



FINANCE & ADMINISTRATION COMMITTEE MEETING

Wednesday, March 18, 2026, at 6:00 PM

Snoqualmie City Hall, 38624 SE River Street & Zoom

COMMITTEE MEMBERS

Chair: Jolyon Johnson

Councilmembers: Bryan Holloway and Louis Washington

This meeting will be conducted in person and remotely using 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.

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CALL TO ORDER & ROLL CALL

AGENDA APPROVAL

PUBLIC COMMENTS (online public comments will not be taken).

MINUTES

- [1.](#) Approval of the minutes dated March 3, 2026.

APPROVAL OF WARRANTS / CLAIMS

- [2.](#) Consideration of Claims Report dated March 23, 2026.

DISCUSSION

- [3.](#) Flood Event Update
- [4.](#) Presentation on Ordinance Amending the Definition of "Sales at Retail" and "Sales at Wholesale" in the City's B&O Tax Code
- [5.](#) Council Vacancy Timeline
- [6.](#) Legal Department Workload & Outside Counsel Overview - Presentation

ITEMS FOR FUTURE DISCUSSION

CITY COUNCIL AGENDA REVIEW

- [7.](#) Review Draft City Council Agenda dated March 23, 2026.

ADJOURNMENT



FINANCE & ADMINISTRATION COMMITTEE MEETING MINUTES MARCH 3, 2026

This meeting was conducted in person at Snoqualmie City Hall and remotely using Zoom.

CALL TO ORDER - Chair Jolyon Johnson called the meeting to order at 6:00 pm.

Committee Members: Councilmembers Jolyon Johnson, Bryan Holloway

CM Washington's absence was excused

Mayor James Mayhew was also present.

City Staff:

Mike Chambless, City Administrator; Dena Burke, City Attorney; Finance Director, Drew Bouta; Interim City Clerk, Robert Thrall and Andrew Jongekryg, IT Support.

AGENDA APPROVAL - The agenda was approved as presented

PUBLIC COMMENTS – There were no public comments.

MINUTES – The minutes dated February 18, 2026, were approved as presented.

APPROVAL OF WARRANTS / CLAIMS – The claims report dated March 9, 2026, was approved to move forward to the March 9, 2026, City Council meeting on the consent agenda.

DISCUSSION

2. Citizen Feedback – The Mayor led the discussion. He first went over the list of feedback from citizens. Second, he went over the tracker which covered what had and had not been addressed. Councilmembers joined the discussion and asked questions.
3. Timeline – The Mayor led the discussion. A table of the timeline for the Council vacancy was presented to the committee. Councilmembers joined the discussion to ask question and provide insight.
4. Flood Event Update – No new update was given. CM Johnson spoke on the Flood Event Town Hall.
5. Agenda Bill Protocol – The Mayor led the discussion. He went over the current policy of having the chair read the introduction, and if Council would like to have the process changed to have the administration read the introduction. Councilmembers joined the discussion and provided insight.

CITY COUNCIL AGENDA REVIEW

5. The March 9, 2026, City Council agenda was approved as amended.

ADJOURNMENT

The meeting was adjourned at 7:14pm.

*Minutes prepared by Robert Thrall, Interim City Clerk.
Recorded meeting audio is available on the city website after the meeting.
Minutes approved at the _____, 2026, Finance & Administration Committee Meeting.*

DRAFT



Drew Bouta, Director of Finance
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Snoqualmie, Washington 98065
(425) 888-1555 | dbouta@snoqualmiewa.gov

To: City Council
Finance & Administration Committee

From: Drew Bouta, Director of Finance

Date: March 23, 2026

Subject: CLAIMS REPORT
Approval of payments for the period: February 6, 2026 through March 6, 2026

BACKGROUND

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

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

ANALYSIS

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

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

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

The foregoing amounts were budgeted in the 2025-2026 biennial budget, and sufficient funds are available to cover these payments, as appropriate. Details pertaining to the individual vendor payments are available in documentation provided for the Finance & Administration Committee and subsequent City Council review by accessing the following link on the city website: [Claims Report](#)

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

CLAIMS						
Date	Warrants			ACH		CLAIMS TOTAL
	From #	Thru #	Amount	Qty	Amount	
2/6/2026	2026015	2026022	\$ 450,416.44			450,416.44
2/6/2026	86965	86970	\$ 7,703.48			7,703.48
2/24/2026	062959	062964	\$ 1,073.61			1,073.61
2/24/2026	062965	062967	\$ 692.08			692.08
2/26/2026	86909	86964	\$ 526,633.20			526,633.20
3/6/2026	86971	87005	\$ 230,615.89			230,615.89
Grand Total						1,217,134.70

MISCELLANEOUS DISBURSEMENTS				
Date	Description	ACH Amount	Wire Amount	MISC TOTAL
2/26/2026	DOR - Excise Tax	\$ 41,166.26		\$ 41,166.26
3/2/2026	Merchant Card Fees - PayConex	\$ 410.70		\$ 410.70
3/2/2026	Merchant Card Fees - Bankcard (Elavon)	\$ 11,003.02		\$ 11,003.02
3/3/2026	Merchant Card Fees - FIServ Merchant	\$ 99.83		\$ 99.83
3/3/2026	Navia Benefits Solutions	\$ 312.50		\$ 312.50
3/3/2026	Navia Benefits Solutions	\$ 497.94		\$ 497.94
3/3/2026	Navia Benefits Solutions	\$ 7,180.95		\$ 7,180.95
3/4/2026	Merchant Card Fees - Tyler Munis	\$ 172.61		\$ 172.61
3/5/2026	Merchant Card Fees - American Express	\$ 1,511.29		\$ 1,511.29
3/6/2026	Key Bank P-Card Payment	\$ 1,200.00		\$ 1,200.00
Grand Total				63,555.10

PAYROLL						
Date	Warrants			ACH		PAYROLL TOTAL
	From #	Thru #	Amount	Qty	Amount	
3/6/2026				107	\$ 351,113.08	351,113.08
Grand Total						351,113.08

Total **1,631,802.88**

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.

Drew Bouta

Mar 11, 2026

 Drew Bouta, Director of Finance

 Date

FINANCE & ADMINISTRATION COMMITTEE RECOMMENDATION: Approve / Not Approve

Claims presented to the City to be paid in the amount of \$450,416.44

For claims warrants numbered 2026015 to 2026022 & dated 2/6/2026

VENDOR	VENDOR NAME	ACCOUNT	ACCOUNT DESC	YEAR	PERIOD	TYPE	AMOUNT	CHECK NO	INVOICE	FULL DESC	INVOICE DATE	CHECK DATE
90500	EFTPS	631.00.000.23150.231500.	Undistributed Payroll Deducts	2026	2	DIR	\$ 134,867.20	2026015	Payroll 2/6/2026	IRS Tax Deposit	2/6/2026	2/6/2026
706	NWFFT Trust	631.00.000.23150.231500.	Undistributed Payroll Deducts	2026	2	DIR	\$ 39,417.43	2026016	Payroll 2/6/2026	IAFF Payroll contribution	2/6/2026	2/6/2026
1	AWC Benefits	631.00.000.23150.231500.	Undistributed Payroll Deducts	2026	2	DIR	\$ 177,676.08	2026017	Payroll 2/6/2026	Health/Disability Benefits	2/6/2026	2/6/2026
10	DSHS	631.00.000.23150.231500.	Undistributed Payroll Deducts	2026	2	DIR	\$ 500.00	2026018	Payroll 2/6/2026	Child support	2/6/2026	2/6/2026
13	Voya	631.00.000.23150.231500.	Undistributed Payroll Deducts	2026	2	DIR	\$ 225.00	2026019	Payroll 2/6/2026	Deferred Compensation Program	2/6/2026	2/6/2026
14	ICMA - Mission Sq	631.00.000.23150.231500.	Undistributed Payroll Deducts	2026	2	DIR	\$ 6,131.72	2026020	Payroll 2/6/2026	Deferred Compensation Program	2/6/2026	2/6/2026
16	AFLAC	631.00.000.23150.231500.	Undistributed Payroll Deducts	2026	2	DIR	\$ 78.13	2026021	Payroll 2/6/2026	Aflac insurance	2/6/2026	2/6/2026
484	DRS	631.00.000.23150.231500.	Undistributed Payroll Deducts	2026	2	DIR	\$ 91,520.88	2026022	Payroll 2/6/2026	DRS Pension/Deferred Compensation Program	2/6/2026	2/6/2026

Claims presented to the City to be paid in the amount of \$7,703.48

For claims warrants numbered 86965 to 86970 & dated 2/6/2026

VENDOR	VENDOR NAME	ACCOUNT	ACCOUNT DESC	YEAR	PERIOD	TYPE	AMOUNT	CHECK NO	INVOICE	FULL DESC	INVOICE DATE	CHECK DATE
705	Dimartino	631.00.000.23150.231500.	Undistributed Payroll Deducts	2026	2	INV	\$ 504.00	86965	Payroll 2/6/2026	Life/AD&D - Fire	2/6/2026	2/6/2026
7	IAFF - Political	631.00.000.23150.231500.	Undistributed Payroll Deducts	2026	2	INV	\$ 4.18	86966	Payroll 2/6/2026	IAFF Payroll contribution (Political affairs)	2/6/2026	2/6/2026
9	IAFF Local 1762	631.00.000.23150.231500.	Undistributed Payroll Deducts	2026	2	INV	\$ 3,625.30	86967	Payroll 2/6/2026	Fire dues - February 2026	2/6/2026	2/6/2026
235	SNOQ POLICE ASSN	631.00.000.23150.231500.	Undistributed Payroll Deducts	2026	2	INV	\$ 1,500.00	86968	Payroll 2/6/2026	Police dues - February	2/6/2026	2/6/2026
17	WSCFF	631.00.000.23150.231500.	Undistributed Payroll Deducts	2026	2	INV	\$ 1,200.00	86969	Payroll 2/6/2026	Medical expense reimbursement - Fire	2/6/2026	2/6/2026
1107	WSPMT	631.00.000.23150.231500.	Undistributed Payroll Deducts	2026	2	INV	\$ 870.00	86970	Payroll 2/6/2026	Long term disability - Police	2/6/2026	2/6/2026

Claims presented to the City to be paid in the amount of \$1,073.61

For claims warrants numbered 062959 to 062964 & dated 2/24/2026

VENDOR	VENDOR NAME	ACCOUNT	ACCOUNT DESC	YEAR	PERIOD	TYPE	AMOUNT	CHECK NO	INVOICE	FULL DESC	INVOICE DATE	CHECK DATE
UB*03397	Dorsey	401.00.000.21310.213100	Water - Accounts Payable	2026	2	INV	\$ 309.64	062959	Dorsey	Utility Billing - Overpayment Refund	1/16/2026	2/24/2026
UB*03396	Munson	401.00.000.21310.213100	Water - Accounts Payable	2026	2	INV	\$ 191.79	062960	Munson	Utility Billing - Overpayment Refund	1/16/2026	2/24/2026
UB*03398	Peterson	401.00.000.21310.213100	Water - Accounts Payable	2026	2	INV	\$ 191.79	062961	Peterson	Utility Billing - Overpayment Refund	1/16/2026	2/24/2026
UB*03394	Schilpercoort	401.00.000.21310.213100	Water - Accounts Payable	2026	2	INV	\$ 128.37	062962	Schilpercoort	Utility Billing - Overpayment Refund	1/16/2026	2/24/2026
UB*03399	SFR Borrower	401.00.000.21310.213100	Water - Accounts Payable	2026	2	INV	\$ 70.99	062963	SFR Borrower	Utility Billing - Overpayment Refund	1/16/2026	2/24/2026
UB*03395	Van Wyk	401.00.000.21310.213100	Water - Accounts Payable	2026	2	INV	\$ 181.03	062964	Van Wyk	Utility Billing - Overpayment Refund	1/16/2026	2/24/2026

Claims presented to the City to be paid in the amount of \$692.08

For claims warrants numbered 062965 to 062967 & dated 2/24/2026

VENDOR	VENDOR NAME	ACCOUNT	ACCOUNT DESC	YEAR	PERIOD	TYPE	AMOUNT	CHECK NO	INVOICE	FULL DESC	INVOICE DATE	CHECK DATE
UB*03400	Sinnott	401.00.000.21310.213100	Water - Accounts Payable	2026	2	INV	\$ 166.62	062967	Sinnott	Utility Billing - Overpayment Refund	2/24/2026	2/24/2026
UB*03401	Golingo	401.00.000.21310.213100	Water - Accounts Payable	2026	2	INV	\$ 169.24	062966	Golingo	Utility Billing - Overpayment Refund	2/24/2026	2/24/2026
UB*03402	Cree	401.00.000.21310.213100	Water - Accounts Payable	2026	2	INV	\$ 356.22	062965	Cree	Utility Billing - Overpayment Refund	2/24/2026	2/24/2026

Claims presented to the City to be paid in the amount of \$526,633.20

For claims warrants numbered 86909 to 86964 & dated 2/26/2026

VENDOR	VENDOR NAME	ACCOUNT	ACCOUNT DESC	YEAR	PERIOD	TYPE	AMOUNT	CHECK NO	INVOICE	FULL DESC	INVOICE DATE	CHECK DATE
2044	ACCORD CONTRACTORS	310.12.605.59476.563010.	Rivertrail Phase I - Construct	2026	2	INV	\$ 175,165.27	86909	4	Riverwalk NW of Sandy Cove - Construction	1/31/2026	2/26/2026
1263	AMZONCAP	001.08.009.52122.531000.	Office Supplies	2026	2	INV	\$ 64.94	86910	1YNR-9HKD-DRRY	Tyvek shipping tags, dot stickers	2/5/2026	2/26/2026
1263	AMZONCAP	001.08.009.52122.531340.	Custodial & Cleaning Supplies	2026	2	INV	\$ 31.80	86910	1KD4-QXKC-WCKC	Commercial toilet tissue roller spindle	2/12/2026	2/26/2026
1263	AMZONCAP	001.08.009.52122.531820.	Info Tech Components	2026	2	INV	\$ 76.49	86910	1R7V-W3KY-9MRQ	1TB external hard drive - C Werre	2/10/2026	2/26/2026
47	BONY	001.06.007.51423.541090.	Financial Services	2026	2	INV	\$ 7,500.00	86911	00252-25-0069369	Yearly investment account admin fee	10/10/2025	2/26/2026
414	CALPORTL	401.18.037.53481.531300.	Repair & Maintenance Supplies	2026	2	INV	\$ 1,149.93	86912	97091118	Gravel for yard	2/10/2026	2/26/2026
72	COI	001.08.009.52360.541502.	Jail Services - Issaquah	2026	2	INV	\$ 24,276.92	86913	26000076	Inmate care/court services - Snoq inmates Jan2026	2/12/2026	2/26/2026
366	COMCAST	502.11.020.51888.542200.	INET Internet Network Services	2026	2	INV	\$ 426.23	86914	0559927-02-26	Secondary internet service 2/26	2/11/2026	2/26/2026
927	COMP PD	001.08.009.52122.531000.	Office Supplies	2026	2	INV	\$ 52.45	86915	2401281-0	PD Custodial & office supplies	2/5/2026	2/26/2026
927	COMP PD	001.08.009.52122.531340.	Custodial & Cleaning Supplies	2026	2	INV	\$ 56.60	86915	2400194-0	Swiffer pads (5pk x2) and solution (1.25L x2)	2/2/2026	2/26/2026
927	COMP PD	001.08.009.52122.531340.	Custodial & Cleaning Supplies	2026	2	INV	\$ 621.46	86915	2401281-0	PD Custodial & office supplies	2/5/2026	2/26/2026
78	CP	001.05.005.51420.541000.	Professional Svcs - General	2026	2	INV	\$ 812.00	86916	GC0019169	Web publishing for municipal codes	12/31/2025	2/26/2026
87	DOE	402.20.019.53510.541561.	Water Quality Program Fees	2026	2	INV	\$ 10,000.00	86917	26-WA0022403B-1	Jul25-Jun26 permit - pollutant discharge WA0022403	2/9/2026	2/26/2026
87	DOE	417.13.423.59434.541000.	Professional Svcs - General	2026	2	INV	\$ 135.00	86917	CR000001388	Ecology review fees Dec2025	2/10/2026	2/26/2026
1651	Evergreen Courier LL	402.20.040.53585.542300.	Postage & Freight	2026	2	INV	\$ 342.00	86918	000047	Pickup/delivery x3; water samples to 3rd party lab	2/16/2026	2/26/2026
104	FCL	401.18.037.59434.564000.	Machinery & Equip	2026	2	INV	\$ 2,375.11	86919	18812	Uplift labor install of radios, console, strobes	2/17/2026	2/26/2026

1860	FCS Bowman	401.18.019.53410.541095.	Utility Rate Study	2026	2	INV	\$	1,092.50	86920	3918-22510008	Utility rate study 2025/2030	10/31/2025	2/26/2026
1860	FCS Bowman	401.18.019.53410.541095.	Utility Rate Study	2026	2	INV	\$	1,017.00	86920	3918-22601066	Utility rate study 2025/2030	1/30/2026	2/26/2026
1860	FCS Bowman	402.20.019.53510.541095.	Utility Rate Study	2026	2	INV	\$	1,092.50	86920	3918-22510008	Utility rate study 2025/2030	10/31/2025	2/26/2026
1860	FCS Bowman	402.20.019.53510.541095.	Utility Rate Study	2026	2	INV	\$	1,017.00	86920	3918-22601066	Utility rate study 2025/2030	1/30/2026	2/26/2026
1860	FCS Bowman	403.22.019.53110.541095.	Utility Rate Study	2026	2	INV	\$	546.25	86920	3918-22510008	Utility rate study 2025/2030	10/31/2025	2/26/2026
1860	FCS Bowman	403.22.019.53110.541095.	Utility Rate Study	2026	2	INV	\$	508.50	86920	3918-22601066	Utility rate study 2025/2030	1/30/2026	2/26/2026
1886	Geosyntec Consult	001.14.031.55860.541000.	Professional Svcs - General	2026	2	INV	\$	427.50	86921	675118	Tree removal consult - Coordinate with city staff	2/5/2026	2/26/2026
1886	Geosyntec Consult	001.14.032.55960.541000.	Professional Svcs - General	2026	2	INV	\$	3,958.75	86921	668135	Tree removal consult - The Club mitigation monitor	12/31/2025	2/26/2026
116	GRAINGER	401.19.039.53935.531300.	Repair & Maintenance Supplies	2026	2	INV	\$	240.00	86922	9802328246	Interior panel for irrigation cont box at Comm prk	2/10/2026	2/26/2026
122	HD Fowler	401.18.037.53481.531300.	Repair & Maintenance Supplies	2026	2	INV	\$	1,559.64	86923	17233933	New sample station for Jacobia reservoir	2/10/2026	2/26/2026
122	HD Fowler	401.18.037.53481.531300.	Repair & Maintenance Supplies	2026	2	INV	\$	1,011.39	86923	17233938	Valve box risers for Reing Rd project	2/10/2026	2/26/2026
122	HD Fowler	401.18.037.53481.531300.	Repair & Maintenance Supplies	2026	2	INV	\$	1,980.12	86923	17233940	Support assembly for NWTP backwash project	2/10/2026	2/26/2026
122	HD Fowler	401.18.037.53481.531300.	Repair & Maintenance Supplies	2026	2	INV	\$	48.26	86923	17233942	Replacement gaskets	2/10/2026	2/26/2026
1698	Jason George	402.20.019.53510.523300.	Reimb - Dues, Licenses & Cert	2026	2	INV	\$	108.00	86924	RE JG 2/17/26	Group IV Operator certification exam fee	2/17/2026	2/26/2026
1515	JENKINS	401.18.037.53481.548000.	Repair & Maintenance Services	2026	2	INV	\$	1,523.81	86925	30384	Vac truck for hydrant repair on Fairway	2/11/2026	2/26/2026
495	KCROUB	401.18.019.53410.549010.	Filing & Recording Fees	2026	2	INV	\$	162.00	86926	012026 UB Liens	UB Lien Claim Recording Fees	2/14/2026	2/26/2026
1244	King County Finance	001.13.112.56600.544800.	KC Liquor-Substance Abuse Svcs	2026	2	INV	\$	976.83	86927	2170936	Q4 2025 Liquor Tax & Profits	2/17/2026	2/26/2026
1893	Krazan & Associates	310.12.605.59476.541075.	Rivertrail Phase I - Const Mgmt	2026	2	INV	\$	1,186.08	86928	INV 1626953-32441	Riverwalk NW of Sandy Cove - structural inspection	1/31/2026	2/26/2026
2000	LeMay Mobile	001.05.005.51420.541000.	Professional Svcs - General	2026	2	INV	\$	201.00	86929	49203105185	Shredding - City Hall	2/1/2026	2/26/2026
2000	LeMay Mobile	001.05.005.51420.541000.	Professional Svcs - General	2026	2	INV	\$	135.00	86929	49203115185	Shredding services - police	2/1/2026	2/26/2026
1409	LEVEL3	502.11.020.51888.542000.	Telephone/Cable Services	2026	2	INV	\$	2,403.02	86930	77226832	Monthly telephone service 2/26	2/1/2026	2/26/2026
160	LN Curtis & Sons	001.08.009.52110.523100.	Clothing Allowance	2026	2	INV	\$	154.56	86931	INV1036987	Patch alterations - G Horejsi	2/9/2026	2/26/2026
160	LN Curtis & Sons	001.08.009.52110.523100.	Clothing Allowance	2026	2	INV	\$	96.04	86931	INV1037049	Polo with embroidery - G Horejsi	2/9/2026	2/26/2026
160	LN Curtis & Sons	001.08.009.52110.523100.	Clothing Allowance	2026	2	INV	\$	13.25	86931	INV1037083	Patch alterations - G Horejsi	2/9/2026	2/26/2026
160	LN Curtis & Sons	001.08.009.52122.531050.	Uniforms & Protective Gear	2026	2	INV	\$	39.74	86931	INV1037081	Patch alterations	2/9/2026	2/26/2026
160	LN Curtis & Sons	001.08.009.52122.531050.	Uniforms & Protective Gear	2026	2	INV	\$	24.84	86931	INV1037098	Patch alterations - J Weiss	2/9/2026	2/26/2026
160	LN Curtis & Sons	001.08.009.52122.531050.	Uniforms & Protective Gear	2026	2	INV	\$	6.63	86931	INV1037114	Patch alterations - D Moate	2/9/2026	2/26/2026
160	LN Curtis & Sons	014.08.012.52122.531050.	Uniforms & Protective Gear	2026	2	INV	\$	224.44	86931	INV1035569	Heavy duty boots - J Spears	2/3/2026	2/26/2026
160	LN Curtis & Sons	014.08.012.52122.531050.	Uniforms & Protective Gear	2026	2	INV	\$	13.25	86931	INV1037066	Patch alterations - K Hoyla	2/9/2026	2/26/2026
160	LN Curtis & Sons	014.08.012.52122.531050.	Uniforms & Protective Gear	2026	2	INV	\$	39.74	86931	INV1037069	Patch alterations - J Westman	2/9/2026	2/26/2026
160	LN Curtis & Sons	014.08.012.52122.531050.	Uniforms & Protective Gear	2026	2	INV	\$	62.93	86931	INV1037074	Patch alterations & name patch - E Rasmussen	2/9/2026	2/26/2026
160	LN Curtis & Sons	014.08.012.52122.531050.	Uniforms & Protective Gear	2026	2	INV	\$	92.74	86931	INV1037085	Patch alterations - J Spears	2/9/2026	2/26/2026
160	LN Curtis & Sons	014.08.012.52122.531050.	Uniforms & Protective Gear	2026	2	INV	\$	26.50	86931	INV1037090	Patch alterations - M Peter	2/9/2026	2/26/2026
160	LN Curtis & Sons	014.08.012.52122.531050.	Uniforms & Protective Gear	2026	2	INV	\$	13.25	86931	INV1037095	Patch alterations - J Meadows	2/9/2026	2/26/2026
160	LN Curtis & Sons	014.08.012.52122.531050.	Uniforms & Protective Gear	2026	2	INV	\$	24.84	86931	INV1037098	Patch alterations - J Weiss	2/9/2026	2/26/2026
160	LN Curtis & Sons	014.08.012.52122.531050.	Uniforms & Protective Gear	2026	2	INV	\$	6.62	86931	INV1037114	Patch alterations - D Moate	2/9/2026	2/26/2026
161	LOLM	001.13.117.51541.541110.	Public Prosecutor Services	2026	2	INV	\$	6,459.55	86932	Jan 2026	Snoqualmie prosecutor - January 2026	2/1/2026	2/26/2026
164	MA	001.14.800.55860.541000.	Professional Svcs - General	2026	2	INV	\$	4,556.00	86933	193187	SVH traffic signal design review TO17	2/16/2026	2/26/2026
561	MCMMASTER	402.20.040.53580.548000.	Repair & Maintenance Services	2026	2	INV	\$	42.83	86934	60056806	Steel wire rope 25ft - repair shop press lift base	2/18/2026	2/26/2026
452	METTLERT	402.20.040.53580.548000.	Repair & Maintenance Services	2026	2	INV	\$	2,071.01	86935	655483325	2 maints / 2 calibrations; certified truck scale	2/8/2026	2/26/2026
1624	Michael Liebetrau	001.08.009.52110.542300.	Postage & Freight	2026	2	INV	\$	15.16	86936	RE ML 2/5/26	Postage to WSP crime lab 26S-0086 SAK	2/5/2026	2/26/2026
1624	Michael Liebetrau	001.08.009.52140.543000.	Training & Travel	2026	2	INV	\$	47.00	86936	RE ML 2/16/26	Employee per diem reimbursement	2/18/2026	2/26/2026
172	Minuteman Press	001.15.034.55850.549300.	Printing	2026	2	INV	\$	25.26	86937	96889	Business cards x100 - J Cooper	2/13/2026	2/26/2026
172	Minuteman Press	001.02.002.51160.549300.	Printing	2026	2	INV	\$	74.71	86937	96934	Name placard for chambers - R Solum	2/20/2026	2/26/2026
193	NHC	001.14.031.55860.541080.	Environmental Services	2026	2	INV	\$	165.00	86938	34477	Drainage review consulting services	2/13/2026	2/26/2026
193	NHC	001.14.800.55860.541080.	Environmental Services	2026	2	INV	\$	1,772.50	86938	34477	Drainage review consulting services	2/13/2026	2/26/2026
193	NHC	001.14.801.55860.541080.	Environmental Services	2026	2	INV	\$	2,147.50	86938	34477	Drainage review consulting services	2/13/2026	2/26/2026
200	OTAK	001.14.800.55860.541080.	Environmental Services	2026	2	INV	\$	52.50	86939	000022600125	Snoqualmie Critical Areas review for SVH	2/13/2026	2/26/2026
2055	Pacific Landscape	401.19.039.53935.548000.	Repair & Maintenance Services	2026	2	INV	\$	4,060.71	86940	299210	Irrigation controller swap project	2/13/2026	2/26/2026
522	Pacific Law	001.14.031.55860.541100.	Outside Legal Services - Gen	2026	2	INV	\$	275.00	86941	105284	Ladder properties code enforcement	2/10/2026	2/26/2026
1589	PBBIPP	001.13.000.51890.542300.	Postage & Freight	2026	2	INV	\$	502.25	86942	Feb20265mt	Purchase Power credit line - postage purchase 1/28	2/15/2026	2/26/2026
210	PLATT	510.24.055.51820.531300.	Repair & Maintenance Supplies	2026	2	INV	\$	330.71	86943	6026879	Can light replacement bulbs - City Hall	9/24/2025	2/26/2026
210	PLATT	510.24.055.51820.531300.	Repair & Maintenance Supplies	2026	2	INV	\$	67.29	86943	6032780	Wi-fi Wire Run project supplies - FD	10/14/2025	2/26/2026
210	PLATT	510.24.055.51820.531300.	Repair & Maintenance Supplies	2026	2	INV	\$	37.35	86943	6V35985	Plug adapter extensions - PPW building	12/4/2025	2/26/2026
1932	Power Systems West	501.23.051.54868.548000.	Repair & Maintenance Services	2026	2	INV	\$	907.82	86944	S12640000491	Generator G-22 maintenance - Vaughn St lift	2/19/2026	2/26/2026
1932	Power Systems West	501.23.051.54868.548000.	Repair & Maintenance Services	2026	2	INV	\$	1,088.16	86944	S12640000492	Generator 23 maintenance - Frontier St hosp. lift	2/19/2026	2/26/2026
1060	Professional Train	402.20.019.53510.543000.	Training & Travel	2026	2	INV	\$	619.02	86945	7265-1914-1-e935	Exam prep training - M Miller, L4 WW Op Exam	2/19/2026	2/26/2026
1217	Prospect	417.13.457.59435.563000.	Class A Res & Pump Sta - Const	2026	2	INV	\$	173,884.24	86946	8	Reservoir construction Dec 2025	1/7/2026	2/26/2026
1217	Prospect	417.13.454.59435.563000.	WRF Improve Construction	2026	2	INV	\$	43,680.00	86946	19	WRF phase 3 construction contract - Final Pay App	9/4/2025	2/26/2026
218	PSE	001.16.035.54263.547100.	Electricity	2026	2	INV	\$	12.21	86947	456550 1/26	PSE Account 220010456550	1/5/2026	2/26/2026
218	PSE	001.16.035.54263.547100.	Electricity	2026	2	INV	\$	57.65	86947	577403 1/26	PSE Account 220020577403	1/5/2026	2/26/2026

218	PSE	001.16.035.54263.547100.	Electricity	2026	2	INV	\$	58.13	86947	577445 1/26	PSE Account 220020577445	1/5/2026	2/26/2026
218	PSE	001.16.035.54263.547100.	Electricity	2026	2	INV	\$	203.82	86947	617464 1/26	PSE Account 220004617464	1/5/2026	2/26/2026
218	PSE	001.16.035.54263.547100.	Electricity	2026	2	INV	\$	1,462.65	86947	639966 1/26	PSE Account 220019639966	1/5/2026	2/26/2026
218	PSE	001.16.035.54263.547100.	Electricity	2026	2	INV	\$	125.44	86947	780111 1/26	PSE Account 220007780111	1/5/2026	2/26/2026
218	PSE	001.16.035.54263.547100.	Electricity	2026	2	INV	\$	36.26	86947	780137 1/26	PSE Account 220007780137	1/5/2026	2/26/2026
218	PSE	001.16.035.54263.547100.	Electricity	2026	2	INV	\$	51.59	86947	943807 2/26	PSE Account 220026943807	2/11/2026	2/26/2026
218	PSE	001.19.039.53935.547100.	Electricity	2026	2	INV	\$	12.03	86947	103385 1/26	PSE Account 220027103385	1/5/2026	2/26/2026
218	PSE	510.24.053.51820.547100.	Electricity	2026	2	INV	\$	616.11	86947	133972 1/26	PSE Account 220015133972	1/5/2026	2/26/2026
1540	ROBERT HALF	001.03.003.51810.541190.	Temporary Agency Personnel	2026	2	INV	\$	3,012.91	86948	65927944	Exec Assistant temp employee; R Solem	2/18/2026	2/26/2026
2052	Santa Aaron Glade	001.28.057.57390.541000.	Professional Svcs - General	2026	2	INV	\$	225.00	86949	Santa 12/14/25 #2	Remaining balance - Santa event 12/14/25	2/20/2026	2/26/2026
2026	Sensaphone	001.18.037.53481.531300.	Repair & Maintenance Supplies	2026	2	INV	\$	945.86	86950	00345212	Backup autodialer for NWTP	1/14/2026	2/26/2026
1307	SHI INT	502.11.022.59418.564100.	IT Shared System Hardware	2026	2	INV	\$	79.79	86951	820712034	Fire vehicle mount for iPad	1/16/2026	2/26/2026
1307	SHI INT	502.11.022.59418.564100.	IT Shared System Hardware	2026	2	INV	\$	962.00	86951	820719594	Fire vehicle - replacement iPad	1/20/2026	2/26/2026
1307	SHI INT	502.11.022.59418.564100.	IT Shared System Hardware	2026	2	INV	\$	715.81	86951	820782558	Fire vehicle - iPad docking station	2/5/2026	2/26/2026
433	SHREDDIT	001.09.014.52210.541000.	Professional Svcs - General	2026	2	INV	\$	65.75	86952	8013412799	Medical disposal services	2/6/2026	2/26/2026
227	Siren Net	501.23.052.59448.564000.	Fleet Vehicles & Equipment	2026	2	INV	\$	319.89	86953	0287943	New asset upfit accessory-12v battery charge timer	2/17/2026	2/26/2026
2071	Spot Coolers	502.11.020.51888.531300.	Repair & Maintenance Supplies	2026	2	INV	\$	4,957.68	86954	202600071	OceanAire portable AC unit	1/28/2026	2/26/2026
579	SYSTEMS DESIGN W	001.09.014.52270.541090.	B/S Customer Billing Services	2026	2	INV	\$	1,074.64	86955	20260405	January EMS Billing	2/17/2026	2/26/2026
1826	Tom Holmes	402.20.019.53510.548270.	License & Permit Fees	2026	2	INV	\$	37.25	86956	RE TH 2/20/26	CDL Class B learner permit exam fee	2/20/2026	2/26/2026
424	Uline	401.18.037.53481.531050.	Uniforms & Protective Gear	2026	2	INV	\$	247.60	86957	203715862	Replacement filter cartridges for respirators	2/3/2026	2/26/2026
514	VFG	001.14.800.55860.541000.	Professional Svcs - General	2026	2	INV	\$	2,160.00	86958	455100	Application & permitting support; SVH & NWRM	2/20/2026	2/26/2026
514	VFG	001.14.801.55860.541000.	Professional Svcs - General	2026	2	INV	\$	840.00	86958	455100	Application & permitting support; SVH & NWRM	2/20/2026	2/26/2026
611	VISIONQ	510.24.053.51820.548000.	Repair & Maintenance Services	2026	2	INV	\$	775.00	86959	002386	Ext window & lower cleaning for CH	2/5/2026	2/26/2026
611	VISIONQ	510.24.053.51820.548000.	Repair & Maintenance Services	2026	2	INV	\$	275.00	86959	002387	Exterior window cleaning for PD	2/5/2026	2/26/2026
2064	Walt Webb	310.13.701.59418.563006.	Facilities Maint - Construct	2026	2	INV	\$	15,193.64	86960	IL8099606	PPW main office improvements construction	2/2/2026	2/26/2026
286	Water Mgmt Labs	401.18.037.53481.541000.	Professional Svcs - General	2026	2	INV	\$	480.00	86961	233490	Oct 2025 bacteria & arsenic samples	11/14/2025	2/26/2026
280	WECCO	402.20.040.53580.531300.	Repair & Maintenance Supplies	2026	2	INV	\$	992.63	86962	PS-INV115010	Fan assembly for sampler at Casino	2/10/2026	2/26/2026
1370	WLACE	401.18.037.53481.531300.	Repair & Maintenance Supplies	2026	2	INV	\$	996.99	86963	15317575	Batteries & tools for service truck	2/11/2026	2/26/2026
1370	WLACE	510.24.053.51820.531340.	Custodial & Cleaning Supplies	2026	2	INV	\$	86.58	86963	15317626	CH cleaning supplies, brushes for kitchens	2/19/2026	2/26/2026
38	WSAO	001.06.007.51423.540191.	State Auditor Services	2026	2	INV	\$	1,551.00	86964	L173218	FY2024 Audit Services - January 2026	2/11/2026	2/26/2026

Claims presented to the City to be paid in the amount of \$230,615.89

For claims warrants numbered 86971 to 87005 & dated 3/6/2026

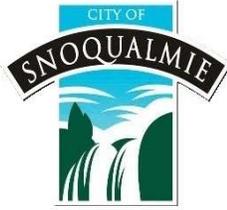
VENDOR	VENDOR NAME	ACCOUNT	ACCOUNT DESC	YEAR	PERIOD	TYPE	AMOUNT	CHECK NO	INVOICE	FULL DESC	INVOICE DATE	CHECK DATE	
2022	AM Leonard Inc	403.22.030.53190.531300.	Repair & Maintenance Supplies	2026	2	INV	\$	248.02	86971	C126005071	2/13/2026	3/6/2026	
1263	AMZONCAP	001.03.003.51810.535900.	Small Tools & Equipment	2026	2	INV	\$	9.69	86972	1PQ1-DWGT-R97T	2/19/2026	3/6/2026	
1263	AMZONCAP	001.09.014.52250.535900.	Small Tools & Equipment	2026	2	INV	\$	20.95	86972	1CG-XRQV-FMF9	2/24/2026	3/6/2026	
1263	AMZONCAP	510.24.053.51820.531300.	Repair & Maintenance Supplies	2026	2	INV	\$	205.25	86972	1R1F-JNIG-MRAN	2/9/2026	3/6/2026	
917	ATWORK	001.12.028.57680.548150.	Landscaping Services	2026	2	INV	\$	19,334.82	86973	PS-INV106371	Mini Parks landscape maint. services, Dec. '25	12/31/2025	3/6/2026
917	ATWORK	001.16.035.54270.548150.	Landscaping Services	2026	2	INV	\$	6,671.28	86973	PS-INV106372	ROW landscape maint. services, Dec. '25	12/31/2025	3/6/2026
917	ATWORK	403.22.050.53130.548150.	Landscaping Services	2026	2	INV	\$	15,566.33	86973	PS-INV106372	ROW landscape maint. services, Dec. '25	12/31/2025	3/6/2026
917	ATWORK	510.24.053.51820.548150.	Landscaping Services	2026	2	INV	\$	2,999.01	86973	PS-INV106370	Facilities landscape maint. services -- Dec. '25	12/31/2025	3/6/2026
414	CALPORTL	403.22.050.53135.531300.	Repair & Maintenance Supplies	2026	2	INV	\$	119.45	86974	97101242	Quarry spalls, armoring structure at Reing Pond	2/19/2026	3/6/2026
65	Chinook Lumber	001.12.028.57680.531300.	Repair & Maintenance Supplies	2026	2	INV	\$	79.19	86975	2165632	Rebar & tie wire for Splashpad camera pole form	12/2/2025	3/6/2026
65	Chinook Lumber	001.12.028.57680.531300.	Repair & Maintenance Supplies	2026	2	INV	\$	278.95	86975	2165677	Plywood for Splashpad camera pole form	12/2/2025	3/6/2026
65	Chinook Lumber	001.12.028.57680.531300.	Repair & Maintenance Supplies	2026	2	INV	\$	109.47	86975	2178799	Treated lumber & hardware for Swenson backstop	2/18/2026	3/6/2026
65	Chinook Lumber	403.22.050.53130.531300.	Repair & Maintenance Supplies	2026	2	INV	\$	3,218.88	86975	2178798	10' split rails (x60); 6" rail posts (x40)	2/12/2026	3/6/2026
460	CINTAS	402.20.040.53580.545200.	Rent - Furniture & Equipment	2026	2	INV	\$	117.94	86976	9336029442	Final month WWTP AED rental - canceled in Aug. '25	8/31/2025	3/6/2026
1762	City Wide	510.24.053.51850.548200.	Custodial & Cleaning Services	2026	2	INV	\$	5,138.55	86977	ST015000187	Feb 2026 cleaning services 4 major buildings	2/28/2026	3/6/2026
667	COPIERS NW	001.16.035.54264.545200.	Rent - Sign Laminator	2026	2	INV	\$	35.87	86978	INV3126287	Laminator lease payment	1/16/2026	3/6/2026
667	COPIERS NW	001.16.035.54264.545200.	Rent - Sign Laminator	2026	2	INV	\$	36.26	86978	INV3141596	Laminator lease payment	2/17/2026	3/6/2026
667	COPIERS NW	001.16.035.59142.577002.	Plotter/Laminator Lease	2026	2	INV	\$	389.90	86978	INV3126287	Laminator lease payment	1/16/2026	3/6/2026
667	COPIERS NW	001.16.035.59142.577002.	Plotter/Laminator Lease	2026	2	INV	\$	389.90	86978	INV3141596	Laminator lease payment	2/17/2026	3/6/2026
104	FCI	403.22.050.59431.564000.	Gen'l Machinery & Equip	2026	2	INV	\$	2,325.96	86979	18820	Upfit console/lighting/radio/beacon vehicle #703	2/23/2026	3/6/2026
104	FCI	403.22.050.59431.564000.	Gen'l Machinery & Equip	2026	2	INV	\$	2,233.15	86979	18821	Upfit console/lighting/radio/beacon vehicle #704	2/23/2026	3/6/2026
116	GRAINGER	401.19.039.53935.531300.	Repair & Maintenance Supplies	2026	2	INV	\$	743.68	86980	9802328220	Enclosure for irrigation controllers at Comm Park	2/10/2026	3/6/2026
116	GRAINGER	401.19.039.53935.531300.	Repair & Maintenance Supplies	2026	2	INV	\$	371.84	86980	9812370113	Enclosure for controller box at community park	2/18/2026	3/6/2026
116	GRAINGER	401.19.039.53935.531300.	Repair & Maintenance Supplies	2026	2	CRM	\$	(371.85)	86980	9815739611	Credit for broken enclosure box for Community Park	2/20/2026	3/6/2026
116	GRAINGER	510.24.053.51820.531300.	Repair & Maintenance Supplies	2026	2	INV	\$	86.32	86980	9815859336	Cable protectors - speaker install at City Hall	2/20/2026	3/6/2026
122	HD Fowler	401.18.037.53481.531300.	Repair & Maintenance Supplies	2026	2	INV	\$	1,279.12	86981	17240648	Wrench, corp stop,OD tape, fittings	2/19/2026	3/6/2026
352	HD Supply Facil Main	510.24.053.51820.531340.	Custodial & Cleaning Supplies	2026	2	INV	\$	82.11	86982	9245668539	Air freshener canister refills - CH bathrooms	2/6/2026	3/6/2026

352	HD Supply Facil Main	510.24.053.51820.531340.	Custodial & Cleaning Supplies	2026	2	INV	\$	189.92	86982	9245793141	Hand soap refills - City Hall bathrooms	2/10/2026	3/6/2026
1731	Jacob Fouts	001.09.014.52245.543000.	Training & Travel	2026	2	INV	\$	314.23	86983	RE JF 2/18/26	National Fire Academy training meal ticket	2/18/2026	3/6/2026
1515	JENKINSP	403.22.050.53140.548000.	Repair & Maintenance Services	2026	2	INV	\$	1,015.87	86984	30517	Illicit Discharge cleanup from food truck	2/19/2026	3/6/2026
148	KCFCFA	001.09.014.52210.549200.	Dues-Subscriptions-Memberships	2026	2	INV	\$	400.00	86985	INV-2538	Membership dues for KCFCFA - M Bailey	2/23/2026	3/6/2026
1244	King County Finance	001.15.034.55850.531040.	Prof Books Maps & Manuals	2026	2	INV	\$	1,130.00	86986	2170745	Aerial imagery dataset of city for GIS	2/6/2026	3/6/2026
1244	King County Finance	001.12.019.57680.531040.	Prof Books Maps & Manuals	2026	2	INV	\$	1,130.00	86986	2170745	Aerial imagery dataset of city for GIS	2/6/2026	3/6/2026
1244	King County Finance	401.18.019.53410.531040.	Prof Books Maps & Manuals	2026	2	INV	\$	1,130.00	86986	2170745	Aerial imagery dataset of city for GIS	2/6/2026	3/6/2026
1244	King County Finance	402.20.019.53510.531040.	Prof Books Maps & Manuals	2026	2	INV	\$	1,130.00	86986	2170745	Aerial imagery dataset of city for GIS	2/6/2026	3/6/2026
1244	King County Finance	403.22.019.53110.531040.	Prof Books Maps & Manuals	2026	2	INV	\$	1,130.00	86986	2170745	Aerial imagery dataset of city for GIS	2/6/2026	3/6/2026
716	MacDonald-Miller	510.24.053.51820.548000.	Repair & Maintenance Services	2026	2	INV	\$	8,395.06	86987	JC108061	HVAC repair - PPW shop unit heater replacement	1/14/2026	3/6/2026
172	Minuteman Press	001.02.002.51160.549300.	Printing	2026	2	INV	\$	41.37	86988	96506	Murphy, Mayhew business cards - 300e	12/12/2025	3/6/2026
172	Minuteman Press	001.01.001.51310.549300.	Printing	2026	2	INV	\$	41.38	86988	96506	Murphy, Mayhew business cards - 300e	12/12/2025	3/6/2026
172	Minuteman Press	001.14.118.55730.549300.	Printing	2026	2	INV	\$	959.28	86988	96906	Visit Snoqualmie notepads	2/17/2026	3/6/2026
589	MONROECC	403.22.050.53130.548000.	Repair & Maintenance Services	2026	2	INV	\$	701.25	86989	MCC2601.0012	Ditch, wetland, blackberry, trail maint/clearing	2/12/2026	3/6/2026
183	NB AUTOG	001.09.014.52250.531300.	Repair & Maintenance Supplies	2026	2	INV	\$	44.75	86990	094407	Oil mix x2	2/24/2026	3/6/2026
2055	Pacific Landscape	401.19.039.53935.548000.	Repair & Maintenance Services	2026	2	INV	\$	2,660.91	86991	299347	Irrigation controller swap project	2/17/2026	3/6/2026
1844	Peter O'Donnell	001.09.014.52245.543000.	Training & Travel	2026	2	INV	\$	106.95	86992	RE PO 2/5/26	QIFES Accreditation class - P O'Donnell	2/5/2026	3/6/2026
218	PSE	417.13.457.59435.563000.	Class A Res & Pump Sta - Const	2026	2	INV	\$	94,108.49	86993	90888442	New transformer & power service for site	2/20/2026	3/6/2026
959	PSRFA	501.23.051.54868.548000.	Repair & Maintenance Services	2026	2	INV	\$	6,473.37	86994	17950	Fire apparatus repair 3/26 (maint. agreement)	2/12/2026	3/6/2026
2072	Pure Resonance	502.11.021.51888.531820.	Info Tech Components	2026	2	INV	\$	2,706.13	86995	8939	Sound masking system	2/6/2026	3/6/2026
672	RH2	402.20.019.53510.541000.	Professional Svcs - General	2026	2	INV	\$	5,722.32	86996	104642	Generator tech memo; Sewer SCADA, NDPES App, WRF	12/12/2025	3/6/2026
672	RH2	417.13.455.59435.541040.	Class A Rsv & Pum - Const Mgmt	2026	2	INV	\$	27,897.25	86996	105502	Inspection, submittal review, construction mgmt	2/20/2026	3/6/2026
672	RH2	417.13.428.59434.563000.	Canyon Springs Improve - Const	2026	2	INV	\$	1,618.99	86996	104642	Generator tech memo; Sewer SCADA, NDPES App, WRF	12/12/2025	3/6/2026
1540	ROBERT HALF	001.05.005.51420.541190.	Temporary Agency Personnel	2026	2	INV	\$	2,312.47	86997	65947143	City Clerk/Executive Asst temp employee: R Solem	2/24/2026	3/6/2026
1399	STERI FD	001.09.014.52210.541000.	Professional Svcs - General	2026	2	INV	\$	10.36	86998	8013428887	Medical disposal services	2/13/2026	3/6/2026
388	SUMMIT LAW	001.03.003.51810.541120.	Legal Finance Consulting Svcs	2026	2	INV	\$	1,186.50	86999	170076	SDM Employment advice	2/23/2026	3/6/2026
388	SUMMIT LAW	001.03.003.51810.541120.	Legal Finance Consulting Svcs	2026	2	INV	\$	786.00	86999	170077	Teamsters legal support	2/23/2026	3/6/2026
1730	Sunbelt Rentals	001.12.028.57680.531300.	Repair & Maintenance Supplies	2026	2	INV	\$	980.39	87000	179753643-0001	Stihl power edger/weedeater, blades, rental & fuel	2/4/2026	3/6/2026
1730	Sunbelt Rentals	403.22.030.53130.548000.	Repair & Maintenance Services	2026	2	INV	\$	445.36	87000	179616432-0001	Stump grinder - 33 stumps from past 2 years	2/3/2026	3/6/2026
424	Uline	403.22.050.53130.531300.	Repair & Maintenance Supplies	2026	2	INV	\$	581.63	87001	204207290	Emergency repair/maintenance supplies - tree/storm	2/13/2026	3/6/2026
424	Uline	403.22.030.53130.531300.	Repair & Maintenance Supplies	2026	2	INV	\$	98.00	87001	204207290	Emergency repair/maintenance supplies - tree/storm	2/13/2026	3/6/2026
442	WASI	001.03.003.51810.541420.	HR-Related Services	2026	2	INV	\$	390.00	87002	65928	Employee hearing tests - OHLPP	2/23/2026	3/6/2026
286	Water Mgmt Labs	401.18.037.53481.541000.	Professional Svcs - General	2026	2	INV	\$	450.00	87003	235637	February 2026 bacteria samples	2/17/2026	3/6/2026
279	WEC	001.12.028.57680.531520.	Agricultural Supplies	2026	2	INV	\$	2,247.21	87004	17637140	Dolopril calcium for sports field turf management	2/12/2026	3/6/2026
1370	WLACE	001.12.028.57680.531300.	Repair & Maintenance Supplies	2026	2	INV	\$	3.92	87005	15317441	Hose replacement for leaking pressure washing hose	1/29/2026	3/6/2026
1370	WLACE	001.16.035.54230.531300.	Repair & Maintenance Supplies	2026	2	INV	\$	57.82	87005	15317603	Zip ties & concrete mix for street sign installs	2/17/2026	3/6/2026
1370	WLACE	001.16.035.54230.531300.	Repair & Maintenance Supplies	2026	2	INV	\$	19.63	87005	15317610	Concrete mix for street sign installs	2/17/2026	3/6/2026
1370	WLACE	401.18.037.53481.531300.	Repair & Maintenance Supplies	2026	2	INV	\$	16.37	87005	15317616	Drill bit holder	2/18/2026	3/6/2026
1370	WLACE	401.18.037.53481.531300.	Repair & Maintenance Supplies	2026	2	INV	\$	171.97	87005	15317641	Mix fuel, tarps, parts for air vac repair	2/20/2026	3/6/2026
1370	WLACE	401.18.037.53481.531300.	Repair & Maintenance Supplies	2026	2	INV	\$	36.11	87005	15317646	Tape measure, carabiner clip	2/20/2026	3/6/2026
1370	WLACE	403.22.030.53190.531300.	Repair & Maintenance Supplies	2026	2	INV	\$	54.59	87005	15317639	Extension cord - cleaning out vehicles	2/20/2026	3/6/2026

Accounts Payable

Check Detail

User: KOliver
Printed: 03/10/2026 - 11:06AM



Check Number	Check Date	Amount
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UB*03394 - Schilperoort, Abraham & Karrie Line Item Account

62962	02/24/2026		
	Inv		
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
	01/16/2026	Refund Check	401-00-000-213-10-00-000
	Inv Total		128.37
			<hr/>
62962 Total:			128.37

UB*03394 - Schilperoort, Abraham & Karrie Total: 128.37

UB*03395 - Van Wyk, Willem and Jennifer Line Item Account

62964	02/24/2026		
	Inv		
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
	01/16/2026	Refund Check	401-00-000-213-10-00-000
	Inv Total		181.03
			<hr/>
62964 Total:			181.03

UB*03395 - Van Wyk, Willem and Jennifer Total: 181.03

UB*03396 - Munson, Lisa Line Item Account

62960	02/24/2026		
	Inv		
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
	01/16/2026	Refund Check	401-00-000-213-10-00-000
	Inv Total		191.79
			<hr/>
62960 Total:			191.79

UB*03396 - Munson, Lisa Total: 191.79

UB*03397 - Estate of Travis Dorsey Line Item Account

62959	02/24/2026		
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/16/2026	Refund Check	401-00-000-213-10-00-000	309.64
Inv Total			309.64
62959 Total:			309.64
UB*03397 - Estate of Travis Dorsey Total:			309.64
UB*03398 - Peterson, Jennifer Line Item Account			
62961	02/24/2026		
Inv			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/16/2026	Refund Check	401-00-000-213-10-00-000	191.79
Inv Total			191.79
62961 Total:			191.79
UB*03398 - Peterson, Jennifer Total:			191.79
UB*03399 - SFR Borrower 2021-2 LLC Line Item Account			
62963	02/24/2026		
Inv			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/16/2026	Refund Check	401-00-000-213-10-00-000	70.99
Inv Total			70.99
62963 Total:			70.99
UB*03399 - SFR Borrower 2021-2 LLC Total:			70.99
Total:			1,073.61

Accounts Payable

Check Detail

User: KOliver
Printed: 03/10/2026 - 11:10AM



Check Number	Check Date	Amount
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UB*03400 - Sinnott, Justin Line Item Account

62967	02/24/2026		
	Inv		
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
	02/20/2026	Refund Check	401-00-000-213-10-00-000
	Inv Total		166.62
62967 Total:			166.62

UB*03400 - Sinnott, Justin Total: 166.62

UB*03401 - Golingo, Michelle and James Line Item Account

62966	02/24/2026		
	Inv		
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
	02/20/2026	Refund Check	401-00-000-213-10-00-000
	Inv Total		169.24
62966 Total:			169.24

UB*03401 - Golingo, Michelle and James Total: 169.24

UB*03402 - Cree, David & Eileen Line Item Account

62965	02/24/2026		
	Inv		
	<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
	02/20/2026	Refund Check	401-00-000-213-10-00-000
	Inv Total		356.22
62965 Total:			356.22

UB*03402 - Cree, David & Eileen Total: 356.22

Check Number Check Date

A Item 2.

Total:

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692.08
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ADVICE REGISTER - SEMI MONTH

WARRANT: 260306 From: 02/16/2026 To: 02/28/2026

NAME	CHK #	NET PAY
AHMED, HIND	00003203	3,938.29
BACHER, ANNE M	00003204	3,306.89
BAILEY, MICHAEL	00003205	6,190.36
BARNET, RYAN	00003206	3,597.32
BATTLES, JASON	00003207	4,706.26
BEACH, LYLE	00003208	3,246.42
BENNETT, PHILIP	00003209	4,918.68
BERNI, SAMUEL	00003210	3,235.28
BETTS, JIMMIE L	00003211	2,744.99
BLACK, MELINDA	00003212	3,822.63
BOSTICK, MAX	00003213	2,796.62
BOUTA, ANDREW	00003214	5,258.13
BROWN, CHRIS E	00003215	4,491.40
BRUMFIELD, SAMANTHA	00003216	3,259.54
BUELNA, REBECCA	00003217	2,831.98
BUERGI, DANIEL R	00003218	3,623.93
BURKE, DENA	00003219	5,608.89
BYRD, TYLER D	00003220	3,194.82
CHAMBLESS, MICHAEL	00003221	6,604.28
CHRISTENSEN, CARA	00003222	510.72
COOPER, JOHN	00003223	4,023.04
COTTON, CATHERINE	00003224	507.48
DALY, MICHELLE R	00003225	2,719.60
DALZIEL, RYAN A	00003226	3,079.57
DAVIS, RAMONA	00003227	5,028.85
DEWAR, MILES Z	00003228	2,252.12
DUDDLES, MARTHA J	00003229	2,909.85
ECKER, BRENDON J	00003230	2,035.68
FLORIDA, HEATHER K	00003231	3,215.06
FOUTS, JACOB T	00003232	3,965.26
FRY, PATRICK	00003233	4,556.17
GAMBLE, DYLAN A	00003234	3,495.92
GEORGE, JASON A	00003235	4,159.44
HALBERT, KEVIN F	00003236	2,926.52
HAMLIN, JEFFREY T	00003237	4,869.60
HARRIS, DONALD I	00003238	3,669.54
HAWK, DALTON J	00003239	3,315.20
HEATH, GREGORY Q	00003240	3,007.25
HEBEL, RICHARD	00003241	1,171.20
HEDGER, MATTHEW	00003242	4,048.72
HENDERSON, KYLA A	00003243	3,162.69
HENDRICKS, CORY D	00003244	2,365.60
HOLLOWAY, BRYAN	00003245	507.48
HOLMES, THOMAS E	00003246	6,160.44
HOREJSI, GARY W	00003247	4,324.20
HOYLA, KOBE R	00003248	3,708.30
HUGHES, JENNIFER L	00003249	3,959.69
JOHNSON, JOLYON M	00003250	557.51
JOHNSON, KIMBERLY G	00003251	4,299.80
JONGEKRYG, ANDREW P	00003252	2,529.66
KNOWLES, KENNETH	00003253	3,482.08
LACROIX, LAFLECHE	00003254	4,710.25
LATHAM, ANDREW F	00003255	3,044.12

ADVICE REGISTER - SEMI MONTH

WARRANT: 260306 From: 02/16/2026 To: 02/28/2026

NAME	CHK #	NET PAY
LATHROP, NICHOLAS S	000003256	3,244.33
LEMOINE, BLAKE S	000003257	2,352.91
LIEBETRAU, MICHAEL K	000003258	2,442.21
LOEHNDORF, SCOTT A	000003259	3,193.76
MACVICAR, NEIL S	000003260	2,991.23
MAINSTONE, BRIAN R	000003261	3,132.14
MARKWARDT, KYLE C	000003262	3,073.32
MAXFIELD, JAEGER	000003263	2,012.45
MAYHEW, JAMES	000003264	980.86
MEADOWS, JOSEPH R	000003265	3,214.95
MENDOZA-MARTINEZ, SUZETTE Y	000003266	1,369.42
MILLER, MATTHEW L	000003267	2,943.55
MOATE, DANIEL W	000003268	3,196.97
MURPHY, DANIEL	000003269	507.48
NEAL, RYAN T	000003270	3,921.28
O'DONNELL, PETER A	000003271	3,178.50
O'NEIL, KERRY K	000003272	2,673.88
OCEGUEDA, JUAN M	000003273	3,327.85
OLIVER, KATRINA M	000003274	2,466.67
OROZCO, JORGE	000003275	2,705.64
ORRE, ASHLEY K	000003276	2,273.42
OWENS, JACK T	000003277	3,037.88
PARKER, BENJAMIN T	000003278	2,622.26
PETER, MICHAEL H	000003279	3,949.71
PHAM, THAI Q	000003280	3,141.34
QUADE, JOAN E	000003281	2,334.26
RAMOS, DAMIAN	000003282	3,446.55
RASMUSSEN, ERIK R	000003283	4,145.50
REN, JUSTIN K	000003284	3,085.74
ROBLES, STEVEN A	000003285	2,137.59
ROCKAFIELD, DYLAN	000003286	1,843.90
SANDIN, KEVIN	000003287	2,565.21
SCHANNAUER, WYATT	000003288	3,247.57
SCHUMANN, ZACHARY J	000003289	3,810.43
SHINN, TODD	000003290	3,080.28
SMITH, CHASE A	000003291	4,441.80
SNYDER, KEVIN S	000003292	3,735.57
SPEARS, JOSEPH E	000003293	3,427.66
STEWART, JAKE R	000003294	2,043.65
THRALL, ROBERT J	000003295	3,439.80
TOZIER, THERESA M	000003296	3,983.02
TREPTOW, ILYSE	000003297	3,122.39
VINING, ANDREW E	000003298	3,920.84
VLADIS, DMITRIY	000003299	4,288.96
WALKER, JANNA L	000003300	3,965.35
WASHINGTON, LOUIS R	000003301	407.48
WEISS, JASON A	000003302	4,398.47
WERRE, CHRISTOPHER T	000003303	4,183.71
WEST, MATTHEW A	000003304	7,727.62
WESTMAN, JESSE	000003305	3,636.85
WIEBE, NICOLE H	000003306	3,101.10
WILSON, CHRISTOPHER A	000003307	3,334.32
WOLFE, ALBERT R	000003308	4,290.65

ADVICE REGISTER - SEMI MONTH

WARRANT: 260306 From: 02/16/2026 To: 02/28/2026

[REDACTED]	NAME	CHK #	NET PAY
	WOTTON, ROBERT	000003309	357.48
	Total Deposits: 107		351,113.08

** END OF REPORT - Generated by Ilyse Treptow **

Claims Report F&A 3-17-26, CM 3-23-26

Final Audit Report

2026-03-12

Created:	2026-03-11
By:	Ilyse Treptow (itreptow@snoqualmiewa.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAEox2bmOvdTCvI0BAEgZUTYY8VJI3tK9I

"Claims Report F&A 3-17-26, CM 3-23-26" History

-  Document created by Ilyse Treptow (itreptow@snoqualmiewa.gov)
2026-03-11 - 10:53:00 PM GMT
-  Document emailed to Drew Bouta (dbouta@snoqualmiewa.gov) for signature
2026-03-11 - 10:53:31 PM GMT
-  Email viewed by Drew Bouta (dbouta@snoqualmiewa.gov)
2026-03-11 - 11:23:18 PM GMT
-  Document e-signed by Drew Bouta (dbouta@snoqualmiewa.gov)
Signature Date: 2026-03-12 - 0:10:13 AM GMT - Time Source: server
-  Agreement completed.
2026-03-12 - 0:10:13 AM GMT

Estimated To-Date Impact on the Reserve Fund (#002)

- The **Reserve Fund** “maintains and provides money to the General Fund and other funds, when necessary, in order to respond to **unexpected events** such as **economic instability, public emergencies, or cash flow issues.**” (Section 12: Fund Structure, p. 28 of the Financial Management Policy)
- The Reserve Fund has been typically funded through **transfers of unrestricted cash from the General Fund** when sources of cash exceed uses of cash within the General Fund.
 - The **interest earned** from investing Reserve Fund cash helps to supplement General Fund transfers.
- A **proposal to replenish the Reserve Fund**, with options, will be presented as part of the Biennial Budget process.

Estimated To-Date Impact on the Reserve Fund (#002)	
Beginning Cash as of 11/30/2025	\$ 3,230,000
Flood Event Cost	\$ (667,000)
Flood Event Financial Assistance/Recoveries	
<i>Federal Disaster Assistance (Estimated)</i>	\$ 401,000
<i>State Disaster Assistance</i>	???
<i>Insurance Recoveries</i>	???
Total Assistance/Recoveries =	\$ 401,000
Interest Earned	\$ 92,000
Ending Cash as of 12/31/2026	\$ 3,056,000

 **No Changes To Report**



Ordinance Amending the Definitions of “Sale at Retail” and “Sale at Wholesale” in the City’s B&O Tax Code

The Finance & Administration Committee

March 17, 2026

Purpose

- **Why is the amendment necessary?**
 - In 2025, the State Legislature wanted to tax several business activities that were previously not subject to the retail sales tax.
 - To enable their taxation, a bill was passed (ESSB 5814) that added several business activities to the definition of “sale at retail” (RCW 82.04.050).
 - Because the definition of “sale at retail” in state law was changed, definitions in a mandatory B&O tax “model ordinance” by law also had to be changed.

Purpose

- The business activities added in state law to the definition of “sale at retail” were reclassified from “services” to “retail sales” in the mandatory B&O tax model ordinance.
- The City, because it has a B&O tax, is required by law to adopt the mandatory B&O tax model ordinance (RCW 35.102.040).
- Adopting the model ordinance requires changing the definition of “sale at retail” and “sale at wholesale” in the City’s B&O tax code.

Business Activities Reclassified from Services to Retail Sales

- Information Technology Training Services
- Custom Website Development Services
- Investigation, Security, and Security Monitoring Services
- Temporary Staffing Services
- Advertising Services
- Live Presentations

Impact to Snoqualmie

- There is no impact to B&O tax revenue because both “retail sales” and “services” are taxed at the same rate (0.15%).
- There will be an impact to sales tax revenue because of ESSB 5814, but we don’t know the amount because the City has not collected it before.
- Those businesses with reclassified activities will need to change where on the B&O tax form they report their gross receipts.

Next Steps

- **April 7, 2026:** AB presented to the F&A Committee Meeting
- **April 13, 2026:** AB presented to Full Council – 1st Reading of Ordinance
- **April 27, 2026:** Adoption of AB by Full Council – 2nd Reading of Ordinance

Councilmember Vacancy Timeline	
Date	Description
2/25/2026	Upcoming resignation/vacancy announced (90-day clock does not start yet)
3/2/2026	Email sent to all staff explaining council vacancy, thanking CM Christensen for her service to the city, next steps, council vacancy process, who to go to with questions. Social media post explaining council vacancy, thanking for CM Christensen for her service to the city, explaining next steps.
2/25-3/13	Staff, City Administrator, Mayor work on proposed selection process and options to present to Council. Draft official slide deck presentation. Determine staff responsible for website/social media posts, accepting and reviewing applications, etc.
3/3/2026	F&A Committee – Review Timeline
3/16/2026	Last Date in Office
3/17/2026	90 Day Clock Starts
3/17/2026	F&A Committee – Present process and options for selection process
3/18- 3/19/2026	Staff make modification to presentation/options as needed based on F&A
3/23/2026	Council Meeting – Council reviews and approves the selection process
3/24- 3/27/2026	Staff works on any changes to proposed selection process, makes materials, and drafts website/social media posts
3/30/2026	8 AM Post on City on website application materials, including application itself, timeline, and interview date. Social media post also if desired. Include date, time, and who applications go to for questions, typically City Clerk.
4/13/2026	Applications due by 5 PM, to City Clerk or other staff member designated
4/13- 4/22/2026	Administration reviews applications to ensure completeness, compliance with WA law, and Snoqualmie residency.
4/23/2026	Applications emailed to elected officials and included in 4/27 council meeting agenda packet. Recommend redacting address, date of birth, and signature for privacy reasons from agenda packet.
4/23- 4/26/2026	Elected officials review applications
4/27/2026	6 PM Round Table or 7 PM Council meeting – oral interviews of candidates. Example of potential interview: Candidate given set number of minutes for “opening statement” and then is either asked a set number of questions by councilmembers with a time limit for each answer. Questions should be selected in advance. Each candidate should be asked the same question and given the same amount of time. Keep in mind for time management that 10 candidates x 15 minutes each = 2.5 hours.

	<p>Under Council Rule 2.7 ADJOURNMENT. Council Meetings shall adjourn no later than 10:00 PM. The adjournment time established there under may be extended to a later time upon approval of a motion by a majority if the Council. Any Councilmember may call for a “Point of Order” at 9:30 to review agenda priorities.</p> <p>Other candidates may be asked to wait in another room (such as Mt Si Conference room) to not have the advantage of hearing questions and answers in advance. While they cannot be forced to leave a public meeting, their refusal to leave can be considered as a part of their ability to follow recommendations if they were to join Council.</p> <p>After interviews, Executive Session under RCW 42.30.110(h): To evaluate the qualifications of a candidate for appointment to elective office. However, any interview of such candidate and final action appointing a candidate to elective office shall be in a meeting open to the public.</p>
5/11/2026	6PM Round Table or 7 PM Council Meeting – nominations/voting or additional executive session if needed.
5/26/2026	<p>7 PM Council Meeting – swearing in of new council member.</p> <p>Council Rule 2.1 SWEARING IN OF NEW MAYOR AND COUNCILMEMBERS. New Mayor and Councilmember’s shall be sworn in by the City Clerk or City Attorney.</p> <p>Potential additional deliberation/buffer date.</p>
6/15/2026	90-day clock done - Must appoint councilmember by this date (this is based on vacancy starting 3/17/2026 as first date of vacancy)
11/2027	Election
11/2027 or 12/2027	After WA Secretary of State certifies the election, the winner is sworn in and takes the council seat immediately.

Must appoint within 90 days:

- The city council must fill a vacancy within 90 days of the vacancy. If the city council fails to meet this deadline, it loses the authority to appoint a replacement, at which point the county council has an additional 90 days to make the appointment.

Minimum legal requirements:

- Continuous residency in Snoqualmie city limits for a minimum of one year prior to appointment to the Council.
- Registered to vote in the City of Snoqualmie (de facto this creates an age 18+ requirement)

February 2026

Item 5.

February 2026

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2026

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Feb 1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
			<p>Staff, City Administrator, Mayor work on proposed selection process and options to present to Council. To Mar 13. →</p> <p>Upcoming resignation/vacancy announced (90-day clock does not start yet)</p>			

March 2026

March 2026							April 2026						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7	5	6	7	1	2	3	4
8	9	10	11	12	13	14	12	13	14	15	16	17	18
15	16	17	18	19	20	21	19	20	21	22	23	24	25
22	23	24	25	26	27	28	26	27	28	29	30		
29	30	31											

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Mar 1	2	3	4	5	6	7
← From Feb 25 Staff, City Administrator, Mayor work on proposed selection process and options to present to Council.						
	Email sent to all staff explaining council vacancy, thanking CM Christensen for her	F&A Committee – Review Timeline				
8	9	10	11	12	13	14
Staff, City Administrator, Mayor work on proposed selection process and options to present to Council.						
15	16	17	18	19	20	21
	Last Date in Office	90 Day Clock Starts F&A Committee – Present process and options for selection process	Staff make modification to presentation/options as needed			
22	23	24	25	26	27	28
	Council Meeting – Council reviews and approves the selection process	Staff works on any changes to proposed selection process, makes materials, and drafts website/social media posts				
29	30	31	Apr 1	2	3	4
	8 AM Post on City on website application materials, including application itself, timeline, and					

April 2026

Item 5.

April 2026							May 2026						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
5	6	7	1	2	3	4	3	4	5	6	7	1	2
12	13	14	8	9	10	11	10	11	12	13	14	8	9
19	20	21	22	23	24	25	17	18	19	20	21	22	23
26	27	28	29	30			24	25	26	27	28	29	30
							31						

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Mar 29	30 8 AM Post on City on website application materials, including application itself, timeline, and	31	Apr 1	2	3	4
5	6	7	8	9	10	11
12	13 Applications due by 5 PM, to City Clerk or other staff member designated	14	15	16	17	18
Administration reviews applications to ensure completeness, compliance with WA law, and Snoqualmie residency.						
19	20	21	22	23	24	25
Administration reviews applications to ensure completeness, compliance with WA law, and Snoqualmie residency.				Elected officials review applications		
				Applications emailed to elected officials and included in 4/27 council meeting		
26 Elected officials review appl	27 6 PM Round Table or 7 PM Council meeting – oral interviews of candidates.	28	29	30	May 1	2

May 2026

May 2026							June 2026						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
3	4	5	6	7	1	2	7	1	2	3	4	5	6
10	11	12	13	14	8	9	14	8	9	10	11	12	13
17	18	19	20	21	22	23	21	15	16	17	18	19	20
24	25	26	27	28	29	30	28	22	23	24	25	26	27
31								28	29	30			

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Apr 26 ← Elected officials review	27 6 PM Round Table or 7 PM Council meeting – oral interviews of candidates.	28	29	30	May 1	2
3	4	5	6	7	8	9
10	11 6PM Round Table or 7 PM Council Meeting – nominations/voting or additional executive session if	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26 7 PM Council Meeting – swearing in of new council member	27	28	29	30

June 2026

June 2026							July 2026						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
7	1	2	3	4	5	6	5	6	7	1	2	3	4
14	8	9	10	11	12	13	12	13	14	8	9	10	11
21	15	16	17	18	19	20	19	20	21	22	23	24	25
28	22	23	24	25	26	27	26	27	28	29	30	31	

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
May 31	Jun 1	2	3	4	5	6
7	8	9	10	11	12	13
14	15 90-day clock done - Must appoint councilmember by this date (this is based on vacancy)	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	Jul 1	2	3	4



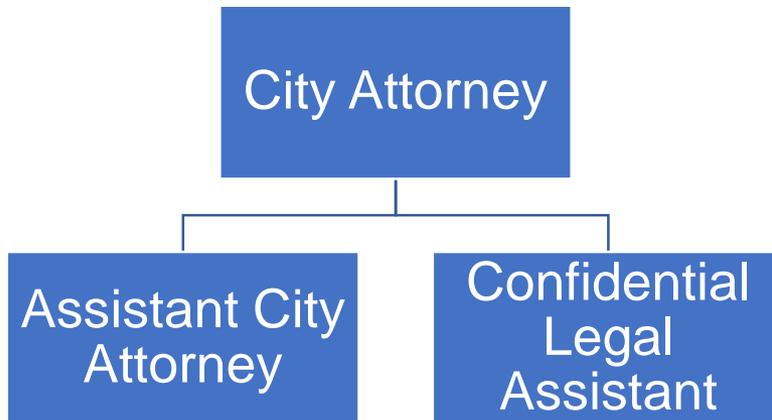
Legal Department Workload & Outside Counsel Overview

**Dena Burke
City Attorney**

Legal Department Structure



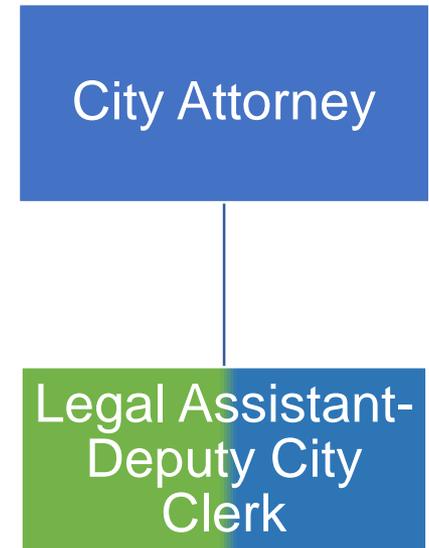
2019-2023



2023-2024



2025-Present



- March-August 2025 Legal Assistant-Deputy City Clerk position vacant

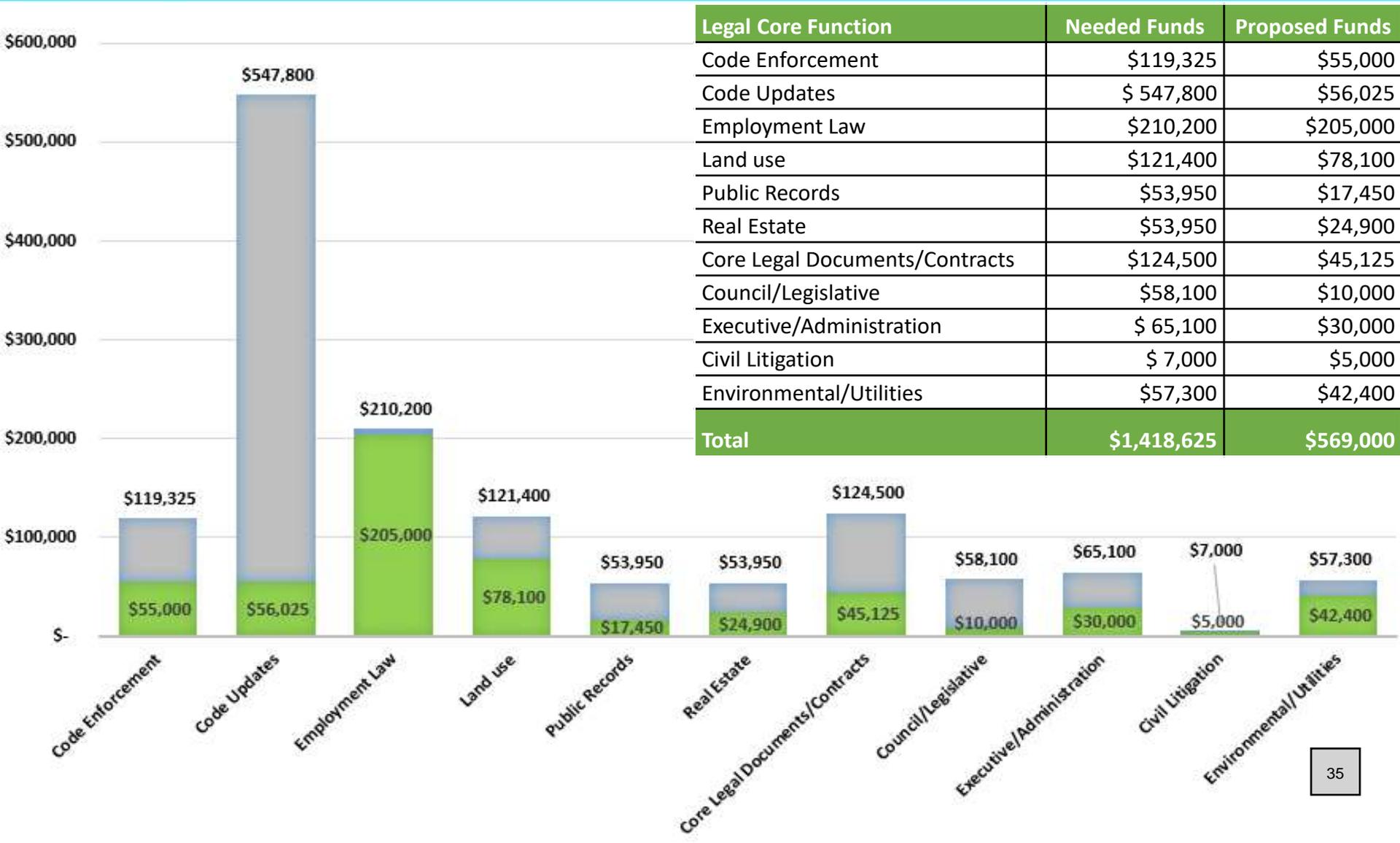
Legal Department Costs



Description	2021	2022	2023	2024	2025	2026
In-House Legal	\$579,109	\$616,825	\$439,764	\$168,391	\$284,712	\$346,614
Outside Unusual Items					\$90,539	
Outside Budget (Remaining)					\$253,547	\$186,000
2026 Additional Request						\$383,000
Outside Counsel Total	\$42,028	\$160,408	\$344,806	\$693,895	\$344,086	\$569,000
Total Legal	\$621,136	\$777,233	\$784,570	\$862,286	\$628,799	\$915,614
Total (Adjusted to 2025)	\$776,097	\$928,194	\$860,735	\$893,162	\$628,799	\$891,844

2023 included \$83k vacation payouts due to staff departing the City
 2024 Deputy City Clerk-Legal Assistant position placed as Internal for budget purposes

Proposed and Needed Funds





Request

Item 6.

- Background: From 2022 to present, the municipal legal landscape has increased in complexity while the City's Legal Department budget has been reduced.
- Request: To enable support of City functions, allocate an additional \$383,000 for outside counsel. Delay all other projects and programs involving Legal Department until 2027.



Exhibit: Legal Department Workload & Outside Counsel Overview

**Dena Burke
City Attorney**



Legal Department

Item 6.



Dena Burke
City Attorney



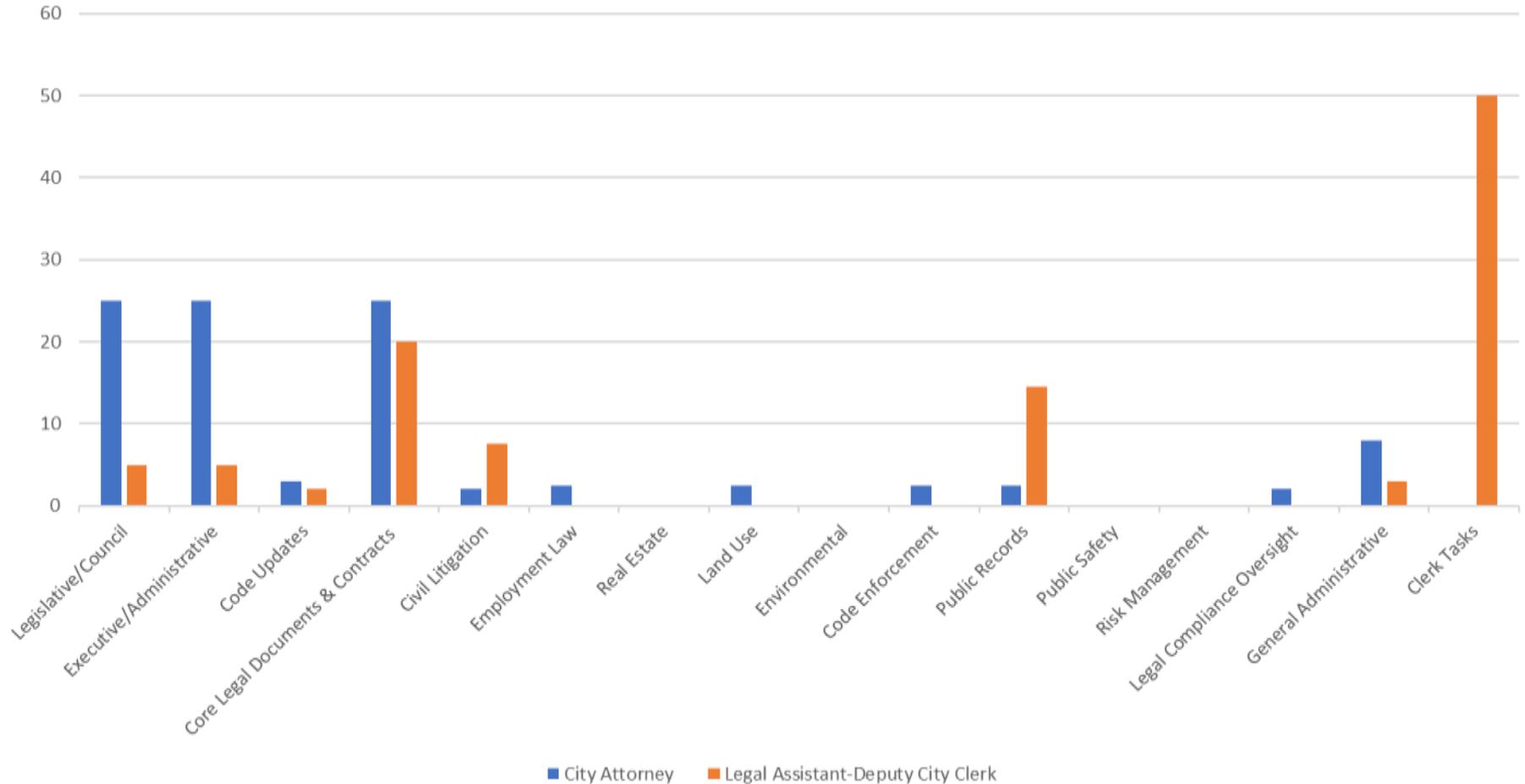
Robert Thrall
Legal Assistant-
Deputy City
Clerk

Legal Department Core Functions



1. Legislative/Council
2. Executive/Administrative
3. Code Updates
4. Core Legal Documents & Contracts
5. Civil Litigation
6. Employment Law
7. Real Estate
8. Land Use
9. Environmental
10. Code Enforcement
11. Public Records
12. Public Safety
13. Risk Management
14. Legal Compliance Oversight
15. General Administrative

Percentage of Time Per-Week Per-Core Function



Legal Department Core Functions



Council/Legislative

- Advise Council, Committees, and Commissions on legal issues
- Attend and provide counsel and act as parliamentarian at Council Meetings, Committee Meetings, some Commissions, and Executive Sessions
- Provide legal opinions (oral and written)

Results & Why

- Immediate risk and financial liability avoided or mitigated
- Policy decisions comply with state and federal law
- Elected officials avoid conflicts of interest and ethics violations

Percentage of Time Per-Week

- City Attorney = 25%
- Legal Asst-Deputy City Clerk = 5%

Legal Department Core Functions



Executive/Administrative

- Advise Mayor, City Administrator, and Department Heads
- Provide legal opinions (oral and written)
- Provide daily legal advice to all departments
- Review policies and procedures for legal compliance
- Assist with triaging emergent legal issues
- Monitor and provide advice on federal policy changes and litigation

Percentage of Time Per-Week

- City Attorney = 25%
- Legal Asst-Deputy City Clerk = 5%

Results & Why

- Immediate risk and financial liability avoided or mitigated
- Policy decisions comply with state and federal law
- Elected officials avoid conflicts of interest and ethics violations

Legal Department Core Functions



Municipal Code Updates & Advice

- Review municipal code and answer questions from Department Heads, staff, and elected officials
- Update municipal code based on emerging case law, legislative changes, and best practices
- Ensure code aligns with community goals

Results & Why

- Improves clarity and usability
- Supports long-term goals
- Addresses new issues
- Makes expectations clear

Percentage of Time Per-Week

- City Attorney = 3%
- Legal Asst-Deputy City Clerk = 2%

Legal Department Core Functions



Core Legal Documents and Contracts

- Draft and review ordinances, resolutions, motions, and agenda bills
- Ensure compliance with federal, state, and local laws
- Draft, review, and negotiate contracts
- Draft and negotiate interlocal agreements
- Review RFPs/RFQs, bid documents, and procurement processes
- Review professional service agreements

Percentage of Time per-Week

- City Attorney = 25%
- Legal Asst-Deputy City Clerk = 20%

Results & Why

- Ordinances and resolutions are lawful and enforceable
- Contract terms protect the City
- Contracts comply with procurement laws
- Poorly drafted contracts can cost the City and taxpayers

Legal Department Core Functions



Civil Litigation

- Represent the City in litigation or oversee outside counsel in litigation
- Manage and oversee cases assigned to WCIA
- Manage discovery and searches
- Manage or directly involved in deposition and trial preparation
- Track litigation risk and trends
- Evaluate and respond to claims for damages

Percentage of Time Per-Week

- City Attorney = 2%
- Legal Asst-Deputy City Clerk = 7.5%

Results & Why

Protects City's liability

Ensures stances in litigation aligns with City political policies

Legal Department Core Functions



Employment Law

- Advise on hiring, discipline, investigations, and termination
- Support and manage outside counsel in collective bargaining
- Review employment policies
- Provide counsel on discrimination, wage/hour, ADA, FMLA, etc.
- Review and assist with understanding legal ramifications of collective bargaining agreements
- Assist with drafting personnel policies and memoranda of understanding with unions
- Attend negotiations and provide advise on collective bargaining agreements

Percentage of Time Per-Week

- City Attorney = 2.5%
- Legal Asst-Deputy City Clerk = 0%

Results & Why

- Mistakes head to costly lawsuits, potentially causing morale and reputation issues

Legal Department Core Functions



Real Estate

- Advise on purchase, sale, or lease agreements for real property
- Draft and negotiate real estate agreements
- Coordinate regarding planning, public works, and economic development

Results & Why

- Reduced legal and financial risk
- Ensure project timeline
- Improved community outcomes

Percentage of Time Per-Week

- City Attorney = <1%
- Legal Asst-Deputy City Clerk = 0%

Legal Department Core Functions



Land Use

- Advise on land use decisions and quasi-judicial matters
- Review and draft development agreements
- Support Growth Management Act compliance
- Defend land use appeals
- Support annexations
- Support legal issues regarding development and zoning issues

Results & Why

- Land use litigation is common and expensive
- Ensure City controls its own destiny in terms of zoning, building, structure as much as possible within confines of the law

Percentage of Time Per-Week

- City Attorney = 2.5%
- Legal Asst-Deputy City Clerk = 0%

Legal Department Core Functions



Environmental Law

- Guides compliance with state and federal environmental laws
- Support stormwater and water-quality programs
- Advises on climate, sustainability, and natural-resource policies
- Represents City in environmental enforcement and litigation

Results & Why

- Reduces regulatory and litigation risk
- Protection of public health and natural resources
- Stronger environmental stewardship
- Improved defensibility of city decisions

Percentage of Time Per-Week

- City Attorney = 0%
- Legal Asst-Deputy City Clerk = 0%

Legal Department Core Functions



Code Enforcement

- Provide legal advice on all aspects of code enforcement matters
- Represent the City in code enforcement appeals, requests for court ordered abatement, and all matters before the Hearing Examiner
- Review enforcement orders and compliance agreements
- Support code updates to ensure best practices in code enforcement procedures
- Review and update Hearing Examiner Rules of Procedures

Results & Why

- Enforcement actions follow due process and are legally defensible
- Compliance to ensure public safety and aesthetic

Percentage of Time Per-Week

- City Attorney = 2.5%
- Legal Asst-Deputy City Clerk = 0%

Legal Department Core Functions



Public Records

- Advise on Public Records Act compliance
- Review responsive records to provide advise on exemptions and redactions
- Oversee response to complex or high-risk records requests
- Defend PRA litigation, including lawsuits and injunction requests
- Provide advice and training on records management best practices

Results & Why

- Mistakes lead to fines, lawsuits, and public mistrust
- PRA lawsuits not covered by WCIA Insurance
- \$100 per-document per-day, plus attorney's fees

Percentage of Time Per-Week

- City Attorney = 2.5%
- Legal Asst-Deputy City Clerk = 14.5%

Legal Department Core Functions



Public Safety

- Oversee prosecution and public defender contracts to ensure compliance and solid performance
- Ensure compliance with new public defender standards
- Work with and assist contract prosecutor in drafting complex motions
- Advise police on legal issues and interpretation of state and local laws
- Manage outside counsel and case posture in King County Inquests regarding officer involved deaths

Results & Why

- Ensues constitutional policing, proper use of force, and legally sound prosecutions.
- Errors trigger civil rights lawsuits or federal oversight

Percentage of Time Per-Week

- City Attorney = <1%
- Legal Asst-Deputy City Clerk = 0%

Legal Department Core Functions



Risk Management

- Identify liability exposure
- Advise on insurance and indemnification issues
- Develop preventative strategies
- Develop staff trainings on legal issues to provide guidance and advice on best practices
- Primary WCIA delegate

Results & Why

- Proper risk management saves the City and taxpayers money and prevents crises

Percentage of Time Per-Week

- City Attorney = <1%
- Legal Asst-Deputy City Clerk = 0%

Legal Department Core Functions



Legal Compliance Oversight

- Track legislative changes
- Track case law updates
- Code and policy maintenance
- Template and form management
- Monitor emerging legal issues
- Track federal, state, and regional regulatory trends
- Drafting internal guidance for departments
- Reviewing department policies for legal sufficiency
- Preparing legal update briefings for staff and leadership
- Creating trainings for staff to ensure best practices

Results & Why

- Builds a city that is efficient, consistent, and reliable with strong legacy knowledge

Percentage of Time Per-Week

- City Attorney = 2%
- Legal Asst-Deputy City Clerk = 0%

Legal Department Core Functions



General Administrative

- General file management
- Invoice processing
- Administrative paperwork
- Returning phone calls and emails
- Budget management
- Routine internal mandatory trainings and meetings
- Supervising and mentoring staff in the Legal Department

Results & Why

- Compliance with city rules and policies

Percentage of Time Per-Week

- City Attorney = 8%
- Legal Asst-Deputy City Clerk = 3%



When Outside Support is Helpful

Item 6.

- Specialized expertise
- Independence and objectivity
- Support for major transactions and development projects
- Access to robust resources
- Litigation power
- Surge capacity for special projects
- Bandwidth support to ensure timely legal support and review to all City Departments



CITY OF SNOQUALMIE
CITY COUNCIL REGULAR MEETING
Monday, March 23, 2026, at 7:00 PM
Snoqualmie City Hall, 38624 SE River Street & Zoom

MAYOR & COUNCIL MEMBERS

Mayor James Mayhew

Councilmembers: Daniel Murphy, Robert Wotton, Bryan Holloway, Louis Washington, Catherine Cotton, Cara Christensen, and Jolyon Johnson.

This meeting will be conducted in person at Snoqualmie City Hall and remotely using 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.

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

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

CALL TO ORDER & ROLL CALL

PLEDGE OF ALLEGIANCE

AGENDA APPROVAL

PUBLIC HEARINGS, PRESENTATIONS, PROCLAMATIONS, AND APPOINTMENTS

Presentations

1. Waste Management

PUBLIC COMMENTS AND REQUESTS FOR ITEMS NOT ON THE AGENDA

(NOTE: No online public comments will be accepted during the meeting. Written comments are encouraged and may be submitted via in-person drop off, mail, or e-mail to cityclerk@snoqualmiewa.gov. All written comments must be received by 3:00 p.m. on the day of the scheduled meeting.)

CONSENT AGENDA

2. Approve the City Council Meeting Minutes dated March 9, 2026.
3. Approve the Claims Report dated March 23, 2026.

ORDINANCE

4. **AB26-005:** Ordinance Amending Chapter 10.24 Compression Brakes.

Proposed Action: First Reading of Ordinance 1317.

COMMITTEE REPORTS

Public Safety Committee:

5. Police Chief Timeline

- 6. Covered Load Enforcement Discussion

Community Development Committee:

Parks & Public Works Committee:

- 7. **AB26-006:** Cottonwood and Hoff Park Playground Replacement.

Proposed Action: Move to approve the Mayor authorizing the purchase orders with Landscape Structures, Inc. for the purchase, installation, and removal of playground equipment at Cottonwood and Hoff Parks.

- 8. Snow Website Presentation

Finance & Administration Committee:

- 9. Presentation on Ordinance Amending the Definition of "Sales at Retail" and "Sales at Wholesale" in the City's B&O Tax Code
- 10. Legal Department Workload & Outside Counsel Overview - Presentation
- 11. Council Vacancy Timeline

Committee of the Whole:

REPORTS

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

ADJOURNMENT

DRAFT