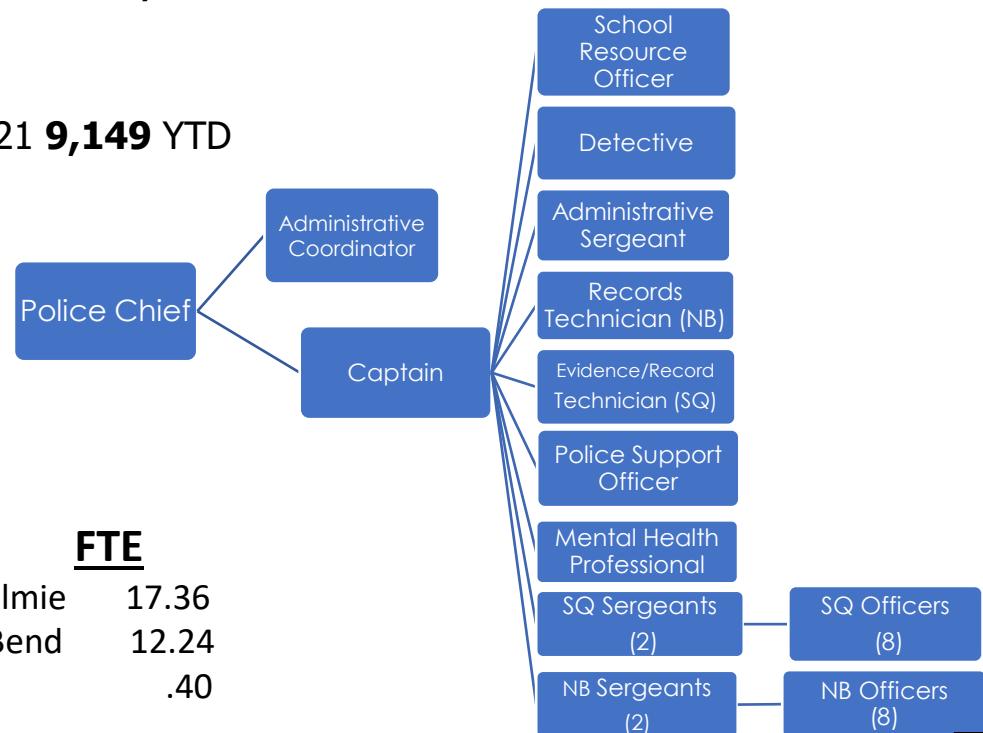
## Core Functions

- Respond to Calls for Service – **13,091** 2021 **9,149** YTD
- Preventative Patrol
- Identify Criminal Offenders & Activity
- Apprehend Criminal Offenders
- Protect Constitutional Guarantees, and
- Resolve Conflict

## Core Values

- Integrity
- Commitment to employees
- Community partnership
- Community sensitive policing
- Professionalism

	<u>FTE</u>
Snoqualmie	17.36
North Bend	12.24
SVSD	.40



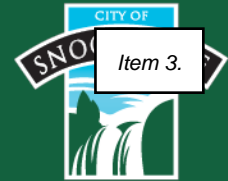
# 2021-2022 Biennium Department Accomplishments



- Maintained High Level of Public Safety
- Continued Low Level of Violent Crime
- Maintained Level of Service with Reduced Staffing Levels
- Fully Staffed Operations Support
- Budget Integrity
- Mental Health Professional
- Hired Captain
- Hired 7 Officers (Hendricks, Lemmon, Schulgen, Doucett, Meadows, Spears, Ward)



# 2023-2024 Biennial Budget



## Police (Snoqualmie) Functional Classification (#001):

	2022 Restated or Estimated	2023 Proposed Budget	2024 Proposed Budget	2023-2024 Proposed Budget	2022 to 2023 % Change	2023 to 2024 % Change
<b>Uses</b>						
<i>Salaries &amp; Wages</i>	\$ 2,069,052	\$ 2,208,956	\$ 2,275,073	\$ 4,484,029	6.8%	3.0%
<i>Employee Benefits</i>	\$ 745,435	\$ 807,143	\$ 839,324	\$ 1,646,467	8.3%	4.0%
<i>Supplies</i>	\$ 126,288	\$ 188,900	\$ 139,000	\$ 327,900	49.6%	-26.4%
<i>Services</i>	\$ 1,578,333	\$ 2,169,406	\$ 2,244,621	\$ 4,414,027	37.4%	3.5%
<i>Capital Outlays</i>	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
<i>Transfers Out</i>	\$ 219,666	\$ -	\$ -	\$ -	-100.0%	0.0%
<b>Total Uses =</b>	<b>\$ 4,738,775</b>	<b>\$ 5,374,405</b>	<b>\$ 5,498,018</b>	<b>\$ 10,872,423</b>	<b>13.4%</b>	<b>2.3%</b>

### • Major Changes/Additions:

- Police Take-Home Program:
  - A recruitment and retention effort designed to sustain levels-of-service.
- Administrative Sergeant:
  - Addressing certain needs more effectively and helping to free up leadership's capacity to develop strategies.

# 2023-2024 Biennial Budget



## North Bend Police Services Fund (#014):

	2022 Restated or Estimated	2023 Proposed Budget	2024 Proposed Budget	2023-2024 Proposed Budget	2022 to 2023 % Change	2023 to 2024 % Change
<b>Beginning Fund Balance</b>	\$ 16,429	\$ 244,924	\$ 97,362			
<b>Sources</b>						
<i>Intergovernmental Revenues</i>	\$ 37,500	\$ 37,500	\$ -	\$ 37,500	0.0%	-100.0%
<i>Charges for Goods &amp; Services</i>	\$ 2,185,164	\$ 2,954,026	\$ 2,605,160	\$ 5,559,186	35.2%	-11.8%
<i>Miscellaneous Revenues</i>	\$ -	\$ 2,880	\$ 820	\$ 3,700	0.0%	0.0%
<i>Transfers In</i>	\$ 187,025	\$ -	\$ -	\$ -	-100.0%	0.0%
<b>Total Sources =</b>	<b>\$ 2,409,689</b>	<b>\$ 2,994,406</b>	<b>\$ 2,605,980</b>	<b>\$ 5,600,386</b>	<b>24.3%</b>	<b>-13.0%</b>
<b>Uses</b>						
<i>Salaries &amp; Wages</i>	\$ 1,157,881	\$ 1,241,620	\$ 1,284,468	\$ 2,526,088	7.2%	3.5%
<i>Employee Benefits</i>	\$ 436,657	\$ 575,696	\$ 598,859	\$ 1,174,555	31.8%	4.0%
<i>Supplies</i>	\$ 54,357	\$ 79,200	\$ 79,200	\$ 158,400	45.7%	0.0%
<i>Services</i>	\$ 532,299	\$ 1,245,452	\$ 740,815	\$ 1,986,267	134.0%	-40.5%
<i>Capital Outlays</i>	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
<b>Total Uses =</b>	<b>\$ 2,181,194</b>	<b>\$ 3,141,968</b>	<b>\$ 2,703,342</b>	<b>\$ 5,845,310</b>	<b>44.0%</b>	<b>-14.0%</b>
<b>Sources Over (Under) Uses =</b>	<b>\$ 228,495</b>	<b>\$ (147,562)</b>	<b>\$ (97,362)</b>	<b>\$ (244,924)</b>		
<b>Ending Fund Balance</b>	<b>\$ 244,924</b>	<b>\$ 97,362</b>	<b>\$ -</b>			

# 2023-2024 Biennium Department Outlook/Work Plan



- Employee Retention & Hiring
- Enhanced Traffic Emphasis Capabilities
- Body Worn Cameras
- Reclassify Detective Position as Administrative Sergeant
- Mental Health Professional (previous title was Behavioral Health Specialist)
- Enhanced Camera Capabilities (LPR)
- Critical Incident Tactical Equipment
- Learning Organization

“Our Community - Our Commitment”  
with the guiding principle and philosophy of service as  
“No Call Too Small”





# **2023-2024 Biennial Budget Department Review**

## **Community Development**

**October 3, 2022**

# Department Overview

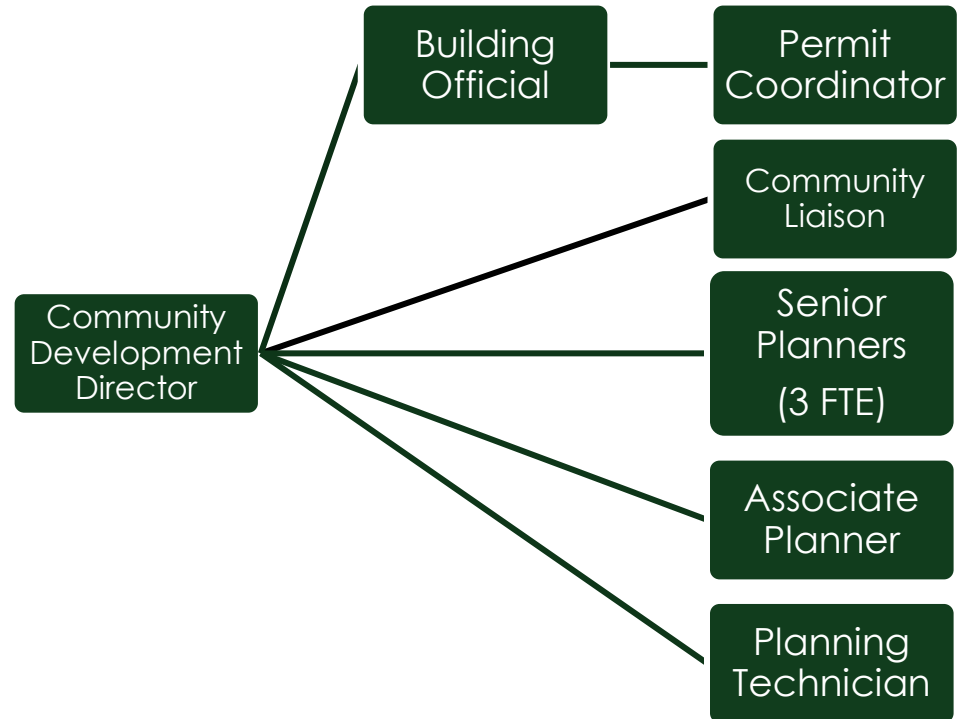


## Mission

The Community Development Department implements smart growth principles through sustainable city planning, proactive local and regional administration, and balanced economic development.

## Core Functions

- Long-range planning, including maintenance of the Comprehensive Plan
- Oversee planning and review of development projects within the City
- Review and process permits
- Provide building inspections
- Code enforcement



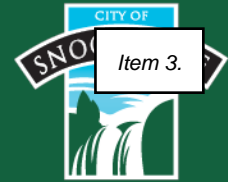
# 2021-2022 Biennium Department Accomplishments



- Issued 202 building permits in 2021
- Completed 944 inspections in 2021
- Completed Shoreline Master Program Update
- Completed Snoqualmie Mill Project Final Environmental Impact Statement
- Grants Received:
  - LTAC & Port, Commerce: middle housing, HAPI, Riverwalk (\$1.5 million) and other (\$1.2 million).



# 2023-2024 Biennial Budget



## Community Development Functional Classification (#001):

	2022 Restated or Estimated	2023 Proposed Budget	2024 Proposed Budget	2023-2024 Proposed Budget	2022 to 2023 % Change	2023 to 2024 % Change
<b>Uses</b>						
<i>Salaries &amp; Wages</i>	\$ 589,980	\$ 951,804	\$ 985,066	\$ 1,936,870	61.3%	3.5%
<i>Employee Benefits</i>	\$ 252,908	\$ 436,922	\$ 453,987	\$ 890,909	72.8%	3.9%
<i>Supplies</i>	\$ 8,029	\$ 26,043	\$ 10,271	\$ 36,314	224.4%	-60.6%
<i>Services</i>	\$ 1,102,173	\$ 856,106	\$ 1,023,489	\$ 1,879,595	-22.3%	19.6%
<i>Capital Outlays</i>	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
<i>Transfers Out</i>	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
<b>Total Uses =</b>	<b>\$ 1,953,090</b>	<b>\$ 2,270,875</b>	<b>\$ 2,472,814</b>	<b>\$ 4,743,689</b>	<b>16.3%</b>	<b>8.9%</b>

### • Major Changes/Additions:

- Staffing Changes:
  - Will help to meet several challenges over the next two years including an update to the Comprehensive Plan.
- Additional ERP Project Module:
  - Permit tracking software that can fully integrate with the new ERP system.

# 2023-2024 Biennium Department Outlook/Work Plan



- Begin major Comprehensive Plan update (due December 2024), including Housing Needs Assessment (currently underway)
- Complete Snoqualmie Mill Planned Commercial/Industrial (PCI) Plan Approval, DA and PCI Permits
- Maintain Community Rating System (CRS) rating through FEMA (with Emergency Management Department)
- Full buildout of Snoqualmie Ridge anticipated in next biennium
- Continued support of Parks & Public Works Department for capital projects, including Riverwalk
- Tourism/expansions: Train Museums, I90 and/or East of Douglas
- Permitting/Compliance: On-going permit issuance, The Club at Snoqualmie Ridge



# **2023-2024 Biennial Budget Department Review**

## **Information Technology**

**October 4, 2022**

# Department Overview

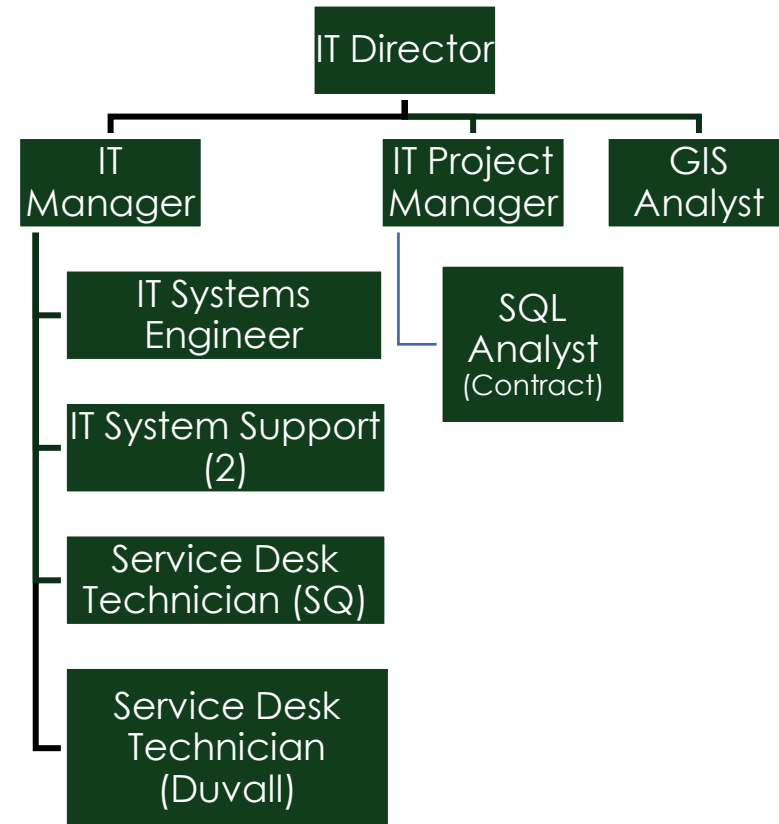


## Mission

Deliver cost-effective and sustainable solutions through strategic partnerships, collaborative and trustworthy engagement, effective and accountable leadership that prides itself on innovation, responsiveness, and transparency in support of citywide operations and excellent service delivery to the community and its citizens

## Core Functions

- Continuity Services - email, application support, GIS, disaster recovery
- Personal Computing Services – desktops, laptops, printers
- Communication Services – telephones, mobile phones
- Infrastructure Services – network, server, security, access control, service desk
- Professional Services – training, acquisition/contract management, equipment lifecycle management, external partnerships



# 2021-2022 Biennium Department Accomplishments



- Completed 1,408 service requests in 2021 & 2022
- Partnered with Finance, HR, and P&PW to launch the Munis ERP conversion project
- Migrated to the CivicClerk platform to replace failing Agenda Packet Builder
- Partnered with Facilities to identify and correct power distribution issues for the IT Infrastructure at City Hall.
- Began replacing Virtual Desktops with physical computers

# 2023-2024 Biennial Budget



## Information Technology Fund (#502):

	2022 Restated or Estimated	2023 Proposed Budget	2024 Proposed Budget	2023-2024 Proposed Budget	2022 to 2023 % Change	2023 to 2024 % Change
<b>Beginning Fund Balance</b>	<b>\$ 3,151,904</b>	<b>\$ 2,251,692</b>	<b>\$ 1,775,057</b>			
<b>Sources</b>						
<i>Charges for Goods &amp; Services</i>	\$ 1,911,953	\$ 2,473,635	\$ 2,597,980	\$ 5,071,615	29.4%	5.0%
<i>Miscellaneous Revenues</i>	\$ 7,046	\$ 34,136	\$ 26,589	\$ 60,725	384.5%	-22.1%
<i>Transfers In</i>	\$ -	\$ 150,000	\$ -	\$ 150,000	100.0%	-100.0%
<b>Total Sources =</b>	<b>\$ 1,918,999</b>	<b>\$ 2,657,771</b>	<b>\$ 2,624,569</b>	<b>\$ 5,282,340</b>	<b>38.5%</b>	<b>-1.2%</b>
<b>Uses</b>						
<i>Salaries &amp; Wages</i>	\$ 870,186	\$ 966,526	\$ 1,000,817	\$ 1,967,343	11.1%	3.5%
<i>Employee Benefits</i>	\$ 334,503	\$ 394,059	\$ 409,067	\$ 803,126	17.8%	3.8%
<i>Supplies</i>	\$ 45,620	\$ 65,500	\$ 67,138	\$ 132,638	43.6%	2.5%
<i>Services</i>	\$ 1,016,051	\$ 1,016,188	\$ 1,022,992	\$ 2,039,180	0.0%	0.7%
<i>Capital Outlays</i>	\$ 552,851	\$ 692,133	\$ 616,291	\$ 1,308,424	25.2%	-11.0%
<i>Transfers Out</i>	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
<b>Total Uses =</b>	<b>\$ 2,819,212</b>	<b>\$ 3,134,406</b>	<b>\$ 3,116,305</b>	<b>\$ 6,250,711</b>	<b>11.2%</b>	<b>-0.6%</b>
<b>Sources Over (Under) Uses =</b>	<b>\$ (900,213)</b>	<b>\$ (476,635)</b>	<b>\$ (491,736)</b>	<b>\$ (968,371)</b>		
<b>Ending Fund Balance</b>	<b>\$ 2,251,692</b>	<b>\$ 1,775,057</b>	<b>\$ 1,283,321</b>			

# 2023-2024 Biennium Department Outlook/Work Plan



- IT Manager position
- Replace core infrastructure that is beyond lifecycle, to include the Firewall and Core Switch
- Council Chambers Audio/Visual upgrade
- Drive facility improvements to increase stability and sustainability of IT systems
- Implement IT security, monitoring, and control systems to increase efficiency of IT delivery
- Broadband Feasibility Study



# Questions?





# **2023-2024 Biennial Budget Department Review**

## **Finance & Human Resources**

**October 4, 2022**

# Department Overview



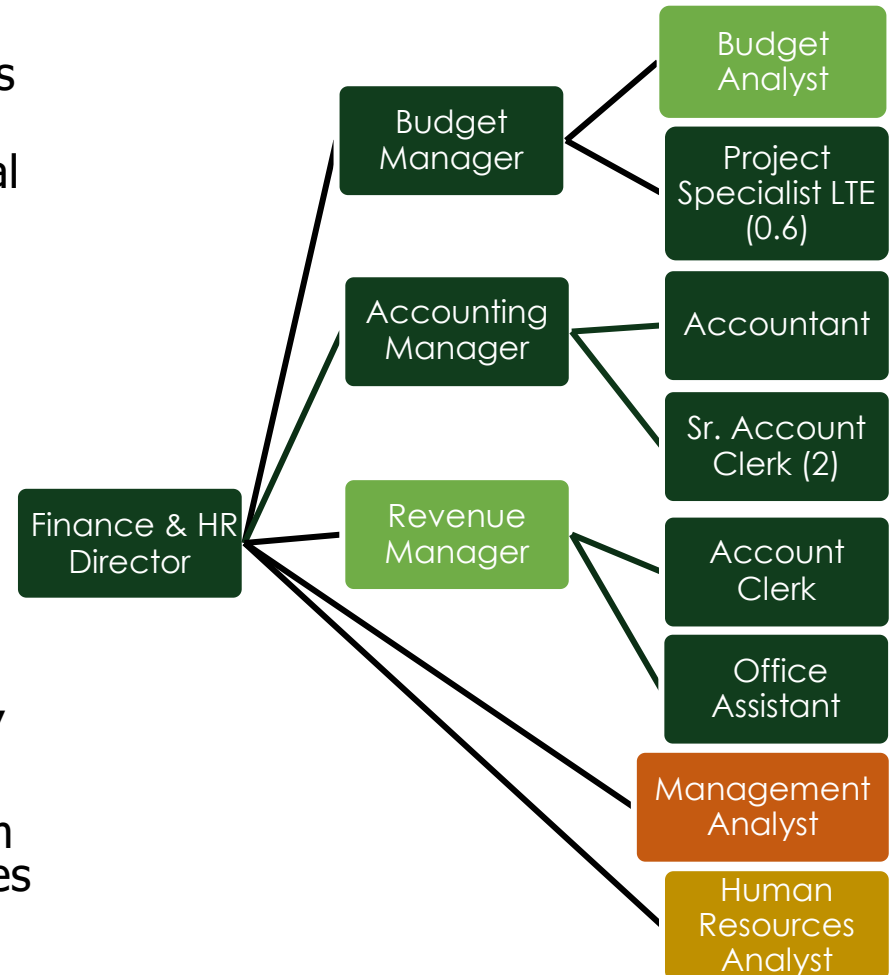
## Mission

The Finance & Human Resource Departments endeavor to provide transparent, accurate financial information, maintain the City's fiscal health, guide adherence to Financial Policy, and manage financial and personnel service operations with a high level of customer service

## Core Functions

Lead and Maintain Financial & Personnel Service Programs:

- Procurement & Purchasing, Revenue & Treasury Management, Licensing & Tax, Biennial Budget, Payroll & Benefits, CIP, Financial Reporting, Debt Management, Financial Information System, Long-term Financial Planning, and Human Resources Programs



■ = New Position ■ = Substituted Position ■ = Reclassed Position

# 2021-2022 Biennium Department Accomplishments



- **Finance**

- Received clean audit opinions from the State Auditor Office as a result of timely and accurate financial reporting and adherence to internal controls
- Processed over 1,700 business licenses and B&O tax returns manually
- Automated Utility Billing customer service features to include online form submissions
- Updated Financial Management Policy
- Implemented new CIP and Biennial Budget development processes

- **Human Resources**

- Coordinated three successor labor agreement contracts without mediation or arbitration
- Implemented Pandemic Response policies as well as 8 significant disciplinary actions
- Reorganized HR Department with new Director
- Enhanced recruitment program to meet new market demands

# 2023-2024 Biennial Budget



## Administrative Depts. Functional Classification (#001):

### *Finance & Human Resources Table*

	2022 Restated or Estimated	2023 Proposed Budget	2024 Proposed Budget	2023-2024 Proposed Budget	2022 to 2023 % Change	2023 to 2024 % Change
<b>Uses</b>						
<i>Salaries &amp; Wages</i>	\$ 830,771	\$ 1,225,228	\$ 1,267,901	\$ 2,493,129	47.5%	3.5%
<i>Employee Benefits</i>	\$ 330,422	\$ 538,581	\$ 559,571	\$ 1,098,152	63.0%	3.9%
<i>Supplies</i>	\$ 2,585	\$ 1,940	\$ 1,890	\$ 3,830	-25.0%	-2.6%
<i>Services</i>	\$ 390,202	\$ 546,218	\$ 639,324	\$ 1,185,542	40.0%	17.0%
<i>Capital Outlays</i>	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
<i>Transfers Out</i>	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
<b>Total Uses =</b>	<b>\$ 1,553,981</b>	<b>\$ 2,311,967</b>	<b>\$ 2,468,686</b>	<b>\$ 4,780,653</b>	<b>48.8%</b>	<b>6.8%</b>

### • **Major Changes/Additions:**

- Finance & HR Department Staffing Changes
- Temporary Assistance During the ERP Project
- Additional ERP Project Modules (Tax & Licensing, Socrata Open Finance)

# 2023-2024 Biennium Department Outlook/Work Plan



- **Finance**

- Continue implementation of the Enterprise Resource Planning (ERP) Tyler Munis Financial Information System
- Develop modern financial management procedures and protocols
  - Update the Cost Allocation Plan - Methodologies
- Introduce budgeting for outcomes and performance management initiatives
- Conduct Comprehensive Fee Study and engage in additional revenue recovery.

- **Human Resources**

- Continue to fill department vacancies during a very challenging hiring climate
- Modernizing the hiring process and platform (Neogov Insight)



# **2023-2024 Biennial Budget Department Overview**

**City Attorney**

**October 4, 2022**

# Department Overview

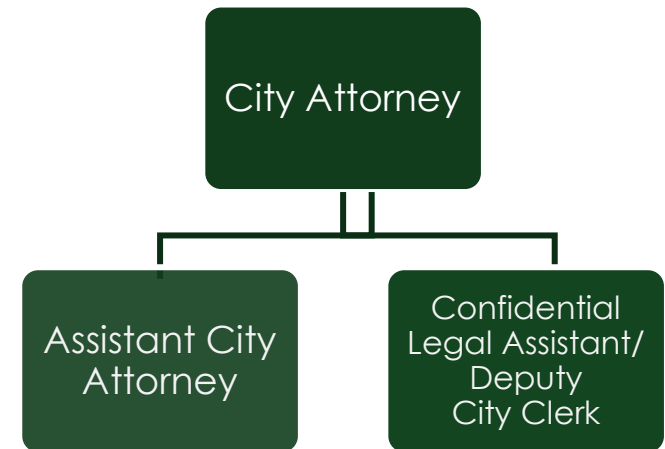


## Mission

Provide legal advice to and representation of the City of Snoqualmie

## Core Functions

- Advise elected officials, department directors, and all city staff;
- Draft resolutions, ordinances, and other Council enactments;
- Draft and review contracts for public works projects and services provided or needed by City;
- Advise Mayor, City Administrator, and human resources staff on labor, employment and personnel issues;
- Represent City in civil litigation in court and before administrative agencies;
- Risk Management.



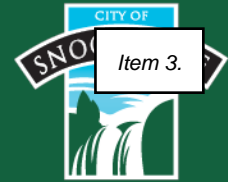
# 2021-2022 Biennium Department Accomplishments



- Assisted with design and construction interlocal agreements for construction of Record Office Revetment Project
- Assisted with drafting and implementation of Mayor's Vaccination and Masking Directive, including negotiation of collective bargaining memoranda of understanding (MOUs)
- Assisted with negotiation of successor collective bargaining agreements
- Assisted with review and issuance of Final Environmental Impact Statement for Snoqualmie Mill Planned Commercial / Industrial Plan project
- Assisted with transition to new City Clerk, implementation of DocuSign and NextRequest public records software, and assumption of risk management duties



# 2023-2024 Biennial Budget



## Administrative Depts. Functional Classification (#001):

### City Attorney Table

	2022 Restated or Estimated	2023 Proposed Budget	2024 Proposed Budget	2023-2024 Proposed Budget	2022 to 2023 % Change	2023 to 2024 % Change
<b>Uses</b>						
<i>Salaries &amp; Wages</i>	\$ 397,269	\$ 435,781	\$ 451,033	\$ 886,814	9.7%	3.5%
<i>Employee Benefits</i>	\$ 153,119	\$ 166,193	\$ 172,871	\$ 339,064	8.5%	4.0%
<i>Supplies</i>	\$ 1,210	\$ 2,000	\$ 2,015	\$ 4,015	65.3%	0.8%
<i>Services</i>	\$ 84,429	\$ 236,561	\$ 240,311	\$ 476,872	180.2%	1.6%
<i>Capital Outlays</i>	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
<i>Transfers Out</i>	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
<b>Total Uses =</b>	<b>\$ 636,027</b>	<b>\$ 840,535</b>	<b>\$ 866,230</b>	<b>\$ 1,706,765</b>	<b>32.2%</b>	<b>3.1%</b>

### • Major Changes/Additions:

- Contract Legal Support
  - Funding to handle some of the anticipated workload the City Attorney's Office will likely experience over the next two years.

# 2023-2024 Biennium Department Outlook/Work Plan



- Completion of Snoqualmie Mill Planned Commercial/Industrial (PCI) Plan review and appeal process, and legal defense of City Council decision
- Litigation of Vaccination Directive-related grievances (5 police; 2 Parks and Public Works)
- Assistance with designation of Snoqualmie Parkway as extension of SR 18
- Negotiation of successor Teamsters CBA
- Assistance with bidding and construction of major capital projects



# **2023-2024 Biennial Budget Department Overview**

## **Parks & Public Works: Parks & Streets**

**October 4, 2022**

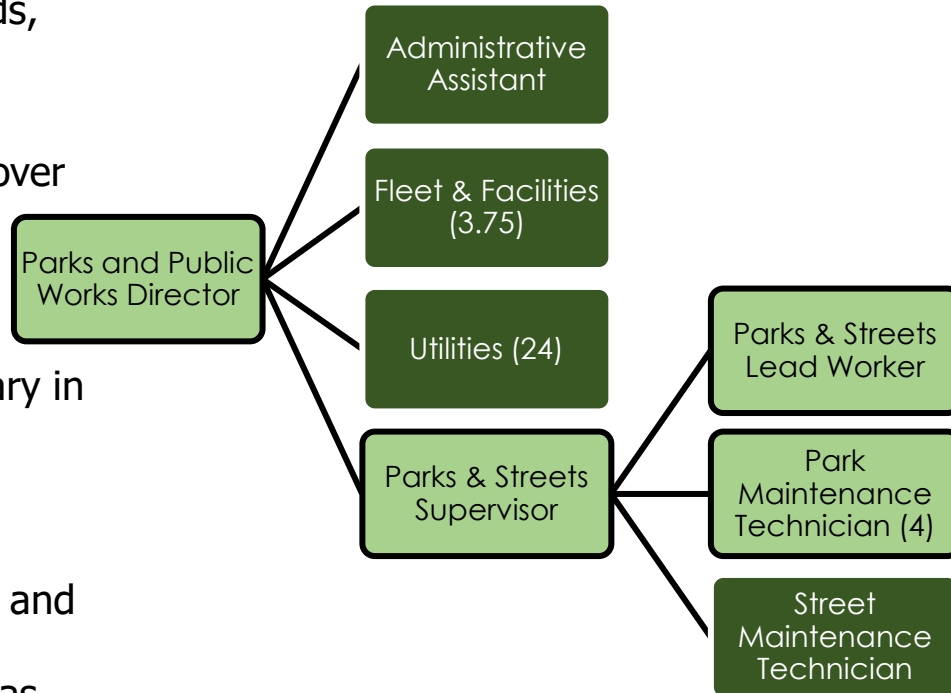
# Parks Overview

## Mission

The Parks Maintenance Division of the Parks and Public Works Department provides maintenance activities supporting safe, welcoming, and attractive experience for users of playgrounds, sport courts, athletic fields, trails, and special events.

## Core Services:

- Maintain grass turf, beds, shrubs, and ground cover at parks and other rights-of-way
- Maintain park and other athletic field structures
- Pick up leaves during the fall
- Conduct pre-emergent work in parks as necessary in order to mitigate probable future issues
- Maintain the trail systems
- Maintain street and landscape trees
- Manage volunteers and rent out park structures and shelters
- Assist with other City functions as needed such as events set-up and the holiday lighting of trees or in times of an emergency such as during snow events.



# 2021-2022 Biennium Parks Accomplishments



- Snoqualmie Point Park: replaced the roof and the wood siding with hardy board and repainted the entire facility
- Installed a new interpretive sign from Mountains to Sound Greenway
- Initiated a new multi-year Landscape Maintenance Contract
- Rebuilt several foot bridges in the trail system in the summer of 2021
- Completed electrical upgrades at Railroad Park to support the holiday display
- Refurbished Center Street Electrical System.



# 2023-2024 Biennial Budget - Parks



## Parks Maintenance Functional Classification (#001):

	2022 Restated or Estimated	2023 Proposed Budget	2024 Proposed Budget	2023-2024 Proposed Budget	2022 to 2023 % Change	2023 to 2024 % Change
<b>Uses</b>						
<i>Salaries &amp; Wages</i>	\$ 511,074	\$ 484,340	\$ 499,822	\$ 984,162	-5.2%	3.2%
<i>Employee Benefits</i>	\$ 268,371	\$ 240,020	\$ 249,179	\$ 489,199	-10.6%	3.8%
<i>Supplies</i>	\$ 119,755	\$ 172,191	\$ 178,573	\$ 350,764	43.8%	3.7%
<i>Services</i>	\$ 812,192	\$ 996,888	\$ 913,913	\$ 1,910,801	22.7%	-8.3%
<i>Capital Outlays</i>	\$ -	\$ 2,000	\$ 2,050	\$ 4,050	100.0%	2.5%
<i>Transfers Out</i>	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
<b>Total Uses =</b>	<b>\$ 1,711,392</b>	<b>\$ 1,895,439</b>	<b>\$ 1,843,537</b>	<b>\$ 3,738,976</b>	<b>10.8%</b>	<b>-2.7%</b>

# 2023-2024 Biennium Parks Outlook/Work Plan



- Parks will conduct a Parks, Open Space, and Recreation Study in 2023.
  - Reimagine parks system in response to changing demographics and standards of the community
  - Determine what recreational facilities are missing or oversupplied from current offerings, and help the City to allocate dollars wisely in the future
- All-Inclusive Playground Project at Centennial Park
- Riverview Park Playground
- Address deferred maintenance in Parks resulting from pandemic reductions



# Streets Overview

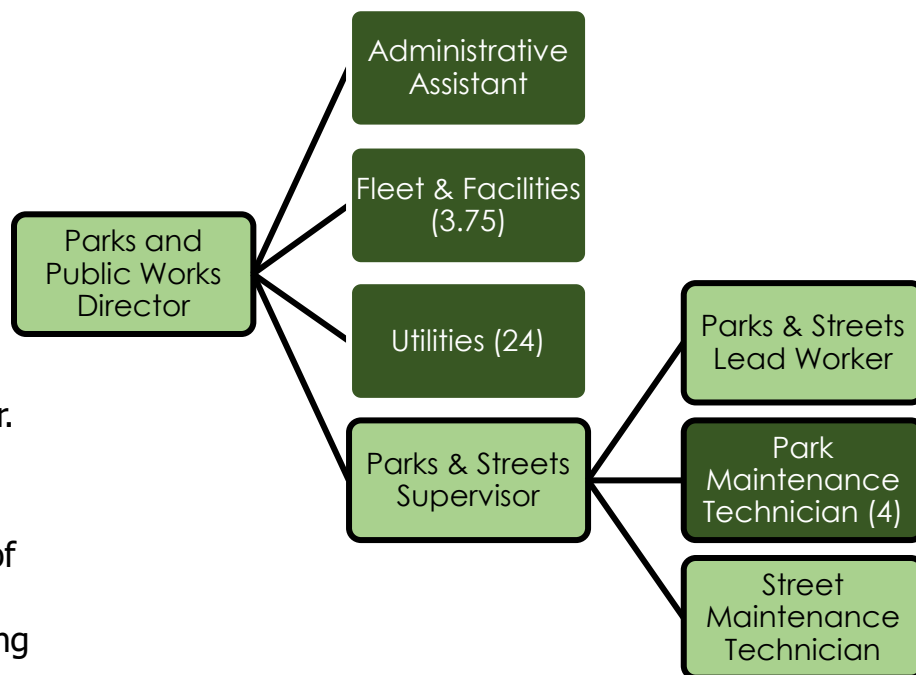


## Mission

Streets Maintenance Division of the Parks and Public Works Department provides the maintenance necessary to sustain a transportation system that keeps Snoqualmie and its neighborhoods connected. With nearly 40 miles of road and adjacent sidewalk, the City ensures that important destinations are accessible by all modes of travel.

## Core Services:

- Maintain the condition, safety, and visibility of roads
- Maintain landscaped medians, bioswales, and roadsides
- Repair and replace damaged and faded signage; install new signage including traffic and wayfinding signs.
- Inspect bridges and other vital transportation structures for deterioration and design solutions to mitigate the wear.
- Maintain the condition, functionality, and luminance of streetlights.
- Maintain the condition, functionality, and synchronicity of traffic control devices.
- Work to keep the transportation network operating during snow events with the de-icing and snow plowing of roads.
- Sweep the streets regularly to remove loose debris and to protect the stormwater system.





# 2021-2022 Biennium Streets Accomplishments



- Railroad Avenue Crosswalk Enhancements
- LED Street Light conversion
- Managed Snow and Ice clearing through Heavy Snowfall
- Applied GAP Mastic to Millpond Road.
- Replaced many worn and missing signs.



# 2023-2024 Biennial Budget - Streets



## Streets Maintenance Functional Classification (#001):

	2022 Restated or Estimated	2023 Proposed Budget	2024 Proposed Budget	2023-2024 Proposed Budget	2022 to 2023 % Change	2023 to 2024 % Change
<b>Uses</b>						
<i>Salaries &amp; Wages</i>	\$ 85,525	\$ 216,111	\$ 223,167	\$ 439,278	152.7%	3.3%
<i>Employee Benefits</i>	\$ 48,462	\$ 106,870	\$ 110,918	\$ 217,788	120.5%	3.8%
<i>Supplies</i>	\$ 133,451	\$ 144,812	\$ 170,110	\$ 314,922	8.5%	17.5%
<i>Services</i>	\$ 668,591	\$ 649,292	\$ 580,867	\$ 1,230,159	-2.9%	-10.5%
<i>Capital Outlays</i>	\$ -	\$ -	\$ 5,000	\$ 5,000	0.0%	100.0%
<i>Transfers Out</i>	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
<b>Total Uses =</b>	<b>\$ 936,029</b>	<b>\$ 1,117,085</b>	<b>\$ 1,090,062</b>	<b>\$ 2,207,147</b>	<b>19.3%</b>	<b>-2.4%</b>

# 2023-2024 Biennium Streets Outlook/Work Plan



- Continue to maintain streets in a safe and efficient manner to support all modes of transportation
- Formalize Street sign inventory and replacement schedule
- Establish annual street marking program for crosswalks and stop bars.



## A8: Glossary of Common Budget Terms



## GLOSSARY OF COMMONLY USED BUDGET TERMS

**Accrual Basis-**A method of accounting in which revenue is recorded in the period in which it is earned (whether or not it is collected in that period), and expenses are reported in the period when they are incurred (not when the disbursements are made). This method differs from the cash basis of accounting, in which income is considered earned when received and expenses are recorded when paid.

**Administrative Departments-** Refers to organizational units or departments that primarily provide services to other departments or divisions.

**Accounts receivable (AR)-** The amount of money owed by customers to the City after services have been delivered and/or used.

**Accounts payable (AP)-** The amount of money the City owes vendors and other agencies in return for goods and/or services they have delivered.

**Agency Fund-** A governmental accounting classification used to describe those situations where one jurisdiction is acting on behalf of another.

**Assessed Valuation-** The value assigned to properties within the city that is used in computing the property taxes to be paid by property owners.

**BARS-** The Budgeting, Accounting, and Reporting System for accounting systems prescribed by the Washington State Auditor's Office.

**Benefits** -City-provided employee benefits, such as social security insurance, retirement, worker's compensation, life insurance, medical insurance, vision insurance. and dental insurance.

**Biennial Budget-** A budget covering a two-year period. Under state law, a biennium begins with an odd numbered year

**Budget-** A financial plan of operations for the city. It is a plan, not a list of accounts and amounts.

**Budget - Adopted and Proposed-** The Mayor submits to the City Council a recommended expenditure and revenue level for all City operations for the coming fiscal year as the Proposed Budget. When the City Council agrees upon the revenue and expenditure levels, the Proposed Budget becomes the Adopted Budget, funds are appropriated, and legal expenditure limits are established.

**Budget Calendar-** The schedule of key dates or milestones which the City follows in the preparation, adoption, and administration of the budget.

**Capital Improvement Plan (CIP)-** The element of the budget that deals with the expenditure of funds on durable capital facilities and equipment, typically with a value of more than \$50,000.

**Capital Project-** A single project within the Capital Improvement Plan.

**Cash Flow-** The revenue or expenditures expected to be generated through daily receipts and payments over a period.

**Charges for Services-** A revenue category that includes a charge for a specific service. These primarily include park recreation fees, law enforcement services, zoning fees, and other miscellaneous fees.

**Chart of Accounts-** A list of expenditure, revenue, and other accounts describing and categorizing financial transactions.

**Costs Allocation-** The assignment of applicable costs incurred by a central services department (like "administrative or technology services") to a fund based on the benefit to the fund being assessed.

**Councilmanic Bonds-** Bonds that can be authorized by the city council without a vote of the public in an amount up to .75 percent of the assessed valuation of the city.

**Debt Service-** Interest and principal payments on debt.

**Debt Service Funds-** The type of fund that accounts for the payment of debt service on general obligations of the city.

**Enterprise Fund-** A type of proprietary fund in which the direct beneficiaries pay for all costs of the fund through fees, or where a periodic determination of revenues and expenses is desired by management.

**Fund-** A self-balancing group of accounts that includes revenues and expenditures.

**GAAFR "Governmental Accounting, Auditing and Financial Reporting."**- The "blue book" published by the Municipal Finance Officers Association (now the Government Finance Officers Association) to provide detailed guidance for the application of accounting principles for governments.

**"GAAP" Generally Accepted Accounting Principles-** which are mostly determined by the GASB for governments.

**"GASB" Governmental Accounting Standards Board-** which determines the underlying principles to be used in accounting for governmental activities.

**General Fund-** The fund of the city that accounts for all activity not specifically accounted for in other funds. Includes such operations as police, fire, engineering, planning, parks, museums and administration. This is the main operating fund of the City.

**General Obligations-** Bonds or other indebtedness of the city for which the pledge made for repayment is the full faith and credit of the city.

**Governmental Fund Types-** Funds that provide general government services. These include the general fund, special revenue funds, capital projects funds and debt service funds.

**Intergovernmental Revenues-** Interfund charges to pay for quasi external transactions of the fund.

**Internal Controls-** A system of controls established by the city that are designed to safeguard the assets of the city and provide reasonable assurances as to the accuracy of financial data.

**Internal Service Funds-** A type of proprietary fund that accounts for the goods and services provided to other units of the city. Payment by the benefiting unit is intended to fund the costs of providing such services.

**Levy Rate-** The property tax percentage rate used in computing the property tax amount to be paid.

**Licenses and Permits-** A revenue category of the city derived from business licenses and building or development permits.

**Operating Budget-** The annual appropriation to maintain the provision of city services to the public. **"PERS" Public Employee Retirement System-** The state system for public employment retirement applicable in most cities for employees, except where LEOFF is applicable.

**Program-** A group of services within a department, aligned by common purpose.

**Proposed Budget-** That budget which is proposed by the Administration to the council and has not yet been adopted by the council.

**Proprietary Funds-** A group of funds that account for the activities of the city that are of a proprietary or "business" character, such as the Water, Sewer and Storm Water Funds.

**Public Safety-** A term used to define the combined budget of the police and fire departments.

**Reclassification Request-** A request to change the job title or classification for an existing position.

**Regular Full-Time-** Defined as a position budgeted for 2,088 compensated hours per year, 40 hours per week, 80 hours per pay period, and is also known as one full-time equivalent (FTE).

**Regular Part-Time-** Defined as a position designated as part time, and requiring an average of 20 hours or more, but less than 40 hours of work per week during the year. This equates to an FTE value of at least 0.50 and no more than 0.99.

**Reorganization-** Refers to changes in the budget and reporting structure within departments.

**Return on investment (ROI)-** A measure used to evaluate the financial performance relative to the amount of money that was invested. The ROI is calculated by dividing the net profit by the cost of the investment. The result is often expressed as a percentage.

**Revenue-** Income received by the City in support of our program of services to the community. It includes such items as property taxes, fees, user charges, grants, and fines.

Interest income and miscellaneous revenue.

**Revenue Bonds-** Bonds sold by the city that are secured only by the revenues of a particular system, usually the water/sewer fund and the regional water fund.

**Special Revenue Funds-** General government funds for which the source of monies is dedicated to a specific purpose.

**Standard Work Year-** 2,080 hours a year, 260 days (except leap year).

**Salaries and Wages-** Most City employees are paid a monthly salary based on an annual standard work year consisting of 2,080 hours. Some types of positions are paid hourly wages based on the prevailing wage scale.

**Supplemental Appropriation-** An appropriation approved by the Council after the initial budget appropriation. Council approves supplemental appropriations during the year and budget amendment ordinances are approved mid-year and year-end.





# BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB22-150  
October 18, 2022  
Discussion

Item 3.

## AGENDA BILL INFORMATION

<b>TITLE:</b>	2023 Salary Schedule & Benefits for Non-Represented Management & Professional Employees and 23-24 Staffing Overview	<input checked="" type="checkbox"/> Discussion Only <input type="checkbox"/> Action Needed:
<b>PROPOSED ACTION:</b>	Approve Resolution (provided at later date) Setting 2023 Salary Schedule and Benefits for non-represented management & professional employees	<input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

<b>REVIEW:</b>	Department Director/Peer	Jen Ferguson	10/10/2022
	Finance	Drew Bouta	10/12/2022
	Legal	Bob Sterbank	10/12/2022
	City Administrator	Mike Sauerwein	10/12/2022

<b>DEPARTMENT:</b>	Human Resources		
<b>STAFF:</b>	Jen Ferguson, Finance & HR Director		
<b>COMMITTEE:</b>	Finance & Administration	<b>COMMITTEE DATE:</b> October 18, 2022	
<b>MEMBERS:</b>	James Mayhew	Cara Christensen	Bryan Holloway
<b>EXHIBITS:</b>	1. 2023 Salary Schedule for Non-Represented Management & Professional Employees 2. 2023 Benefits Overview for Non-Represented Management & Professional Employees 3. 2023-2024 Proposed Staffing Count Matrix		

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

## SUMMARY

### INTRODUCTION

The purpose of this agenda bill is for Council consideration and approval of the 2023 Salary Schedule and Benefits for non-represented management & professional employees.

### LEGISLATIVE HISTORY & BACKGROUND

The City Council first approved the Management & Professional salary schedule in January 2006 and has subsequently approved the salary and benefits of non-represented employees on an annual basis, considering a cost of living adjustment in each year. Periodically the city undergoes a class and compensation study to determine if the salaries and benefits provided by the city are within the regional market ranges for each class and positions. The city is currently in the process of studying salary and benefits and has contracted with GovHR in 2022. This study is not yet complete and is expected to be done by January 2023. The most recent salary schedule was approved and effective January 1, 2022.

## ANALYSIS

The Administration is proposing a 3.5% cost of living adjustment of salaries for the non-represented, management and professionals employee group for 2023. Regional neighbors of the city are planning on cost of living adjustments that range between xxx% and xxx%. The proposed 2023 cost of living adjustment was also based on internal equity with the represented (union) employees receiving on average 3.5% adjustments as per the collective bargaining agreements. The overall cost of a 3.5% cost of living adjustment for non-represented employees is \$xxxxxxxxxx. (See Exhibit 1)

The City also provides fringe benefits to employees which include medical, dental, vision, and life insurance, Health Reimbursement and Flexible Spending Accounts, Employee Assistance Program, the required contributions to the Public Employees Retirement System, a Deferred Compensation Program contribution match. Additionally, the city offers vacation, sick and other paid and unpaid leave programs.

As an employee retention tool, changes to the fringe benefits program for non-represented employees include (See Exhibit 2):

- Adding Long-term and Short-term Disability insurance
  - Overall cost \$xxxxxx
- Offering an Opt-out Medical Plan Cost Share
  - Overall estimated savings \$xxxxxx
- Eliminating Comp-time accrual tracking for salaried employees
  - Forty (40) hours max rotating accrual
- Adding Management & Professionals Leave
  - Directors: sixteen (16) days; Managers: twelve (12) days; Professionals: eight (8) days
- Eliminate separate Vacation Leave and Sick Leave accruals
  - Vacation: various max levels; Sick: 720 hours
- Adding Paid-Time-Off (PTO) Leave
  - Directors: max accrual 760 hours; Managers & Professionals: max accrual 680 hours

## BUDGET IMPACTS

Salary and benefit costs are included in the proposed in the 2023-2024 Biennial Budget.

## NEXT STEPS

This Agenda Bill is a partner bill with AB22-076: 2023-2024 Biennial Budget which is adopted through an Ordinance of the City Council. The Salary Schedule and Benefits is planned for final approval November 28, 2022.

## PROPOSED ACTION

None at this time.

## City of Snoqualmie

## Classification Rates &amp; Salary Schedule

## Non-Represented, Management &amp; Professional (M&amp;P)

COLA ADJUSTMENT-Proposed

3.5%

CLASS	POSITION TITLES	2022				2023		
		STEP A	STEP B	STEP C		STEP A	STEP B	STEP C
Contract	City Administrator			15,900				16,457
MP1	City Attorney	14,273	15,066	15,858		14,772	15,592	16,413
MP2	Parks & Public Works Director; Finance & Human Resources Director; Police Chief	12,820	13,531	14,244		13,268	14,005	14,743
MP3	Fire Chief	12,210	12,887	13,565		12,636	13,338	14,040
MP4	Information Technology Director; Community Development Director	11,383	12,015	12,646		11,780	12,434	13,089
MP5	Police Captain	10,840	11,442	12,044		11,219	11,842	12,466
MP6	Deputy Fire Chief; Deputy Director of Parks & Public Works	10,298	10,870	11,442		10,658	11,250	11,842
MP7	Assistant City Attorney	10,037	10,595	11,153		10,389	10,966	11,543
MP8A	Parks & Public Works Manager; Human Resources Manager	9,337	9,855	10,374		9,663	10,200	10,737
MP8B	Budget Manager, Financial Services Manager, Information Technology Manager, Building Official	8,517	8,990	9,463		8,815	9,304	9,794
MP9	City Clerk	8,488	8,959	9,431		8,785	9,273	9,761
MP10	Communications Coordinator; Sr. Financial Analyst	7,893	8,331	8,769		8,168	8,622	9,076
MP11	Human Resource Analyst; Management Analyst; Mental Health Professional	7,175	7,573	7,972		7,426	7,838	8,251
MP12	Community Liaison; Deputy City Clerk/Legal Assistant	6,378	6,732	7,087		6,602	6,968	7,335
MP13	Confidential Assistant to City Attorney; Confidential Human Resources Assistant	5,799	6,121	6,444		6,003	6,336	6,670
MP14	Vacant	5,219	5,509	5,799		5,402	5,702	6,002
MP15	Vacant	4,697	4,958	5,219		4,861	5,132	5,402
MP16	Vacant	4,227	4,463	4,697		4,375	4,618	4,861



# EMPLOYEE BENEFITS

## Management & Professionals

The City of Snoqualmie offers generous employee benefits packages, competitive wages and salaries, and a dedication to work/life balance. Our employment priorities are to provide a healthy work environment, employee well-being, and support of personal and professional growth. Full and pro-rated benefits available.

### HEALTHCARE & LEAVE BENEFITS

- |  |   |
|--|---|
| <p><input type="checkbox"/> <b>MEDICAL &amp; PRESCRIPTION</b></p> <p>100% paid premiums for employee and dependents.</p> <ul style="list-style-type: none"> <li>✓ Regence 250 (PPO)</li> <li>✓ Kaiser 200 (HMO)</li> <li>✓ Express Scripts Pharmacy Home Delivery</li> </ul> | <p><input type="checkbox"/> <b>FLEXIBLE SPENDING ACCOUNT (FSA)</b></p> <p>Optional Flexible Spending Accounts to save pre-tax dollars to pay for qualified medical expenses.</p> <ul style="list-style-type: none"> <li>✓ Limited Health Care FSA</li> <li>✓ Day Care FSA</li> <li>✓ Health Care FSA</li> </ul> |
| <p><input type="checkbox"/> <b>DENTAL &amp; ORTHODONTIA</b></p> <p>100% paid premiums for employee and dependents.</p> <ul style="list-style-type: none"> <li>✓ Delta Dental of Washington</li> </ul>  | <p><input type="checkbox"/> <b>PAID TIME OFF (PTO)</b></p> <p>PTO accruals based on years of service, plus 11 paid holidays and 2 paid floating holidays per year.</p>  |
| <p><input type="checkbox"/> <b>VISION</b></p> <p>100% paid premiums for employee and dependents.</p> <ul style="list-style-type: none"> <li>✓ VSP Vision Care</li> </ul>   | <p><input type="checkbox"/> <b>LEAVE</b></p> <p>Family, medical, military, &amp; jury duty leave available.</p> <ul style="list-style-type: none"> <li>✓ Paid Management Leave each year</li> </ul>   |
| <p><input type="checkbox"/> <b>OPT-OUT MEDICAL PLAN</b></p> <p>Opt-out of Medical Plan and share in savings with proof of other insurance plan</p> <ul style="list-style-type: none"> <li>✓ Incentivized monthly stipend</li> </ul>  | <p><input type="checkbox"/> <b>EMPLOYEE ASSISTANCE PROGRAM (EAP)</b></p> <p>24/7 online and no-cost support, resources, and information for employee and dependents to assist with all of life's challenges.</p> <ul style="list-style-type: none"> <li>✓ CompPsych Guidance Resources</li> </ul>               |
| <p><input type="checkbox"/> <b>HEALTH REIMBURSEMENT ARRANGEMENT (HRA)</b></p> <p>100% funded account set up for employee to reimburse qualified medical expenses.</p> <ul style="list-style-type: none"> <li>✓ \$3,000 per employee or \$6,000 per family</li> </ul>         | <p><input type="checkbox"/> <b>DISABILITY INSURANCE</b></p> <p>Short-term and long-term disability insurance benefits provide supplemental income if employee is disabled or unable to work.</p>  |



## RETIREMENT SAVINGS & DEFERRED COMPENSATION

### ☐ **PUBLIC EMPLOYEES' RETIREMENT SYSTEM (PERS)**

Required retirement plan for all public employees, with the option to enroll in either Plan 2 or Plan 3. Both plans offer a lifetime pension benefit.

- ✓ Washington State Department of Retirement Systems (DRS)

### ☐ **DEFERRED COMPENSATION PROGRAM (DCP)**

Optional tax-deferred savings program for employees.

- ✓ City matches up to \$200 per month
- ✓ Washington State Department of Retirement Systems (DRS) or MissionSquare

### ☐ **LIFE INSURANCE**

100% paid life insurance for employee.

- ✓ \$50,000 base policy for employee
- ✓ Option to add additional policies for employee or spouse



## 2023-2024 Biennial Budget Staffing

Department	Position Title	Authorized FTEs	Change Requested	Proposed FTEs
Legislative	Mayor Pro-Tem	0.15	-	0.15
	Council Member	0.60	-	0.60
	<b>Department Total =</b>	<b>0.75</b>	<b>0.00</b>	<b>0.75</b>
Executive	Mayor	0.25	-	0.25
	City Administrator	1.00	-	1.00
	Management Analyst	1.00	-	1.00
	<b>Department Total =</b>	<b>2.25</b>	<b>0.00</b>	<b>2.25</b>
City Clerk	City Clerk	1.00	-	1.00
	<b>Department Total =</b>	<b>1.00</b>	<b>0.00</b>	<b>1.00</b>
Communications	Communications Assistant	0.75	-	0.75
	Communications Coordinator	1.00	-	1.00
	<b>Department Total =</b>	<b>1.75</b>	<b>0.00</b>	<b>1.75</b>
City Attorney	Confidential Assistant to City Attorney	1.00	-	1.00
	City Attorney	1.00	-	1.00
	Assistant City Attorney	1.00	-	1.00
	<b>Department Total =</b>	<b>3.00</b>	<b>0.00</b>	<b>3.00</b>
Community Development	Community Development Director	1.00	-	1.00
	Community Liaison	1.00	-	1.00
	Planning Manager	1.00	(1.00)	0.00
	Senior Planner	1.00	2.00	3.00
	Associate Planner	1.00	-	1.00
	Planning Technician	1.00	-	1.00
	Building Official	1.00	-	1.00
	Building Inspector	1.00	(1.00)	0.00
	Permit Coordinator	0.00	1.00	1.00
	Permit Technician	1.00	(1.00)	0.00
	<b>Department Total =</b>	<b>9.00</b>	<b>0.00</b>	<b>9.00</b>
Finance & Human Resources	Finance & Human Resources Director	1.00	-	1.00
	Management Analyst	0.00	1.00	1.00
	Human Resources Manager	1.00	(1.00)	0.00
	Human Resources Analyst	0.00	1.00	1.00
	Human Resources Assistant	1.00	(1.00)	0.00
	Accounting Manager	1.00	-	1.00
	Accountant	1.00	-	1.00
	Senior Account Clerk	2.00	-	2.00
	Budget Manager	1.00	-	1.00
	Budget Analyst	0.00	1.00	1.00
	Project Specialist	0.00	0.56	0.56
	ARPA Specialist/Human Services Navigator	0.56	(0.56)	0.00
	Revenue Manager	0.00	1.00	1.00
	Account Clerk	1.00	-	1.00
	Office Assistant	1.00	-	1.00
	<b>Department Total =</b>	<b>10.56</b>	<b>2.00</b>	<b>12.56</b>
Fire & Emergency Management	Fire Chief	1.00	-	1.00
	Deputy Fire Chief	1.00	-	1.00
	Administrative Assistant II	0.50	-	0.50
	Fire Training Captain	1.00	-	1.00
	Fire Lieutenant	3.00	-	3.00
	Firefighter	9.00	-	9.00
	<b>Department Total =</b>	<b>15.50</b>	<b>0.00</b>	<b>15.50</b>
Information Technology	IT Director	1.00	-	1.00
	IT Manager	0.00	1.00	1.00
	IT Systems Engineer	1.00	-	1.00
	IT Project Manager	1.00	-	1.00
	IT Systems Support	2.00	-	2.00
	Service Desk Technician (Snoqualmie)	1.00	-	1.00
	Service Desk Technician (Duvall)	1.00	-	1.00
	GIS Systems Analyst	1.00	-	1.00
	<b>Department Total =</b>	<b>8.00</b>	<b>1.00</b>	<b>9.00</b>

Department	Position Title	Authorized FTEs	Change Requested	Proposed FTEs
<b>Parks &amp; Public Works</b>	Parks & Public Works Director	1.00	-	1.00
	Deputy Parks & Public Works Director/City Engineer	1.00	-	1.00
	CIP Project Manager	0.00	1.00	1.00
	Engineer	3.00	-	3.00
	Maintenance Operations Manager	1.00	(1.00)	0.00
	Administrative Assistant	1.00	-	1.00
	Parks & Streets Supervisor	1.00	-	1.00
	Parks & Streets Lead Worker	1.00	-	1.00
	Parks - Maintenance Technician (Levels 4-1)	4.00	-	4.00
	Streets - Maintenance Technician (Levels 4-1)	1.00	-	1.00
	Stormwater & Urban Forestry Supervisor	0.00	1.00	1.00
	Urban Forester	1.00	-	1.00
	Urban Forestry - Maintenance Technician	1.00	-	1.00
	Stormwater - Maintenance Technician (Levels 4-1)	1.00	1.00	2.00
	Sewer - Supervisor	1.00	-	1.00
	Sewer - Plant Operator Lead	1.00	-	1.00
	Sewer - Plant Operator Sr	1.00	-	1.00
	Sewer - Industrial Maintenance Technician Sr	1.00	-	1.00
	Sewer - Laboratory Analyst	1.00	-	1.00
	Sewer - Maintenance Technician-Treatment (Levels 4-1)	2.00	-	2.00
	Water Supervisor	1.00	-	1.00
	Water - Maintenance Technician-Treatment (Levels 4-1)	2.00	1.00	3.00
	Water - Maintenance Technician-Distribution (Levels 4-1)	2.00	-	2.00
	Irrigation - Maintenance Technician (Levels 4-1)	1.00	-	1.00
	Fleet & Facilities Supervisor	1.00	-	1.00
	Facilities - Maintenance Technicians (Levels 4-1)	1.00	-	1.00
	Fleet - Mechanic (Levels 3-1)	1.00	0.75	1.75
	<b>Department Total =</b>	<b>33.00</b>	<b>3.75</b>	<b>36.75</b>
<b>Police</b>	Police Chief	1.00	-	1.00
	Administrative Coordinator	1.00	-	1.00
	Behavioral Health Coordinator	1.00	-	1.00
	Police Records Technician	1.00	-	1.00
	Police Records/Evidence Technician	1.00	-	1.00
	Police Captain	1.00	-	1.00
	Police Sergeant	4.00	-	4.00
	Administrative Sergeant	0.00	1.00	1.00
	Detective	2.00	(1.00)	1.00
	Support Officer	1.00	-	1.00
	Resource Officer	1.00	-	1.00
	Police Officer	16.00	-	16.00
	<b>Department Total =</b>	<b>30.00</b>	<b>0.00</b>	<b>30.00</b>
<b>Total Staffing Count =</b>		<b>114.81</b>	<b>6.75</b>	<b>121.56</b>



# BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB22-151  
October 24, 2022  
Ordinance

Item 4.

## AGENDA BILL INFORMATION

<b>TITLE:</b>	Ordinance 1269 Amending SMC 13.12.040(G) to Establish a Payment Plan Program for Delinquent Utility Accounts	<input type="checkbox"/> Discussion Only
<b>PROPOSED ACTION:</b>	First Reading, Second Reading and Adopt Ordinance 1269	<input checked="" type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input checked="" type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

<b>REVIEW:</b>	Department Director/Peer	Jen Ferguson	10/10/2022
	Finance	Drew Bouta	10/12/2022
	Legal	Bob Sterbank	10/12/2022
	City Administrator	Mike Sauerwein	10/12/2022

<b>DEPARTMENT:</b>	Finance		
<b>STAFF:</b>	Jen Ferguson, Finance & HR Director		
<b>COMMITTEE:</b>	Finance & Administration	<b>COMMITTEE DATE:</b> October 18, 2022	
<b>MEMBERS:</b>	James Mayhew	Cara Christensen	Bryan Holloway
<b>EXHIBITS:</b>	1. Proposed Ordinance 1269		

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

## SUMMARY

### INTRODUCTION

The purpose of this agenda bill is for City Council consideration of and adoption of Ordinance 1269 amending Snoqualmie Municipal Code 13.12.040 section G to establish a payment plan program for delinquent utility accounts impacted by the pandemic.

### LEGISLATIVE HISTORY & BACKGROUND

Both the Washington Governor and Snoqualmie Mayor and City Council declared emergencies due to the COVID19 pandemic and allowed for utility customers, negatively impacted some relief from utility shutoffs and late fees. Those emergency declarations and proclamations have been or will be soon lifted.

### ANALYSIS

City of Snoqualmie municipal code 13.12.040(G) describes options for the city to work with a utility account owner who has a delinquent balance; however, does not provide a method to assist customers with clearing up past due balances. A payment plan program would be another resource for improving customer services.



There are currently 150 delinquent utility accounts ranging in past due account balances of \$300 to \$7,000.

**BUDGET IMPACTS**

By collecting on past due utility account balances, the utility funds will be positively impacted over the next six months in the amount of \$242,000.

**NEXT STEPS**

None. Since timing is critical with the pending end to the state emergency, the administration is proposing that the Council consider their action to include the first and second readings and adoption.

**PROPOSED ACTION**

Motion to adopt Ordinance No. 1269 Amending SMC 13.12.040(G) to Establish a Payment Plan Program for Delinquent Utility Accounts

**ORDINANCE NO. 1269****AN ORDINANCE AMENDING SNOQUALMIE MUNICIPAL CODE SECTION 13.12.040(G) TO ESTABLISH A PAYMENT PLAN PROGRAM FOR ELIGIBLE DELINQUENT UTILITY ACCOUNTS DUE TO EMERGENCY DECLARATION IMPACTS; AND PROVIDING FOR SEVERABILITY AND EFFECTIVE DATE.**

**WHEREAS**, the City of Snoqualmie operates a combined water, wastewater and storm water utility pursuant to RCW 35A.80.010 and Chapters 35.67 and 35.92 RCW; and

**WHEREAS**, water, wastewater, and storm water services provided by the combined utility of the City of Snoqualmie are critical to the health and welfare of the citizens of the City; and

**WHEREAS**, on February 29, 2020, Governor Jay Inslee issued Proclamation 20-05 declaring a state of emergency in all counties of the state related to the spread of the Covid-19 virus; and

**WHEREAS**, on March 6, 2020, Mayor Matthew R. Larson issued an Emergency Proclamation declaring the existence of an emergency within the City of Snoqualmie related to the COVID-19 virus, and authorizing the Mayor, City Administrator and City departments to take certain specified actions without regard to time consuming procedure and the formalities prescribed by law (excepting mandatory constitutional requirements); and

**WHEREAS**, on March 9, 2020, the Snoqualmie City Council ratified the March 6, 2020 Emergency Proclamation; and

**WHEREAS**, on March 23, 2022 the City Council of the City of Snoqualmie adopted Ordinance No. 1226, which authorized the Mayor to suspend utility shutoffs during the pendency of an emergency declared by the Mayor, such as the COVID-19 pandemic emergency; and

**WHEREAS**, on March 18, 2020 Governor Inslee issued Proclamation 20-23 which, among other things, imposed a moratorium on water, energy and telecommunications utility shutoffs and late fees; and

**WHEREAS**, Proclamation 20-23 was amended and extended several times, but eventually expired by its terms on September 30, 2021; and

**WHEREAS**, on September 8, 2022, Governor Inslee announced the rescission of all emergency proclamations, effective October 31, 2022; and

**WHEREAS**, the COVID-19 pandemic significantly and negatively impacted Snoqualmie utility customers, who as a result have been unable to keep utility accounts current, thus accumulating delinquent utility account balances due; and

**WHEREAS**, the City Council of the City of Snoqualmie desires to provide assistance to those utility customers negatively impacted by the pandemic while also incentivizing payment in full of past due utility balances;

**NOW THEREFORE, BE IT ORDAINED** by the City Council of the City of Snoqualmie, Washington, as follows:

**Section 1. Section 13.12.040(G) Amended.** Section 13.12.040(G) of the Snoqualmie Municipal Code is hereby amended and adopted to read as follows:

**13.12.040 Utility Payment – Due date – Delinquency – Shutoff for nonpayment – Lien**

G. In the event of a bona fide dispute as to the amount of the total due for the utility bill, or existence of substantial past due balance accruing due to the existence of a prolonged declaration of emergency, one or more of the following procedures shall be employed by the finance director:

1. The customer shall first attempt to resolve the matter with the utility clerk.

2. If the dispute cannot be resolved between the customer and the utility clerk, the customer shall have the opportunity to discuss or take this to the finance director whose decision shall be final.

3. Water shutoff ~~shall~~may be delayed during the period necessary to resolve the dispute only in the event the customer contacts the utility clerk during regular business hours more than 48 hours prior to the scheduled shutoff date and pays such portion of the disputed bill as customer acknowledges to be due. The acceptance of such payment shall not be deemed to have waived the city's right to collect the entire balance finally determined to be due, or to impair any right to shut off service if such additional amount is not paid immediately.

4. If the basis of the customer's dispute concerns the accuracy of his water meter, the city shall conduct a test thereof; provided, the customer shall first deposit by money order or check a sum as established by council equivalent to the actual cost of conducting the test. In the event the meter is determined to have been inaccurate so that the customer has been charged for more water than the actual quantity delivered, the customer's deposit shall be refunded and the city shall bear the cost of the test, and shall further refund to the customer for excess charges for a period not exceeding six months. If the meter is determined to be accurate or inaccurate so the customer was charged for less than the actual quantity of water delivered, the customer's deposit shall be applied to the cost of the test.

5. If a utility customer has accumulated a past due utility balance during the course of prolonged emergency declared by the Mayor and/or the Governor of the State of Washington, the finance director is authorized to create and implement an application and procedures for a payment plan program to be utilized in lieu of utility finance charges and/or utility shutoff. Any payment plan shall be subject to the following minimum requirements:

- A. A payment plan term shall not extend more than six (6) months from the date the declaration of emergency ends;
- B. The payment plan shall require the utility customer to pay the current portion of each monthly utility bill, in addition to the payment plan amount of a portion of the past due balance;
- C. Finance charges shall not be imposed and utility service shut off shall not occur during the term of the payment plan unless the customer fails to make payments according to the terms of the payment plan.
- D. The payment plan shall provide for payment in full of the past due balance by the end of the payment plan term.

**Section 2. Effective Date.** This ordinance shall be effective from and after its adoption and the expiration of five days after its publication, as provided by law.

**Section 3. Severability.** If any portion of these chapters is found to be invalid or unenforceable for any reason, such finding shall not affect the validity or enforceability of any other section of this chapter.

**Section 4. Corrections by City Clerk or Code Reviser.** Upon approval of the City Attorney, the City Clerk and the code revisor are authorized to make necessary corrections to this ordinance, including the correction of clerical errors; references to other local, state, or federal laws, codes, rules, or regulations; or ordinance numbering and section/subsection numbering.

**PASSED** by the City Council of the City of Snoqualmie, Washington at a regular meeting thereof and **APPROVED** by the Mayor of the City on this 24<sup>th</sup> day of October 2022.

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Katherine Ross, Mayor

Attest:

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Danna McCall, Interim City Clerk

APPROVED AS TO FORM:

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Bob C. Sterbank, City Attorney



# 2022 FINANCE & ADMINISTRATION WORK PLAN

Item 7.

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

UPDATED: 10/10/2022 4:47 PM

NOVEMBER 8 - FINANCE & ADMINISTRATION COMMITTEE, 6:30 PM	AGENDA FRI
TOPIC	STAFF
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	

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

DECEMBER 6 - FINANCE & ADMINISTRATION COMMITTEE, 6:30 PM	AGENDA FRI
TOPIC	STAFF
Minutes:	
Warrants: Claims Report	Drew Bouta
Discussion: Finance & Administration Work Plan	
Draft City Council Agenda	

<b>DECEMBER 20 - FINANCE &amp; ADMINISTRATION COMMITTEE</b> <b>PURSUANT TO COUNCIL ACTION TAKEN FEBRUARY 28, 2022</b> <b>NOTICE:</b>
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## OTHER ITEMS TO BE SCHEDULED:

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



## CITY COUNCIL SPECIAL HYBRID MEETING

### Wednesday, October 19, 2022, 6:00 PM

Snoqualmie City Hall, 38624 SE River Street & Zoom

#### MAYOR & COUNCIL MEMBERS

Mayor Katherine Ross

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

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

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

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

**Join by Internet:** To watch the meeting over the internet via your computer, follow these steps:

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- 4) Please confirm that your audio works prior to participating.

#### CALL TO ORDER & ROLL CALL

#### AGENDA APPROVAL

#### SPECIAL BUSINESS

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

**Proposed Action:** Continue deliberations of the proposed Snoqualmie Mill Planned Commercial/Industrial Plan.

2. **AB22-114:** Snoqualmie Mill Development Agreement

**Proposed Action:** Continue discussion of the proposed Development Agreement between the City of Snoqualmie and Snoqualmie Mill Ventures LLC.

#### CLOSED/EXECUTIVE SESSION

3. 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



**CITY COUNCIL ROUNDTABLE HYBRID MEETING, 6 PM**  
**CITY COUNCIL REGULAR HYBRID MEETING, 7 PM**  
**Monday, October 24, 2022**  
**Snoqualmie City Hall, 38624 SE River Street & Zoom**

#### **MAYOR & COUNCIL MEMBERS**

Mayor Katherine Ross

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

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#### **ROUNDTABLE AGENDA, 6 PM**

##### **CALL TO ORDER & ROLL CALL**

##### **AGENDA APPROVAL**

##### **SPECIAL BUSINESS**

1. Executive Session - Labor Relations

##### **ADJOURNMENT**

#### **REGULAR AGENDA, 7 PM**

##### **CALL TO ORDER & ROLL CALL**

##### **PLEDGE OF ALLEGIANCE**

##### **AGENDA APPROVAL**

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

###### **Public Hearings**

###### **Appointments**

###### **Presentations**

2. Swearing In: Officer Nicholas Schulgen
3. Swearing In: City Clerk Deana Dean



## Proclamations

4. **AB22-148:** Proclamation No. 22-18: Kindness Month
5. Eagle Scouts Proclamation

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

## CONSENT AGENDA

6. Approve the City Council Meeting Minutes:
  - 10/10 City Council Roundtable
  - 10/10 City Council Regular Meeting
  - 10/11 City Council Special Meeting
7. Approve the Claims Approval Report dated October 24, 2022

## ORDINANCES

8. **AB22-128:** SR-202 Downtown Snoqualmie Speed Limit Reduction
9. **AB22-151:** Ordinance 1269 Amending SMC 13.12.040(G) to Establish a Payment Plan Program for Delinquent Utility Accounts
10. Placeholder: End of Emergency Proclamation

## COMMITTEE REPORTS

### Public Safety Committee:

### Community Development Committee:

11. **AB22-140:** 2023-2024 Human Services Funding Recommendations

### Parks & Public Works Committee:

12. **AB22-138:** Consultant Services Agreement with Parametrix for Assistance with Alternative Public Works Contracting Methods for Community Center expansion

### Finance & Administration Committee:

### Committee of the Whole:

13. **AB22-074:** Approve Financial Management Policy Resolution No. 1267
14. **AB22-098:** Mill Site Planned Commercial Industrial Plan - Quasi-Judicial Land Use Matter
15. **AB22-114:** Snoqualmie Mill Development Agreement

## REPORTS

16. Mayor's Report
17. Commission/Committee Liaison Reports

## CLOSED/EXECUTIVE SESSION

18. 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



**CITY COUNCIL SPECIAL HYBRID MEETING**  
**Tuesday, November 01, 2022, 6:00 PM**  
**Snoqualmie City Hall, 38624 SE River Street & Zoom**

**MAYOR & COUNCIL MEMBERS**

Mayor Katherine Ross

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

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

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**CALL TO ORDER & ROLL CALL**

**AGENDA APPROVAL**

**SPECIAL BUSINESS**

1. **AB22-076:** 2023-2024 Biennial Budget

**CLOSED/EXECUTIVE SESSION**

2. Possible Executive Session - Potential Litigation

**ADJOURNMENT**